




# VENTSPILS UNIVERSITY OF APPLIED SCIENCES

**APPROVED**  
by the Council  
of Ventspils University of Applied Sciences  
26 May 2023  
Decision No 23-16

**AMENDMENTS APPROVED**  
  
Rector of Ventspils University of Applied Sciences  
Andris Vaivads  
July 8, 2025

## Ventspils University of Applied Sciences (VUAS) Price List for Paid Services

Service	EUR (incl. VAT)
<b>1) Fee for the preparation and issue of documents (LV – in Latvian, ENG – in English)</b>	
LAIS reference letter of studies (LV or ENG)	1,00
Archive reference (LV)	10,00
Archive reference (ENG)	15,00
Reissued archive reference (LV or ENG)	5,00
LAIS transcript of records for active students (LV or ENG)	5,00
Academic transcript from archive (matriculated from 2012, LV or ENG)	10,00
Academic transcript from archive (matriculated before 2012, LV or ENG)	20,00
Copy of secondary education documents from personal file (current students)	2,00
Copy of secondary education documents from personal file (former students)	10,00
Duplicate diploma	50,00
Duplicate diploma supplement (LV or ENG)	50,00
Certified copy of a document from the archive	10,00 + 2,00 per page
<b>2) Application fee for studies</b>	
Applicants from Latvia	40,00
Foreign applicants who are EU/EEA or Swiss nationals (including recognition of previous education documents by AIC) / Refugees who are not EU/EEA or Swiss nationals but have completed their education in EU countries	100,00
Refugees who are not EU/EEA or Swiss nationals and have not completed their education in the EU (including recognition by AIC)	150,00
For studies at later stages (second semester and later)	40,00
Reinstatement after exmatriculation	40,00
<b>3) Fee for recognition of prior learning or professional experience (lump sum)</b>	
Processing of documents for recognition of professional experience and informal learning	100,00
Recognition of study results obtained as a VUAS CoLL listener	5,00

Service	EUR (incl. VAT)
Recognition of study results obtained previously at VUAS	20,00
Recognition of study results obtained at another HEI	30,00
<b>4) Fee for academic commitment settlement</b>	
Retaking the final exam of a study course	20,00
Repeating a study course, per 1 CP	40,00
Internship arrangement or retake	100,00
Passing or retaking a final or national examination – short/first cycle studies	100,00
Passing or retaking a final or national examination - Master's level studies	200,00
<b>5) Fee for attending courses as a VUAS CoLL listener (per 1 CP)</b>	
<i>- VUAS students</i>	
Short/first cycle studies	20,00
Master's level studies	25,00
<i>- External listeners</i>	
Short/first cycle studies	40,00
Master's level studies	50,00
<b>6) Other paid services</b>	
Setting up an individual tuition fee schedule	5,00
Course registration after the deadline	5,00
Individual counselling outside scheduled hours	20,00
Damaged, non-replaceable graduation cap (per piece)	10,00
Damaged, non-renewable graduation gown (per piece)	20,00
Late return of graduation cap and/or gown	40,00