APPROVED
by the Stockholm School of Economics in Riga - Rīgas Ekonomikas augstskola
29.10.2026 Senate Decision,
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APSTIPRINĀTI
ar Rīgas Ekonomikas augstskolas-Stockholm School of Economics in Riga
Senāta 29.10.2026. lēmumu,
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STOCKHOLM SCHOOL OF ECONOMICS IN RIGA ADMISSION RULES FOR THE ACADEMIC YEAR 2027/2028

I General Provisions

1. These Rules establish the procedure for admission to the **professional master's programme "Executive Master of Business Administration**" with professional master's degree in business administration, MBA at the Stockholm School of Economics in Riga (hereinafter SSE Riga).
2. Admission to the study programme is effected by the Stockholm School of Economics EMBA Admissions Board, which is approved by the SSE President's order.
3. Latvian citizens and non-citizens, European Union citizens, European Economic Area citizens, Swiss Confederation citizens, residents of the European Community, and citizens of other countries with a valid residence permit in the European Union have equal rights to study at SSE Riga.
4. The number of students to be admitted is established by the SSE Riga Rector's order. In accordance with the SSE Riga Rector's order, up to 40 applicants shall be admitted to the professional master's programme "Executive Master of Business Administration".
5. **II Application for Studies**

Applications for studies are accepted on a rolling basis in three intakes: winter intake (by January 1), spring intake (by March 1), and summer intake (by June 1). SSE Riga has the right to announce extra application period following the summer admission if the vacancies for the upcoming cohort are not filled.

6. Application criteria:
   - 6.1. Higher education (at least a bachelor's degree);
   - 6.2. At least five years of managerial work experience;
   - 6.3. Knowledge of English at an appropriate level for participation in the programme;
7. Application for studies is carried out by electronic registration, filling out the application form and submitting all necessary documents:
   - 7.1. Copy of the applicant's passport or ID card;
   - 7.2. Copy of the applicant's higher education diploma;
   - 7.3. Two letters of recommendation;
   - 7.4. A letter of motivation in English, 1800-4500 characters;
   - 7.5. If any of the submitted documents contains a different name and/or surname and do not include a personal code than in the passport, a copy of

the document confirming the change of name and/or surname must be submitted.

8. If the applicant has received a higher education diploma abroad (except Estonia and Lithuania), he/she must provide SSE Riga with an additional certificate from the Academic Information Centre regarding which educational document or academic degree awarded in Latvia the educational document or degree obtained abroad corresponds to.
9. Candidates who have obtained higher education outside Latvia or Latvian education system shall include in the application a certificate issued by an international testing authority within the last three years certifying that the candidate's English proficiency is at least at level B2, except if:
   9.1. The candidate has acquired secondary or higher education programme implemented in English;
   9.2. Country of the European Union and the European Economic Area or in the Swiss Confederation and in his/her previous education certificate is included an assessment of English language skills, which are comparable to at least level B2 according to the Common European Framework of Reference for Languages (CEFR).
10. The applicant, as his or her own discretion, also submits other documents that are considered relevant.
11. Electronic registration takes place by the 1st of January for the winter intake, by 1st of March for the spring intake, and by the 1st of June for summer intake, respectively (https://admission.sseriga.edu/). The registration form for studies and the letter of motivation must be prepared in English. Other documents must be submitted in the original language with an English translation certified by a translator or the applicant himself or herself (with an exemption of documents in Latvian, in which case the aforementioned translation is not required).
12. At the request of SSE Riga, the applicant is required to present original copies of the submitted documents within the deadline set by SSE Riga.

III Deadlines

13. The date and time when applicants take tests are determined by the SSE Riga Admissions Committee, by contacting each applicant individually.

IV Competition

14. For admission to studies in the professional master's programme, SSE Riga has set additional requirements and entrance examinations in accordance with Article 11 of the Cabinet of Ministers Regulation No. 846 "Regulations on Requirements, Criteria and Procedures for Admission to Study Programmes" of 10.10.2006, which includes:
    14.1. A multipart test (in oral and written form), the aim of which is to assess the applicants' critical and logical thinking skills, their ability to formulate their own opinions, and their level of English.

14.2. Applicants successfully mastering all entrance examinations specified by SSE Riga are considered for admission in the programme. Applicant examinations are organized in two rounds that include the following:

14.2.1. The 1st round is based on assessment of the information provided by the applications: applicants who have applied by the specified date and have fully and correctly filled out the application form, submitting all necessary documents, are entitled to participate in the 2nd round. The results of the 1st round are announced in a week after the application, by contacting each applicant individually.

14.2.2. The 2nd round entails a multipart test that includes individual interview and an English language assessment; applicants also have to complete personality and intelligence tests electronically. The dates of the tests are scheduled individually with each applicant.

15. The results of the admission are announced by February 1, by April 15 and July 1 respectively their admission intake, by contacting each applicant individually and by sending a letter to the e-mail address indicated in the application.
16. Applicants must bring a passport or ID card to the tests.
17. The final result constitutes the total sum of the assessments for all the entrance tests.
18. Applicants' application forms and test results are shared with the Stockholm School of Economics EMBA Admissions Board. The results of the competition are established and approved by the EMBA Admissions Board respectively.

