

APPROVED

by Rector's Order No. 4.3.-13/94 of 25.10.2022 of the Latvia University of Life Sciences and the Amendments to Rector's Order No. 4.3.13/1 of 03.01.2023 of Latvia University of Life Sciences and Technologies

No.	Type of service	Unit of measurement	Payment	
			if issued in person or sent electronically	if sent by post in paper form (Latvia)
1.	Preparation of certificates			
1.1	Academic certificate from LBTU IS ¹ (in Latvian/English)	1	5.00	8.00
1.2	Certificate regarding study time ¹ (in Latvian/English)	1	5.00	8.00
1.3	Archive certificate regarding study time or employment record	1	8.00	11.00
1.4	Academic certificate regarding study time (based on the documents in the archive)			
	first, second study course	1	10.00	13.00
	first, second, third ... study course	1	12.00	15.00
1.5	Repeated archive certificate	1	3.00	6.00
1.6	Transcript of records from LBTU IS	1	5.00	8.00
1.7	Transcript of records (based on the documents in the archive)	1	12.00	15.00
2.	Preparation of duplicates			
2.1	Duplicate of diploma and appendix from LBTU IS	1	15.00	-
2.2	Duplicate of diploma and appendix (based on the documents in the archive)	1	20.00	-
3.	Preparation of copies			
3.1	Preparation of a copy of the document and certification of its correctness (based on the documents in the archive)		5.00	8.00
	A4 sheet	1	5.00	8.00
	several sheets (bound or sewn)	2-...	6.00	9.00
3.2	Preparation of copies of documents, extract, transcript and certification of correctness, if the amount of relevant information exceeds 20 pages	20-...	6.00	9.50
3.3	Electronic confirmation and forwarding of a copy of a document or a set of derivatives (based on the documents in the archive)	1...	4.00	-

Copying and printing		
Type of service	Price with VAT for 1 page	
	A4 sheet	A3 sheet
Black and white one-sided	0.05	0.10
Black and white double-sided	0.10	0.20
Coloured one-sided	0.40	0.80
Coloured double-sided	0.80	1.60

Value added tax shall not be applied to paid services for the provision of information in accordance with Section 3, Paragraph eight of the Value Added Tax Law.

¹Twice a year (once a semester) the student receives information free of charge

THIS DOCUMENT HAS BEEN SIGNED WITH A SECURE ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP