

ISMA INFORMĀCIJAS
SISTĒMU
MENEDŽMENTA
ANNO 1994 AUGSTSKOLA



Erasmus+

The new EU programme for education,
training, youth and sport

Pre-Arrival Information for International and/or Erasmus+ Incoming Students

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Introduction

Dear Students!

ISMA University of applied sciences welcomes you in Riga!

We hope the time you are going to spend here will bring you many discoveries: you will meet new friends, try your independent life in a new country, will travel a lot and get plenty of impressions.

However, first goal of your participation in international studies / Erasmus+ is to study and this should be your primary concern upon arrival.

We (ISMA team) are here to help you!

We wish you a very fruitful and enjoyable study in ISMA!

*Sincerely yours,
ISMA International Relations Department*

ISMA Erasmus Code: LVRIGA32

Studies available in following languages: English, Latvian



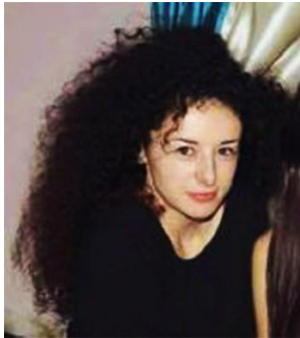
Interviews with Erasmus students

We had interviewed Incoming Erasmus students to discover how they did like their stay at ISMA.

- *Why have you chosen Riga as your Erasmus destination?*
- *Do you like it here? Are your expectations fulfilled or not?*
- *How are you feeling about our university?*
- *Do you have a culture clash?*
- *What do you expect from your staying here?*



Daniela from Romania:



- I have chosen Riga as my Erasmus destination because I wanted to visit and find out more about this part of Europe. I never had the chance to visit any country from this region and this was a great opportunity.
- At the beginning it was a little bit hard for me to accommodate here. The weather wasn't so nice and I didn't know too many people.
- But I think it was a matter of time. Now I really enjoy Riga!
- Yes, my expectations are fulfilled, and this experience is better than I imagined.
- I like ISMA, teachers are professionals and colleagues are friendly. Also, the building is very nice and clean.
- I don't have any problem concerning culture clash.
- Till now everyone has been nice and opened to meet new people.
- I expect to improve my economic knowledge, get in touch with many people from different cultures and visit as much as possible of this part of Europe.



Robert from Slovakia:



- I've chosen Riga as my Erasmus destination, because I didn't know so much about Baltic countries. Riga is situated at the really great place and I have good opportunity to visit other countries around Latvia.
- Yes, of course I really like Riga, I've met here lots of great people and the city is beautiful.
- My expectations are fulfilled more than I expected.
- Everybody here is very nice and everybody wants to get to know other people.
- I expect to improve my English skills, meet a lot of new people and visit every country what I could.



Gitana from Lithuania:

I have chosen Riga because it is possible to take classes in Russian here. I enjoy my time here and my expectations are fulfilled.

I like ISMA University for good teachers and friendly students. And I don't have any culture clash.



Florentina from Romania:

I love the city and what it has to offer to the students, museums, opera, and theatre and do not forget the shopping centres and pubs.

I like that the teachers are trained and explain well to the students, even if it is in English. International department always helped us and thanks them for their patience.



How to Apply for studies at ISMA

(For Degree students only!!!)*

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

Entry Requirements

In accordance with ISMA Provisions for Admission the following persons may enrol:

- Persons with secondary education,
- Persons with incomplete higher education,
- Persons with higher education diploma.

Modes and duration of studies:

First level professional higher education programs:	Duration: full time studies (day and evening, distance learning) – 2 years, part time studies – 2,5 years.
Professional Bachelor's Degree study programs:	Duration: full time studies (day and evening, distance learning) – 4 years, part time studies – 4,5 years.
Master' Degree study program:	Duration: full time studies (day and evening, distance learning) – 2 years, for persons with professional higher education or Bachelor's Degree.
Doctoral program:	Duration: full time studies – 4 years, part time studies – 4,5 years.

Foreign students may enrol in the following ISMA study programs

First level professional higher education programs:	<ul style="list-style-type: none"> • Real Estate Entrepreneurship • Applied Information Technology • Entrepreneurship in Restaurant Business
Professional Bachelor's Degree study programs:	<ul style="list-style-type: none"> • Business Administration • Tourism Management • Information Systems
Master' Degree study program:	<ul style="list-style-type: none"> • Business Administration • Computer Systems
Doctoral program:	<ul style="list-style-type: none"> • Business Administration

i Language of studies:
Latvian, English

Reception of documents, entrance procedure and admission are performed by ISMA Admission Board.
Admission of foreign students is made based on their personal applications for studies at ISMA.

Documents required for admission of foreign nationals in ISMA

- Standard application form for FOREIGN NATIONALS - can be found at: <https://www.isma.lv/en/for-applicants/e-application>
- Passport copy
- Foreign passport
- A legal copy of the full secondary education with grades*
- A legal copy of the bachelor`s degree and diploma supplement with grades (if any)*
- A legal copy of the professional diploma and diploma supplement with grades (if any)*
- A legal copy of the master diploma and diploma supplement with grades (if any)*
- Registration fee paid 180/300 EUR

According to requirements of Educations Ministry of Latvian Republic all diplomas issued by other countries should be submitted by ISMA to the Academic Information Centre <http://www.aic.lv/portal/en> to get approval of its authenticity. The approval process could last up to two months.



Scanned legal copies of all the available documents must be sent to ISMA Admission Board by email: international@isma.lv

***All the documents of previous education MUST BE translated into English and legally approved by the notary.**





Distance Learning

Distance education at ISMA is a special form of training which complements to full time, part time and correspondence forms of studies and ensures educational process by using information and educational technologies and telecommunication systems in remote access.

Distance learning provides additional opportunities for independent acquisition of study disciplines and special issues that go beyond the standard curriculum, and interactive consulting with the lead lecturer. The attendance of lectures is an integral part of the educational process and is essential for developing students' practical skills.

Distance learning lets students

- Rationally plan their working hours;
- Use the advantages of remote access being even in other city or country;
- Distance learning resources give the opportunity to work and receive an education to all who cannot study full-time. ISMA distance learning resources open the way for career development for students with special needs. Using distance learning resources, a student can acquire study courses in modules, studying the disciplines in any sequence. This makes learning more qualitative, accessible and efficient. ISMA distance learning applies various methods of provision of study information.

