RIGA GRADUATE SCHOOL OF LAW

APPROVED
by the Riga Graduate School of Law
Senate meeting on 26 October 2026
Decision No. 2026/10, Point 4 of the Minutes

Riga Graduate School of Law Admission Rules and Matriculation Procedure for First-Cycle (Bachelor's) Study Programmes for the 2027/2028 Academic Year

1. General Provisions

1.1. The Riga Graduate School of Law (hereinafter – RGSL) Admission Rules and Matriculation Procedure for First-Cycle (Bachelor's) Study Programmes for the 2027/2028 Academic Year (hereinafter – the Rules) are issued in accordance with Section 46 of the Law on Institutions of Higher Education and Cabinet Regulation No. 846 of 10 October 2006 "Regulations Regarding the Requirements, Criteria and Procedures for Admission to Study Programmes and State Support for Citizens Who Have Voluntarily Applied for and Completed the National Defence Service".

1.2. The Rules govern the mutual rights and obligations of persons wishing to study at RGSL and of RGSL during the admission process, as well as the requirements for such persons' previous education, preparedness or special aptitude for the respective studies.

1.3. The following terms are used in the Rules:

1.3.1. *DreamApply* – the electronic application information system used by RGSL;

1.3.2. Matriculation – the entry of a candidate in the register of students of the higher education institution (matricula);

1.3.3. Candidate – a person who has fulfilled the admission requirements and may register for studies;

1.3.4. Applicant – a person who, by submitting an electronic application, has expressed the wish to participate in the competition for a study place at RGSL;

1.3.5. Commencement of studies – the start of studies in a study programme;

1.3.6. Right to study – the right of a person to become an applicant and to participate in the competition for study places;

1.3.7. Admission Committee – the committee which manages the admission process and evaluates its results.

1.4. The composition of the Admission Committee is approved by order of the Rector of RGSL, and the Committee operates in accordance with the RGSL Admission Committee Regulations.

1.5. All persons matriculated at RGSL are students.

1.6. Every person has the right to study at RGSL, provided that the requirements laid down in the laws and regulations of the Republic of Latvia and in the Rules are met.

2. Application for Studies

2.1. Persons who have obtained secondary education or education of an equivalent level (*European Baccalaureate* (EB) or *International Baccalaureate* (IB))[1] may apply for RGSL first-cycle (Bachelor's) study programmes.

2.2. The application must be submitted in the format determined by RGSL. The application form is available on the RGSL website https://apply.rgsl.edu.lv/.

2.3. An applicant's application for studies is considered complete and is registered once RGSL has received all the requested documents.

2.4. The applicant must complete the electronic application form and attach copies of the following documents:

2.5. **Applicants from Latvia, the Member States of the European Union (hereinafter – EU), the countries of the European Economic Area (hereinafter – EEA) or the Swiss Confederation:**

2.5.1. Secondary education certificate and transcript of records;

2.5.2. A copy of the passport or identity card (page with personal data and photograph);

2.5.3. If the education was obtained in a foreign country that is a party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (except EU Member States, EEA countries, the United Kingdom of Great Britain and Northern Ireland (excluding its overseas territories) or the Swiss Confederation), a legalised or *Apostille*-certified copy of the diploma and diploma supplement must be submitted, as well as, if these documents are not in English, translations into English of notarially certified copies of the diploma and diploma supplement, the accuracy of which has been certified by a certified translator;

2.5.4. If the education was obtained in a foreign country that is not a party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents, the education documents shall be legalised in accordance with the procedure laid down in Cabinet Regulation No. 264 of 18 June 2019 "Public Document Legalisation Regulations";

2.5.5. Electronically signed certificates of centralised examinations (for applicants from Latvia);

2.5.6. A motivation letter in English (no more than 2,000 characters);

2.5.7. A document certifying English language proficiency (at least level B2 according to the Common European Framework of Reference for Languages (hereinafter – CEFR)[2]). Other equivalent proofs of English language proficiency are also accepted:

- TOEFL iBT (*Test of English as a Foreign Language*): at least 4.0 (new 1–6 scale) or at least 72 points (0–120 scale);

[1] Corresponds to Level 4 of the European Qualifications Framework.

