Supplement No2

June 18, 2019. Rector’s Regulation No.4.3.-13/52

Applicant:

(name, surname)

(former name, surname, if they have been changed)

ID Number

The applicant’s delegate

(name, surname)

(Number and the date of the issue of the power of attorney)

Contact information

(telephone No, e-mail address)

To the Rector

of Latvia University of Life Sciences and Technologies

**APPLICATION**

Jelgava

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

(date)

On issuing a duplicate, copy, transcript, extract or an archive certificate of the education document

I kindly request to issue:

🞎 the diploma duplicate 🞎 a transcript 🞎 an extract

🞎 an archive certificate 🞎 academic certificate 🞎 other

The reason for issuing a duplicate (compulsory information):

🞎 lost 🞎 stolen 🞎 destroyed 🞎 damaged 🞎 other

I graduated from the university / academy:

(faculty and the study programme, graduation or exmatriculation year, mode of studies)

The destination of receiving the answer:

(the postal address, e-mail or to activated e-address account with an electronic signature, LLU department)

The type of payment

(bank transaction or in the department in person (except for the issue of the duplicate)

In order to receive a reduction in the price or exemption from payment of the fee for the service, it is necessary to write down and submit the copy of the document proving the relevant status.

(the name, date and number of the document proving the relevant status)

The personal data included in the application will be processed only by respective LLU staff members with the aim to identify a specific person or his/her legal representative in order to communicate with the applicant, administer the costs, issue the necessary document and provide the answer. The legal basis of the personal data processing is your approval.

Upon signing and submission of the application, I declare that I am informed about my rights regarding the personal data protection at LLU, including withdrawal of my consent to process data (see the information on the person’s rights in relation to personal data protection at LLU in the website <https://www.llu.lv/privatuma-politika>). I am informed that the information from the archive is permitted to use according to the legislation of the Republic of Latvia.

When applying for the documents or receiving the issued document in person, the applicant provides his/her ID.

The documents are prepared and issued after the payment for the service according to the price list.

The applicant’s or the delegate’s

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(name, surname) (signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

*The date and signature in handwriting is not necessary, if the document is signed with the electronic signature, which includes the timestamp*.