



Academic study abroad programs
hosted at Daugavpils University

ENROLLMENT GUIDE

2023-2024

Learn Russian in the European Union

Daugavpils, Latvia
2023

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1 ACADEMIC STUDY ABROAD PROGRAMS

1.1 THE PROGRAM PROVIDER

Learn Russian in the European Union is a provider of Russian study abroad programs hosted at Daugavpils University, Latvia.

“Learn Russian in the European Union” is a trademark jointly used by Daugavpils University and a private company LatInSoft SIA to promote Russian language study abroad programs.

LatInSoft SIA (its educational department Training Center LatInSoft) is the primary point of contact for all students applying to Russian study abroad programs at Daugavpils University.

1.2 DAUGAVPILS UNIVERSITY

Daugavpils University (DU) is a research university founded in 1921.

Daugavpils University hosts academic Russian-language study abroad programs offered by Learn Russian in the EU. Students seeking a credit transfer will need to enroll at Daugavpils University.

1.3 ACADEMIC STUDY ABROAD PROGRAMS

We use the term “academic study abroad program” for all Learn Russian in the EU study abroad programs (semester, academic year, summer, winter, and custom programs) hosted at Daugavpils University, taught according to the university standards and formats, and including enrollment and credit award at Daugavpils University.

1.4 COMMUNICATION

Please follow instructions provided by your Learn Russian in the EU contact person.

In case instructions request sending a document to Learn Russian in the EU by e-mail, this means you have to address the e-mail message to the contact person.

As a rule, we try to answer incoming emails as soon as possible. Our response time should not exceed 3 workdays.

1.5 STUDENT ACCOUNT

For each student, we set up a student account in our IT system. You will use your student account to provide personal data, fill forms, upload and view documents, access class schedules, view invoices, make payments, as well as answer our surveys.

You can use the student account from any device (computer, tablet, smartphone).

The Student Account User Guide is available [at this link](#).

The first steps:

- Sign in your student account at <https://newstudent.LearnRussianInEU.com/> using the credentials we emailed to you.
- Set your permanent password.
- Enter your personal data. Make sure your name and last name match your passport.
- Fill the Health Declaration form and, if required, the Host family placement and Daugavpils University application form.

1.6 PREPARATIONS TIMELINE

Please familiarize yourself with your study abroad program's preparations timeline and all major dates and deadlines in the Attachment1 or Attachment 2.

It is important to complete the preparation steps, required from you, in compliance with your program's timeline.

1.7 DRAFT PLAN

We will post your study abroad program draft pan in the student account. The plan will include all major events, though some dates might be adjusted during the implementation.

1.8 ENROLLMENT AT DAUGAVPILS UNIVERSITY

In case you don't need credits award, you may skip this section.

In order to enable undergraduate credit transfer to your home college, you have to enroll at Daugavpils University (DU).

Upon completion of the study abroad program, DU will issue a grade transcript. We will submit it to your home college for credit acceptance.

The DU enrollment paperwork is simple. Please use your student account to:

- Upload your formal personal photo suitable for business use.
- Upload your passport scan. It has to be of a good quality – all details are clearly visible, no distortions.
- Complete and submit the DU Application Form.
- Upload a scan of your proof of current enrollment.

As a valid proof of current enrollment, DU will consider a letter from your Department or Study Abroad Office, which should:

- be prepared on the official letterhead.
- be addressed to
Daugavpils University,
Vienības iela 13, Daugavpils, LV-5401
Latvia
- include your name, describe your student status, and include any other information relevant to your study abroad plans.
- include the name, position, contact details, and signature of the Department or Study Abroad Office representative.

1.9 COSTS, INVOICES AND PAYMENTS

The provisional program cost is available at the program's web page. In some cases, we adjust the program according to a specific request. This might change the program cost.

The student account includes the Purchases section, which serves for uploading invoices, making payments online, and keeping track of completed payments. You will receive e-mail notification, when Learn Russian in the EU uploads a new invoice.

You can pay for the invoices with a bank wire transfer or with credit card through the student account.

In case you are going to pay through the student account, please be aware that the payment processing system uses 3D Secure protection feature, so you might need to consult with your issuing bank about their handling of 3D Secure functionality.