[2] https://europass.europa.eu/en/common-european-framework-reference-language-skills

- TOEFL Essentials: at least 8 points;
- IELTS Academic (taken within the last two years): at least 5.5;
- CPE (*Cambridge Certificate of Proficiency in English*): at least 180 points;
- CAE (*Cambridge Certificate in Advanced English*): at least 160 points;
- FCE (*First Certificate in English*)/B2 First: at least 160 points (grade C);
- PTE (*Pearson Test of English*) General: at least level B2;
- PTE (*Pearson Test of English*) Academic: at least 59 points;
- LanguageCert International ESOL: at least Communicator B2 level (written and spoken examinations).

2.5.8. Applicants who have obtained their previous education in English or whose native language is English are exempt from taking the examinations of international testing institutions.

2.5.9. Evidence of outstanding achievements in civic, academic or scientific research activities (if applicable).

2.6. RGSL has the right to begin the registration and admission of applicants before the centralised examinations (for applicants from Latvia) have been passed and the documents certifying secondary education have been obtained. Applicants whose previous education documents will be officially issued after the date of submission of the application may submit an application indicating the date on which the diploma will be received (no later than the beginning of the academic year at RGSL). In this case, an official transcript of records bearing the signature and seal of the responsible representative of the educational institution must be submitted to RGSL.

2.6.1. Applicants from EU Member States, EEA countries or the Swiss Confederation may be minors at the beginning of their studies but must reach the age of 18 no later than the end of the relevant calendar year.

2.7. **Applicants from other foreign countries:**

2.7.1. A document certifying secondary education ;

2.7.2. A copy of the passport or identity card (page with personal data and photograph);

2.7.3. If the education was obtained in a foreign country that is a party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents (except EU Member States, EEA countries, the United Kingdom of Great Britain and Northern Ireland (excluding its overseas territories) or the Swiss Confederation), a legalised or *Apostille*-certified copy of the diploma and diploma supplement must be submitted, as well as, if these documents are not in English, translations into English of notarially certified copies of the diploma and diploma supplement, the accuracy of which has been certified by a certified translator;

2.7.4. If the education was obtained in a foreign country that is not a party to the Hague Convention of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents, the education documents shall be legalised in accordance

with the procedure laid down in Cabinet Regulation No. 264 of 18 June 2019 "Public Document Legalisation Regulations";

2.7.5. A motivation letter in English (no more than 2,000 characters);

2.7.6. A document certifying English language proficiency (at least level B2 according to the CEFR). Other equivalent proofs of English language proficiency are also accepted:

- TOEFL iBT (*Test of English as a Foreign Language*): at least 4.0 (new 1–6 scale) or at least 72 points (0–120 scale);
- TOEFL Essentials: at least 8 points;
- IELTS Academic (taken within the last two years): at least 5.5;
- CPE (*Cambridge Certificate of Proficiency in English*): at least 180 points;
- CAE (*Cambridge Certificate in Advanced English*): at least 160 points;
- FCE (*First Certificate in English*)/B2 First: at least 160 points (grade C);
- PTE (*Pearson Test of English*) General: at least level B2;
- PTE (*Pearson Test of English*) Academic: at least 59 points;
- LanguageCert International ESOL: at least Communicator B2 level (written and spoken examinations).

2.7.7. Applicants who have obtained their previous education in English (by submitting a supporting document, e.g. an MOI certificate) or whose native language is English are exempt from taking the examinations of international testing institutions (unless this conflicts with the conditions for obtaining a temporary residence permit).

