

## APPLICATION FOR ADMISSION

# Bachelor of Computer Science and Organizational Technologies

In alliance with



### ADMISSIONS TO BACHELOR PROGRAM

*The Bachelor program at RBS recruits the best students, provides the most relevant management education and helps them to get the desired careers. This program has international faculty. The admission process favors those who are academically strong, ambitious, entrepreneurial and willing to move up the career ladder after graduation.*

*Please read the entire application/information packet carefully. Be careful to provide all of the information requested. Incomplete applications will not be considered until all of the requested information has been provided.*

*Questions about Bachelor program & admissions should be directed to:*

*Leila Zabitova*

*Admissions manager*

*Ph: +371 67089800*

*E-mail: admissions@rbs.lv*

### APPLICATION CHECKLIST

Application form:

For early admission: School reports of Form 10, 11, and 1<sup>st</sup> semester of Form 12

For regular admission: 2 copies of Secondary level diploma and transcript (originals should be present when submitting application package)

EduSynch (TOEFL or IELTS) score report or registration for EduSynch at RBS

Personal Statement

Recommendation letters

2 copies of the passport

1 passport sized photographs

Proof of bank transfer **of application fee**

## BACHELOR PROGRAM APPLICATION FORM

Please fill in the application form using **block letters**.

### 1. PERSONAL INFORMATION *(Your name must match the one in your passport)*

<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	Middle Name

Date of Birth

Gender: Male  Female

<input type="text"/>	<input type="text"/>
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Citizenship

Personal code (if applicable)

Photo
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### HOME ADDRESS

Street

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Town/City

Postal Code

Country

<input type="text"/>	<input type="text"/>
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Telephone *(include country code)*

E-mail address

### MAILING ADDRESS *(if different from above):*

Street

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Town/City

Postal Code

Country

### PASSPORT INFORMATION

Passport No.

<input type="text"/>	<input type="text"/>
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Date of issue

Date of expiration

Authority

## 2. CITIZENSHIP, MIGRATION AND LIVING INFORMATION

Country of birth	City of birth	Country of Citizenship

Do you hold the rights to reside in the Republic of Latvia?

- Yes, citizenship or permanent residence permit
- Yes, temporary residence permit till  (DD/MM/YYYY)
- Yes, visa  (DD/MM/YYYY) for  days
- No

*If you do not hold the rights to reside in the Republic of Latvia, please note that Full time Bachelor students can apply for a Temporary Residence Permit (TRP) only while outside the territory of Latvia, in the corresponding Latvian Diplomatic/Consular Mission and NOT after arrival based on visa. First you need to obtain a decision regarding the TRP and only afterwards travel to Latvia.*

*Please indicate the corresponding Latvian Diplomatic/Consular Mission where you will submit your documents:*

### IF YOU ARE GOING TO LOOK FOR A LIVING PLACE, WHAT IS YOUR CURRENT PLAN:

- To stay with relatives
- To apply for dormitory
- To rent an apartment

## 3. EDUCATION AND ACADEMICS

*Please, provide information of each secondary school that you have attended. A copy of diploma and transcript should be submitted as well.*

*Starting with the most recently attended:*

School	Country	Dates attended	Average grade (if applicable)

*Please, provide information of higher education level attendance if any:*

School	Country	Dates attended	Degree obtained (if applicable)

### ACADEMIC DISTINCTIONS

*Briefly list any academic distinctions received since the 10<sup>th</sup> grade - diplomas, recognitions etc. For example, results achieved in Olympiads.*

**4. EXTRA-CURRICULAR ACTIVITIES AND WORK EXPERIENCE**

Please, list your extra-curricular, volunteer or work activities in their order of importance to you. Use the space available to provide details of your activities and accomplishments (specific events, recognition letters, musical instrument, employer etc.)

