Belarus – Under 18 years old - SSE Riga Grant

First step
Prepare an application folder with following documents:

- Invitation number for a Residency permit, sent to you by email from SSE Riga administration
- Original of the Birth certificate and a copy of it
- Passport and a copy of it
- Power of attorney for a minor child
- Photo
- Statement on punishability issued by a competent institution of the citizenship country
- High school diploma and a copy of it
- Original and a copy of the SSE Riga Grant agreement (sent to you from SSE Riga by regular mail)
- Original and a copy of the SSE Riga Study agreement (sent to you from SSE Riga by regular mail)
- Confirmation of designated place of stay (sent to you from SSE Riga by regular mail)
- Confirmation letter about financial means (sent to you from SSE Riga by regular mail)

Second step
Applications with everything in the application folder should be submitted personally to the Diplomatic and consular representatives of Latvia abroad

- Directions to the embassy, no prior appointment needed [http://www.mfa.gov.lv/by/belarus/](http://www.mfa.gov.lv/by/belarus/)
- Pricelist - See Appendix 1 on page 2
- 30 working days until the documents are made

NB: Documents are sent to Riga from to the Diplomatic and consular representatives of Latvia abroad once in two weeks, therefore plan your time conveniently.

After arrival in Riga:

- X-Ray (must be made in Latvia) - See Appendix 2 on page 2

Third step
Set an appointment to the immigration office for the ID card by phone +371 67829750

- You must be accompanied by the legally appointed person of interest
- You must take with you to IO : Passport, X-ray, Insurance

NB: State fee for ID card can be paid only with a personal debit card (keep the receipts, school will reimburse the amount paid for a card)
Appendix 1
Pricelist

Examination of the documents submitted for requesting a temporary residence permit for the spouse of a citizen of Latvia, a non-citizen of Latvia and a foreigner who has received a permanent residence permit, his or her minor child or a person under guardianship or trusteeship, as well as for a pupil of an accredited educational institution or a full-time student

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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>within 30 days</td>
<td>71.14</td>
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<tr>
<td>within 10 business days</td>
<td>213.43</td>
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<tr>
<td>within 5 business days</td>
<td>355.72</td>
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You will need to pay for yourself at the embassy or consular department. Keep the receipts! School will reimburse the amount for 30 days - € 71.14.

Appendix 2
Medical Centres

Veselības centrs “Možums-1”
Doctor - Daina Lustika
Address: Bruņinieku street 8, 5. Floor
Cell Phone: +371 29269964

There is also Medicīnas sabiedrība "ARS", located near the school [http://www.ars-med.lv/](http://www.ars-med.lv/)
Address: Medicīnas sabiedrība "ARS", Skolas street 5, LV-1010, Riga
Telephones: +371 67201006, +371 67201007, +371 67201008
Fax: +371 67288769
Appendix 3

The immigration office – directions, public transport

Route planner

Mākslas muzejs ➔ Gaujas iela

Leave: 13:33 | Arrive: today

Option 1.
13:34 — 13:54, travel time 0:20

Bus direction Abrenes iela - Jaunieciems - Stūri
Mākslas muzejs ➔ 13:41 Ēveles iela (ride 7 min.)

13:41 Ēveles iela ➔ 13:45 Mēness iela (walk 4 min.)

Tram direction Stacijas laukums - Mežaparks
Mēness iela ➔ 13:54 Gaujas iela (ride 7 min.)

Option 2.
13:47 — 14:05, travel time 0:18

Trolleybus direction Klimski slīpaka - Daugavas stadions
Mākslas muzejs ➔ 13:54 Miera iela (ride 7 min.)

Miera iela ➔ 13:55 Tallinas iela (walk 1 min.)

Tram direction Stacijas laukums - Mežaparks
Tallinas iela ➔ 14:05 Gaujas iela (ride 9 min.)

Schedules are subject to traffic delays.