**Sabiedrība ar ierobežotu atbildību "JURIDISKĀ KOLEDŽA"**
**VRN 40003506758**

Kr. Valdemāra iela 1c, Rīga, LV-1010, tālr. 67508005, e-pasts: info@jk.lv, www.jk.lv

# ADMISSION REGULATIONS FOR THE 2027/2028 ACADEMIC YEAR

**APPROVED:**
at the meeting of the JK Council on 29 October 2026, Minutes No. 3-01/142,
agreed with the Council of Higher Education on 31 October 2023, No. 1.10/32,
and on 30 October 2024, No. 1.10/12

**Issued pursuant to**
Section 46 of the Law on Institutions of Higher Education and
Paragraph 42 of the Regulations of Juridiskā koledža

**1.** These Admission Regulations govern the admission procedure and requirements for the short-cycle professional higher education study programmes of Juridiskā koledža.

**2.** These Admission Regulations have been developed in accordance with Section 46 of the Law on Institutions of Higher Education, Cabinet Regulation No. 846 of 10 October 2006, "Regulations Regarding the Requirements, Criteria and Procedures for Admission to Study Programmes", and the Study Regulations of Juridiskā koledža.

**3.** Every citizen of the Republic of Latvia and every person holding a non-citizen passport issued by the Republic of Latvia, as well as foreign nationals and other persons who have been issued permanent or temporary residence permits, have the right to study at Juridiskā koledža (hereinafter – JK). Foreign nationals applying for distance learning studies are not required to have a permanent or temporary residence permit.

**4.** Admission is organised by an Admissions Committee approved by an order of the Director of JK.

**5.** Admission is offered to full-time and part-time studies.

**6.** Matriculation is effected by an order of the Director of JK.

**7.** Admission to short-cycle professional higher education study programmes takes place on the basis of a document certifying secondary education and fulfilment of the requirements of these Admission Regulations.

**7.1.** Applicants choosing to study in English in an accredited study programme must have English language proficiency of at least level B2, evidenced by a document issued by an international testing institution (for example, TOEFL, IELTS, TOIEC, CAE (Cambridge Certificate of Advanced English), FCE (First Certificate in English), CPE (Cambridge Certificate of Proficiency in English), Cambridge English: Business Vantage (BEC), Pearson Test of English Academic (PTE A), Cambridge English Linguaskill, LanguageCert International ESOL, etc.).

**7.**2. A foreign national is not required to submit the document referred to in 7.1. paragraph if they have completed secondary or higher education in the language of instruction of the relevant study programme and this is confirmed by a certificate issued by the previous educational institution, i.e. a Medium of Instruction (MOI) certificate confirming that instruction was provided in English.

**8.** Admission to short-cycle professional higher education study programmes takes place through a competitive selection procedure based on the results of centralised examinations in Mathematics, Latvian Language and a Foreign Language (English, German or French), except for persons who obtained secondary education before 2004, persons who obtained secondary education abroad, persons with special needs, or persons exempted from taking centralised examinations.

**9.** In the event of competitive selection, persons who obtained secondary education before 2004, persons with special needs and persons exempted from taking centralised examinations are admitted on the basis of the

grades recorded in their secondary education documents in Latvian Language and a Foreign Language (English, German or French). In the event of competitive selection, persons who obtained secondary education before 2008 are admitted on the basis of the grade in Mathematics recorded in their secondary education documents. Grades are equated to centralised examination results in accordance with Paragraph 13.1 of these Regulations.

**10.** Admission to JK consists of:

**10.1.** registration for studies;

**10.2.** matriculation into studies.

**11.** When registering for studies, applicants shall:

**11.1.** complete an application form;

**11.2.** present a passport or identity card;

**11.3.** present a document certifying a change of given name or surname if the applicant's given name or surname differs between any of the mandatory submitted documents and their passport;

**11.4.** submit a document certifying secondary education and a transcript of grades; applicants who obtained secondary education abroad shall submit a document certifying secondary education and an opinion of the Academic Information Centre on the equivalence of the education obtained to the level of secondary education; applicants who obtained secondary education before 2004 shall present a transcript of grades;

**11.5.** submit a document certifying any previously obtained higher education (if applicable);

**11.6.** submit three photographs (3 × 4 cm);

**11.7.** conclude an agreement on the acquisition of education.

**11.8.** The documents referred to in Paragraphs 11.2–11.5 shall be copied and kept in the student's personal file. The originals remain with the applicant.

