

# VISA and RESIDENCE PERMIT

## Useful links

Ministry of Foreign Affairs of Latvia <http://www.am.gov.lv/en/>

OCMA -The office of Citizenship and Migration Affairs <http://www.pmlp.gov.lv/en/>

+371 67829750

[rigas1nod\\_pieraksts@pmlp.gov.lv](mailto:rigas1nod_pieraksts@pmlp.gov.lv)

Čiekurkalna 1. līnija 3, Rīga, LV-1026, tram No 11, stop 2. Meža Kapi

Monday 11:00 - 19:00

Tuesday 09:00 - 16:00

Wednesday 09:00 - 16:00

Thursday 9:00 - 16:00

Friday 8:30 - 14:30

## !!!FOR ERASMUS+ STUDENTS ONLY!!!

### For citizens of EU, European Economic Area States and The Swiss Confederation

- A registration certificate is not necessary if the student has a valid travel document and is planning to stay in the Republic of Latvia NOT LONGER THAN 12 MONTHS.
- Please check: passport or ID card should be valid at least 3 months after departing FROM Latvia

### For citizens of OTHER countries, who DO NOT need VISA to enter Latvia

- Residence permit – is a document providing the foreign students the rights to reside in the Republic of Latvia for a definite period of time (a temporary residence permit)
- Is necessary if you are willing to reside in the Republic of Latvia for a period of time EXCEEDING 90 DAYS within HALF A YEAR counting from the FIRST DAY OF ENTRANCE

### Third countries whose citizens may enter and stay in the Schengen area without visas

#### Stay of up to 90 days in any 180-day period

- Albania\*
- Andorra
- Israel
- Japan
- Antigua and Barbuda
- Argentina
- Korea Macau (Special Administrative Region of the People's Republic of China)
- Australia
- Bahamas
- Barbados
- Bosnia and Herzegovina\*
- Brazil
- Brunei
- Canada
- Chile
- Costa Rica
- Croatia
- El Salvador
- Guatemala
- Honduras
- Hong Kong (Special Administrative Region of the People's Republic of China)
- Macedonia\*
- Malaysia
- Mauritius Mexico
- Moldova\*
- Monaco
- Montenegro\*
- New Zealand
- Nicaragua
- Northern Mariana Islands
- Panama
- Paraguay
- Saint Kitts and Nevis
- San Marino
- Serbia\*
- Seychelles Singapore
- Taiwan\*\*
- The Vatican
- United States of America
- Uruguay
- Venezuela

\*Only for holders of biometric passports

\*\*Only for holders of passports which include an identity card number

Source: <http://www.mfa.gov.lv/en/service/4714/>

## If you don't need visa to enter Latvia, what do you have to do?

You may come to Riga and apply for **long-term (D VISA)** personally at the office of Citizenship and Migration Affairs (OCMA).

**Important: you may stay in Latvia (Schengen area)  
no longer than 90 days within a half year.**

It is suggested to apply for the long-term visa within the first 30 days of your stay in Latvia. In order to apply for the LONG-TERM VISA, you have to:

- After arrival to Latvia you have to ask your ISMA coordinator to provide you with the invitation number for long term visa.
- Then you can take your passport (valid at least 3 months after departing from Latvia) go to OCMA (09.00-15.30 on working days) and submit following documents:
  - Long stay D Visa application form
  - Passport copy
  - 1 photo
  - Valid health insurance
  - A letter from ISMA international relations department with a confirmation that you are ISMA student
  - Document confirming necessary subsistence (minimum 380 EUR per month), if you receive scholarship you have to provide a confirmation document, if you are without any scholarships – you have to provide a bank statement where is showed that you have sufficient finances to live in Latvia for the whole period of stay, this is 380 EUR x months you stay in Latvia (380x10 months = 3800 EUR). Original copy must be presented with a signature and stamp with credit or debit card affiliated with your bank account.
- When the decision of your visa will be ready you have to go to OCMA to get your visa (take your passport with you)
- Make a copy or scan of your long-term visa and bring it /send it to your coordinator at ISMA.

## For citizens of OTHER countries who NEED VISA

You have to apply for long term visa for the whole period of your mobility at the Embassy of Latvia in your country of residence outside Schengen area (before you come to Latvia)

The list of Embassies of Latvia  
<http://www.am.gov.lv/en/mission/>

## How to apply for long term visa?


1. Ask your ISMA coordinator to get an invitation number for long term visa
2. Make an appointment at the Embassy of Latvia in your country and submit the necessary documents for long term visa (D VISA). The list of the documents may depend on exact embassy.

