

**APPROVED**

*At the LA Senate meeting No.3  
of 20 March 2026, p.7.*



## **Application and Admission Procedure of the *Open Academy* program “Theology and Ministry” for the academic year 2026/2027**

### **1. General provisions**

- 1.1. The application procedure for studies in the program “*Theology and Ministry*” (hereinafter – the Procedure) at Luther Academy (hereinafter – the Academy) is issued in accordance with Section 46, Paragraph 2 of the Higher Education Law, Cabinet of Ministers Regulations No. 846 of 10 October 2006 “*Regulations on the requirements, criteria and procedures for admission to study programmes and state support for citizens who have voluntarily applied for and completed the national defense service*”, the Constitution of the Academy and other regulating normative acts.
- 1.2. The right to be admitted and study at the Academy is granted to every citizen of the Republic of Latvia, Latvian non-citizen, citizen of the European Union, citizen of the European Economic Area or citizen of the Swiss Confederation and a permanent resident of the European Community who has a valid residence permit, as well as a citizen of a third country - any country except a Member State of the European Union, a European Economic Area country and the Swiss Confederation - if he/she complies with the requirements specified in Clause 3.4 of this Procedure. Foreigners applying for part-time distance learning studies do not require a permanent or temporary residence permit.

### **2. Admission to the program**

- 2.1. Admission takes place in full-time on-site studies and part-time distance studies.
- 2.2. The admission process at the Academy consists of:
  - 2.2.1. application and registration for studies;
  - 2.2.2. conduct of the competition;
  - 2.2.3. announcement of the competition results;
  - 2.2.4. conclusion of the study contract and matriculation.
- 2.3. Admission of applicants to full-time on-site studies implemented in Latvian is ensured by the Academy Admission Committee. Admission to part-time distance studies (foreign applicants), implemented in English, is ensured by the Academy Distance Learning Admission Committee.

- 2.4. The Admission Committee has the right to terminate a person's participation in the admission process if the person has not complied with the requirements of the regulatory enactments governing admission.
- 2.5. Admission to the Academy in full-time on-site studies and part-time distance studies takes place until the beginning of the autumn semester, observing the deadlines set by the Cabinet of Ministers for applicant registration and admission
- 2.6. Information about the admission process is available electronically on the Academy website.

### **3. Application and registration for studies**

- 3.1. Persons who have previously obtained secondary education may apply and register for studies.
- 3.2. When applying for **full-time on-site** studies, the following documents must be submitted, document copies (presenting originals), and information must be provided indicating the document name, number, date of issue and issuing authority:
  - 3.2.1. **application** (the application form can be obtained by writing to email: [info@lut.edu.lv](mailto:info@lut.edu.lv));
  - 3.2.2. **preferably a copy of a confirmation certificate;**
  - 3.2.3. **preferably a recommendation from a parish pastor;**
  - 3.2.4. **information about an identity document (passport or identity card)**, as well as information about a document certifying change of name or surname if the applicant's name or surname differs in any of the mandatory submitted documents;
  - 3.2.5. **essay** "*Why I want to study at Luther Academy?*" in the amount of one A4 page;
  - 3.2.6. the application for full-time on-site studies is considered complete and registered after the Academy has received all requested documents and **the registration fee of 20.00 EUR. If the application is withdrawn, the registration fee is not refunded.**
- 3.3. Documents for full-time on-site studies must be submitted during the period **from 20 July 2026 until 31 July 2026 at 18:00.**
- 3.4. When applying for **part-time distance studies**, the following documents and document copies must be submitted (presenting originals):
  - 3.4.1. completed online **application form;**
  - 3.4.2. **copy of an identity document (passport or identity card);**
  - 3.4.3. essay "*Why I want to study at Luther Academy?*" in the amount of one A4 page;
  - 3.4.4. **preferably a recommendation from the applicant's parish pastor or another clergy member for studies at the Academy;**
  - 3.4.5. the application is considered complete and registered after the Academy has received all requested documents and **the registration fee of 100.00 EUR. If the application is withdrawn, the registration fee is not refunded.**
- 3.5. Documents for part-time distance studies must be submitted during the period **from 1 March 2026 until 1 May 2026.**

#### **4. Conduct of the competition**

- 4.1. For admission to the program the Academy organizes an open and equal competition.
- 4.2. Competition criteria for **full-time on-site** studies:
  - 4.2.1. **Colloquium with applicants, including:**
    - 4.2.1.1. test on the Holy Scriptures of the Old and New Testament;
    - 4.2.1.2. test for knowledge of M. Luther's *Small Catechism*.
  - 4.2.2. The colloquium will take place on **5 August 2026 at 11:00**.
- 4.3. Competition criteria for **part-time distance** studies:
  - 4.3.1. **online interview (with recording), including:**
    - 4.3.1.1. English language knowledge test;
    - 4.3.1.2. Holy Scripture knowledge test;
    - 4.3.1.3. Lutheran doctrine knowledge test.
  - 4.3.2. The interview recording is stored in accordance with data protection requirements.
- 4.4. The competition results are approved by the Admission Committee. Competition results are announced individually electronically no later than within three days from the day of completion of the competition.
- 4.5. The decision of the Admission Committee regarding the competition results may be contested by submitting an application to the Rector of the Academy within three days from the announcement of the results. The decision adopted by the Rector of the Academy may be appealed in court in accordance with the procedures specified in the Administrative Procedure Law.

#### **5. Tuition fee, conclusion of the study contract and matriculation**

- 5.1. Tuition fee in the program "Theology and Ministry" in full-time on-site studies for the academic year 2026/2027 is **600 EUR**.
- 5.2. Tuition fee in the program "*Theology and Ministry*" in part-time distance studies for the academic year 2026/2027 is **1500 EUR**.
- 5.3. Based on the competition results the applicant concludes a study contract with the Academy within the specified deadline.
- 5.4. The applicant loses the right to the study place obtained to which he/she would be entitled according to the competition results if he/she has not concluded the study contract with the Academy within the specified time.
- 5.5. The applicant pays the tuition fee for the first academic year or semester within the deadline specified in the study contract.
- 5.6. After concluding the study contract, by order of the Rector of the Academy the applicant is matriculated into the register of students of the Academy in accordance with regulatory enactments.
- 5.7. Beginning of studies in full-time on-site studies – **1 September 2026**.
- 5.8. Beginning of studies in part-time distance studies – **10 August 2026**.
- 5.6. A person applying for admission to the program has the right, in accordance with the Administrative Procedure Law, to request that the Academy decision on refusal to matriculate the person be issued in writing.

**Chairman of the Senate**

**Hanss Martins Jenson**

Riga, 20 March 2026