



FIRST-YEAR STUDENT RESIDENCE PERMIT APPLICATION



Step-by-step guide

Necessary document
list

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

2 Cover the Requesting Residence Permit 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:

Receiver: VALSTS KASE
Reg. No. 90000050138, SWIFT code: TRELLV22
Account No.: LV37TREL1060140918500
Payment Details (Mandatory): 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 Register for the **Residence Permit Document Submission** seminar **in advance:** through *Calendly* (link will be sent to your email).

4 Attend the Residence Permit Document Submission Seminar hosted by the RTU Immigration Matters team. Our team will post your RP package to OCMA within 7 working days.

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:

Lēmuma pieņemšanas termiņš:	10 darba dienas no dokumentu saņemšanas Pilsonības un migrācijas lietu pārvaldē 19.01.2024.
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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>

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Undergo an X-ray examination in any health centre or hospital in Latvia.

Here are some examples:

- **Health care centre "Veselības centrs 4"** (Located in K.Barona Street 117)
- **Rīgas 1.slimnīca / 1st Riga Hospital** (book an appointment by phone +371 67366323 or online: <https://www.1slimnica.lv/en/services/diagnostic-testing/full-range-of-x-ray-examinations/>)
- **Medical Center ARS** (book an appointment either by phone +371 67201007 or online: <https://arsmed.lv/en/patient-appointment-request-e-form/>)

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Gather the following documents:

- Passport
- Health insurance
- X-ray examination
- Rental agreement original (do not give the original away, only provide copies)
- Study agreement original (do not give the original away, only provide copies)

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Visit one of the Office of Citizenship and Migration Affairs (Pilsonības un migrāciju lietu pārvalde) branches. Find a list of addresses [here](#).

Bring along all the above documents.

Join the live queue by indicating the purpose of your visit - **issuance of a residence permit (Biometric details)** on the ticket machine and receiving a queue number.

Alternatively, [book an appointment in advance](#) in all Riga Divisions, except Riga 1st Division.

You will be given information about when you should visit OCMA again to receive your RP card.

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Attend the appointment at an OCMA branch to receive your RP card.

Bring all the documents mentioned above.

Receive your RP card.

Renew it every year.

Documents necessary for RP application:



First-time applications
(1st Year students)

- Payment receipt of *Requesting Residence Permit State* duty fee;
- Electronically completed [RP Application Form](#) (filled in as per sample [HERE](#)).
Complete it electronically, print it out, sign it by hand, then bring it to the RP seminar.
- Electronically completed [RP Questionnaire \(Latvian\)](#) ([English sample HERE](#)).
Complete it electronically, print it out, sign it by hand, then bring it to the RP seminar.
- A certified copy of your full passport (including the empty pages and all your entry stamps).
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 (8500 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. The validity of the statement is 3 months.
 - 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.
 - A debit or credit card must be linked to an account that can be used abroad.
- A certified copy of your Rental Agreement.
Please write "*True copy*" *along your full name, date of birth, signature, place (Riga) and date* on the copy.
 - Tenancy agreement issued by your landlord if renting an apartment, a written agreement with the owner, or an agreement issued by RTU if residing in an RTU student dormitory.
- A legalised Police Clearance Certificate original, alongside a legalised **and** notary-approved English translation (if applicable).
- A copy of your study agreement (only the Latvian part).
- 3x4 size photo.