

# How to use apply.lu.lv

1. Go to webpage apply.lu.lv (Figure 1).
2. Write "Optometry" in search box. (Figure 1).

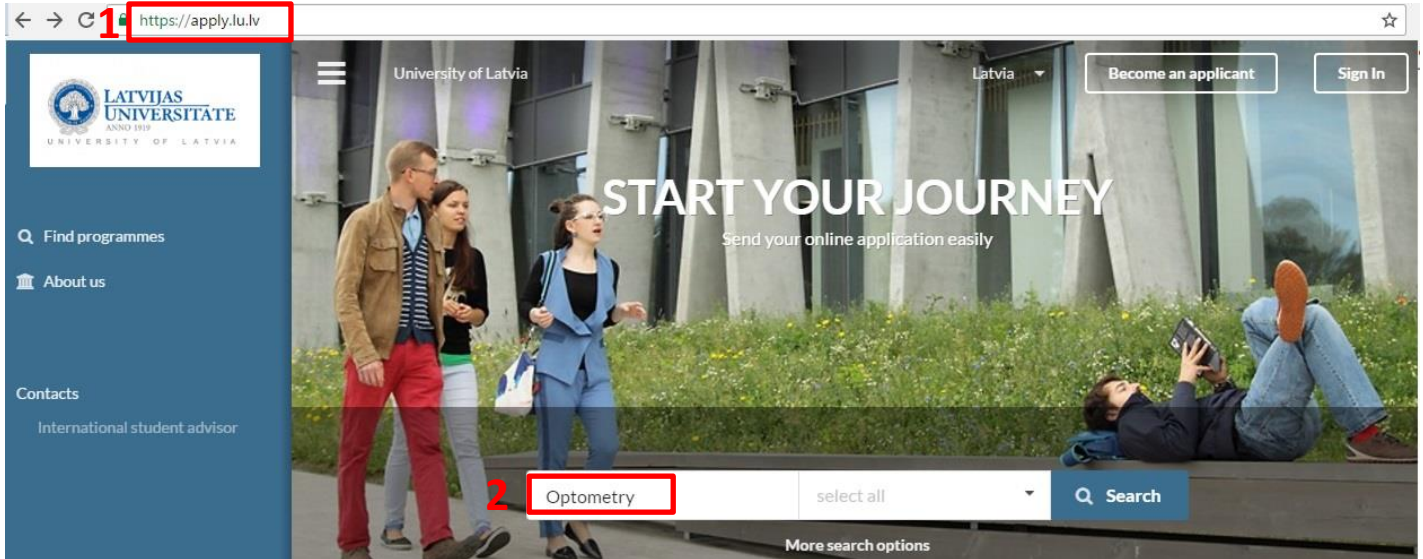


Fig.1

3. Choose option "Apply now! Spring semester 2016/17" (Figure 2).

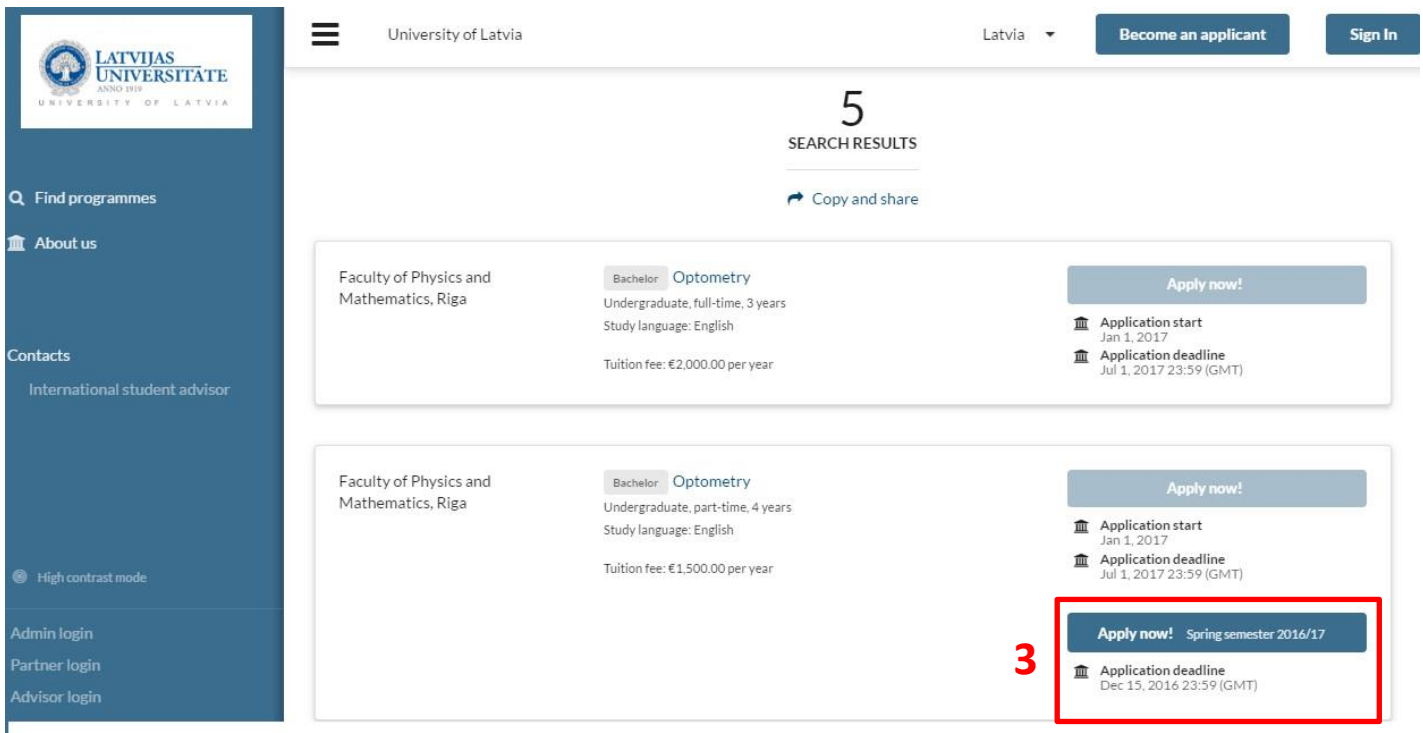


Fig.2

4. Choose “Become an applicant” (Figure 3).

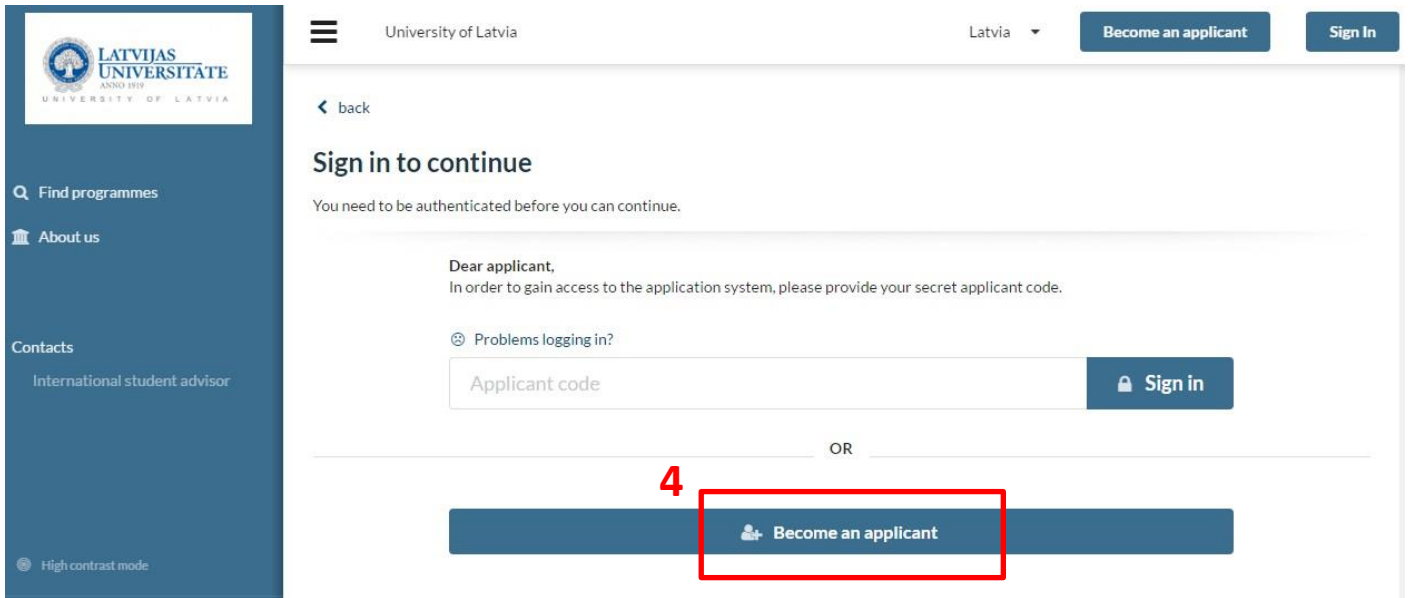


Fig.3

Fig.4

Home > Sign up to begin your application!

Please fill in the following fields to create your applicant account. If you already have an account, please press the "Sign in" button at the top.

5. Fill in information to sign in the system, red stars shows mandatory information (Figure 4).

5a  \* Your given name(s)

5b  \* Your family name

Please write your name exactly as shown in your passport.

5c  \* Your e-mail

Please double-check that your email is correct.

Your Skype name (optional)

Your mobile phone (optional)

5d  \* Your citizenship

6. After filling in information, choose “Sign up and continue” (Figure 4).

I have a promotional code:

Here you can insert a promotional code that you may have received. If you do not have any promotional codes, just leave this empty. It will not affect your application.

Please keep in mind that you are only allowed to register one account in the application system. If you have lost your access, please use the applicant code reminder facility or contact the admissions office.

Moreover, you can only add up to 2 programmes to your application with no more than 4 programmes from one institution.

6

7. After signing in, you receive applican code. Please write it down, with this code you can later enter the system again (Figure 5).

8. After writting it down, click on “ I wrote it down, continue” (Figure 5).

This is your unique applicant access code:

7



Please make a note of this code and keep it secure.

This code gives you access to your account on this website and allows you to modify and submit your application(s).

