Supplement No1

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

Price List of Issuing Official Documents

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Type of Service** | **Unit of measure-ment** | **Price** |
| **1.** | **Issue of official documents** |  |  |
| 1.1. | Academic certificate from LLU IS (Latvian / English) | 1 | 3.00 |
| 1.2. | Certificate of the time period of studies\*[[1]](#footnote-1) (Latvian / English) | 1 | 3.00 |
| 1.3. | Certificates from the archive | 1 | 6.00 |
| 1.4. | Academic certificate from the first two years (on the basis of the archive documents) | 1 | 8.00 |
| 1.5. | Academic certificate from all the years starting from the third year (on the basis of the archive documents) | 1 | 10.00 |
| 1.6. | The repeated certificate from the archive | 1 | 2.00 |
| 1.7. | The transcript of grades from LLU IS. | 1 | 3.00 |
| 1.8. | The transcript of grades (on the basis of the archive documents) | 1 | 10.00 |
| **2.** | **Issue of document duplicates** |  |  |
| 2.1. | The duplicate of the diploma and the diploma supplement from LLU IS | 1 | 10.00 |
| 2.2. | The duplicate of the diploma and the diploma supplement (on the basis of the archive documents) | 1 | 15.00 |
| **3.** | **Derivatives of documents** |  |  |
| 3.1. | Issue and accuracy approval of the copy of an official document (on the basis of the archive documents) |  |  |
|  | A4 sheet of paper | 1 | 3.00 |
|  | Several sheets (bound with a cord or thread) | 2-… | 4.00 |
| 3.2. | Issue and accuracy approval of a copy, an extract, a transcript of a document, if the volume of the document is more than 20 sheets | 20-…. | 5.00 |

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| --- | --- | --- | --- | --- |
| **No** | **Type of service** | **Price** | **incl.VAT** | **1 sheet** |
|  |  | No. of copies | | |
|  |  | 1-20 | 21-50 | 51-… |
| **4.** | **Photocopying and printing A4 sheet** | | | |
| 4.1. | Black and white single sided | 0.05 | 0.04 | 0.03 |
| 4.2. | Black and white double sided | 0.10 | 0.08 | 0.06 |
| 4.3. | Colour single sided | 0.40 | 0.35 | 0.30 |
| 4.4. | Colour double sided | 0.80 | 0.70 | 0.60 |
| **5.** | **Photocopying and printing A3 sheet** | | | |
| 5.1. | Black and white single sided | 0.10 | 0.08 | 0.06 |
| 5.2. | Black and white double sided | 0.20 | 0.16 | 0.12 |
| 5.3. | Colour single sided | 0.80 | 0.75 | 0.70 |
| 5.4. | Colour double sided | 1.60 | 1.50 | 1.40 |

1. Student receives information two times per year (once per semester) free of charge. [↑](#footnote-ref-1)