

# Success Statement request

Want to receive a Transcript of records/ Success Statement request/ proof of grades?

Go to Student portal *MyRSU*

Select **Applications & inquiries - Success Statement request**

Choose what information you need in the Transcript:

- Language you need the Transcript - English or Latvian;
- For which study period you need the Transcript;
- How you want to receive it - email or mail

Submit your inquiry for **Success Statement request**

Your Success Statement request will consist of information with your name and surname, student ID number, study programme, study year, semester and all the study courses and grades for the chosen study period!



Success Statement requests are issued only for successfully completed semesters!

In the event that all semester evaluations are not posted, the relevant semester is not added to the transcript!

If the semester is not fully completed, students can request a Status inquiry and in comment section write that they need information about the study courses in the current (not completed) semester.



Your request will be processed within **3 working days** (during June, July, January and February within 20 days).