8

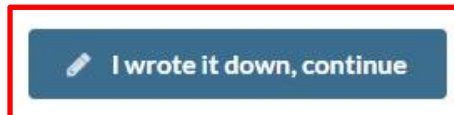


Fig.5

9. Now you must fill in all options in this page. Please save changes in every page.

In the first section “Priorities”, you must choose “Degree student” (Figure 6).

10. Then click on “Save” (Figure 6).

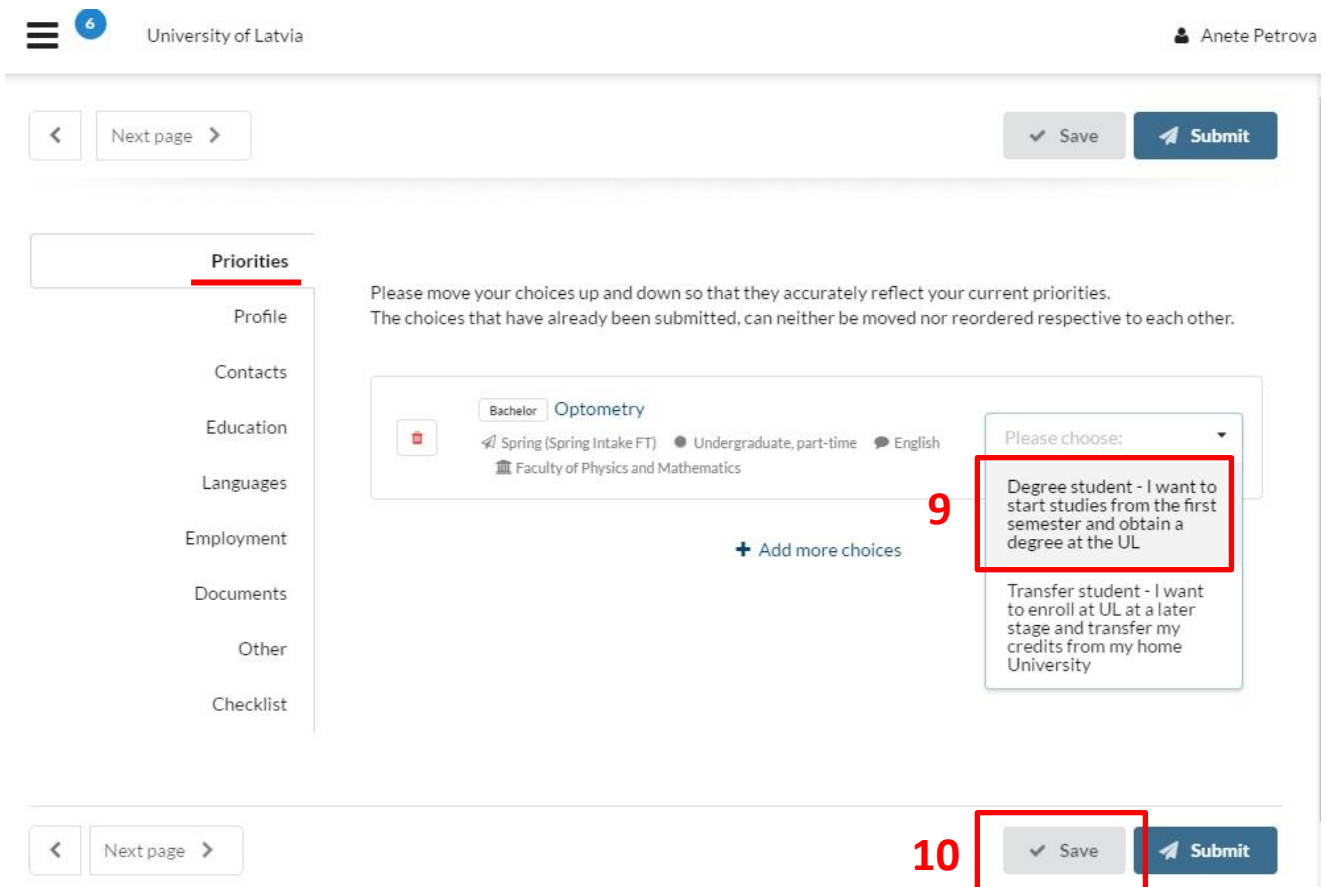


Fig.6

11. Switch to next section “Profile”. Fill in all necessary information (red stars) (Figure 7).

The screenshot shows a web form with a sidebar on the left containing menu items: Priorities, Profile (highlighted), Contacts, Education, Languages, Employment, Documents, Other, and Checklist. The main content area is divided into sections: 'Profile' (with fields for Given name(s) and Family name), 'Passport' (with fields for Passport number, Issue date, Expiry date, and Country of issue), and 'Birth' (with fields for Date of birth and Place of birth). Red boxes highlight specific fields, each labeled with a red alphanumeric code: 11a (Given name(s)), 11b (Family name), 11c (Gender), 11e (Citizenship), 11f (Passport number), 11g (Issue date), 11h (Expiry date), 11i (Country of issue), 11j (Date of birth), and 11k (Place of birth). The form also includes a 'Save' button and a 'Submit' button at the top right.