1.10 LANGUAGE TESTS

We will make a start language test available in your student account. As any test, it is not the ultimate gauge measuring your skills. We offer this start test for your own information, in order to register the proficiency level in the beginning of the program.

Please take the test at your convenient time, but no later than a month prior the start of the program. The test runs for 30 minutes.

In the end of the program, we will give you a final test of a similar structure. You will be able to compare its results with your start test scores. We expect this comparison will demonstrate your progress in the language study.

We will not disclose the test results to any third parties. We will not make any conclusions based on the test results. They will not influence your grades either.

1.11 ENTRY IN LATVIA AND VISAS

Citizens of the European Union can study in Latvia visa-free.

Latvia is a member of the Schengen Agreement. Citizens of the USA, Great Britain, and many other countries need no visa to enter Latvia. They and can stay in Latvia for 90 days and travel visa-free to any other Schengen country.

The maximum permitted duration in the Schengen Agreement zone is 90 days. After expiry of this period, according to a bilateral agreement between Latvia and the USA, US citizens can stay in Latvia for another 90 days without leaving Latvia.

Travel to Russia or Belarus is not allowed due to existing political and security situation.

1.12 AIRPORT PICK-UP AND TRANSFER TO/FROM DAUGAVPILS

All students on Learn Russian in the EU academic study abroad programs are eligible for airport pick-up and transfer.

Please plan arriving in Riga Airport (RIX) at least one full day before the start of your program. If possible, following our recommendations.

Please use the Arrival in Daugavpils Form in the student account to inform us about your arrival details (flight number, arrival time) as soon as you book the tickets.

Learn Russian in the EU representative will come to Riga Airport to pick-up you and possibly other students. The ride to Daugavpils takes about 4 hours. On the way, we will make a stop for a lunch (please prepare about 15 Euro in cash). In Daugavpils, we will take you to your host family.

The detailed pick-up and transfer plan will be made available in your student account several days before the arrival.

In the end of the program, we will provide a transfer to Riga Airport.

1.13 CLASS SCHEDULES

Precise class schedules for each upcoming week will be finalized on the weekend before it. Then, we will publish the class schedule in your student accounts.

1.14 HEALTH, INSURANCE, AND COVID-19,

As one of the first steps, we ask you to provide information on your diet, allergies, and health conditions through your student account.

Learn Russian in the EU semester abroad students are covered with a local travel insurance for the period of the program. Students on summer and winter programs may request us to add this insurance as an additional component. You can find more details in the [Terms and Conditions](#).

Currently, there are no COVID-19 related travel restrictions or entry requirements in Latvia. No masks are required to visit public places. However, we will monitor the situation and will let you know about any important changes.

Nevertheless,

- We recommend maximizing your immune status with vaccination and booster. Please consult your physician.
- Face masks may become required again. Please bring some respirators or medicine masks. Cloth masks are not allowed in Latvia.
- Express tests are available in stores. Nevertheless, it would be useful to bring 3-4 express test kits.

In case of a Covid-19 case among students during the program, we will apply standard isolation and monitoring procedures.

1.15 IT EQUIPMENT AND COMMUNICATION

We highly recommend bringing a full-functional laptop computer or a 9"-12" tablet.

Wi-Fi is available in all study facilities, host families and public places. Overall, Latvia has a decent Internet speed everywhere.

Please clarify with your cell company, how your voice calls and access to the Internet will work in Latvia. Upon arrival, we may issue a local SIM card with Internet access, which you may install as a second or primary SIM in your cell phone.

We highly recommend opening an account in WhatsApp, which may be used for voice calls while in Latvia and for communication between the students and our team.

1.16 STAYING WITH A HOST FAMILY

As a rule, students on academic semester abroad programs stay with a Russian-speaking host family in a separate room and with breakfast and dinner served. Please read our [Host Family Rules](#).

In order to inform us about your preferences, please complete the Host Family Form in the student account.

We assign host families 2-3 weeks before a student's arrival in Latvia. As soon as we assign the host family to you, the details of your host family will be available in the student account.

1.17 SOUVENIRS FOR THE HOST FAMILY

It would be very nice of you, if you could bring some simple things to your hosts as a gift of appreciation. It should not be expensive or big. Something durable and connected to your hometown, state, or institution will be just fine.

