



RIGA BUSINESS SCHOOL
Riga Technical University

APPLICATION FOR ADMISSION

Bachelor of Management in International Business

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:

Elza Priede

Bachelor Program Coordinator

Ph: +371 67089800

E-mail: elza.priede@rbs.lv

APPLICATION CHECKLIST

Application form:

For early admission: School reports of Form 11, and 1st semester of Form 12

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

- TOEFL (IELTS) score report or registration for TOEFL at RBS
- Personal Statement
- Recommendation letters
- 2 copies of the passport
- 2 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

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	Average grade (if applicable)

ACADEMIC DISTINCTIONS

Briefly list any academic distinctions received since the 10th 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)				When did you participate in this activity?		Position held, honors won, letters earned, or employer	If applicable, do you plan to participate at RBS
10	11	12	UL	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 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	Excellent	Good	Basic
<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
 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.

- 3 years at RBS
 2 years at RBS, 3rd year at BI in Norway
 3 years at RBS, 4th year at University at Buffalo School of Management

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

	EU (EUR)	Non EU (EUR)
Application fee (non-refundable)	30 EUR	100 EUR

Please, check the payment deadlines with Admissions Office

Bank Details:

Rīgas Tehniskā universitāte

VAT Registration No.: 90000068977

Swedbank

BIC - HABALV22

IBAN for payments: LV75HABA0551024105883

Please indicate the following details in your payment:

Name Surname, RBS (01B00) BBA application fee

Please bring the completed application along with accompanying documents to:

Riga Business School

Skolas iela 11

Riga LV1010

Latvia



RIGA BUSINESS SCHOOL
Riga Technical University

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 whose decision is irrevocable. If I am offered and accept a place in the program, I will abide by the rules and regulations of the School. I confirm that to the best of my knowledge the information contained in the application form is complete and accurate.

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: _____

Ziņas 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 _____



RIGA BUSINESS SCHOOL
Riga Technical University

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:

Name	Surname	Date of Birth

2. RECOMMENDED BY:

Name	Surname	Position
Institution	Contact information	

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

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

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.

_____ / _____
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 NĀCIES 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