Please ask for the final list at your embassy!!! Most commonly required documents are:

- D VISA application form
- Passport copy (passport valid at least 3 months after departing from Latvia)

- 1 photo
  - Valid health insurance
  - Document confirming necessary subsistence (minimum 380 EUR per month), if you receive scholarship you have to provide a confirmation document, if you are without any scholarships – you have to provide a bank statement where is showed that you have sufficient finances to live in Latvia for the whole period of stay, this is 380 EUR x months you stay in Latvia (380x 10 months = 3800 EUR). Original copy must be presented with a signature and stamp with credit or debit card affiliated with your bank account.
  - A letter from ISMA international relations department with a confirmation that you are ISMA student.
3. Make an appointment at the Embassy of Latvia in your country to receive long term visa and inform your ISMA coordinator about the receipt of the visa.
  4. Bring a copy of your long-term visa to your ISMA coordinator upon your arrival.
  5. If there is no Embassy of Latvia in your country please ask your coordinator (you might need to apply at the Embassy of Latvia in the nearest country).

### **If you study at a partner university in Schengen country but you are a citizen that requires VISA to enter Latvia**

- If you have a residence permit in other Schengen country - **you don't need VISA to enter Latvia**
-  BUT you can stay in Latvia only **maximum 90 days** - this means you need to apply for a **LATVIAN LONG-TERM D VISA** at OCMA
- If your valid residence permit issued by another EU country expires before you come to Latvia you need to extend it

### **How to get long term D visa then?**

After arrival to Latvia ask your ISMA coordinator to get the invitation number for long term visa Then you can take your passport (valid at least 3 months after departing from Latvia) go to OCMA (09.00-15.30 on working days) and submit following documents:

- Long stay D Visa application form
- Passport copy
- 1 photo
- Valid health insurance
- Document confirming necessary subsistence (minimum 380 EUR per month), if you receive scholarship you have to provide a confirmation document, if you are without any scholarships – you have to provide a bank statement where is showed that you have sufficient finances to live in Latvia for the whole period of stay, this is 380 EUR x months you stay in Latvia
- (380x10 months = 3800 EUR). Original copy must be presented with a signature and stamp with credit or debit card affiliated with your bank account.
- A letter from ISMA international relations department with a confirmation that you are ISMA student.

When the decision of your visa will be ready you have to go to OCMA to get your visa (take your passport with you)

Make a copy or scan of your long-term visa and bring it /send it to your coordinator at ISMA.

# VISA and RESIDENCE PERMIT

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## !!!FOR DEGREE STUDENTS ONLY!!!\*

\*degree students – students on permanent studies, NOT related with any exchange program or mobility students NOT related to Erasmus + program.

### For citizens of EU, European Economic Area States and The Swiss Confederation

- Student has to apply for the registration certificate in person at the Office of Citizenship and Migration Affairs in Riga (Čiekurkalna 1. Līnija 3, Rīga, LV1026, tram no 11, stop 2.Meža Kapi) within 90 days as of the first day of entry, if a Union citizen resides in the Republic of Latvia for longer than 90 days counting from the first day of entry. A registration certificate shall be issued to a Union citizen without delay after submission of all necessary application documents.
- A Union citizen shall be entitled to receive a registration certificate if he or she acquires his or her education in an accredited educational establishment in the Republic of Latvia and he or she has a sufficient level of subsistence to avoid becoming a burden on the social assistance system and a valid European Health Insurance Card, a statement issued by a European Union Member State or European Economic Area State that the person in the Republic of Latvia is entitled to receive medical assistance in the amount guaranteed by the State or a health insurance policy.
- A registration certificate will be issued to a EU citizen without delay after submission of all necessary application documents:
  - *Valid passport or ID*
  - *Application form*  
<http://www.pmlp.gov.lv/en/home/services/residence-permits/applications.html>
  - *Study agreement*
  - *Health insurance*

## For citizens of FOLLOWING COUNTRIES

- Albania\*
- Andorra
- Israel
- Japan
- Antigua and Barbuda
- Argentina
- Korea Macau (Special Administrative Region of the People's Republic of China)
- Australia
- Bahamas
- Barbados
- Bosnia and Herzegovina\*
- Brazil
- Brunei
- Canada
- Chile
- Costa Rica
- Croatia
- El Salvador
- Guatemala
- Honduras
- Hong Kong (Special Administrative Region of the People's Republic of China)
- Macedonia\*
- Malaysia
- Mauritius Mexico
- Moldova\*
- Monaco
- Montenegro\*
- New Zealand
- Nicaragua
- Northern Mariana Islands
- Panama
- Paraguay
- Saint Kitts and Nevis
- San Marino
- Serbia\*
- Seychelles Singapore
- Taiwan\*\*
- The Vatican
- United States of America
- Uruguay
- Venezuela

\*Only for holders of biometric passports

\*\*Only for holders of passports which include an identity card number

Source: <http://www.mfa.gov.lv/en/service/4714/>

## How to get a residence permit?

If the positive answer about your acceptance as a degree student at ISMA is received:

ISMA prepares an official invitation for the residence permit. Following documents must be submitted to the ISMA coordinator:

- *Passport copy*
- *Date and place of birth*
- *Citizenship*
- *Home address*
- *Address (will be indicated in the invitation by the coordinator)*
- *Embassy of Latvia where student will submit the documents to get the residence permit (if the documents will be submitted before the arrival in the Embassy)*

After the invitation is approved and sent by ISMA coordinator to the student:  
Student apply for residence permit at the Embassy of Latvia  
OR within 90 days as of the first day of entry at the OCMA in Riga.