As a good example, you may consider cup coasters, decorative plate, mug, or a photo album.

1.18 CURRENCY

Latvia uses Euro as national currency. Cards are accepted almost everywhere. Students can withdraw Euro from ATMs.

We recommend bringing at least 50-100 Euro for the first days. Then you will figure out what is more convenient.

1.19 USEFUL DOCUMENTS

Please familiarize yourself with these documents:

- [Student Handbook](#),
- [Tour Descriptions](#),
- [Recommendations before arrival](#).

These documents will be also available in the Document section of your student account.

2 SEMESTER ABROAD PROGRAM SPECIFICS

2.1 PRE-SEMESTER INTENSIVE RUSSIAN

We offer an optional pre-semester intensive Russian course. This course may be very useful for refreshing your language skills before starting the academic part of the program.

The pre-semester course:

- starts approximately two weeks before the semester.
- includes 40 lessons in groups, as well as 10 individual sessions with communication tutors.
- gives no Daugavpils University credits.

The provisional pre-semester course cost is 960 Euro (480 Euro tuition and 480 Euro lodging in a host family with breakfast and dinner).

In case you are going to participate in the pre-semester course, please select “Pre-semester Intensive Russian Course” in the Courses section, block “B. Compulsory elective courses”.

2.2 SEMESTER ABROAD COURSE LIST

Course selection is essential for customizing your semester abroad experience. This process can take more time than any other step in your preparations, since you may need to get your course approval from your professors or study abroad advisors.

All courses in the language, literature, and culture will be taught in Russian. Courses in history, political science, and area studies will be provided in adjusted Russian with some presentations and materials in English.

Learn Russian in the EU semester abroad programs include three course blocks:

- A. Compulsory courses, required by Daugavpils University. Usually, this part includes 15 ECTS credits of courses.
- B. Compulsory elective courses. The program provides a list of recommended courses. Students need to pick 9 ECTS of courses out from this list.
The optional pre-semester course is also included in this block, but gives no credits.
- C. Elective courses. Students are eligible to pick 6 ECTS of courses from the provided list.

We recommend building a longer course list, exceeding the standard total of 30 ECTS. For example, you may pick 12-15 ECTS in the B block and 9-12 ECTS in the C block. This will give the program some flexibility in making the final decision on your courses.

The program will make the final course assignment. During the first two weeks of the academic semester, you may ask for adjustments in your course list.

2.3 LONG-STAY VISA AND INDEPENDENT TRAVEL

In order to ensure safe border crossing after expiration of the 90-day Schengen period, we arrange obtaining a long-stay D visa at the Office of Citizenship and Migration Affairs in Daugavpils. The paperwork for this procedure is included into the semester abroad program cost.

Our semester abroad programs include long weekend study trips to neighboring Lithuania and Estonia. As a rule, our students also take advantage of the visa-free travel in Europe and plan independent visits to other countries (Poland, Finland, Germany, Sweden, etc.).

2.4 SEMESTER ABROAD COSTS, INVOICES AND PAYMENTS

The standard program fee is available on your [study abroad program's web page](#). The program fee includes tuition, host family lodging, books and materials, public transportation, local insurance, transfers, and other program-related services.

During the program preparation, the program fee may be corrected to reflect your personal study abroad customization preferences.

Your program payments will include two major invoices:

- The first one will be the participation confirmation fee (100 Euro).
- The second invoice will be the program fee. In case you participate in the pre-program Russian course, its cost will be included in the invoice as well.
- If convenient, you may pay the program fee in two installments.



ATTACHMENT 1

Preparations timeline

2023 Fall and 2024 Spring Semester Russian undergraduate study abroad programs

Step	2023 Fall	2024 Spring
<p>Select the study abroad program and submit an application.</p> <p>We open you a personal student account in our IT system and send you the credentials.</p> <p>Sign in your student account and set your permanent password.</p> <p>Using the student account, complete your profile and upload documents as described in p.III.1 of the Semester Abroad and Internship Enrollment guide:</p> <ul style="list-style-type: none"><input type="checkbox"/> Health Declaration.<input type="checkbox"/> Passport scan.<input type="checkbox"/> Daugavpils University application.<input type="checkbox"/> Current enrollment verification (a letter from your home university or Department confirming at least one year of university Russian).<input type="checkbox"/> Host family placement form. <p>If you would like to join an optional pre-semester intensive Russian course, please register through the student account (pick the “Pre-semester Russian” in the course selection form) or by email.</p> <p>Prepare and submit your elective course list, as described in p.III.6 of the Semester Abroad and Internship Enrollment guide.</p> <p>We prepare a Participation Confirmation Fee invoice (100 Euro) and make it available in your student account.</p>	June-July, 2023	October-November, 2023

APPLICATION DEADLINE.