Fig.7

12. You need to upload your photo as JPEG file from your computer. Click on “Upload new photo” (Figure 8).

The screenshot shows a close-up of the 'Formal photo' section of the web form. The user's name 'Anete Petrova' is visible in the top right corner. The 'Date of birth' field is set to '1988-01-01' and the 'Place of birth' field is set to 'Riga'. Below these fields is the 'EU Residence permit' section with a 'Date' field. The 'Formal photo' section contains the text: 'Although not strictly required, we suggest uploading a formal photograph of yourself. Please note that you can only upload JPEG files that do not exceed 2MiB. The photo will be cut to the 'standard' passport size of 35 x 45 mm.' A red box highlights the 'Upload new photo' button, which is labeled with a red '12'. The 'Save' and 'Submit' buttons are visible at the bottom right.

Fig.8

13. Choose file of your photo from your computer (Figure 9).

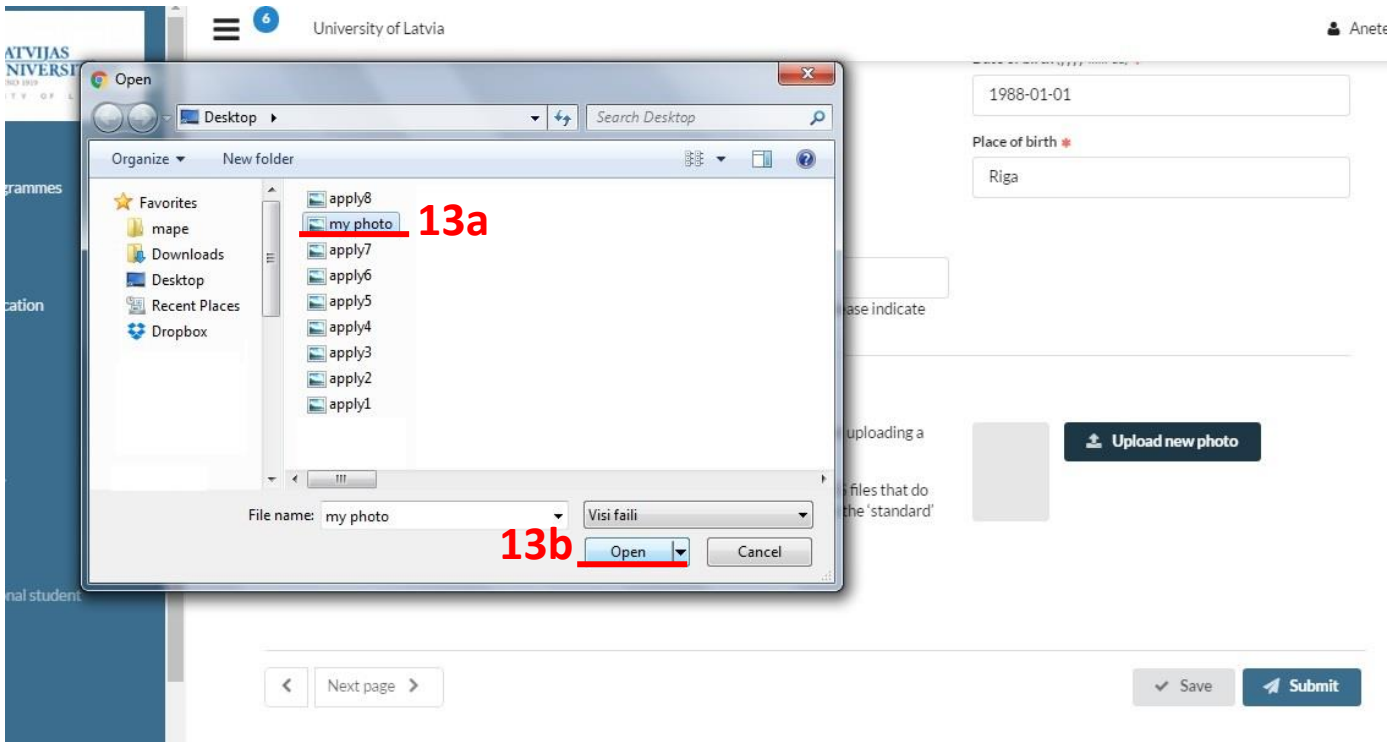


Fig.9

14. After uploading you see preview of your photo (Figure 10).

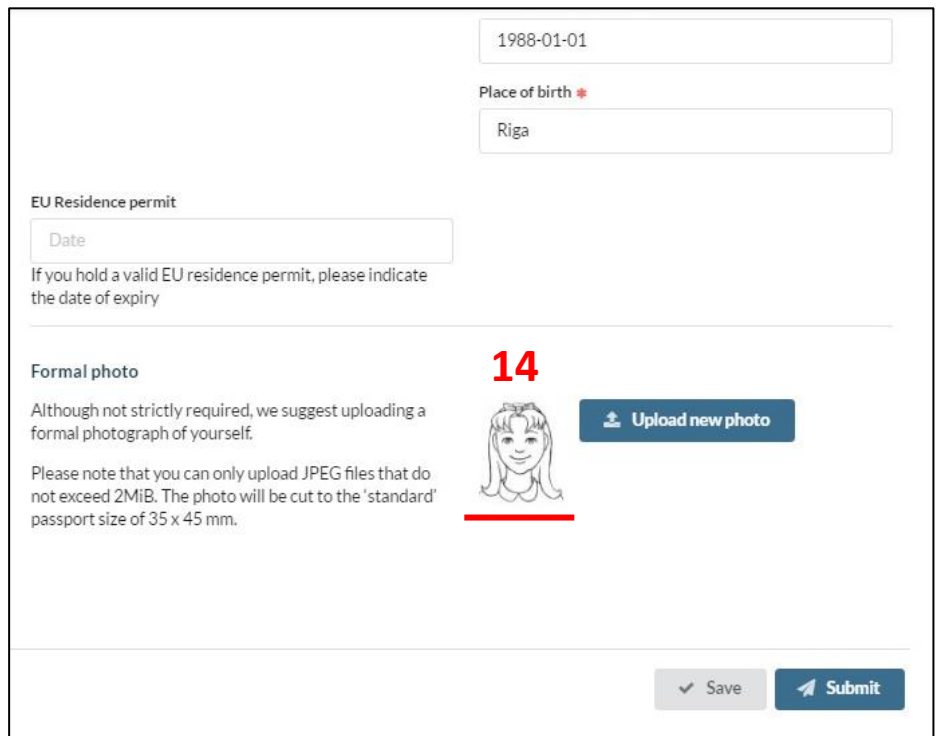


Fig.10

15. Switch to next section “Contacts”. Fill in all necessary information. After filling in, save the changes in this section. (Figure 11).

Fig.11

16. Switch to next section “Education”. Fill in all necessary information about Secondary/Highschool. Save changes after filling in information (Figure 12).

Fig.12

17. Switch to next section “Languages”. Choose native language, foreign language (you must choose English, because studies will be in English) and proficiency of foreign language (Figure 13).

The image shows a user profile form with a sidebar on the left containing navigation links: Priorities, Profile, Contacts, Education, Languages (highlighted), Employment, Documents, Other, and Checklist. The main content area is divided into sections: 'Native language' with a dropdown menu showing 'Italian' (labeled 17a), 'Please describe your foreign language skills.', and 'If you have taken any relevant tests that assert