

APPLICATION CHECKLIST

for English-taught study programmes

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- ✓ The checklist contains information about the documents and forms necessary for your application.
- ✓ *The application package contains only digital documents.*
- ✓ Please **make sure that your application is received at RSU within the indicated [application period](#)**.

1. Online Application

- Complete the Application. Register, log in and fill the necessary information.
- **Upload digital version of your photo** onto the online application system.
- When the online application is completed and submitted, you will receive a confirmation e-mail.

2. Digital Versions of High School Leaving Documents

- **Upload digital versions of high school leaving documents** (both in original language and in English if the documents are not issued in English) onto the online application system.
- The documents are to be uploaded onto the section “**Finished educational institutions**” of the online application system. Please choose the subsections “**Certificate**” or “**Attachment/grade list**” depending on the type of document you are uploading.
- If you studied in a high school outside of the EU/EEA, all high school leaving documents have to be [legalised](#) or have to have an [Apostille](#) seal on them (depending on the country where you studied).

Upload **digital versions** of the following documents onto the online application system:

- Section “**Finished educational institutions**”
- Subsection “**AIC conclusion**”

3. Digital Document Confirming English Proficiency

- Language proficiency confirmation is not required for applicants who obtained their education in English and/or are citizens of countries with English as official/first language.
- The list of **accepted language certificates** is published on the RSU [website](#).
- If you have studied English in high school, the grade from the high school official grades transcript can be accepted (provided that the grade received is very good or excellent).

4. Two (2) Digital Recommendation Letters

- We only accept original (scanned) recommendation letters on the official RSU form **with original (handwritten) signatures**.
- The form (in both Word and PDF formats) can be found on the RSU [website](#) (bottom of the page).
- The recommendation letters are usually written by teachers, professors, employers, course instructors, etc.
- We do NOT accept recommendation letters written by relatives or friends.

5. Digital Motivation Letter

- We only accept motivation letters written on the official RSU form.
- The form (in both Word and PDF formats) can be found on the RSU [website](#) (bottom of the page).
- Explain your motivation to study at RSU and the chosen programme. Include information about relevant personal, professional or academic achievements.

6. Digital Copy of Passport/ID Card - picture page of the passport or the national ID card (both sides).

7. Digital EUR 100.00 Application Fee Payment Slip

(EUR 15.00 for citizens of Latvia, who have obtained their previous education in Latvia)

- The application fee shall be paid to:

Recipient:	Riga Stradins University
Registration No:	90000013771
Bank:	A/S Swedbank
Address:	Balasta dambis 1a, Rīga, LV-1048, Latvija
SWIFT/BIC:	HABALV22
Account No (IBAN):	LV02 HABA 0551 0003 7605 0
Purpose of Payment:	Application fee for <i>name, surname</i>

- ✓ The checklist contains information about the documents and forms necessary for your application.
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- ✓ Please **make sure that your application is received at RSU within the indicated [application period](#).**
- ✓ If you wish to apply for ECTS transfer at RSU, you must indicate it in the online application system. Please follow this link to the [RSU transfer policy](#). Apply for exemptions accordingly.

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3. Digital Official Academic Transcript from the University You are Currently Studying at

- **Upload digital version of the academic transcript** from your previous studies onto the online application system.
- The academic transcript has to be provided in English (original transcript or a certified copy). The transcript should include grades and ECTS credit points received in all completed courses/subjects.

Upload **digital versions** of the following documents onto the online application system:

- Section “**Finished educational institutions**”
- Subsection “**AIC conclusion**”

4. Digital Document Confirming English Proficiency

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2. Digital Versions of Bachelor's Degree Diploma and Diploma Supplement in Health or Social Sciences

- **Upload digital versions of your bachelor's degree diploma and diploma supplement** (both in original language and in English if the documents are not issued in English) onto the online application system.
- The documents are to be uploaded onto the section "**Finished educational institutions**". Please choose the subsections "**Certificate**" or "**Attachment/grade list**" depending on the type of document you are uploading.
- If you studied at a university outside of the EU/EEA, all university graduation documents have to be [legalised](#) or have to have an [Apostille](#) seal on them (depending on the country where you studied).

Upload **digital versions** of the following documents onto the online application system:

- **Section "Finished educational institutions"**
- **Subsection "AIC conclusion"**

3. Digital CV - your Curriculum Vitae in English.

4. Digital Motivation Letter

- We only accept motivation letters written on the official RSU form.
- The form (in both Word and PDF formats) can be found on the RSU [website](#) (bottom of the page).
- Explain your motivation to study at RSU and the chosen programme. Include information about relevant personal, professional or academic achievements.

5. Digital Document Confirming English Proficiency (preferable)

- Language proficiency confirmation is not required for applicants who obtained their education in English and/or are citizens of countries with English as official/first language.
- The list of **accepted language certificates** is published on the RSU [website](#).
- If you have studied English during your bachelor's degree studies, the grade from your bachelor's diploma supplement can be accepted (provided that the grade is very good or excellent).

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8. Digital Publications and Digital Documents of Additional Training and Activities (preferable) - copies of your publications and copies of documents confirming your participation in courses, seminars, conferences, congresses etc.

