# 

## **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:*

*Tija Tuherma*

*Bachelor Program Student Adviser*

*Ph.: +371 67089800*

*E-Mail:* [tija.tuherma@rbs.lv](mailto:tija.tuherma@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)*

Photo



Last Name First Name Middle Name

      

Date of Birth Gender: Male  Female



Citizenship Personal code (if applicable)

**Home Address**



Street



Town/City Postal Code Country



Telephone (*include country code*)



E-mail address

**MAILING Address** *(if different from above)***:**



Street



Town/City Postal Code Country

**Passport information**



Passport No.



Date of issue Date of expiration



Authority

1. **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

1. **Education and academics**

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

*Starting with the most recently attended:*

School Country Dates attended Average grade (if applicable)







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

School Country Dates attended Degree obtained (if applicable)



**Academic distinctions**

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



1. **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)**  School year  10 11 12 UL | **When did you participate in this activity?**  Summer/ School Break | **Position held, honors won, letters earned, or employer** | **If applicable, do you plan to participate at RBS** | |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |  |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | | Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

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


1. **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** | **Level** | | | |
| Native Language | Excellent | Good | Basic |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **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

1. **Where have you found information about Bachelor Program at Riga Business School?**

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



1. **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

1. **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.***

1. **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.*

1. **Fees**

|  |  |  |
| --- | --- | --- |
|  | **EU (EUR)** | **Non EU (EUR)** |
| **Application fee  (non-refundable)** | 30 EUR | 1. 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**

***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!**

Rīgas Tehniskās universitātes rektoram   
To the Dean of Riga Technical University

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.

2014. g. “\_\_\_\_\_\_\_\_.”\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Paraksts/Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 date month

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

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

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

**RECOMMENDATION LETTER**

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

1. **Applicant:**



Name Surname Date of Birth

1. **Recommended by:**



Name Surname Position



Institution Contact information

1. **How long have you known this student and in what context?**



1. **What are the first words that come to your mind to describe this student?**



1. **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** |  |  |  |  |  |  |
| **Intellectual promise** |  |  |  |  |  |  |
| **Productive class discussion** |  |  |  |  |  |  |
| **Disciplined work habits** |  |  |  |  |  |  |
| **Leadership** |  |  |  |  |  |  |
| **Creative, original thought** |  |  |  |  |  |  |
| **Initiative** |  |  |  |  |  |  |
| **Self-confidence** |  |  |  |  |  |  |
| **Overall** |  |  |  |  |  |  |

1. **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

1. **Rekomendē:**



Vārds Uzvārds Amats



Skola/organizācija E-pasts Telefona nr.

1. **Cik ilgi Jūs pazīstat potenciālo studentu?**



1. **Kas ir pirmais, kas Jums ienāk prātā, lai īsi raksturotu STUDENTU?**



1. **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** |  |  |  |  |  |  |
| **Intelektuālais potenciāls** |  |  |  |  |  |  |
| **Produktīva diskusija** |  |  |  |  |  |  |
| **Disciplīna darbu izpildīšanā** |  |  |  |  |  |  |
| **Līderisms** |  |  |  |  |  |  |
| **Radošums** |  |  |  |  |  |  |
| **Iniciatīva** |  |  |  |  |  |  |
| **Pašpārliecinātība** |  |  |  |  |  |  |
| **Kopumā** |  |  |  |  |  |  |

1. **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.*



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

*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

1. **Автор рекомендации:**



Имя Фамилия Должность



Школа/учреждение Е-мейл/телефон

1. **КАК давно вы знаете этого студента и в каком контексте?**



1. **Первое, что приходит на ум, характеризуя этого СТУДЕНТа:**



1. **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** |  |  |  |  |  |  |
| **Интеллектуального** [**потенциала**](http://www.multitran.ru/c/m.exe?t=162128_2_1&s1=promise) |  |  |  |  |  |  |
| **Участия в дискуссиях в классе** |  |  |  |  |  |  |
| **Дисциплинированности в работе** |  |  |  |  |  |  |
| **Лидерства** |  |  |  |  |  |  |
| **Творчества, оригинальности** |  |  |  |  |  |  |
| **Инициативы** |  |  |  |  |  |  |
| **Уверенности в себе** |  |  |  |  |  |  |
| **В общем** |  |  |  |  |  |  |

1. **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.*



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/

*Дата Подпись Расшифровка подписи*