Distance learning at ISMA

- The idea of distance learning is to ensure the communication between lecturer and student in virtual space: both use their computers and communicate with the help of the Internet. Of course, this does not exclude student's self-studies and work with study materials.
- After student's enrolment he receives a password to access the materials of study courses.
- In ISMA distance learning takes place in Moodle e-studies system. The system contains methodological guidelines for student's self-studies, tasks and on-line tests. Skype can be used on mutual agreement.
- We invite students to come twice a year to ISMA for examination sessions to pass tests and examinations and to report on semester works or to pass all the examinations using the online tool on a distance.
- Student has an opportunity to communicate directly with distance learning administrator to solve any organizational problems.

How to Apply

- 1) **Enrollment:** See the section: ENTRY REQUIREMENTS
- 2) **Learning agreement:** Coordinator of the selection committee sends to a student following SCANNED documents:
 - Learning agreement
 - Application of distant learning
 - Invoice All further action of ISMA will be held only after receiving a document which confirms transaction of payment made by the student. After payment is received all originals of the agreement and invoice are

sent by post to the address provided by the student.

3) Distance Learning:

- The student sends a request to the coordinator of distance learning asking to add him/her to the module of distance learning (e-learning)
- The student receives shortly an email with a manual how to use Moodle system of distance learning
- Coordinator of distance learning Ludmila Lastovska-Zvirbule (ludmila.lastovska@isma.lv)
- Visa Coordinator – Olga Roslova (olga.roslova@isma.lv)

4) Session time:

Session calendar and examination timetable will be sent to you directly or could be found on ISMA webpage www.isma.lv (Information for Students).

Examination sessions are held twice a year (winter session, summer session)

Session exams could be passed via Moodle system or via skype conferences depending on the study course. We also invite students to Latvia to pass the examinations but it is not obligatory. In case you are interested in visiting us in Riga, Latvia, to solve visa questions and regarding the accommodation please contact visa coordinator. We will be glad to welcome you.

5) Payment:

Payment should be provided by the student regarding to the agreement regularly. Transaction copies should be sent to the coordinator.

6) Final qualification work:

Final paper work is a form to confirm all obtained knowledge – Student applies to request a supervisor and agrees with the proposed date of graduation

- The concept of the final work is developed and agreed with the supervisor
- An invoice for typography works and translation is issued to the student
- Main provisions of the work are translated into Latvian (15-20 pages), annotation is translated into Latvian and English languages
- The final paper work is printed and submitted to the commission
- To defend diploma thesis Student must present his final paper work personally via skype conference in front of ISMA committee on the date agreed before with the coordinator
- Student gets a diploma in case of the absence of payment and study debts and if obtaining positive evaluation during the presentation of the final paper work. Diploma is being sent to the student by general or currier mail but nevertheless, all the students are invited to participate in graduation ceremony held in Riga, Latvia.



ERASMUS+ programme



The Erasmus Programme (European Community Action Scheme for the Mobility of University Students), a.k.a. Erasmus Project is a European Union (EU) student exchange program established in 1987. It forms a major part of the EU Lifelong Learning Program 2007 – 2013, and is the operational framework for the European Commission's initiatives in higher education.

Students who join the Erasmus Programme study or do an internship for a period of at least 3 months to an academic year in another European

country. The Erasmus Program guarantees that the period spent abroad is recognized by their university when they come back as long as they abide by terms previously agreed.

There continues to be a language barrier between the countries of Europe. Lectures may be given to ERASMUS students in the native language of the university where they are taking place or in English.

A main part of the Program is that students do not pay extra tuition fees to the university that they visit. Students can also apply for an Erasmus grant to help cover the additional expense of living abroad.

Students with disabilities can also apply for additional grant to cover extraordinary expenses. The disability dimension is a part of EU work to promote opportunities for the disabled.

To participate in the Erasmus Program students must be studying for a degree or diploma at a tertiary-level institution and must have completed their first year. There are currently more than 4,000 higher institutions participating in Erasmus across the 33 countries involved in the Erasmus program and over 2.2 million students have already taken part.

From 1 January 2014 Erasmus+ started and replaced current funding programmes run by the European Commission in the area of education, training, youth and sport, including the Lifelong Learning Programme (Erasmus, Comenius, Leonardo, Grundtvig and Transversal), Youth in Action and other international programmes including Jean Monnet and Erasmus Mundus.

The Erasmus+ programme runs from 2014-2020 and supports activities in education, training, youth and sport across all sectors of lifelong learning including higher education, further education, adult education, schools and youth activities.

All ISMA full-time students (starting from the 2nd academical year) are welcome to participate in Erasmus + activities and use the opportunity of the study and practice mobility.

For more information please contact ISMA international department coordinators.

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

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/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

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

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

🕒 Monday 11:00 - 19:00

Tuesday 9:00 - 16:00

Wednesday 9:00 - 16:00

Thursday 9:00 - 16:00

Friday 8:30 - 14:30

!!!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
- 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)*
- *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

Arrival Information

✓ Orientation Meeting:

Information Meeting for newly arrived International and/or Erasmus+ students is compulsory. Please follow the information provided by your coordinator.

For Incoming Erasmus + students:

✓ Everything you have to bring with you to the meeting:

- Original of your application with the photo
- Learning agreements (2 originals, signed and stamped by your sending university and signed by you)
- Certificates of arrival (if requested by your sending university)
- 10 EUR for ISIC card*
- 1 photo (3x4) for ISIC card
- 2 EUR for certificate of study (this will be necessary to get student's transportation card)**

**ISIC will be ready within the next day. Please pick up in Student's Parliament. The price of ISIC is 7.50, and you will get 2.50 on your account to use at library for printing and copying. Later you can refill your card at the reception. ISIC is also necessary as an electronic key to enter our auditoriums. ISIC is International students Identity Card which gives you many discounts and privileges in Riga.*

***Certificate of study will be ready within the next day. Please pick up at Study Department. This is a confirmation of your studies at ISMA that you have to submit at Rigas Satiksme (Riga Public Transportation office) altogether with ISIC card to get E-Talons (student's transportation card).*

✓ During the Meeting:

- During the meeting we'll be introduced to each other, International and/or Erasmus+ students will get basic knowledge of how life in ISMA is going on, you will be provided with information regarding your stay and will become familiar with a timetable of the upcoming semester.
- Learning agreements and certificates of arrival will be signed by the receiving university (ISMA).
- Payment for ISIC card and certificate of study altogether with photo will be collected during the meeting and requested documents will be issued within the next week.
- ISMA WIFI password will be provided for free.
- You'll get authorization login and password to internal materials at www.isma.lv
- Additional language courses (Russian or Latvian) will be available for application during the meeting.

