



# RESIDENCE PERMIT APPLICATIONS



- First-time applications (1st Year students)
- Residence Permit renewal (Existing students)
- Extending studies for a semester

**1** Register for the **Residence Permit Document Submission** seminar **in advance**: through *Calendly* (receive link in email after registration).

**2** Cover the Requesting Residence Perm state duty fee for document submission. This can be done by visiting any bank or post office, or making a transfer via internet banking.

### Payment information

When making a transfer, you must indicate the following:

<b>Receiver:</b> VALSTS KASE
Reg. No. 90000050138, SWIFT code: TREL LV22
<b>Account No.:</b> LV37TREL1060140918500
<b>Payment Details (Mandatory):</b> VN, MK NOTEIKUMI NR. 557, <i>your name, surname, date of birth</i>

### First-time RP request:

- 30 days - Bachelor students 70 EUR, Master students free of charge
- 10 working days - 200 EUR (all)
- 5 working days - 400 EUR (all)

**3** Gather all documents necessary for RP application (list below).

**4** Attend the Residence Permit Document Submission Seminar hosted by RTU team during which your documents will be submitted to the Office of Citizenship and Migration Affairs.

**5** Receive the 1st e-mail from OCMA (PMLP in Latvian) confirming that document revision has started. It will include the expected decision date, as indicated below:

<b>Lēmuma pieņemšanas termiņš:</b>	10 darba dienas no dokumentu saņemšanas Pilsonības un migrācijas lietu pārvaldē <b>19.01.2024.</b>
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**6** Receive 2nd e-mail from the Residence Permit Division about your application decision (eDoc file). To view the file, visit <https://www.eParaksts.lv/en>

## Documents necessary for RP application:

## First-time applications (1st Year students)

- Electronically completed [RP Application Form](#) (filled in as per sample [HERE](#))  
Completed [RP Questionnaire \(Latvian\)](#) (filled in as per English sample [HERE](#))
- A certified copy of your full passport (including the empty pages). Please write *"True copy" / your full name / date of birth / signature / place (Riga) / date on the copy.*
- Original bank statement for proof of financial means (8900 EUR/year)
  - The bank statement/letter must be in your name, with your full name written as it appears in your passport, along with your date of birth or passport number and the final account balance. The statement/letter must be signed and stamped by a bank official.
  - If the bank statement / letter is in someone else's name, double the amount of the required balanced is required. You must also prepare an affidavit stating that you will be allowed to use the other person's bank account. The affidavit must be legalised.
  - The validity of the statement is 3 months.
  - A debit or credit card must be linked to an account that can be used abroad.
- A legalised Police Clearance Certificate **original**, alongside a notary-approved translation.
- A certified copy of your study agreement (only the Latvian part). *Please write "True copy" / your full name / date of birth / signature / place (Riga) / date on the copy.*
- A certified copy of your Rental Agreement. *Please write "True copy" / your full name / date of birth / signature / place (Riga) / date on the copy.*
- Proof of state duty fee payment for RP application.
- 3x4 cm photo

Starting from the 2nd year, students are responsible for renewing their RP card themselves. Make sure to submit your documents to OCMA (PMLP) for review at least **45 calendar days before** your current RP card expires.

1

Cover the state duty fee for document submission. This can be done by visiting any bank or post office, or making a transfer via internet banking.

### Payment information

When making a transfer, you must indicate the following:

<b>Receiver:</b> VALSTS KASE
Reg. No. 90000050138, SWIFT code: TRELLV22
<b>Account No.:</b> LV37TREL1060140918500
<b>Payment Details (Mandatory):</b> VN, MK NOTEIKUMI NR. 557, <i>your name, surname, date of birth</i>

### RP card renewal:

- 30 days - Bachelor students 45 EUR, Master students free of charge
- 10 working days - 90 EUR (all)
- 5 working days - 180 EUR (all)

2

Prepare document package necessary for RP card renewal submission (list below).

3

Send the document package **by post** to this address:

*UZTURĒŠANĀS ATĻĀUJU NODAĻA, Čiekurkalna 1.līnija 1, k-3, Rīga, LV-1026*

Or **electronically**:

to [pasts@pmlp.gov.lv](mailto:pasts@pmlp.gov.lv). In this case, every document must be verified with an e-signature (eParaksts)



### Documents necessary:

- Invitation number. Request it [HERE](#).  
*An invoice for 14 EUR state duty fee invoice will be added to your ORTUS profile for Bachelor students; for Master's students, it is free of charge.*  
The Invitation Number will be prepared in **10 working days**.
- Completed [RP Questionnaire \(Latvian\)](#) (filled in as per English sample [HERE](#))
- A certified copy of your full passport copy (including the empty pages).  
*Please write "True copy" / your full name / date of birth / signature / place (Riga) / date on the copy.*
- Original bank statement for proof of financial means (8900 EUR/year)
- A certified copy of your study agreement (only the Latvian part).  
*Please write "True copy" / your full name / date of birth / signature / place (Riga) / date on the copy.*
- A certified copy of your Rental Agreement. *Please write "True copy" / your full name / date of birth / signature / place (Riga) / date on the copy.*
- Proof of state duty fee payment for RP application.

When extending their studies for one semester, students are responsible for renewing their RP card themselves.

- 1 Cover the state duty fee for document submission. This can be done by visiting any bank or post office, or making a transfer via internet banking.

### Payment information

When making a transfer, you must indicate the following:

<b>Receiver:</b> VALSTS KASE
Reg. No. 90000050138, SWIFT code: TRELLV22
<b>Account No.:</b> LV37TREL1060140918500
<b>Payment Details (Mandatory):</b> VN, MK NOTEIKUMI NR. 557, <i>your name, surname, date of birth</i>

### Extending studies for 1 additional semester document revision:

- 30 days - Bachelor students 70 EUR, Master students free of charge
- 10 working days - 200 EUR (all)
- 5 working days - 400 EUR (all)

- 2 Prepare document package necessary for RP card renewal submission (list below).

- 3 Send the document package **by post** to this address:  
*UZTURĒŠANĀS ATĻĀUJU NODAĻA, Čiekurkalna 1.līnija 1, k-3, Rīga, LV-1026*

Or **electronically:**

to [pasts@pmlp.gov.lv](mailto:pasts@pmlp.gov.lv). In this case, every document must be verified with an e-signature (eParaksts)

### Documents necessary:

- Invitation number. Request it [HERE](#).  
*An invoice for 14 EUR state duty fee invoice will be added to your ORTUS profile for Bachelor students; for Master's students, it is free of charge.*  
The Invitation Number will be prepared in **10 working days**.
- Completed [RP Questionnaire \(Latvian\)](#) (filled in as per English sample [HERE](#))
- Completed [RP Application Form](#) (filled in as per sample [HERE](#))
- A certified copy of your full passport copy (including the empty pages).  
*Please write "True copy" / your full name / date of birth / signature / place (Riga) / date on the copy.*
- Original bank statement for proof of financial means (8900 EUR/year)
- A certified copy of your study agreement (only the Latvian part).  
*Please write "True copy" / your full name / date of birth / signature / place (Riga) / date on the copy.*
- A certified copy of your study agreement amendment. Please write "True copy" / your full name / date of birth / signature / place (Riga) / date on the copy.
- A certified copy of your Rental Agreement. *Please write "True copy" / your full name / date of birth / signature / place (Riga) / date on the copy.*
- Proof of state duty fee payment for RP application.