your language proficiency, please also list the tests and associated scores in the appropriate field. Note that you can add as many languages as you like.' Below this is a list of languages with controls for 'Move up', 'Move down', and 'Delete'. One language entry is shown with 'Foreign language' set to 'English' (labeled 17b) and 'Proficiency' set to 'Basic user' (labeled 17c). Below the list is a '+ insert new language here' link and a text input field for 'Language test name and score'. At the bottom right, there is a 'Save' button (labeled 17d) and a 'Submit' button.

Fig.13

18. Switch to the next section “Documents”. Here you need to attach all necessary documents:

- copy of passport or identity card, secondary/high school diploma,
- transcript of grades. There must be shown grades in Mathematics and English language, because these are requirements for this study program. If you had not learned English in school, you must upload also document that certifies your English knowledge from some courses outside from school.
- translation of diploma and transcript in English (do it with translation office services).

Write name of first document you will upload, for example “passport” or “identity card”. Then click on “Upload new file” (Figure 14).

Priorities

Profile

Contacts

Education

Languages

Employment

**Documents**

Other

Checklist

Please carefully study the requirements in the checklist and upload the required documents. You will need to scan them into the computer and then upload them below.

**No documents have been uploaded**  
Use the form below to upload the required documents

**18a** File name  
Passport

**18b** Choose file  
Upload new file

You can only upload files up to 4 MiB in size each from the following types: JPEG, GIF, PNG, TIFF, PDF. Please make sure that the image is not blurry or distorted and has plenty of contrast. Remember that they should be legible when printed out.

The documents must be upright (not upside down) and in portrait mode (taller than wider).