2.7.8. Applicants from countries outside the EU/EEA must be 18 years of age at the commencement of studies. If this condition is not met, a third-country national may be admitted to RGSL provided that the requirements of Paragraph 2.7.9 are met and the required documents are submitted.

2.7.9. An applicant from a country outside the EU/EEA who has not reached the age of 18 at the time of submitting the documents must have an adult authorised representative permanently residing in Latvia. The applicant's legal representatives (parents or guardians) shall issue a notarially certified power of attorney to this person, and this person must participate together with the applicant in all necessary procedures, including the preparation and signing of documents, the submission of documents to the Office of Citizenship and Migration Affairs[3] and the handling of other formalities related to the residence documents of a minor.

2.7.10. RGSL holds discussions with applicants who do not meet the requirements set out in this paragraph and, where special circumstances exist, may make exceptions to the requirements set out in this paragraph, insofar as this does not conflict with the laws and regulations of the Republic of Latvia. No exceptions are made to the requirement of having obtained secondary education or education of an equivalent level.

[3] https://www.pmlp.gov.lv/en

2.8. In accordance with the Immigration Law and the laws and regulations issued on the basis thereof, the Admission Committee conducts interviews with foreigners (from countries outside the EU/EEA); interviews may also be conducted with other applicants in order to assess their motivation to study at RGSL and their level of English language proficiency.

3. Recognition of Education Documents Obtained Abroad

3.1. If an education document or academic degree was obtained abroad (except in the cases referred to in Paragraphs 3.2 and 3.3), it will be sent to the Academic Information Centre (hereinafter – AIC) for evaluation. The AIC will determine whether the foreign education document or academic degree is comparable to an education document issued or an academic degree awarded in Latvia, and if so, to which one. RGSL will decide on recognition based on the AIC statement.

3.2. An AIC statement is not required for secondary education documents and higher education documents corresponding to at least Level 6 of the Latvian Qualifications Framework[4] issued in Estonia and Lithuania after 7 January 2019 in accordance with the Agreement between the Government of the Republic of Estonia, the Government of the Republic of Latvia and the Government of the Republic of Lithuania on the Automatic Academic Recognition of Qualifications Concerning Higher Education.[5]

3.3. An AIC statement is not required for higher education documents (corresponding to at least Level 5 of the Latvian Qualifications Framework) issued in Belgium, Estonia, Lithuania, Luxembourg and the Netherlands in accordance with the Agreement on the Automatic Recognition of Higher Education Qualifications between the Kingdom of Belgium, the Republic of Estonia, the Republic of Latvia, the Republic of Lithuania, the Grand Duchy of Luxembourg and the Kingdom of the Netherlands.[6]

4. Admission to a Study Programme and Publication of the Decision

4.1. Admission to the RGSL first-cycle (Bachelor's) academic study programmes "Law and Business" and "Law and Diplomacy" is based on the following criteria:

- English language proficiency (the applicant's level must correspond to at least level B2 according to the CEFR[7]);
- results of the centralised general secondary education examinations in mathematics, Latvian and English (for applicants from Latvia);
- the average grade of the secondary education certificate, which must correspond to at least ECTS grade C (at least 7 points);[8]
- interview results (if applicable).

[4] https://aic.lv/en/education-in-latvia/latvian-qualifications-framework/

[5] https://aic.lv/en/recognition-of-foreign-diplomas/automatic-academic-recognition-in-the-baltic-states/

[6] https://aic.lv/en/recognition-of-foreign-diplomas/automatic-academic-recognition-between-the-baltic-and-benelux-countries/

[7] Common European Framework of Reference for Languages

[8] https://aic.lv/izglitiba-latvija/vertesanas-sistema/

4.2. A maximum of 60 study places is planned in each first-cycle (Bachelor's) academic study programme. The number of study places may be reviewed and changed by order of the Rector.

4.3. If the number of eligible applications exceeds the number of study places set, candidates are admitted to the study programme in the order of the competition ranking.