V Announcement of Examination Results

19. The results of the examinations are announced to the applicants individually and not published.

VI Registration for Studies, Conclusion of the Study Agreement and Matriculation

20. In order to become an SSE Riga student, following a successful application, applicants must sign the study agreement by July 15, 2027.
21. If the applicant has not signed the study agreement by the specified time, the Admissions Committee has the right to consider that the applicant has declined to study at SSE Riga.
22. The applicant is matriculated at SSE Riga by the Rector's order.

VII Rights and Obligations of the Applicant and SSE Riga

23. The applicant has the following obligations in the admission process:
    23.1. To submit the documents specified in these Rules;
    23.2. To register electronically at https://admission.sseriga.edu/ to submit only correct information to SSE Riga;
    23.3. To familiarize him/herself with and adhere to these Rules as well as external regulatory enactments governing admission;
    23.4. To adhere to deadlines set by the SSE Riga Admissions Committee;

23.5. To appear in person at the tests, to follow the instructions of the organizers and not to use unauthorised aids.

24. The applicant has the following rights in the admission process:
    24.1. To receive information about studies and the admission process at SSE Riga;
    24.2. To conclude a study agreement if the Admissions Committee has made a positive decision regarding the admission of the applicant to studies;
    24.3. To non-disclosure of the results of the applicant's examinations to third parties.

25. SSE Riga has the following obligations in the admission process:
    25.1. To ensure fair admission in accordance with regulatory enactments;
    25.2. To provide information to applicants on study opportunities at SSE Riga as well as on their rights and obligations;
    25.3. To establish the amount of tuition fees and the number of paid study places;
    25.4. To accept documents submitted by applicants if they meet the requirements specified in these Rules;
    25.5. To announce the results of the admission.
    25.6. To organize the conclusion of study agreements with the applicants who have passed the competition;
    25.7. To organize the matriculation of applicants who have entered into study agreements and have fulfilled the set obligations;
    25.8. To prevent discriminatory treatment of applicants.

26. SSE Riga has the following rights in the admission process:

    26.1. To process personal data of the applicants for realization of rights and obligations in accordance with these Rules;
    26.2. After the contest, to keep the documents submitted by the applicant (the original documents, if submitted, are returned to the applicant);
    26.3. To establish and follow SSE Riga policy on confidentiality and ethics in the admission process;
    26.4. To exclude from participation in the competition applicants who use unauthorized aids or who perform other unauthorized activities of which the applicants have been informed prior to the tests and who do not fulfil the SSE Riga terms of application for studies;
    26.5. To request that applicants present original documents if deemed necessary by SSE Riga and to set the deadline for such documents to be presented;
    26.6. To organize examinations for admission to studies at SSE Riga in English.

27. The obligations of the applicant and SSE Riga are in accordance with the respective rights of the other party.

VIII Appeals and Challenging Admission Decisions

28. The applicant is entitled to submit a written appeal against the decision of the Admissions Committee until 17:00 on July 8, 2027. The appeal shall be reviewed by the Rector and the applicant shall be notified of the result by August 8, 2027

IX Final Provisions

29. Information about study opportunities and admission to SSE Riga is available on its premises and on the Internet at www.sseriga.edu. Applicants can also receive information about the admission process from the SSE Riga Executive MBA Admissions Committee, phone 67015824; e-mail: inga.sprinke@sseriga.edu.
30. SSE Riga implements a confidentiality policy and does not disclose the results and rank of applicants' tests in order to prevent a discriminatory attitude and comparison of results among applicants.
31. For the purpose of the General Data Protection Regulation (GDPR) as well as other applicable privacy and data processing rules and regulations, the data controller is SIA STOCKHOLM SCHOOL OF ECONOMICS IN RIGA, registration no. 40003162751, registered at 4A Strēlnieku Street, Riga, Latvia, LV-1010. SSE Riga is responsible for ensuring that the personal data obtained from the Dream Apply system, test and interview results and other information related to the admission process is processed in accordance with the GDPR and other appropriate personal data protection regulations.
32. The admission process of SSE Riga is implemented in English to ensure an equal and uniform admission process for all applicants applying for studies at SSE Riga from different countries, considering that studies at SSE Riga are conducted in English in accordance with Article 19, Paragraph 1 of the Law "On the Stockholm School of Economics in Riga".
33. SSE Riga organizes entrance tests within deadlines set by these Rules, taking into account the range of international students and the different systems that apply to applicants from different countries in their home countries in order to ensure equal opportunities for applicants from different countries to participate in the SSE Riga admission process. The study agreements with the admitted applicants are concluded by SSE Riga after the deadline for the registration and admission of applicants specified by the Cabinet of Ministers.
34. By submitting an application form to SSE Riga in accordance with these Rules, the applicant confirms that he or she is familiar with these Rules and agrees to the processing of his or her personal data necessary for SSE Riga to adequately ensure the entrance examinations with a view to identifying the range of applicants with whom study agreements will be concluded.
35. All issues related to admission to SSE Riga which are not regulated by the laws of the Republic of Latvia or in these Rules are reviewed by the SSE Riga Admissions Committee and the SSE Riga Rector.