✓ Additional Language courses, 35 EUR per month:

If you'd like to study Elementary Russian or Elementary Latvian you have to apply during the orientation meeting. A certificate will be provided after end of studies, total 3 months, 1 class per week. The course will be provided if no less than 5 students will accept their participation at each course.

How to Get Here

ISMA University of Applied Sciences in Google maps:

<https://www.google.com/maps/place/Inform%C4%81cijas+sist%C4%93mu+mened%C5%Bementa+augstskola+ISMA/@56.9381726,24.1564641,17z/data=!3m1!4m5!3m4!1s0x46eece22114dd789:0xbddff06d87b5da53!8m2!3d56.9381726!4d24.1586528>

✓ **By plane:**

Riga International Airport website: <http://www.riga-airport.com> To get by taxi to ISMA will cost 15-20 EUR

You can also take bus Nr 22 at the airport (tickets available in the bus, cheaper tickets you can find at kiosks) and go straight to the Central Market stop (approx. 30 min), then change to trolleybus Nr 15 and proceed till the stop Lomonosova str. (approx. 10 min)

✓ **By bus or by train (Central Bus station or Riga Train Station (also known as Origo shopping center):**

Bus station – cross the Central Market by foot and you will find city bus stop Central Market (Centrāltirgus). Then take trolley bus Nr 15 until the stop Lomonosova str. Or when you'll go out of the bus station you will see tram stop across the channel, on your right.

Take tram Nr 7 or 9 (till the stop Balvu str.) Train Station – go through Station tunnel A or B and then pass the underground tunnel which leads to the Central Market. There you will find bus stop Central Market (Centrāltirgus).

1 Lomonosova Str., build.
6, Riga, Latvia, LV-1019

1 Lomonosova Str., build.
7, Riga, Latvia, LV-1019



✓ Public city transportation:

ISMA is located by the following address:

Lomonosova street, building 1/6 (administrative) and building 1/7 (auditoriums), Riga, LV1019, Latvia.

You can get here by

- trolleybus 15, bus 18, minibus 216 (stop Lomonosova Street).
- by trams 7, 9 (stop Balvu iela).

Please use public city transportation website for your convenience when planning your way:

<http://saraksti.rigassatiksme.lv/index.html#riga/en>



Accommodation

There are 2 in-campus dormitories located in the vicinity: 1Home and Prima. Please note: a room must be booked well in advance before your arrival as those dormitories are popular among students and have limited availability of accommodation.

ISMA doesn't book a room for you; it's your own responsibility. However you can always ask your ISMA coordinator for help and consultation.

IN CAMPUS ACCOMMODATION:

HOTEL	PRICE	CONTACTS	DISTANCE TO UNIVERSITY
1 HOME*	from 149 EUR per person	Lauvas 2, Riga LV-1003 +371 67100574 https://1home.eu/	3 minutes walking
Prima**	100 EUR in triple room per person, 130 EUR –150 EUR in double room per person, 270 EUR in single room per person	Reznas 10/k1, Riga LV-1019 +371 67112260 http://www.visitlatvia.lv/en/hostel/prima prima@lu.lv	5 minutes by public transport

- *Please note, if you come to dormitory 1Home during the night time or during weekends, as they don't have reception open at this time you will be unable to check in.

For this purpose you have to book additional night / nights at the 1Home which is located in the same building as the dormitory. After the weekend you will be able to move to the dormitory.

** Prima is located on the next trolleybus stop (Reznas str, trolleybus 15 or tram 7, 9 stop Lubanas str). If you arrive by trolleybus, cross the street and move straight by Reznas street. Then you will see on the right modern grey color building. This will be Prima dormitory (entrance in the yard).

If you arrive by tram, move forward till the intersection with Reznas street. Go up this street till you`ll see the dormitory.

If you arrive by night / during weekends, please make sure the reception is working in advance!

OTHER ACCOMODATION FACILITIES:

HOTEL	PRICE	CONTACTS	DISTANCE TO UNIVERSITY
Prušu nams	130 EUR per person/month	Prušu iela 25, Rīga LV-1057 prusunams.viesnica@inbox.lv	15 minutes by public transport
Villand Hotel	from 130 EUR per person/month	Vilāņu iela 22, Rīga LV-1003 +371 27125490 www.villandhotel.lv info@villandhotel.lv	15 minutes walking
Fire Fighter Hostel	from 6 EUR per person/day	Maskavas iela 156/158, Rīga LV-1003 +371 22037657 www.firefighter.lv info@firefighter.lv	20 minutes walking

Riga Old Town hostels:

There are many hostels located in the Old Town or the very center of Riga. Some of them:

- **Big Bed Hostel**

Prices starting from 8 EUR per day. Long stay prices – upon request
bigbedhostel@gmail.com
+371 227554499
Merkela street 1, LV1050 Riga.
www.Bigbedhostel.com

- **Doma Hostel**

Price 165 -200 EUR per person per month depending on a room type (DBL-QDRPL)
Info@domahostel.lv www.domahostel.lv
+371 67213101
www.facebook.com/domahostelMaza
Jaunavu iela 8, LV1050 Riga.
The very central hostel located close to Dome Cathedral in the heart of the Old Town.

Other hostels in Riga:

<http://www.hostels.com/riga/latvia>

You can use Riga City transportation map for better convenience:

<http://saraksti.rigassatiksmeliv/index.html#riga/map/page/en>

Private accommodation:

If you wish to find a private apartment, we suggest you to use real estate agency services or find an apartment by yourself at a Facebook group.

