

INTERNATIONAL FULL-TIME STUDENT'S CHECKLIST

After the arrival in Ventspils

- Pay for the dormitory for the first semester in full (62 EUR per month for a shared room) at the dormitory administration in B building. You may pay in cash or using a bank card. From second semester you will need to pay one month in advance;
- Unless you have already applied for residence permit, apply for residence permit (come to C-211 for more information);**
- If you already have a positive residence permit decision, take an x-ray at the hospital. Its costs around 10 EUR. Results are ready two days later and can be picked up after 16:00.
- Unless you have already done it, obtain a travel insurance policy. It has to be valid in all Schengen countries, covering one year period, the minimum amount of insurance has to be 42 600 EUR;
- Submit the results of the x-ray and the new insurance policy to the Immigration office (Uzavas street 8, 1st floor) to get the Residence permit (RP) card (to get it in 14 working days – pay 14.23 EUR, but in 2 working days – 28.46 EUR). **NB!** The immigration office does not accept cash. Bank card payments only!
- Declare the address of the residence at the Immigration office. It costs 4.27 EUR;
- Once you have the RP card, you may apply for a Latvian bank account and ISIC student card. Documents to be provided to the
 - bank:
 - Letter from the university that you are a student here (costs 0.70 EUR). Obtained in room C-210. Payed for in room C-301;
 - RP card and passport;
 - Your study contract.

Preparing for studies

- Get access from your faculty secretary to your LAIS (Latvian Higher Education Institution Information System) account. There you can see your courses and grades;
- Get access to your university e-mail. **Check your university e-mail at least once a day** for updates from professors, changes in lectures, for information about scholarships, internship opportunities etc.
- Get acquainted with Moodle account which is a platform where professors post information about programme contents, other course materials. During first lectures you will be told whether you will need to use Moodle for each of the courses;
- Within the first three weeks of the respective semester (in September for the autumn semester and in February for the spring semester) register for the courses on www.lais.lv;
- Current students in order to register for courses should fill in the mandatory Study quality survey on LAIS about studies in previous semester

During your studies

- Pay your tuition fee by August 1 and December 1 of each year;
- In case you have failed a subject, write an application to the faculty dean asking for permission to continue studies with academic debts. The faculty secretary will provide an example of the application;
- In case you need to repeat the whole study course, write an application to your faculty dean. The faculty secretary will provide example of the application. Repeating a course costs approx. 50 EUR per one credit point for bachelor students and 70 EUR for master students;
- Participation in the exam sessions is mandatory.** Plan your trips, family visits, during the official holidays and times free of lectures, tests and exams;
- Students themselves plan their exams and consultations during exam sessions. Times need to be agreed by the respective professor. Exam and consultation schedule ought to be submitted at the Study department in room C-210.
- If you are leaving for an internship/travelling/visiting your home country, fill in the travelling document (form available in C-211) and submit it together with the tickets for a round trip to the IO.

Moving out the dormitory (for the summer, Erasmus studies/internship)

- Clean your room (move the furniture into the initial positions, clean behind the furniture, clean the hall and the bathroom, defrost and clean the fridge);
- Hand in the keys to the dormitory administration counter by entrance B.
- Make sure all your financial and academic obligations are taken care of;
- Return all borrowed books to the library;
- Inform the IO about your travel plans.

Annual registration procedure

- Check the expiry date of your RP card. Documents for annual registration should be submitted to the Immigration office no later than 1.5 months before the card expires. It costs 45.00 EUR for decision making in 30 days, but for fast document processing in 10 working days – 90.00 EUR.
- NB!** University can submit documents on your behalf, but you need to be in Latvia at least 3 working days before the expiry date of your RP card to take a photo for the new RP card;
- List of the documents needed for the annual registration procedure that you need to take with you** (or send them to University IO if you want us to submit the documents on your behalf):
 - Your passport (check the expiry date);
 - Your current RP card;
 - Bank statement (original, signed and stamped by the bank and saying that you have **no less than 430 EUR x 12=5160 EUR** on it). It cannot be older than 3 months before you submit your documents for the RP card. For example, if you submit your documents exactly on June 2, then the bank statement may not be older than March 2;
 - If you have a sponsor, then you also need the proof of sponsorship (notarially approved);
 - A new medical insurance policy (valid in all Schengen countries, covering one year period, the minimum amount of insurance has to be 42 600 EUR)
- Upon making the official invitation the following documents are provided by the university:**
 - Invitation;
 - Letter of Accommodation (if you live in the dormitory, the university will provide it, but if you are renting an apartment, the university needs an agreement from the landlord);
 - Letter from the university that you are a student here.
- Please note that this checklist holds the bare minimum. For full information on the study process and life in Ventspils read your study agreement, student guide or consult with the respective department at the university:**
 - Questions regarding studies - your faculty secretary or programme director;
 - Questions regarding dormitory - dormitory administration;
 - Questions regarding immigration and student exchange (Erasmus studies or internship) or when you really need to get some things paying heavy on your mind - International Office;
 - Forgotten access to university e-mail - IT department;
 - Forgotten access to LAIS and study references - Study department;
 - Free time/extracurricular activities, laundry tokens - Student Council.