

APPROVED by
The Senate of Ventspils University
College
On the 11th of December, 2013 Nr. 13-66

**TERMS OF ADMISSION AND IMMATRICULATION ORDER
AT VENTSPILS UNIVERSITY COLLEGE FOR 2014/2015 ACADEMIC YEAR
AUTUMN AND SPRING INTAKES**

1. GENERAL CONDITIONS

- 1.1. The following Terms of Admission have been issued according The Law of Higher Education (Augstskolu likums).
- 1.2. Foreign citizens have the right to study at Ventspils University College (VUC) according to The Law of Higher Education in Latvia.
- 1.3. The Commission of Admission has been established by the order Nr. _____ of the Rector of VUC as of date _____

2. PROGRAMS AND TUITION FEES

2.1. In 2014/2015 academic year VUC offers the following study programs for international students:

2.1.1. LANGUAGES AND INTERCULTURAL COMMUNICATION (Bachelor of Humanities) – English Language of Instruction:

- 2.1.1.1. Tuition fee 1400 EUR per year for EU/EEA, Switzerland, CIS countries and Georgia citizens (can be paid in two equal installments except for the first year when full tuition fee is to be transferred),
- 2.1.1.2. Tuition fee 1500 EUR per year for Citizens of other countries (can be paid in two equal installments except for the first year when full tuition fee is to be transferred);

2.2. Details of payment (VUC account: Ventspils University College, Inženieru St. 101, Ventspils LV3601, Registration No.90000362426, Bank name: Valsts kase, SWIFT code: TREL LV22, Account No. LV23TREL9150140000000, target 213591).

3. APPLICATION ORDER

- 3.1. The candidate has to fill in the application form (see Appendix 1).
- 3.2. The candidate has to send by post to address Ventspils University College, Inženieru Street 101, Ventspils, LV 3601, Latvia till 01.07.2014. (autumn intake) or 01.12.2014. (spring intake) the following:
 - 3.2.1. Appropriately completed and signed application form,
 - 3.2.2. Copy of the apostilled secondary education document/certificate,
 - 3.2.3. IELTS (5.0 and over), TOEFL or Cambridge English language certificate (PBT) 500 or (IBT) 70; if the candidate does not have IELTS, TOEFL or Cambridge

English language certificate, it is possible to pass online English language test (at least 60%) free of charge),

3.2.4. Curriculum Vitae,

3.2.5. Copy of passport,

3.2.6. One photo 3cm x4 cm,

3.2.7. Remittance order certifying payment of application fee EUR 75 that is nonrefundable (VUC account: Ventspils University College, Inzenieru st. 101, Ventspils LV3601, Registration No.90000362426, Bank name: Valsts kase, SWIFT code: TREL LV22, Account No. LV23TREL9150140000000, target 21399).

3.3. Ventspils University College will evaluate application and send the decision to the candidate only after receiving all documents mentioned in points 3.1. (Electronic version) and 3.2.

3.4. After receiving the documents a student will be interviewed through Skype and asked to make an entrance exam of communication.

3.5. Correspondingly a student will be offered to sign a study agreement.

4. RECEIVING RESIDENCE PERMIT

4.1. After a student has signed the study agreement with Ventspils University College (VUC) and VUC has received it and student has made payment for the first year and security fee 300 EUR:

4.1.1. VUC issues invitation for the student approved by the Office of Citizenship and Migration Affairs (OCMA) of the Republic of Latvia indicating that the candidate is ready to submit documents,

4.1.2. If the invitation is approved (within two working days), the invitation number is sent to the student and Latvian diplomatic or consular representative office where the student has to submit his / her documents for residence permit,

4.1.3. VUC will send the candidate all necessary documents for residence permit (document guaranteeing accommodation at the VUC's student hostel),

4.1.4. After the approval of the invitation has been received the student personally has to submit the following documents to diplomatic or consular representative office:

4.1.4.1. Travel document recognized by the Republic of Latvia (passport),

4.1.4.2. Application form for residence permit (available at OCMA website www.ocma.gov.lv),

4.1.4.3. One photo 3cm x4 cm,

4.1.4.4. Results of the fluorography or X-ray tests,

4.1.4.5. Police clearance certificate issued by a competent institution of country of citizenship or the host country if the student has resided there for more than 12 months (most often issued by the police department),

4.1.4.6. Document certifying provision of necessary subsistence. Such a document can be travelers' checks (e.g. American Express, Thomas Cook), document issued by the bank regarding the state of student's bank account or document issued by the bank regarding the state of another person's account with remark that the applicant has the right to operate the account. The document should certify the minimum subsistence LVL 148 (EUR 210, USD 310) per month – in total 2520 EUR or 3720 USD for the first study year,

4.1.4.7. Document guaranteeing accommodation at the dorms sent by VUC,

4.1.4.8. Contract on studies concluded with VUC,

4.1.4.9. Remittance order certifying payment of state duty (account details are available on OCMA internet website www.ocma.gov.lv)

- 4.1.4.10. Apostilled secondary school certificate
- 4.2. Documents will be evaluated by OCMA within 2 months from the date of submission, therefore it is advisable to travel twice to the diplomatic or consular office of the Republic of Latvia and not reside in the country where the office is located. It is also advisable to telephone the diplomatic or consular office and arrange an appointment for submission of documents beforehand.
- 4.3. A copy of the OCMA decision will be sent to VUC and the original will be sent to the student. If the decision is positive VUC will inform the student and the student can apply to the Latvian diplomatic or consular office to receive the visa for entry to Latvia (usually the same documents as for residence permit have to be submitted and they can be sent by post).
- 4.4. Before arrival in Latvia the candidate will obtain a medical insurance policy that covers any medical expenses incurred during the period of stay in Latvia (first study year).
- 4.5. If the decision of OCMA is negative VUC shall immediately inform the candidate and within a week after receiving candidate's account details transfer the remitted tuition fee deducting the bank transaction charges.

- 4.6. Within seven days from arrival in Latvia, the student has to visit OCMA to receive the residence permit. The student will receive the assistance from the VUC. The student has to present a valid medical insurance policy to receive the residence permit.

- 4.7. Studies starts on the 1st of September, 2014 (autumn intake) or 1st February, 2015 (spring intake)