Useful information you have to know: in Latvia we don't count bedrooms, we count total amount of all rooms, and this is what you suppose 1 bedroom apartment- here in Latvia is supposed to be 2 rooms apartment (living room + bedroom). We also count floors starting from a ground floor, so there is no 0 floor, it always will start from the 1st floor. Usually the price for centrally located apartment with 2 rooms for international students starts from 400 EUR + consumption, 3 rooms from 700 EUR. It is common practice that you`ll be asked of a deposit (1 month usually) and 1 or 2 months to pay in advance. In this case it is much cheaper to share an apartment with other students. Usually students prefer to be accommodated within the Riga Center. In this case transportation to ISMA will take 15-20 minutes by trolleybus or tram.

- ✓ Real estate agency specialized on international students: ART ESTATE, amirans@artestate.lv, art-asatran@artestate.lv
- ✓ International Students FACEBOOK forum about private accommodation in Riga: Riga Student`s Apartment Market
- ✓ Erasmus students' forum about private housing in Riga: <http://erasmusu.com/en/erasmus-riga/student-housing>
- ✓ Latvian web portal with private rent of accommodation (only LV and RUS languages, use google translate) <https://www.ss.lv/ru/real-estate/flats/riga/>

!!!Please note that safety of private accommodation and its preliminary booking is not guaranteed by ISMA!!!

Additional information:

- *ISMA as an institute doesn't provide students with accommodation.*
- *It's your own responsibility to contact dormitories book your stay there. However if you might experience any problem, we can help in contacting them.*
- *After you`ll book your stay you have to inform us.*
- *After you`ll book a flight you have to inform us as well.*
- *If you need, ISMA may ask a buddy student to meet you in the airport / bus terminal (for ERASMUS students only). However ISMA doesn't guarantee the buddy will go there at night or weekend to meet you. In this case we strongly suggest you to use a taxi.*
- *You can book any other private accommodation by your own but ISMA doesn't guarantee your safety there, it's your own responsibility. However please note the district where our university is located is called KENGARAGS and it is in 15 minutes by trolleybus Nr 15 or by tram Nr 9 to the very city center.*
- *Before to come to Latvia you have to get insured for all your stay here.*

Access and Connection

ISIC International Student Identity Card is a document which confirms your student status at ISMA.

It is necessary to get ISIC not only for this purpose:

- We use ISIC in ISMA as a key to enter our auditoriums. Students without ISIC are unable to enter.
- You can use ISIC as a credit card to print all your necessary documents, to scan and copy at our library. Just ask a receptionist to put your money to your account.
- ISIC is necessary to hold with your Student's Transportation Card, to prove you are a student and require a discount.
- ISIC will also give you many discounts in Latvian stores, cinema, and restaurants.



To get ISIC you have to leave the payment and photo during our Orientation Meeting.

Additional info:

<https://www.isic.lv/en/atlaides/>

Transportation Card

As a student of ISMA you can get public city transportation card with a discount.

How to get Student's Transportation Card?

- Bring ISIC where is written that you are ISMA's full time student
- Bring the notification of study issued by ISMA
- Bring photo 3x4
- Go to Riga Public Transportation Customer Service Offices (at Central Bus Terminal, or at Central Market, see locations <http://www.rigassatiksmelv/en/tickets-and-e-ticket/ticket-trade-outlets/>)
- Ask there for Personalized E-Ticket for Students
- Fill out the questionnaire, show your ISIC, notification of study, photo 3x4
- Receive your Personalized E-Ticket for Students
- Put a deposit on this card. Here you can see ticket's prices for Students: [http://www.rigassatiksmelv/en/tickets-and-e-ticket/types-and-prices-of-tickets-\(from-01-01-2014-\)/ticket-for-certain-number-of-trips/](http://www.rigassatiksmelv/en/tickets-and-e-ticket/types-and-prices-of-tickets-(from-01-01-2014-)/ticket-for-certain-number-of-trips/)
- Every time you enter the Public Transport (Buses, Trolleybuses, Tramways) you must validate your tickets in terminals.
- When your deposit will be over, you can fill this card in almost any kiosk of the country.



Mobile Connection

The simplest way to get mobile connection in Latvia is to buy a prepayment card.

There are different providers in the country:

- Tele2 (Zelta Zivtiņa prepayment card) (www.tele2.lv)
- LMT (Okarte prepayment card) (www.lmt.lv)
- Bite (Bite prepayment card) (www.bite.lv)
- Other prepayment cards (Amigo etc.)

TELE2

lmt 

Start complex may be bought in any of cell phone provider's offices and also in almost any kiosk of the country, in supermarkets etc.

You can fill prepayment cards later online, in kiosks, in cash desks of the supermarkets.



Internet

- You can ask for mobile internet modems in those offices as well.
- Free WiFi is provided in the premises of ISMA for our students.
- You can use PC at ISMA`s library for free.
- Many restaurants and coffee shops are equipped with free WiFi in the country.
- Free Lattelecom WiFi in Riga:

<http://lattelecom.lv/ru/dlya-doma/internet/besprovodnoy-internet/karta>



Studies at ISMA

- ✓ Upon arrival you`ll be joined to International Students and/or Erasmus + mailing list. Please check your email regularly to be informed about timetable changes, new events and other opportunities.
- ✓ Your timetable will be issued to you upon your arrival.
- ✓ If you need to contact any lecturer or would like to know his/her consultation time, please ask your international coordinator (office 113) or at study department (office 102).
- ✓ Please follow ACADEMIC CALENDAR <https://www.isma.lv/en/academic-calendar-for-international-students>

- A full study year in Latvia equals to 40 Latvian Credit Points (40 LV KP) or 60 ECTS credits.
1 LV KP = 1.5 ECTS
- Learning methods: lectures, exercises, discussions, written individual and group assignments, presentations etc.
- Examinations: the teacher informs the students about the date and time of the examination. Student can meet teacher during his/her consultation hours to receive additional information regarding the examination process.
- Students must be able to provide their ISIC or ID when taking examination.
- If student fails the exam or wishes to improve his/her mark it is possible to pass the exam once again free of charge during session time. All other tries should be covered by payment.
- Some subjects can be evaluated by final test. This test can be with (Test: differentiated grade) or without evaluation grade (Test: Passed)
- After the exchange, the student will be provided by transcript of records (certificate), confirming study process and obtained evaluation

