Ukraine – Under 18 years old - Self-subsistent

First step
Prepare an application folder with following documents:

- Photo
- Original of the Birth certificate, translated and notary certified if the birth certificate is in Ukrainian
- Power of attorney for a minor child, translated and notary certified if in Ukrainian
- Statement on punishability issued by a competent institution of the citizenship country translated and notary certified if in Ukrainian
- High school diploma, translated and notary certified if in Ukrainian
- Official statement confirming the necessary subsistence - € 360 per month for a year
- Confirmation about place of stay (If you stay in SSE Riga dormitory: from SSE Riga administration)

Second step
Arrive to Riga and add to the application folder:

- Invitation number for a Residency permit (from SSE Riga administration)
- Original of the SSE Riga study agreement (from SSE Riga administration)
- X-Ray (must be made in Latvia) - See Appendix 2 on page 2

Third step
Applications with everything in the application folder should be submitted personally in the Office of Citizenship and Migration Affairs (OCMA). Address: Ciekurkalna 1 linija, Riga

Set an appointment to the immigration office for the Residency permit by phone +371 67829750

- You must be accompanied by the legally appointed person of interest
- You must have your immigration folder with you Pricelist - See Appendix 1 on page 2

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

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>within 30 days</td>
<td>71.14</td>
</tr>
<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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</tbody>
</table>

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 Medīcīnas sabiedrība "ARS", located near the school [http://www.ars-med.lv/](http://www.ars-med.lv/)
Address: Medīcīnas 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

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

Bus direction Abrenes iela - Jauniecems - Stuži
13:34 Mākslas muzejs — 13:41 Ēveles iela (ride 7 min.)
13:41 Ēveles iela — 13:45 Mēness iela (walk 4 min.)

Tram direction Stacijas lukaums - Mežaparks
13:47 Mēness iela — 13:54 Gaujas iela (ride 7 min.)

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

Trolleybus direction Klīniski slimnīca - Daugavas stādions
13:47 Mākslas muzejs — 13:54 Miera iela (ride 7 min.)
13:54 Miera iela — 13:55 Tallinas iela (walk 1 min.)

Tram direction Stacijas lukaums - Mežaparks
13:56 Tallinas iela — 14:05 Gaujas iela (ride 9 min.)

Schedules are subject to traffic delays.