4.4. In the course of the competitive selection, applications are placed in a single ranking list according to the following principles:

4.4.1. The applicant's application meets the criteria set out in the Rules;

4.4.2. The average result of the candidate's compulsory centralised examinations (Latvian, English and mathematics) is calculated by applying the relevant coefficients or, if centralised examinations have not been taken, the annual average grade indicated in the certificate (expressed as a percentage; a grade on a 10-point scale is converted into a percentage by multiplying it by 10, while grades obtained in other grading scales are converted using the AIC comparison of grading scales[9]) is used;

4.4.3. To ensure the comparability of centralised examination results (for applicants from Latvia), the following coefficients are applied:

4.4.3.1. A coefficient of 0.75 is applied to examinations at the optimal level of learning content, equating them to examinations at the highest level of learning content;

4.4.3.2. A coefficient of 0.5 is applied to examinations at the general level of learning content, equating them to examinations at the highest level of learning content;

4.4.3.3. Centralised examination results obtained in accordance with the laws and regulations that were in force until the date of entry into force of Cabinet Regulation No. 416 of 3 September 2019 "Regulations Regarding the State General Secondary Education Standard and Model General Secondary Education Programmes" and Cabinet Regulation No. 332 of 2 June 2020 "Regulations Regarding the State Vocational Secondary Education Standard and the State Vocational Education Standard" are equated to examinations at the optimal level of learning content, and a coefficient of 0.75 is applied to them, equating them to examinations at the highest level of learning content.

4.4.4. The Admission Committee may take into account candidates' outstanding achievements in civic, academic or scientific research activities.

4.4.5. The overall competition score consists of the average result referred to in Paragraph 4.4.2 (70%) and the interview result (30%); if no interview is held, the overall score consists of the average result referred to in Paragraph 4.4.2. For outstanding achievements (Paragraph 4.4.4), the Admission Committee may award up to 10 additional percentage points.

[9] https://aic.lv/en/education-in-latvia/grading-system/

4.5. The decision on admission to the study programme is taken by the Admission Committee.

4.6. The results are sent electronically to all applicants no later than three working days after the decision has been taken.

4.7. Applicants and candidates may find information on the admission process on the RGSL website under "Admission/Frequently Asked Questions".

4.8. RGSL has the right not to admit an applicant if it is established that the applicant has submitted false information or forged documents in the admission process or has engaged in unlawful conduct that has endangered or may endanger RGSL's reputation, values or public trust. Such a decision is taken by the Admission Committee after hearing the applicant and must be reasoned.

4.9. The decision of the Admission Committee may be contested within one month from the date of its entry into force by submitting an application to the Rector of RGSL. The decision taken by the Rector may be appealed to a court in accordance with the procedure laid down in the Administrative Procedure Law.

5. Matriculation

5.1. After the admission results have been announced, RGSL and the candidate sign a study agreement.

5.2. On the basis of the decision of the Admission Committee and the concluded study agreement, the Rector of RGSL signs an order on the matriculation of candidates in the respective study programme. After matriculation, the student makes the first tuition fee payment in accordance with the procedure set out in the study agreement.

5.3. Before the commencement of studies, the student must present in person the originals of the documents submitted.

6. Personal Data Processing

6.1. Within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the General Data Protection Regulation) (hereinafter – GDPR) and other applicable privacy and personal data processing laws and regulations, the data controller is SIA "Rīgas Juridiskā augstskola", registration No. 40003386183, Strēlnieku iela 4k-2, Riga, LV-1010, Latvia. RGSL is responsible for ensuring that personal data obtained from the *DreamApply* system, as well as other information related to the admission process, are processed in accordance with the GDPR and other applicable personal data protection laws and regulations.

6.2. Further information on the purposes and legal basis of personal data processing, retention periods and the rights of data subjects is available in the RGSL Privacy Policy on the RGSL website.