To apply for residence permit, the following documents are necessary to be submitted:

- Invitation number
- Residence permit application form [www.pmlp.gov.lv/en](http://www.pmlp.gov.lv/en)
- Copy of passport (original must be showed at the Embassy). The passport should be valid at least 3 months after the final date of planned residence permit term
- 1 photo
- Confirmation of the necessary subsistence, at least 380 EUR per month
- Document which approves the accommodation place in Latvia
- Copy of the study agreement (original must be presented)
- Legalized documents on previous education which should be sufficient for studies at ISMA
- State duty payment check for the examination of submitted documents. Master, Doctoral students need to pay the state duty only if they wish to faster checking of the submitted documents (within 10 or 5 working days)
- The procedure takes over 40 days
- Student may receive the residence permit for studies in Latvia for the period on which the Student has paid his/her study fee.
- To extend the residence permit the documents must be submitted not later than 40 days before the validity of the current permit expires.
- Upon receiving the residence permit the student has to present health insurance which is valid in Latvia and a copy of statement on fluorography or x-ray results (original must be presented) issued by a competent institution in Latvia.
- Health Insurance police, valid for the entire stay in Latvia (original and copy). You can use police issued in your own country but it should be valid in Latvia. You can buy this police at ISMA International Relations department.
- X-ray or fluoroscopic examination results.\*

\*Closest clinic to ISMA is Bikur Holim, Maskavas street 122/128, Riga, LV1003, Latvia, working hours: daily 08.30 – 19.00, Saturdays 09.00-15.00, Sundays – closed

## For citizens of OTHER COUNTRIES

How to get a residence permit?

NOTE! According to Immigration Law ISMA provides applicants with the invitation document only for full time studies. To apply for part time student applicant has to have valid residence permit in EU country.

If the positive answer about your acceptance as a degree student at ISMA is received:

ISMA prepares an official invitation for the residence permit. Following documents must be submitted to the ISMA coordinator:

- *Passport copy*
- *Date and place of birth*
- *Citizenship*
- *Home address*
- *Address of your accommodation in Riga*
- *Embassy of Latvia where student will submit the documents to get the residence permit*

After the invitation is approved, the student submits the documents for the residence permit IN PERSON at the EMBASSY OF LATVIA which is not located in a Schengen country.

### **Exceptions:**

- If the student has a valid residence permit in any of the Schengen countries, he/she holds a right to submit the documents in the Embassy of Latvia which is located in a Schengen country or at the OMCA in RIGA.
- Master, doctoral students can arrive to Latvia with a Schengen visa and while the visa is valid, submit the documents for the residence permit at OMCA in Riga.
- In this case ISMA first will take the invitation for the Schengen visa and after student`s arrival the invitation for the residence permit should be requested.

To apply for the residence permit, the following documents should be submitted:

- *Invitation document*
- *Residence permit application form (available at [www.pmlp.gov.lv/en](http://www.pmlp.gov.lv/en))*
- *Copy of passport (original must be showed at the Embassy). The passport should be valid at least 3 months after the final date of planned residence permit term*
- *1 photo*
- *Legalized statement on criminal records issued by a competent institution of the citizenship of the host country if a foreigner has resided in that country longer than 12 months*
- *Confirmation of the necessary subsistence, at least 380 EUR per month*
- *Document which approves the accommodation place in Latvia*
- *Copy of the study agreement (original must be presented)*
- *Legalized documents on previous education which should be sufficient for studies at ISMA*

- State duty payment check for the examination of submitted documents. *Master, Doctoral students* need to pay the state duty only if they wish to faster checking of the submitted documents (within 10 or 5 working days)
- The procedure takes over 40 days
- Student may receive the residence permit for studies in Latvia for the period on which the Student has paid his/her study fee.
- To extend the residence permit the documents must be submitted not later than 40 days before the validity of the current permit expires.
- Upon receiving the residence permit the student has to present health insurance which is valid in Latvia and a copy of statement on fluorography or x-ray results (original must be presented) issued by a competent institution in Latvia.
- *Health Insurance police covering at least 43 000 EUR, valid for the entire stay in Latvia (original and copy). You can use police issued in your own country but it should be valid in Latvia. You can buy this police at ISMA International Relations department.*
- *X-ray or fluoroscopic examination results.\**

*\*Closest clinic to ISMA is Bikur Holim, Maskavas street 122/128, Riga, LV1003, Latvia, working hours: daily 08.30 – 19.00, Saturdays 09.00-15.00, Sundays – closed*

## Contacts for Visa and Residence Permit support:

**OLGA ROSLOVA**

E-mail: [olga.roslova@isma.lv](mailto:olga.roslova@isma.lv)

