

**PROFESSIONAL FURTHER EDUCATION AND DEVELOPMENT INSTITUTION
“THE SCHOOL OF HOTEL BUSINESS ORGANIZATION”**

Educational Institution Register Reg. No. : 3360802057,
Address: Smilšu 3, Riga, LV-1050, Phone: (+371) 67213037, e-mail: admissions@hotelschool.lv, <http://www.hotelschool.lv>

Riga, January 10, 2020

No 5-3/2

**STUDENT ADMISSION REQUIREMENTS
Professional further education and development institution
“The School of Hotel Business Organization”**

*In accordance with
vocational education law, Paragraph 27*

1. These Regulations prescribe the admission requirements and procedures for the educational programs of the Professional Further Education and Development Institution, the School of Hotel Business Organization (hereinafter referred to as “SHBO”).
2. All citizens and non-citizen of Latvia as well as foreigners hold the right to study at the SHBO.
3. In order to study at SHBO a following documented former education, that is appropriate to the education programme requirements, is necessary:
 - 3.1. Secondary education, when applying for studies in professional further education programme “Hotel Services”;
 - 3.2. Primary education when applying for studies in professional further education programmes: “The Basics of Hotel Operations”.
4. A foreign student must demonstrate a proficiency in the language of the studies.
5. Studies at SHBO require a tuition fee, more information on payments is published on www.hotelschool.lv, section “Admissions”.
6. Student admission takes place all year round. It is possible to start studies in September 1 or February 1.
7. SHBO application process requires:
 - 7.1. an application form;
 - 7.2. a passport copy (presenting the original);
 - 7.3. a copy of education documents (presenting the original). All foreign applicants may be required to undergo the validation of the former education documents at Academic Information Centre;
 - 7.4. a document that proves the proficiency of the language of the study programme (for foreign applicants). In case a foreign student cannot provide such a document, he/she has to pass the test of the required language at the SHBO that may be organized via skype programme or other means. The time and date of the test is determined by the SHBO, with prior notification to the applicant;
 - 7.5. if applicable, a document that proves a name change (for example, a change of the surname (for instance, a copy of a marriage certificate, by presenting the original);
 - 7.6. 1 document photo (3x4).

8. All documents can be submitted at Smilšu 3, Riga, 4th floor, office No 47, or online by filling out a form on www.hotelschool.lv, section "Admissions" or by sending the application form with scanned supporting documents to the e-mail admissions@hotelschool.lv.
9. The documents can be submitted also by a nominated third party.
10. The SHBO reviews the submitted application form and the supporting documents no longer than 5 (five) working days from the day of the receipt of the documents, by informing the applicant about the school enrolment.
11. The SHBO may prolong the deadline for the application revision process, with prior notification to the applicant, in case it is necessary to carry out a test that demonstrates the proficiency in the language of the studies or in case it is necessary to undergo the validation of the former education documents at Academic Information Centre;
12. The SHBO may reject the student application of the chosen study programme, if the submitted documents or the result of the language test do not meet the study requirements.
13. After the admission confirmation the applicant has to sign a study contract of the SHBO, the example contract is available at school premises (Office No 47) during the official consultation hours that are published on www.hotelschool.lv, section "Admissions", or by writing to e-mail admissions@hotelschool.lv. After signing the study contract of the SHBO, the student is obliged to make an advanced payment as per the study contract conditions. The foreign applicants have to hand in the documents that are necessary for the residence permit application process.
14. The SHBO shall prepare an invitation request for a foreign applicant only when the study payment and a signed original of the contract have been received.
15. The applicant shall be added to the list of the students of the SHBO by the order of the Director.
16. The study process is started in accordance with the study schedule approved by the Director, which is displayed in premises of the SHBO, as well as sent to the students' e-mail addresses.
17. A student who has not commenced studies without giving a valid justification within 10 days shall be removed from the list of the students of the SHBO by the order of the Director.
18. Not later than 1 (one) week after the start of the study process, the student who has submitted the documents stipulated in Paragraph 7 of these Regulations electronically, shall present the originals of the documents (Office No 47), otherwise the SHBO is entitled to consider the exmatriculation of the student.
19. A foreign student must submit a copy of a valid residence permit of the Republic of Latvia (Office No 47), by presenting the original document no later than 3 months after the start of the study process otherwise the SHBO is entitled to consider the exmatriculation of the student.
20. All information regarding the admission procedure is available at school, Riga Smilšu 3, 4th floor, Office No 47, phone: +371 67 213037, +371 2663 4824 (whatsapp), e-mail: admissions@hotelschool.lv, internet: www.hotelschool.lv.

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*Professional further education and development institution
"THE SCHOOL OF HOTEL BUSINESS ORGANISATION"
Director*

J. Pasnaka