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2. Digital Versions of Bachelor's Degree Diploma and Diploma Supplement in Medicine or Health Sciences

- **Upload digital versions of your bachelor's degree diploma and diploma supplement** (both in original language and in English if the documents are not issued in English) onto the online application system.
- The documents are to be uploaded onto the section "**Finished educational institutions**". Please choose the subsections "**Certificate**" or "**Attachment/grade list**" depending on the type of document you are uploading.
- If you studied at a university outside of the EU/EEA, all university graduation documents have to be [legalised](#) or have to have an [Apostille](#) seal on them (depending on the country where you studied).

Upload **digital versions** of the following documents onto the online application system:

- **Section "*Finished educational institutions*"**
- **Subsection "*AIC conclusion*"**

3. Digital CV - your Curriculum Vitae in English.

4. One (1) Digital Recommendation Letter

- We only accept original (scanned) recommendation letters on the official RSU form **with original (handwritten) signatures**.
- The form (in both Word and PDF formats) can be found on the RSU [website](#) (bottom of the page).
- The recommendation letters are usually written by teachers, professors, employers, course instructors, etc.
- We do NOT accept recommendation letters written by relatives or friends.

5. Digital Document Confirming English Proficiency (preferable)

- Language proficiency confirmation is not required for applicants who obtained their education in English and/or are citizens of countries with English as official/first language.
- The list of **accepted language certificates** is published on the RSU [website](#).
- If you have studied English during your bachelor's degree studies, the grade from your bachelor's diploma supplement can be accepted (provided that the grade is very good or excellent).

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8. Practical Experience, Digital Publications and digital Documents of Additional Training and Activities (preferable) - a digital certification of at least one (1) year of practical experience in the field of public health, digital copies of your publications and digital copies of documents confirming your participation in courses, seminars, conferences, congresses etc.

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2. Digital Versions of Bachelor's Degree Diploma and Diploma Supplement in Social Sciences or Humanities

- **Upload digital versions of your bachelor's degree diploma and diploma supplement** (both in original language and in English if the documents are not issued in English) onto the online application system.
- The documents are to be uploaded onto the section "**Finished educational institutions**". Please choose the subsections "**Certificate**" or "**Attachment/grade list**" depending on the type of document you are uploading.
- If you studied at a university outside of the EU/EEA, all university graduation documents have to be [legalised](#) or have to have an [Apostille](#) seal on them (depending on the country where you studied).
- If your bachelor's degree is not in social sciences or humanities, you can still apply for studies at RSU. In such case, an individual conversation/discussion with the head of the study programme is to be held.

Upload **digital versions** of the following documents onto the online application system:

- Section "**Finished educational institutions**"
- Subsection "**AIC conclusion**"

3. Digital Written Essay – an essay (1000 words) on a topical issue in international relations.

4. Digital Motivation Letter

- We only accept motivation letters written on the official RSU form.
- The form (in both Word and PDF formats) can be found on the RSU [website](#) (bottom of the page).
- Explain your motivation to study at RSU and the chosen programme. Include information about relevant personal, professional or academic achievements.

5. Digital Document Confirming English Proficiency

- Language proficiency confirmation is not required for applicants who obtained their education in English and/or are citizens of countries with English as official/first language.
- The list of **accepted language certificates** is published on the RSU [website](#).
- If you have studied English during your bachelor's degree studies, the grade from your bachelor's diploma supplement can be accepted (provided that the grade is very good or excellent).

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7. Digital EUR 100.00 Application Fee Payment Slip

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- **Add the payment slip to your application package.**
- Cheques and payments in cash are NOT accepted.
- The application fee shall be paid to:

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2. Digital Versions of Bachelor's Degree Diploma and Diploma Supplement in Health Sciences

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3. Digital CV - your Curriculum Vitae in English.

4. Digital Written Essay

- An academic essay (1000 words) on the following:
 - Comprehension about topical issues in rehabilitation and multi-professional cooperation in the field (30%);
 - Applicant's motivation incl. the existing experience in research as a basis for further studies (25%);
 - Clearly stated academic and professional future prospects (after graduation) (20%);
 - Research topic of the Master's thesis, justification of its topicality (25%).

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ADDITIONAL DOCUMENTS for applicants from non-EU/EEA countries to be sent/brought to RSU

If/When you have been offered a study place at RSU, prepare these immigration documents. You will need them (original documents (hard copies)) for immigration procedures.

- 1. Two (2) Photos** - standard photos (3x4 cm) on photo paper.
- 2. Chest X-ray** - radiograph (film/picture/CD) and radiologist's written report on the findings.
- 3. Police Clearance Certificate (PCC, valid for 6 months from the date of issue)**
 - PCC from the respective official institution of the country where you have stayed for the last 12 months.
 - The PCC must be [legalised/approved](#) by the respective governmental institution in the country.
 - Citizens of [countries that Latvia has a visa-free regime with](#), do NOT have to provide the PCC.
- 4. Bank Letter (valid for 3 months from the date of issue)**
 - A confirmation letter (official letterhead, signed, stamped) from your bank stating that you have a minimum of EUR 5,500.00 in your personal bank account.
 - The letter has to include your name, surname, date of birth, place of birth (city, country), passport number, passport date of issue, official title of the bank, bank account number, bank card information, account balance.
 - The **account can be a shared account with somebody else (another person)**. In this case the bank letter should confirm that there are a minimum of EUR 11,000.00 in the shared bank account.