**11.9.** Foreign applicants who are not citizens of EU/EEA countries or the Swiss Confederation must, in addition to the other required documents, submit a temporary residence permit for the Republic of Latvia. Foreign applicants from EU/EEA countries and the Swiss Confederation must register with the Office of Citizenship and Migration Affairs within three months if they will stay in Latvia for more than three months.

**11.10.** Applicants to the study programme "Security and Personal Data Protection" shall submit an extract from the patient's medical record (Form 027/u) confirming that the applicant is practically healthy; a certificate from an addiction specialist; a certificate from a psychiatrist; and a certificate from the Information Centre of the Ministry of the Interior regarding the presence or absence of a criminal record.

**12.** In accordance with Cabinet Regulation No. 932 of 16 November 2004, "Procedures for Commencing Studies at Later Stages of Study", persons who have previously studied at other higher education institutions or at JK may apply to commence studies at a later stage.

**13.** If the number of applicants exceeds the planned number of study places, applicants shall be admitted through competitive selection. The selection is carried out by computerised summation of points corresponding to the assessment levels and, for applicants who have not taken centralised examinations, the grades recorded in their secondary education documents.

**13.1.** Assessment levels:

**13.1.1.** If the applicant obtained secondary education before 2023:

| Centralised examination result from 2013 | Centralised examination level up to 2012 | Grade on a 10-point scale | Grade on a 5-point scale | CEFR levels | Points |
|---|---|---|---|---|---|
| 91% – 100% | A | 10 | 5 | C2, C1 | 10 |
| 81% - 90% | A | 9 | 5 | B2 | 9 |
| 71% - 80% | B | 8 | 5 | B2 | 8 |
| 61% - 70% | C | 7 | 4 | B1 | 7 |
| 51% - 60% | D | 6 | 3 | - | 6 |
| 41% - 50% | D | 5 | 3 | - | 5 |
| 31% - 40% | E | 4 | 2 | - | 4 |
| 0% - 30% | F | 3 | 1 | - | 3 |

**13.1.2.** The results of centralised examinations obtained in accordance with the regulatory enactments in force before the entry into force of Cabinet Regulation No. 416 of 3 September 2019, "Regulations Regarding the State General Secondary Education Standard and Model General Secondary Education Programmes", and Cabinet Regulation No. 332 of 2 June 2020, "Regulations Regarding the State Vocational Secondary Education Standard and the State Vocational Education Standard", shall be equated to centralised examinations at the optimal level of acquisition of learning content, and a coefficient of 0.75 shall be applied to them when equating them to centralised examinations at the highest level of acquisition of learning content.

**13.2.** JK matriculates, through competitive selection, a number of applicants corresponding to the number of study places. In the event of equal points, preference shall be given to the applicant with the lower agreement number. JK may decide not to hold competitive selection if the number of applicants does not exceed the number of study places approved by the JK Management Board.

**13.3.** Enrolled students are registered in the JK information system.

**13.4.** A decision of the Admissions Committee on the matriculation of students may be contested within five (5) working days by submitting an application to the Director of JK. The decision of the Director of JK may be appealed in accordance with the procedures laid down in the Administrative Procedure Law.

**14.** Registration of applicants takes place during the working hours of the JK Admissions Committee.

**15.** Registration of applicants for studies takes place taking into account the commencement date established by the Cabinet of Ministers for registration and admission of applicants to the first year of studies at universities and colleges following completion of secondary education.

**16.** The registration and admission deadline for applicants, as well as the time and place of admission, shall be determined by an order of the Director of Juridiskā koledža.

**17.** When applying for studies, applicants shall pay a registration fee and tuition fees in the amounts specified in the Tuition Fee Regulations of Juridiskā koledža.

**18.** If the number of applicants to any study programme, form of study or mode of study is insufficient to open a group, the implementation of the study programme shall not commence, and the applicant shall be notified thereof within three working days from the final date of applicant registration.