Next page >

Save

Submit

Fig.14

19. Choose necessary document, in this case, copy of passport from your computer and upload it (Figure 15).

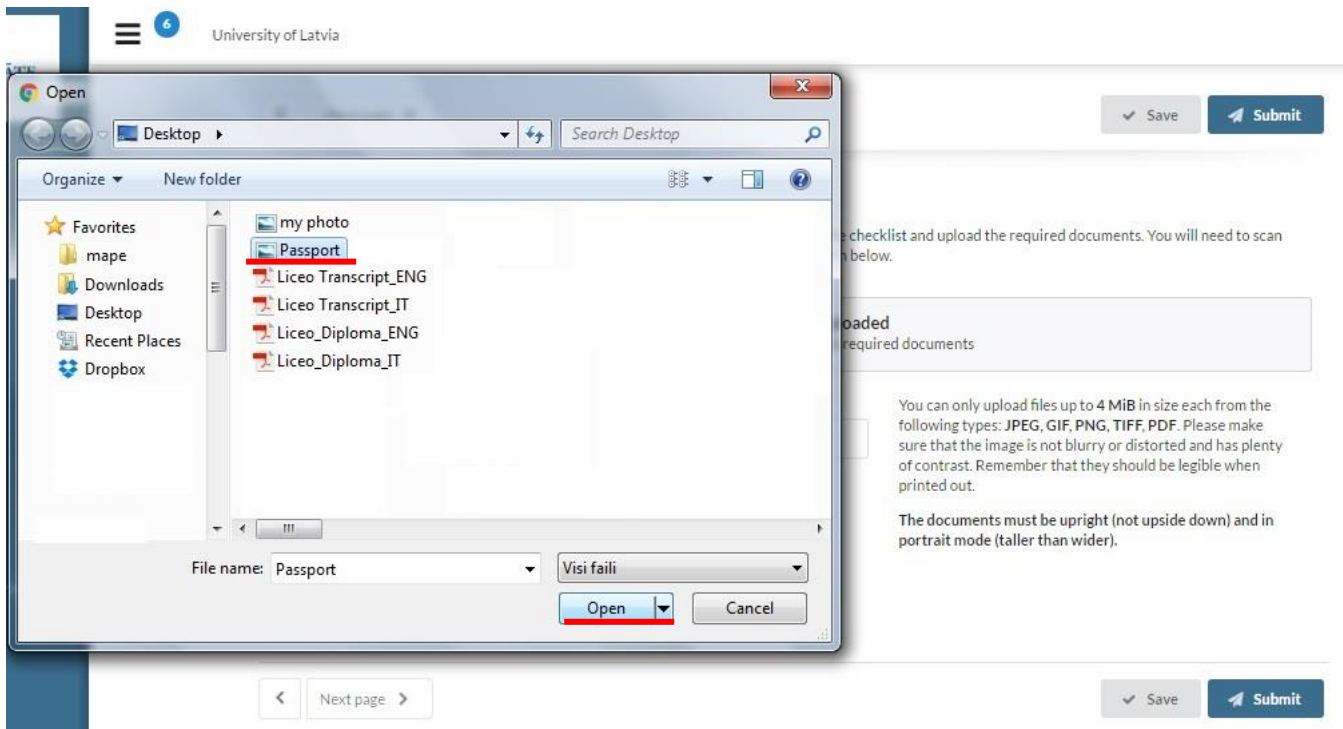


Fig.15

20. You can see uploaded documents in the list above File name box. Enter name of the next document that you are going to upload, in this case as for example "Diploma\_Italian" and click "Upload new file to choose necessary file from your computer as in the previous step (Figure 16).

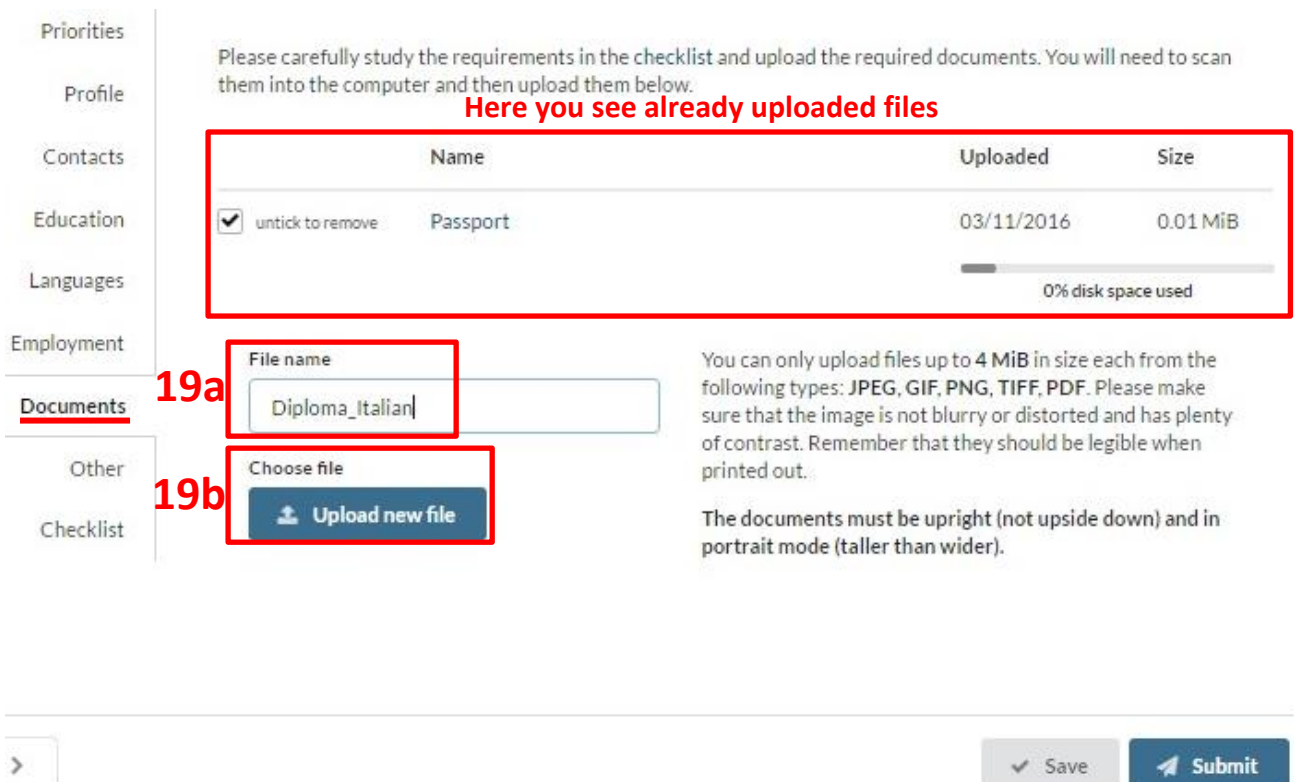


Fig.16

21. Upload all necessary documents. We also suggest to upload document from bank transaction of registration payment of 141 EUR to University of Latvia account. It facilitates our work. Save changes in this section (Figure 17).

