ISMA ANNO1994

Admission Process of International Students at ISMA University

1. Agent consults Student about ISMA according to ISMA representative's manual

2. Student fills the online application

3. Student receives access and submits an obligatory English language online test

4. Agent sends signed Student's application, colour copies of passport, photo, documents on education and notarized translation to ISMA International Relations Department international@isma.lv

🕐 **3 working days**

5. ISMA sends to Agent Conditional acceptance letter of the Student

6. ISMA makes invoice for 300 or 500 EUR

🕐 **3 working days**

7. Agent pays the admission fee http://www.isma.lv/en/bank-details

8. ISMA submits Student's documents on education to Academic Information Centre (AIC) for authentication.*

* For the countries that are not included in the list of Convention of HCCH of 5 October 1961 Abolishing the Requirement of Legalisation for Foreign Public Documents the legislation in Latvian Ministry of Foreign Affairs will be needed.

🕐 **2 months**

Positive

9. ISMA sends Agent electronic version of Student's Study Contract

Negative

9.1. ISMA sends Agent the letter of cancelation of Student's application

🕐 **3 working days**

10. Student signs Study contract

11. Agent sends signed and scanned Study Contract to international@isma.lv

12. ISMA sends Agent an invoice for the tuition fee

🕐 **3 working days**

13. Agent pays tuition fee http://www.isma.lv/en/bank-details

(Payment may be made for one or more years in advance)

14. ISMA enrols Student

14. 1. Full-time Education

14.2. Distance Education

Student is given login, password and manual for ISMA online system.

15. ISMA makes an invitation

2 weeks

16. ISMA sends Agent by post the package of documents required for receiving the entry visa and residence permit in the Republic of Latvia

Time for Post services

17. Student gets an appointment in the Embassy of the Republic of Latvia and goes for an interview

18. Student submits all the necessary documents

19. To the Embassy of Latvia

19.1. *In some cases depending on the country* to OCMA department in Latvia

19.2. Agent sends ISMA full package of the needed documents by Post.

Time for Post services

20. Embassy sends student's documents to OCMA in Latvia

19.3. ISMA makes an invoice for service costs, state duty payment at OCMA and Post charges.

3 working days

19.4. Agent pays the invoice

2 weeks to 2 months

10 working days

21. OCMA analyses student's documents

20.1. ISMA sends student's documents to OCMA

5 days
10 days
30 days
Or longer if prolonged

22. Student gets the decision in the Embassy of Latvia

22.1. ISMA gets the decision in the OCMA department in Latvia

POSITIVE

NEGATIVE

23.1. Student receives entrance visa for the residence permit in the Embassy of the Republic of Latvia

23.2. ISMA sends Agent the letter of cancelation of Student's application

45 working days

23.3. Agent gets refund for Student's tuition fee

24. Agent books accommodation in Riga for the Student

25. Agent books a flight for the Student

26. Student arrives to ISMA

2 to10 working days

45 working days

27.1. Agent receives Agent's commission

27.2. Student receives resident permit at OCMA in Riga