Grade level or University-level(UL) 10 11 12 UL	When did you participate in this activity?		Position held, honors won, letters earned, or employer	If applicable, do you plan to participate at RBS
	School year	Summer/School Break		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Activity: _____				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Activity: _____				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Activity: _____				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Activity: _____				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>
Activity: _____				

*Briefly describe the importance of the most principal activity of yours (issues, impact etc.)*

**5. LANGUAGES**

**ENGLISH PROFICIENCY**

Number of years studied at school

My test score EduSynch TOEFL IELTS Other

I will take the test (date)

I am a native speaker of English

*English proficiency test is waived for International Baccalaureate students*

**OTHER LANGUAGES**

Please name all languages you speak and indicate your level of proficiency:

Language	Native Language	Level		
		Excellent	Good	Basic
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**6. FUNDING (YOU CAN CHECK MORE THAN ONE BOX)**

*Please, indicate your sources of financial support*

- My family will be supporting me
- I am considering taking a loan
- Other (please, specify)

**ONLY FOR EARLY ADMISSION**

*Are you applying for any of Riga Business School Scholarships?*

- Riga Business School Excellence Scholarship
- Riga Business School Alumni Association Scholarship
- Industry Support Scholarship
- Latvian Youth Basketball League Scholarship

**7. WHERE HAVE YOU FOUND INFORMATION ABOUT BACHELOR PROGRAM AT RIGA BUSINESS SCHOOL?**

- www.rbs.lv
- Other places on the internet (please, specify the website address)

- Advertising (Radio, Newspapers, Google, Internet banners etc.)
- Social media (Facebook, etc.)
- Friends/ Relatives
- Educational fairs (e.g. Skola)
- School visit by RBS
- Open Day at RBS
- Other (please, specify)

## 8. TYPE OF BACHELOR PROGRAM

Please mark the option of your choice.

- 4 years at RBS  
 3 years at RBS, 4<sup>th</sup> year at BI in Norway  
 3 years at RBS, 4<sup>th</sup> year at University at Buffalo

## 9. PERSONAL STATEMENT

Please, write a statement (essay) of 250-500 words on a topic below and attach it to your application before submission.

The main purpose of this personal statement is to help us to get to know you better as a person and student apart from grades and test scores, and other objective data.

It will also demonstrate your ability to organize your thoughts and express yourself.

Try to focus on one issue, the most significant for you.

*Evaluate a significant experience, achievement, risk you have taken or ethical dilemma you have faced and its impact on you.*

## 10. RECOMMENDATION LETTERS

We require 2 recommendation letters in support of your application. They could be prepared in English, Latvian or Russian.

Those will be accepted from:

- Teachers
- Leaders, hosts, guides that have worked with you in different projects (e.g. extra-curricular activities)
- Employers

Please, find the enclosed form and give it to your referees as soon as possible.

Attach the completed forms to your application package.

## 11. FEES

	Holders of Latvian General upper secondary education certificate	Other
Application fee (non- refundable)	35 EUR	150 EUR

Please, check the payment deadlines with Admissions Office

### Bank Details:

Rīgas Tehniskā universitāte

VAT Registration No.: 90000068977

Swedbank

BIC - HABALV22

IBAN for payments: LV60HABA0551043690065

Please indicate the following details in your payment:

**Name Surname, RBS (01B00) BITL application fee**

Please bring the completed application along with accompanying documents to:

**Riga Business School**

**Skolas iela 11**

**Riga LV1010**

**Latvia**

[www.bitl.lv](http://www.bitl.lv)

[admissions@rbs.lv](mailto:admissions@rbs.lv)

*I apply for admission to the Bachelor program at RTU Riga Business School. I understand that the decision to offer me a place rests with the School and ultimately with Riga Technical University and University of Latvia whose decision is irrevocable. If I am offered and accepted a place in the program, I will abide by the rules and regulation of the School. I confirm that to the best of my knowledge the information contained in the application form is complete and accurate.*

*I hereby declare that I have been informed that my personal data will be processed and I give my consent to the processing of my personal data included in my application for the purpose of the admission to Riga Technical University, University of Latvia and RTU Riga Business School.*

\_\_\_\_\_  
Signature

Date

**Thank You for Your application!**



Iesniegums  
Application

Vēlos pieteikties uz sekojošu studiju programmu:

