

Annex 1  
APPROVED

by Rector's Order No. 4.3.-13/77 of Latvia University of Life Sciences  
and Technologies of 20.06.2024

Price list of paid services for the provision of information

No.	Type of service	Unit of measurement	Payment	
			if issued in person or sent electronically	if sent by post in paper form (Latvia) >20 g/<20 g
<b>1.</b>	<b>Preparation of certificates</b>			
1.1	Academic certificate of passed study courses from LBTU IS <sup>1</sup> (in Latvian/English)	1	5.00	9.00/10.00
1.2	Certificate regarding study time <sup>1</sup> (in Latvian/English)	1	5.00	9.00/10.00
1.3	Archive certificate regarding study time or employment record	1	8.00	12.00/13.00
1.4	Archive certificate regarding study time or employment record (expedited preparation)	1	12.00	16.00/17.00
1.5	Academic certificate regarding study courses passed (based on the documents in the archive)			
	first, second study year	1	10.00	14.00/15.00
	first, second, third ... study year	1	12.00	16.00/17.00
1.6	Repeated archive certificate	1	3.00	7.00/8.00
1.7	Transcript of records from LBTU IS	1	5.00	9.00/10.00
1.8	Transcript of records (based on the documents in the archive)	1	12.00	16.00/17.00
<b>2.</b>	<b>Preparation of duplicates</b>			
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	-
<b>3.</b>	<b>Certification of the copy of document</b>			
3.1.	Preparation of a copy of the document and certification of its correctness (based on the documents in the archive)		5.00	9.00/10.00
	A4 sheet	1	5.00	9.00/10.00
	several sheets (bound or sewn)	2-...	6.00	10.00/11.00
3.2.	Preparation of copies of documents in the paper form and certification of correctness if the amount of relevant information exceeds 20 pages	20-...	6.00	10.00/11.00
3.3.	Electronic confirmation and forwarding of a copy of a document (based on the documents in the archive)	1...	4.00	-

<b>Copying and printing</b>		
Type of service	Price with VAT for 1 page	
	A4 sheet	A3 sheet
Black and white one-sided (copying)	0.09	0.17
Black and white double-sided (copying)	0.18	0.34
Black and white print (printing)	0.09	-
Colour print (printing)	0.95	-

Value-added tax shall not be applied to paid services for the provision of information in accordance with Section 52, Paragraph twelve of the Value-Added Tax Law.

<sup>1</sup>Twice a year (once a semester) the student can receive certificate free of charge