Assessment grading:

Achievement level	Grade	Meaning	Approx. ECTS grade
VERY HIGH	10	izcili (with distinction)	A
	9	teicami (excellent)	A
HIGH	8	ļoti labi (very good)	B
	7	labi (good)	C
MEDIUM	6	gandrīz labi (almost good)	D
	5	viduvēji (satisfactory)	E
LOW	4	gandrīz viduvēji (almost satisfactory)	E/FX
	1-3	negatīvs vērtējums (unsatisfactory)	Fail

Pass – the test is passed (equal to 4 and higher)

Timetable:

Morning Stream (Monday - Friday)	Evening stream (Tuesday, Thursday)	Evening stream (Saturday)
1. 08:30 - 10:00	1. less. 17:30 - 19:00	1. less. 09:00 - 10:30
2. 10:15 - 11:45	2. less. 19:10 - 20:40	2. less. 10:40 - 12:10
3. 12:15 - 13:45	3. less. 20:50 - 22:00	3. less. 12:40 - 14:10
4. 14:00 - 15:30		4. less. 14:20 - 15:50
5. 15:40 - 17:10		5. less. 16:00 - 17:30

In most of the cases International and/or Erasmus+ students have to follow **MORNING** stream timetable.

i International Students: if you need to change/add some subjects from your timetable you have to discuss that with study department first. In most of the cases you will be given of individual study plan.

Erasmus+ information only:

- To change subjects, delete or add: WITHIN A MONTH UPON YOUR ARRIVAL
- To decide to stay for 2nd semester: WITHIN A MONTH UPON YOUR ARRIVAL
- To pass examinations, submit works: ONLY TILL THE END OF SESSION TIME. No later submissions or corrections are accepted!
- Lectures attendance is obligatory. If you decide to miss a lecture, you must inform IN ADVANCE a teacher directly or International Relations Department.
- Please note your timetable could be changed within a month upon your arrival. You`ll be informed by email – check it regularly.
- Please make sure all your documents (Learning agreement etc) are submitted to International Department and signed by 3 parties.

How to Work with the Timetable?

The timetable may seem a little bit complicated but it is very well organized indeed. Please look carefully how it is organized because your own timetable will be looking very similar to that. We'll provide you with detailed explanations during our Orientation Meeting.

Study Month	Number of the week in the study year								Day of the current month								Apstiprinu ISMA mācību darba prorektors I.Linde	National Holidays: no studies this day														
	I. semestrim				II. semestrim				I. semestrim				II. semestrim																			
Week day	Odd week								Couple week								I.Linde															
	1	3	5	7	9	11	13	15	2	4	6	8	10	12	14																	
Monday	September				October				November				December				September	October				November				December						
	02	16	30	14	28	11	25	09	09	23	07	21	04	18	02																	
1	English: Professional Course 217 As.prof. J.Koryuhina								English: Professional Course As.prof. J.Koryuhina 217								European Economic Integration Rjaschenko															
2	Strategic Management As.prof.V.Rjashchenko 216								Strategic Management As.prof.V.Rjashchenko216																							
Tuesday	03	17	01	15	29	12	26	10	10	24	08	22	05	19	03	1	Total Quality Management Assistant professor I.Linde 217 <i>This subject will take place every Odd week Tuesday</i>								Computers, Informatics and Fundamentals of Programming As.prof. K.Hamruna 301							
	Civil Defence Lekt. Z.Kleshchevnikova 218								English for Management As.prof. J.Koryuhina 219								Marketing As.prof. J. Dehtyre 219															
	Accountancy and Record Keeping As.prof. K.Hamruna 313 <i>Auditorium number</i>								Higher Mathematics As.prof. E.Shidlovska 215								Innovation Management As.prof.V.Rjashchenko217 <i>This subject will take place only 10/09, 24/09, 08/10, 22/10</i>															
3																																
4																																

Student`s Life

Student Council is located at the build. 6, office 109. You are very welcome there! Student Council members will inform you about many events they organize, feel free to participate in our busy student`s life!

i We arrange parties and events, defend student interests and rights, contribute to the improvement of the study process and develop social activity of ISMA students.



ISMA Student Council contacts:

E-mail: sp@isma.lv

Facebook: <https://www.facebook.com/isma.student.council/>

Instagram: @isma.student.council

Sport

ISMA Sports Club is open for all professional and amateur sportsmen. Students have the opportunity to join one of ISMA sports teams and take part in annual Latvian Universiades.

ISMA sports teams:

- Floorball
- Volleyball
- Indoor football (Futsal)
- Greco-Roman
- Judo
- Table tennis
- Swimming
- Track and field athletics
- Basketball
- Orienteering



If you are interested in one of the ISMA sports team please contact sports@isma.lv

Festival ISMA Invites Talents

ISMA holds international festival every year at the Congress Hall of Riga, supported by Riga City Council. If you got a talent to sing, dance or to make other kind of a show – you`re invited to participate!



More info: <http://isma.lv/en/about-festival>

Medical Help for International Students

! 03 or 113 - emergency medical service !

There are several hospitals, clinics and daily doctorates located in vicinity of ISMA.

We suggest you "Dziednieciba" as they have doctors on duty, available daily (except Sundays).

 Here is information you might need:

MFD Outpatient Hospital Dziednieciba


Website in English:

<http://www.mfd.lv/en/veselibas-centrs-dziednieciba>

 Location on the map:

<https://maps.google.com/maps?hl=ru-LV&gbv=2&um=1&ie=UTF-8&fb=1&gl=lv&q=Ru%C5%A1onu+iel+15,+R%C4%ABga,+LV-1057&sa=X&ei=cohPVPnlCaXGygOw-oDIAQ&ved=0CBMQ8gEoATAA&output=classic&dg=brw>

Rušonu iela 15, Rīga, LV- 1057, Latvija

 +371 67131313

 info@mfd.lv

Working hours:

Daily 07.00-21.00

Saturdays 08.00-15.00

Sundays closed

How to get there from ISMA:

Trolley bus Nr 15 to the bus stop PASTS (post office)

Tram Nr 7 or 9 to the stop Rušonu iela

FOR EU citizens

Don't forget to take your European Health Insurance card (EHIC)! Make sure it is valid before to come to Latvia. Show it to a doctor or at a cash desk BEFORE paying! Then you get a discount and pay the same price as local patients.

FOR NON EU citizens

It is a must to have health insurance issued before your arrival to Latvia. Please make sure it is valid during all your stay here.

It should include:

- emergency medical assistance costs;
- treatment costs of growing chronic illness;
- transport costs to the closest medical facility providing the Services mentioned above;
- transportation costs to return the patient to his/her home country in the case of a serious illness or death.



If your insurance policy doesn't include one of those options or is expired during your stay, you can get a new one at ISMA international relations department. We have contracts with several insurance companies in Latvia.

In case if you need any medical help, you have to contact toll free phone number which is indicated at your police. An operator will suggest you a clinic or a hospital this company is working with and explain what you have to do next.

ISMA Contacts and Useful links

ISMA Contacts

Please feel free to contact **International Relations department** during your studies at ISMA.

We are located at the building 1/7, 1st floor Room 113 and 103.

Zanna Klescevnikova, ISMA Vice Rector for International Relations

E-mail: zanna.klescevnikova@isma.lv

Ph.: +371 67100537

ISMA Admission Board

E-mail: international@isma.lv

Ph.: +371 67100537

ISMA International Relations Department:

E-mail: erasmus@isma.lv

Ph.: +371 67100537

Marina Celika, Erasmus Incoming and Outgoing students

E-mail: marina.celika@isma.lv

Mobile ph.: +371 26882635;

+371 67114518

Study department Room nr.102. Here you can get information about teacher`s consultation hours and examination dates.

What to do in Latvia

Riga as a capital of Latvia offers plenty of opportunities for colorful student`s life



ISMA Student Council regularly organizes many events for our students, such as parties at club, meetings for international students, sport events and others. We invite you to get connected.

Safety advices provided by Latvia.travel

Of course, as in any other country, one should also take care and observe elementary safety in Latvia, such as to avoid conflicts and to keep out of trouble. It is advised not to leave one's bags unattended. One should be careful in crowded places.

For example, there can be pickpockets in Riga in the pedestrian tunnels near the Riga Bus Terminal and Central Train Station; pickpockets should be watched out for in public transport. You should also be sure that nobody is following you. Keep your money, credit cards, and cameras close so that nobody can easily get to your belongings. You can use a hotel safe to store valuable goods. Do not leave anything valuable in a car and use a secure lock when travelling by bicycle. It is also better to withdraw money from ATMs in a bank or a hotel, not on the street.

It is better to travel at least by two. Do not leave your bags unattended in restaurants, pubs or any other place. The following rule should be observed in any country – do not leave your glass unattended. If this happens, it is better order a new drink.

Ignore fortune-tellers, do not talk to hustlers. Ignore drunken, aggressive passers-by. In order to avoid fraudulence or misunderstandings in pubs, ask for the menu first and check the prices. If unknown women want to accompany you in a café, it is best to avoid striking up a friendship – they can order very expensive cocktails and share the profit with the pub.



The Old City of Riga is much safer because of video surveillance, allowing police to quickly identify violations and arrive at the place of an incident. You can enjoy the nightlife of Latvia quite safely, though do moderately. When paying by bank card, do not let the card leave your sight and pay attention to the amount on the receipt.

!!! We also suggest you to scan/to make photo of all your personal documents (pass, ID, driver licence, return flight ticket, insurance police etc.), download them to your PC/smartphone and send to your own email account. Keeping your documents online you can get and print them any time!!!

10 Reasons to visit Riga

1. Riga is a cultural capital of the Baltics. Theatres, Opera, Cinemas, events are taking place daily!
2. Riga – symbol of Art Nuveau. You must visit Alberta street district to see magnificent buildings of this époque. It is also famous with its medieval Old Town located in the very heart of the city.
3. Riga is a gastronomy paradise. Visit famous LIDO recreation center which is located in a walking distance from ISMA!
4. Riga offers you plenty activities! Did you know what Aerodium is? This is your way to fly like a bird! (www.aerodium.lv)
5. Riga is more than 800 years old!
6. Riga is city for wellness and SPA. Visit ESPA in Latvia hotel or Joker club or other famous spa centers.
7. Riga is a paradise for shoppers. We have plenty shopping centers, as Alfa, Origo, Galerija Centrs and Mols which are located in a walking distance from ISMA.
8. Riga is located in the middle of Baltics. From here you can visit Tallinn (capital of Estonia) and Vilnius (capital of Lithuania) as well as many other cities (such as St. Petersburg or Moscow) getting there by bus, train or plain.



9. Riga is located in 30 minutes by train from Jurmala – city by the sea. Many SPA, hotels and restaurants are located there. Our beaches are probably the best in Europe. (however, the sea temperature is rather low.)
10. Riga is multinational city. People talk many languages here, such as Latvian, Russian, and English. Many students throughout the world come to study here. Come here and you`ll definitely find new friends!



Some events should not be missed in Latvia

- Ice Sculpture festival** in Jelgava usually takes place in February
- Metēņi** – Latvian culture celebration at Ethnographic Museum in Riga, February
- Tropical Month at Riga Zoo** – February
- Sigulda Winter Festival**
- Ligo** – Midsummer Night, June 23rd
- Christmas Markets** in the Old Town – starting from November



What to see in Latvia

- Riga with its **Art Nuveau district** and **Old Town**
- Jurmala** sandy beaches
- Sigulda** with its medieval castle
- Rundale** with its baroque palace
- Liepaja** with its military fortresses
- Ventspils** with its port
- Cesis** – small medieval city



More information at www.Latvia.travel and www.liveriga.com

What to see in Baltics

- **Tallinn** – capital of Estonia, 1 -2 days trip
- **Tartu** – city in Estonia with AHHA museum, water park and ancient history, 1 day trip
- **Parnu** – city by the sea in Estonia with plenty of SPA hotels, 1 day trip
- **Vilnius** – capital of Lithuania, 1-2 days trip
- **Trakai** – city in Lithuania with medieval castle, 1 day trip
- **Klaipeda, Palanga, Nida** – cities by the sea in Lithuania. **Palanga** is disco paradise, **Klaipeda** is historical city, **Nida** is located on the Curonian Spit – narrow strip of earth between the bay and the sea, 2-3 days trip.