I would like to apply for the following program:

Līmenis/ Level:

K – 1. Līmeņa augstākās profesionālās izglītības studiju programma (koledža)

1st level professional higher education or college education

B – akadēmiskā bakalaura studiju programma

Academic Bachelor's degree program

C – profesionālā bakalaura studiju programma

Professional Bachelor's degree program

Studiju līmenis Study level	Studiju programma Study program	Apmācību veids Study type
B	“Vadīšana starptautiskos uzņēmumos” "Management in International Business"	Dienas Full time

Par sevi sniedzu šādas ziņas / I am providing the following personal information:

Personas kods / Personal code

Uzvārds / Last name \_\_\_\_\_ Vārds / First name \_\_\_\_\_

**Deklarētā dzīves vietas adrese**  
**Declared place of residence:**

Novads vai pilsēta / Municipality or city: \_\_\_\_\_

Pagasts vai ciems / Parish or village: \_\_\_\_\_

Ielas nosaukums un Nr. / Street name and No.: \_\_\_\_\_

Mājas nosaukums vai dzīvokļa Nr. / House or flat number: \_\_\_\_\_

Tālrunis / Phone number: 1) mob.: \_\_\_\_\_ 2) fiksētais/home: \_\_\_\_\_

E-pasts/E-mail: \_\_\_\_\_

**Zinas par izglītību:**  
**Previous education:**

Mācību valoda:  
Study language:

Cita   
other

Krievu   
Russian

Latviešu   
Latvian

Valsts, kurā iegūta izglītība / Education obtained: Latvija/in Latvia  cita/elsewhere: \_\_\_\_\_

Atestāta/diploma Nr.: \_\_\_\_\_ Izdošanas datums \_\_\_\_\_

Certificate/diploma No.

Issue date

Svešvaloda, kurā mācīšos RTU / Study language at RTU:

Angļu   
English

Vācu   
German

**Papildziņas / Additional information:**

Ir vajadzīga vieta student viesnīcā

I will need a place in the student accommodation

Nē   
No

Jā   
Yes

Ar savu parakstu apstiprinu, ka esmu iepazinies(usies) ar uzņemšanas noteikumiem RTU un šo veidlapu aizpildīju saskaņā ar tiem.

My signature below certifies that I have read and understand the admission requirements at RTU, and I have filled out this form accordingly.

20\_\_ . g. “\_\_\_\_\_” \_\_\_\_\_  
date month

Paraksts/Signature \_\_\_\_\_

*Aizpilda uzņemšanas komisijas darbinieks / Completed by the admissions officer*

Struktūrvienības šifrs Department code	Programmas šifrs Program code	Apmācības veids Study type

UK darbinieka paraksts / Admissions officer signature \_\_\_\_\_

## RECOMMENDATION LETTER

*Riga Business School finds this evaluation helpful in choosing from among highly qualified candidates, therefore we want to thank you for your time in advance!*

**1. APPLICANT:**

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Name Surname Date of Birth

**2. RECOMMENDED BY:**

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Name Surname Position

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Institution Contact information

**3. HOW LONG HAVE YOU KNOWN THIS STUDENT AND IN WHAT CONTEXT?**

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**4. WHAT ARE THE FIRST WORDS THAT COME TO YOUR MIND TO DESCRIBE THIS STUDENT?**

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**5. COMPARED TO OTHER STUDENTS YOU HAVE WORKED WITH, HOW DO YOU RATE THIS STUDENT IN TERMS OF:**

	Below average	Average	Good	Very good	Excellent	Outstanding
Academic achievement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intellectual promise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Productive class discussion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disciplined work habits	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creative, original thought	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Self-confidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**6. EVALUATION:**

*Please, write whatever you think is important about this student, including a description of academic and personal characteristics, as demonstrated in your classroom (and elsewhere). Recommendation letters often tend to be general, therefore we welcome information that will help us to differentiate this student from others.*

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Date

Signature

Print your name

## REKOMENDĀCIJAS VĒSTULE

Šī vēstule Rīgas Biznesa skolai sniedz nozīmīgu informāciju, kas palīdz labāk iepazīt nākamos studentus un pieņemt pareizos lēmumus, tāpēc jau iepriekš pateicamies par laiku, ko esat veltījuši šī dokumenta aizpildīšanai!