Priorities

Profile

Contacts

Education

Languages

Employment

**Documents**

Other

Checklist

Please carefully study the requirements in the checklist and upload the required documents. You will need to scan them into the computer and then upload them below.

	Name	Uploaded	Size
<input checked="" type="checkbox"/> untick to remove	Passport	03/11/2016	0.01 MiB
<input checked="" type="checkbox"/> untick to remove	Diploma_Italian	03/11/2016	0.01 MiB
<input checked="" type="checkbox"/> untick to remove	Diploma translation English	03/11/2016	0.01 MiB
<input checked="" type="checkbox"/> untick to remove	Transcript_Italian	03/11/2016	0.01 MiB
<input checked="" type="checkbox"/> untick to remove	Trnascript_translation English	03/11/2016	0.02 MiB
<input checked="" type="checkbox"/> untick to remove	Bank document about application payment	03/11/2016	0.01 MiB

0% disk space used

File name

Choose file

Upload new file

You can only upload files up to 4 MiB in size each from the following types: JPEG, GIF, PNG, TIFF, PDF. Please make sure that the image is not blurry or distorted and has plenty of contrast. Remember that they should be legible when printed out.

The documents must be upright (not upside down) and in portrait mode (taller than wider).

Save Submit

Fig.17

22. Switch to the next section "Other". Here you are asked to choose information source, where you got information about our study program in University of Latvia. Save changes (Figure 18).

Languages

Employment

Documents

**Other**

Checklist

Additional requests

If you have any additional requests or needs, please describe them here.

Information source \*

Please let us know how you found the information that led you to apply.

Personal contacts

Accommodation

I want the University to arrange accomodation for me

I will arrange the accomodation myself

Please indicate the preferred actions regarding your stay in Latvia

Finance

Private funding

State financed studies

Latvian Scholarship

Other Grants

Please tell us how do you plan to finance your studies at the University of Latvia.

22a

Save Submit

Fig.18

22b

Save Submit

23. Switch to the next section “Checklist”. Here system is questioning if you have uploaded all necessary documents (Figure 19).

The screenshot shows a web interface with a sidebar menu on the left containing the following items: Priorities, Profile, Contacts, Education, Languages, Employment, Documents, Other, and Checklist (which is highlighted with a red underline). The main content area displays a checklist with five items:

- Proof of English language proficiency**: marked with a yellow warning triangle and a 'needs attention' tag.
- Entry qualification documents**: marked with a red prohibition sign and a 'blocks application' tag.
- Passport**: marked with a yellow warning triangle and a 'needs attention' tag.
- Other**: marked with a yellow warning triangle and a 'needs attention' tag.
- Diploma recognition**: marked with a red prohibition sign and a 'blocks application' tag.

At the bottom of the interface, there are two buttons: a grey 'Save' button and a blue 'Submit' button.

Fig.19

24. Choose first question “Proof of English language proficiency”. In this window you need to check “I have attached sufficient proof of my English level”. This is acceptable in both situation – if you have grade of English language in school transcript and if you have uploaded additional certificate of English knowledge (Figure 20).

The screenshot shows the 'Proof of English language proficiency' form. On the left, there is a section titled 'English' with the following text: 'Applicants must prove their English language knowledge. University accepts the following international language tests: TOEFL IBT – at least score 80; IELTS – at least score 5.5; PTE General – at least level B2; FCE – at least level B; CPE – satisfactory pass; CAE – satisfactory pass. Applicants whose native language is English or previous education is obtained in English (in USA, Canada, Australia, New Zealand, Great Britain, Scotland or Ireland) are exempt from this requirement. Other language skills certificates will be considered to recognize or University can provide language test for additional payment.'

The main form area contains a question: 'Please choose one of the options below to best reflect your preference or current situation.' The options are:

- I have NOT yet taken a language test
- I have registered for a language test
- I have taken a language test and I am waiting for the results
- I do not need to take a language test (e.g. I am a native speaker)
- I have attached sufficient proof of my English level
- Other

Below the options, there is a text box for additional comments: 'If the above statuses don't fully reflect your current situation, please add additional comments below:'. At the bottom right, there is a blue 'Save changes' button highlighted with a red box.

Fig.20

25. Choose next question “Entry qualification documents”. Here you must choose “I have attached all the required documents to my application”, if you have done that in section “Documents” (Figure 21).

**Entry qualification documents**

Secondary education is required for entry. Documents must be in English.

You must scan and attach the original:

- diploma
- final grades
- final exam results
- legalization stamps (applies to documents issued outside EU).

Bachelor Optometry:

**High school / secondary education (or higher)**

Applicants applying for undergraduate degree studies are required to have completed their secondary/high school education.

Please choose one of the options below to best reflect your preference or current situation.

I'm currently studying in the final year of high school / secondary school. I have not yet added the grade transcript to my application

As you don't yet have your final diploma, you should attach a grade transcript, which reflects your current grades.

I'm currently studying in the final year of high school / secondary school. I have attached my grade transcript to my application

You should attach all other documents when you have completed your studies

I have finished high school / secondary school. I am preparing the documents for submission (final diploma and academic records)

I have attached all the required documents to my application

If the above statuses don't fully reflect your current situation, please add additional comments below:

Fig.21

26. Choose next question “Passport”. If you have successfully uploaded copy of your passport in the section “Documents”, choose option “I have attached required document” (Figure 22).