Useful phone numbers

Tourist Hotline **1188**

Toll Free emergency line for all cases **112**

01 - Fire department

02 – Police

03 or **113** - emergency medical service 04 - Emergency gas service

Latvian phone prefix code: **+371**

Fixed lines starts with **6 (+371 6 7 123456)**

Mobile lines starts with **2 (+371 2 9 123 456)**

Calling outside Latvia: **00** - state prefix as **34** for Spain – phone number Lost credit card: **+371 67092555**

Psychological help in crisis situations: **+371 67 222922**

SOS search and rescue works at sea: **+371 67323103**

Emergency unlocking of car locks and doors: **+371 292 12 680**

English – Latvian Dictionary

Basics

Hello (to a woman) **Sveika!** [SVYEH-kah]

Hello (to a man) **Sveiks!** [SVEH-eeks]

How are you? - **Kā jums klājas?** [kahh yooms KLAHH-yuhs?]

Fine, thank you - **Labi, paldies.** [LAH-bee, PUHL-dyehs]

What is your name? - **Kā jūs sauc?** [kaah yoos sowts?]

My name is _____ . - **Mani sauc** __. [MAH-nee sowts __.]

I'm pleased to meet you - **Prieks iepazīties** [pryehks EA-puh-zee-tyehs]

Please - **Lūdzu** [LOO-dzoo]

Thank you - **Paldies** [PUHL-dyehs]

You're welcome - **Lūdzu** [LOO-dzoo]

Yes - **Jā.** [yahh]

No - **Nē.** [neh]

Excuse me - **Atvainojiet** [UHT-vay-noh-yeht]

I'm sorry - **Piedodiet** [pyeh-DOH-dyeht]

Goodbye - **Uz redzēšanos** [ooz REHD-zehh-shuh-nohs]

Goodbye (informal) - **Atā** [UH-tahh]

I can't speak Latvian - **Es nemāku latviešu valodu** [ehs neh-MAA-koo luht-VYEH-shoo vuh-LOH-doo]

Do you speak English? - **Vai Jūs runājat angļiski?** [VUH-ee yoos ROO-nyaaht UHN-glys-kee?]

Is there someone here who speaks English? Vai te ir kāds, kurš runā angļiski?

[VUH-ee teh eer kaads, kursh ROO-naa AHN-glys-kee?]

Help! - **Palīgā!** [PUH-lee-gaah!]

Look out! - **Uzmanies!** [OOZ-mah-nyehs!]

Good morning - **Labrīt** [luh-BREET]

Good day - **Labdien** [luhb-DYEHN]

Good evening - **Labvakar** [luhd-VUH-kuhr]

Good night (to sleep) - **Ar labu nakti** [uhr LUH-boo NUHK-tee]

I don't understand - **Es nesaprotu** [ehs NEH-suh-proh-too]

Where is the toilet? - **Kur ir tualete?** [kooz eer TWAH-leh-teh?]

Problems

Leave me alone - **Ej prom** [ey proh-m]

Don't touch me! - **Neaizskar mani!** [neh-AYZS-kahr MAH-nee]

I'll call the police - **Es izsaukšu policiju** [ehs EEZ-sowk-shoo poh-LEE-tsyoo] **Police!** - **Policija!** [poh-LEE-tsyah]

Stop! Thief! - **Ķeriet zagli!** [KYEH-ryeht ZAH-glee]

I need your help - **Man vajag jūsu palīdzību** [mahn VAY-ahg YOO-soo pah-LEE-jee-boo]

It's an emergency - **Ir avārijas situācija** [ihr ah-VAA-ryahs see-TWAA-tsyah]

I'm lost - **Esmu apmaldījies** (male)/**apmaldījusies** (female) [EHS-moo ahp-MAHL-dee-yehs/ ahp-MAHL-dee-yoo-syehs]

I lost my bag - Es pazaudēju savu somu [ehs pah-ZOW-dehh-yoo SAH-voo SOH-moo] **I lost my wallet - Es pazaudēju savu maku** [ehs pah-ZOW-dehh-yoo SAH-voo MAH-koo] **I'm sick - Esmu slimš** (male)/**slima** (female) [EHS-moo sleems/ SLEE-mah] **I've been injured - Es esmu ievainots** [ehs EHS-moo ie-VAI-nohts] **I need a doctor - Man vajag ārstu** [mahn VAI-ahg AARS-too] **Can I use your phone? - Vai es drīkstu izmantot jūsu telefonu?** [vai ehs DREEKS-too eez-MAHN-toht YOO-soo teh-leh-FOH-noo?]

Numbers

0 nulle [NOOL-leh]	30 trīsdesmit [TREES-dehs-miht]
1 viens [vyehns]	40 četrdesmit [CHEHTR-dehs-miht]
2 divi [DIH-vih]	50 piecdesmit [PYEHTS-dehs-miht]
3 trīs [trees]	60 sešdesmit [SEHSH-dehs-miht]
4 četri [CHEH-trih]	70 septiņdesmit [SEHP-teeny-dehs-miht]
5 pieci [PYEH-tsih]	80 astoņdesmit [UHS-tohny-dehs-miht]
6 seši [SEH-shih]	90 deviņdesmit [DEH-veeny-dehs-miht]
7 septiņi [SEHP-tih-nyih]	100 simts [sihm̩ts]
8 astoņi [UHS-toa-nyih]	1000 tūkstošs [TOOKS-tohts]
9 deviņi [DEH-vee-nyih]	1,000,000 miljons [MIH-lyohns']
10 desmit [DEHS-miht]	
20 divdesmit [DIHV-dehs-miht]	

Duration

___ minute(s) - ___ minūte(s) [MIH-noo-teh]
___ hour(s) - ___ stunda(s) [STOON-dah(s)]
___ day(s) - ___ diena(s) [DYEH-nah(s)]
___ week(s) - ___ nedēļa(s) [NEH-dehh-lyah(s)]
___ month(s) - ___ mēnesis(mēneši) [MEHH-neh-sees]
___ year(s) - ___ gads(gadi) [gahds(GAH-dih)]