### 1. POTENCIĀLAIS STUDENTS:

Vārds	Uzvārds	Dzimšanas datums

### 2. REKOMENDĒ:

Vārds	Uzvārds	Amats
Skola/organizācija	E-pasts	Telefona nr.

### 3. CIK ILGI JŪS PAZĪSTAT POTENCIĀLO STUDENTU?

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### 4. KAS IR PIRMAIS, KAS JUMS IENĀK PRĀTĀ, LAI ĪSI RAKSTUROTU STUDENTU?

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### 5. SALĪDZINOT AR CITIEM JAUNIEŠIEM, AR KURIEM IR NĀCIENS STRĀDĀT, KĀ JŪS VĒRTĒJAT ŠO POTENCIĀLO STUDENTU PĒC ZEMĀK NORĀDĪTAJIEM KRITĒRIJIEM:

	Vāji	Viduvēji	Labi	Ļoti labi	Teicami	Izcili
Akadēmiskie sasniegumi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Intelektuālais potenciāls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Produktīva diskusija	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Disciplīna darbu izpildīšanā	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Līderisms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Radošums	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Iniciatīva	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pašpārliecinātība	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kopumā	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 6. RAKSTUROJUMS:

Rekomendāciju vēstules nereti mēdz būt ļoti vispārīgas, tāpēc lūdzam Jūs uzrakstīt par tiem sasniegumiem, īpašajiem talantiem, apbalvojumiem, dalību nozīmīgos pasākumos utt., par kuriem, iespējams, neviens cits mums nevarēs pastāstīt.

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\_\_\_\_\_ /  
datums

\_\_\_\_\_ /  
paraksts

\_\_\_\_\_ /  
atšifrējums

## РЕКОМЕНДАТЕЛЬНОЕ ПИСЬМО

*Рижская бизнес-школа считает эту рекомендацию важной в отборе высококвалифицированных кандидатов, поэтому мы хотели бы поблагодарить Вас за Ваше время!*

### 1. КАНДИДАТ:

Имя	Фамилия	Дата рождения

### 2. АВТОР РЕКОМЕНДАЦИИ:

Имя	Фамилия	Должность

Школа/учреждение	Е-мейл/телефон

### 3. КАК ДАВНО ВЫ ЗНАЕТЕ ЭТОГО СТУДЕНТА И В КАКОМ КОНТЕКСТЕ?

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### 4. ПЕРВОЕ, ЧТО ПРИХОДИТ НА УМ, ХАРАКТЕРИЗУЯ ЭТОГО СТУДЕНТА:

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### 5. ПО СРАВНЕНИЮ С ДРУГИМИ СТУДЕНТАМИ, С КОТОРЫМИ ВЫ РАБОТАЛИ, КАК ВЫ ОЦЕНИВАЕТЕ ЭТОГО СТУДЕНТА С ТОЧКИ ЗРЕНИЯ:

	Ниже среднего	Средне	Хорошо	Очень хорошо	Отлично	Замечательно
Академической успеваемости	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Интеллектуального потенциала	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Участия в дискуссиях в классе	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Дисциплинированности в работе	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Лидерства	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Творчества, оригинальности	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Инициативы	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Уверенности в себе	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
В общем	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 6. ОЦЕНИВАНИЕ:

*Пожалуйста, напишите все, что Вам кажется важным, в том числе академические и личные качества студента, которые Вы наблюдали в классе и вне класса. Рекомендательные письма часто являются общими, поэтому мы просим писать информацию, которая поможет нам выделить этого студента среди других.*

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\_\_\_\_\_  
Дата

\_\_\_\_\_  
Подпись

\_\_\_\_\_  
Расшифровка подписи