**Annex 1**

Regulation of the University of Latvia for Recognition of Competences

Acquired Outside Formal Education, or Through Professional Experience,

and [Learning Outcomes Achieved in Prior Education](https://likumi.lv/ta/id/301013-arpus-formalas-izglitibas-apguto-vai-profesionalaja-pieredze-ieguto-kompetencu-un-iepriekseja-izglitiba-sasniegtu)

# Application Form

# *developed in accordance with Cabinet of Ministers Regulation No. 505 of 14.08.2018.*

To the study programme director

or the relevant sectoral recognition committee

(to be forwarded as appropriate)

APPLICATION FOR RECOGNITION OF COMPETENCES ACQUIRED

OUTSIDE FORMAL EDUCATION, OR THROUGH PROFESSIONAL EXPERIENCE, AND [LEARNING OUTCOMES ACHIEVED IN PRIOR EDUCATION](https://likumi.lv/ta/id/301013-arpus-formalas-izglitibas-apguto-vai-profesionalaja-pieredze-ieguto-kompetencu-un-iepriekseja-izglitiba-sasniegtu)

|  |
| --- |
| Applicant information: *name, surname, identity No.* |
| Contact details: *home address, official e-mail* *to* ***which the decision is to be sent****[[1]](#footnote-1), and telephone number for communication* |

**HEREBY I WOULD LIKE TO SUBMIT FOR RECOGNITION**

|  |  |
| --- | --- |
|  | 1. Knowledge, skills, and competences acquired outside formal education (*the applicant* *must* *complete Annex 2, in accordance with subparagraph 12.6 of the Cabinet of Ministers Regulation No. 505 of 14.08.2018.*) |
|  | 1. Knowledge, skills, and competences acquired through professional experience (*applicant* *must* *complete Annex 3*) |
|  | 1. Learning outcomes achieved in prior education: |
|  | * 1. learning outcomes achieved in a similar compulsory (A) or limited elective (B) part course of the study programme (*the applicant must complete Annex 4*) |
|  | * 1. learning outcomes achieved in a course that would be included in the limited elective (B) part of the study programme (*the applicant must complete Annex 5*) |
|  | * 1. learning outcomes achieved in a course that would be included in the elective part (C) of the study programme (*the applicant must complete Annex 6*) |
|  | 1. Learning outcomes achieved in international, inter-university, and international educational programmes, including Erasmus+ |
|  | 1. Study courses previously approved by the study programme director |

The following documents[[2]](#footnote-2) must be attached:

1. Proof of obtained higher education, if applicable;
2. Documentation certifying knowledge, skills, and competences acquired outside formal education or through professional experience, as well as learning outcomes achieved in prior education;
3. Proof of payment for the recognition process according to the UL price list or the confirmation of exemption from the fee.

I certify the truthfulness of the provided information and request its recognition.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Name, surname* | / |  | / | *dd.mm.yyyy.* |
| *Name, surname* |  | *signature[[3]](#footnote-3)* |  | *date* |

If the document is signed with an electronic signature, the following statement applies: This document has been electronically signed with a secure electronic signature and contains a timestamp.

1. I consent to the processing of my personal data for the purpose of ensuring and administering the study process at the University of Latvia, as well as for statistical purposes and archiving. [↑](#footnote-ref-1)
2. If copies of documents are attached to the application, the applicant is required to present the original documents. [↑](#footnote-ref-2)
3. If the document is signed with an electronic signature, no handwritten signature or date should be added here. [↑](#footnote-ref-3)