Days

today - šodien [SHAW-dyehn] **yesterday - vakar** [VUH-kuhr]
tomorrow - rīt [reet]
this week - šo nedēļu [shaw NEH-deh-lyoo]
last week - pagājušā nedēļu [PUH-gah-yoo-shah NEH-deh-lyoo]
next week - nākam nedēļu [NAH-kuhm NEH-deh-lyoo]
Monday - pirmdiena [PIHRM-dyeh-nuh] **Tuesday - otrdiena** [AWTR-dyeh-nuh] **Wednesday - trešdiena** [TREHSH-dyeh-nuh] **Thursday - ceturtdiena** [TSAH-tuhr̩t-dyeh-nuh] **Friday - piektdiena** [PYEHKT-dyeh-nuh] **Saturday - sestdiena** [SAHST-dyeh-nuh] **Sunday - svētdiena** [SVEHT-dyeh-nuh]

Time

The 24 hour clock is used in Latvia.

What time is it? - Cik ir pulkstenis? [tsihk ihr PUHLKS-teh-nihs]

What time? - Cikos? [TSIH-kohs]

Transportation

car - mašina [MAH-shee-nah]

taxi - taksometrs [TAHK-soh-mehts]

bus - autobuss [OW-toh-boos]

van - furgons [FOOR-gohns]

truck - automašina [OW-toh-mah-shee-nah]

trolley - trolejbuss [TROH-lei-boos] **tram - tramvajs** [TRAHM-

vais] **train - vilciens** [VIHL-tsyehns]

airplane/airline - lidmašina [LIHD-mah-shee-nah] **bicycle - velosipēds**

[VEH-loh-sih-pehhd] **motorcycle - motocikls** [MOH-toh-tsihkl]

carriage - pārvadāšanas [PAHHR-vah-dahh-shah-nahs]

Buying Tickets

Where can I buy tickets? - Kur var nopirkt biļetes?

[koo vuhr NAW-pihrkt BIH-lyeh-tehs?]

I want to travel to... - Vēlos ceļot uz ... [VAI-lohs TSEH-lyoht uhz]

Do I need to book/make a reservation? - Vai man ir grāmatas/veikt rezervāciju?

[vai muhn ihr GRAH-muh-tuhs/vaykt REH-zehr-vah-tsyoo?]

Is it sold out? - Tas ir izpārdots? [tahs ihr IHZ-pahhr-dohts?]

Any tickets available? - Jebkurš biļetes pieejamas?

[YEHB-koorsh BIH-lyeh-tehs PYEH-eh-yah-mahs?]

I'd like to book/reserve a seat to... - Es gribētu rezervēt/rezervēt vietu uz... [ehs

GRIH-behh-too REH-zehr-veht/REH-zehr-veht VYEH-too ooz...]

I'd like (a)... - Es gribētu (a)... [ehs GRIH-behh-too (ah)]

...one-way ticket - ...vienvirziena biļešu

[VYEHN-vihr-zyeh-nah BIH-lyeh-shoo]

...return ticket - ...atgriešanās biļete

[AHT-gryeh-shah-nahs BIH-lyeh-teh]

...two tickets - ...divas biļetes [DEE-vahs BIH-lyeh-tehs]

Bus and Train

How much is a ticket to _____? - Cik maksā biļete uz _____?

[tsihk MUHK-sahh BIH-lyeh-teh oohz?]

One ticket to _____, please - Vienu biļeti uz _____, lūdzu

[VYEH-nuh BIH-lyeh-fih oohz..., LOOD-zoo]

Where does this train/bus go? - Kur tas vilciens / autobuss iet?

[koohr tahs VIHL-tsyehns/OW-taw-buhs iet?]

Where is the train/bus to _____? - Kur ir vilciens/autobuss, kas brauc uz _____?

[koohr ihr VIHL-tsyehns/OW-taw-booss, kahs browts uhz?]

Does this train/bus stop in _____? - Vai vilciens/autobuss pietur _____? [vai VIHL-tsyehns/OW-toh-

booss PYEH-tuhr?]

When does the train/bus for _____ leave? - Kad atiet vilciens/autobuss uz _____?

[kahd AH-tyeht VIHL-tsyehns/OW-toh-booss uhz?]

When will this train/bus arrive in_? - Kad vilciens/autobuss būs_?
[kahd VIHL-tsyehns/OW-toh-booss boos?]

Directions

How do I get to_____? - Kā lai es tieku uz__?

[kah lai ehs TYEH-koo ooz...?]

...the train station? - ...vilcienu staciju? [VIHL-tsyeh-noo STAH-tsyoo?]

...the bus station? - ...autoostu? [OW-toh-aws-too?]

...the airport? - ...lidostu? [LIH-daws-too?]

...downtown? - ...centra virzienā? [TSEHN-trah VYEHR-zyeh-nah?]

...the youth hostel? - ...jauniešu viesnīcu?

[YOW-nyeh-shuh VYEHS-nee-tsu]

...the _hotel? - ..._viesnīcu? [VYEHS-nee-tsu]

Can you show me on the map? - Vai jūs to varētu man parādīt uz kartes? [vai yoos taw VAH-rehh-too mahn PAH-rah-deet ooz KAHR-tehs?]

Taxi

Taxi - Taksometrs [TAHK-soh-mehtrs]

Take me to_____, please - Aizvediet mani uz____, lūdzu

[AYZ-veh-dyeht MAH-nih uhz...,LOO-dzuh]

How much does it cost to get to _? - Cik maksā brauciens līdz_____?

Take me there, please - Aizvediet mani uz turieni, lūdzu.

Lodging

Hotel - Viesnīca [VYEHS-nee-tsah]

Do you have any rooms available? - Vai jums ir kāda brīva istaba?

[vay yuhms ihr KAH-dah BREE-vah IHS-tah-bah?]

Does the room come with... - Vai šajā istabā ir...

...bedsheets? - ...palagi?

...a bathroom? - ...vannas istaba?

...a telephone? - ...telefons?

...a TV? - ...televizors?

How much is a room for one person/two people? - Cik maksā istaba