You have to submit all enrollment documents and the course list.
Only minor adjustments will be possible after this point.

July 31,
2023

December 1,
2023

Pay the Participation Confirmation Fee with card through the student account or by bank transfer.

August 3,
2023

December 5,
2023

We prepare a Program Fee invoice and make it available in your student account.

We finalize your host family selection and publish it in your student account.

Provide us your arrival flight details (the departing flight and the flight to Riga Airport: date, time, departing airport, flight number, arrival date and time).

August 5,
2023

January 5,
2024

If your program includes airport pick-up and transfer to Daugavpils service, we prepare a plan and send it to you.

Optional pre-semester intensive Russian course start.

Pay at least 50% of the Program Fee with card through the student account or by bank transfer.

August 21,
2023 **

January 22,
2024 **

Recommended arrival date.

August 15,
2023

January 20,
2024

Semester orientation and welcome event.

August 30,
2023

February 2,
2024

Semester program start.

September 1,
2023 **

February 2,
2024 **

Pay the Program Fee balance with card through the student account or by bank transfer.

September 4,
2023 **

February 5,
2024 **

Semester program end.

Recommended departure date.

October 20,
2023

March 20,
2024

Grade transcripts available.

December 22,
2023 **

May 24,
2023 **

The original transcript will be send to your home college.

December 23,
2023

May 25-26,
2024

January 20,
2024

June 20,
2024

**) Dates are tentative.

ATTACHMENT 2



Preparations timeline:

- **2023 Summer Russian Language and Area Studies Program.**
- **2024 Winter Russian Programs.**

Step	2023 Summer	2024 Winter
Start with submitting an application: <ul style="list-style-type: none">- 2023 Summer Russian Language and Area Studies Program.- 2024 Winter Russian Program.		
We open you a personal student account in our Learning Management System and send you the credentials.		
Sign in your student account and set your permanent password.		
Using the student account, complete your profile and: <ul style="list-style-type: none">- Upload your passport scan;- Complete the Host Family Placement form;- Complete the Health Declaration.		
In case you need undergraduate credit transfer from Daugavpils University to your home university, please: <ul style="list-style-type: none">- Complete the Daugavpils University application;- Upload your current enrollment verification (a letter from the home university Study Abroad Office or the Department confirming at least three semesters of university Russian, signed and scanned).- Provide address for sending the Daugavpils University grade transcript to your home university: recipient, street address (no PO Box!), phone number.		
We prepare a program fee invoice and make it available in your student account.		
APPLICATION DEADLINE. You have to submit all enrollment documents.	May 1, 2023	November 21, 2023

Pay the program fee with card through the student account or by bank transfer.	May 15, 2023	December 9, 2023
Pre-program orientation meeting and Q/A in Zoom.	early June, 2023	early December, 2023
We finalize your host family selection and publish it in your student account.	June 20, 2023	December 15, 2023
Provide us your arrival flight details (the departing flight and the flight to Riga Airport: date, time, departing airport, flight number, arrival date and time).	June 25, 2023	December 15, 2023
Planning your travel, please consider that our representative will meet the arriving students at Riga Airport. Please also make sure your flight is going to arrive before the time, when our bus will depart towards Daugavpils.		
The recommended arrival date. Pick-up at Riga Airport and transfer to Daugavpils.	July 9, 2023	January 3, 2024
The first day of classes	July 10, 2023	January 4, 2024
The last day of classes	August 11, 2023	January 19, 2024
Transfer to Riga Airport for departure.	August 12, 2023	January 20, 2024
Grade transcripts available. The original transcript will be send to your home university.	September 20, 2023	February 15, 2024