**Passport**

Scanned version of your passport must be attached to the application.

It is recommended that the document would have at least two years until the expiration date.

Please choose one of the options below to best reflect your preference or current situation.

I have NOT yet attached my passport/ID card

I have attached the required document

Other

If the above statuses don't fully reflect your current situation, please add additional comments below:

Fig.22

27. Choose next question “Other”. Here choose option “I have fulfilled the requirements”, if your school transcript, that you uploaded in section “Documents”, contains grade in Mathematics (Figure 23).

**Other**

Please study the other requirements of the programme as well.

Bachelor Optometry:

Satisfactory grades in Mathematics (at least 4 in a 10 point grading system)

Please choose one of the options below to best reflect your preference or current situation.

I have NOT yet fulfilled the requirements

I am working on the requirements

I have fulfilled the requirements

Other

If the above statuses don't fully reflect your current situation, please add additional comments below:

Save changes

Fig.23

28. Choose next question “Diploma recognition”. Here you must choose option “I do not have the diploma recognition letter”, because recognition will be carried out in Academic information center, Riga, Latvia. They will analyze your uploaded documents and translations to make a final decision – if you have fulfilled all requirements (Figure 24).

**Diploma recognition**

Entry qualification documents are accepted in the following languages:

Bachelor Optometry:

English / Latvian

Often you can get a suitable transcript from your school. If this is not the case, you will need official translation(s).

Please choose one of the options below to best reflect your preference or current situation.

I have NOT yet uploaded the diploma recognition letter

I do not have the diploma recognition letter

I have uploaded the diploma recognition letter

If the above statuses don't fully reflect your current situation, please add additional comments below:

Save changes

Fig.24

29. When you have answered all questions in checklist, you can see the list with checkmarks. Now your submission is completed and you can click on “Submit” (Figure 25).

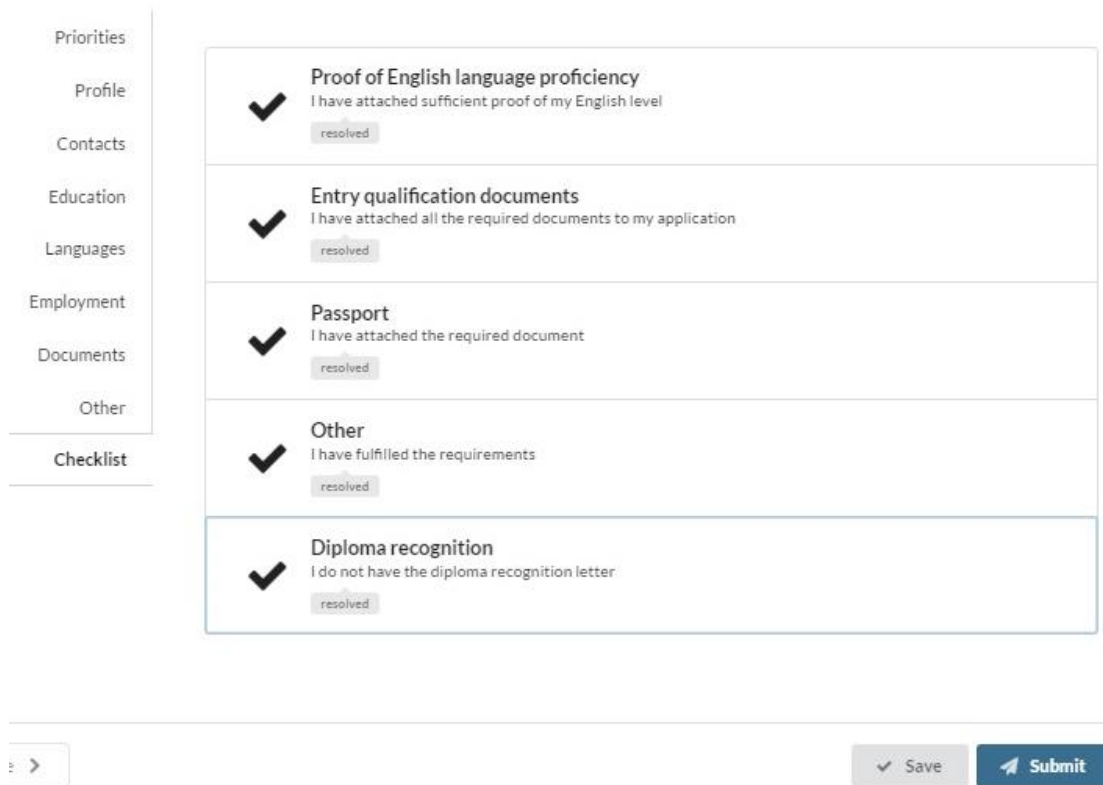
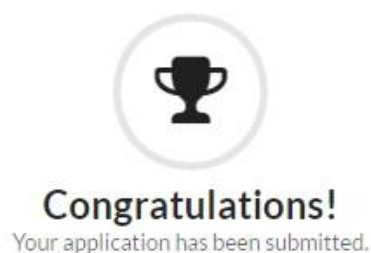


Fig.25

30. The last window inform you about successful submission of application (Figure 26).



Please note that this is not the end of the application process. Please pay close attention to further information and feedback from the institution you applied to.

Fig.26