

**БГТУ**  
им. В. Г. Шухова

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## GUIDE FOR INTERNATIONAL STUDENTS, STAYING ON THE TERRITORY OF RUSSIA

### FIRST ENTRY FOR CITIZENS FROM VISA-REQUIRING COUNTRIES

When international students come to Russia, they have **to make residence registration within 7 weekdays**. Registration at the BSTU named after V.G. Shukhov is made at the Center for International Education and Cooperation, room 3.

After arriving at the territory of the university, for the purposes of registration, you should make a decision concerning your place of residence.

**If you live at the dormitory (for bachelor's, specialist's, master's, postgraduate courses) it is required to:**

- 1) address the deputy director for dormitories of your institute and receive a referral to accommodation;
- 2) with this referral, address the secretary of the «Tekhnolog» students' housing complex administration at the dormitory 5 and receive a set of documents for accommodation;
- 3) with the set of documents for accommodation and with your medical tests results, go to the Health Center of the BSTU named after V.G. Shukhov, to have your set of documents stamped;
- 4) after visiting the Health Center, pay for accommodation at the dormitory and apply to the Center for International Education and Cooperation with copies of the documents, for migration registration.

#### **List of documents for registration at the dormitory:**

- 1) 1 copy of passport;
- 2) 1 copy of visa;
- 3) 1 copy of migration card;
- 4) 1 copy of registration at a hostel or hotel (if any);
- 5) 1 copy of education services agreement;
- 6) 1 copy of referral to accommodation at the dormitory + accommodation payment receipt (for at least 6 months)

**If you live at the apartment (for bachelor's, specialist's, master's, postgraduate courses) it is required:** to come to the International Center with the apartment owner and the prepared set of documents, to perform residence registration.

#### **List of documents for registration at the apartment:**

- 1) 2 copies of passport;
- 2) 2 copies of visa;
- 3) 2 copies of migration card;
- 4) 2 copies of registration at a hostel or hotel (if any);
- 5) 2 copies of education services agreement;
- 6) \*2 copies of Extract from EGRN OR Certificate of OGRP (submitted by the apartment owner)
- 7) \*2 copies of the apartment owner's passport with place of registration (submitted by the apartment owner)

Upon submitting all the above-listed documents, a trilateral agreement is issued, according to which the migration registration is performed. The apartment owner fills out the agreement personally. After filling out the agreement both the student and the apartment owner receive a copy.

### FIRST ENTRY FOR CITIZENS FROM VISA-FREE TRAVEL COUNTRIES

When international students come to Russia, they have **to make residence registration within 7 weekdays**. Registration at the BSTU named after V.G. Shukhov is made at the Center for International Education

and Cooperation, room 3.

After arriving at the territory of the university, for the purposes of registration, you should make a decision concerning your place of residence.

**If you live at the dormitory (for bachelor's, specialist's, master's, postgraduate courses) it is required to:**

- 1) address the deputy director for dormitories of your institute and receive a referral to accommodation;
- 2) with this referral, address the secretary of the «Tekhnolog» students' housing complex administration at the dormitory 5 and receive a set of documents for accommodation;
- 3) with the set of documents for accommodation and with your medical tests results, go to the Health Center of the BSTU named after V.G. Shukhov, to have your set of documents stamped;
- 4) after visiting the Health Center, pay for accommodation at the dormitory and apply to the Center for International Education and Cooperation with copies of the documents, for migration registration.

**List of documents for registration at the dormitory:**

- 1) 1 copy of passport;
- 2) 1 copy of migration card;
- 3) 1 copy of registration at a hostel or hotel (if any);
- 4) 1 original of the certificate of study;
- 5) 1 copy of referral to accommodation at the dormitory + accommodation payment receipt (for at least 6 months)

**If you live at the apartment (for bachelor's, specialist's, master's, postgraduate courses) it is required:** to come to the International Center with the apartment owner and the prepared set of documents, to perform residence registration.

**List of documents for registration at the apartment:**

- 1) 2 copies of passport;
- 2) 2 copies of migration card;
- 3) 2 copies of registration at a hostel or hotel (if any);
- 4) 1 original of the certificate of study;
- 5) \*2 copies of Extract from EGRN OR Certificate of OGRP (submitted by the apartment owner)
- 6) \*2 copies of the apartment owner's passport with place of registration (submitted by the apartment owner)

Upon submitting all the above-listed documents, a trilateral residential lease agreement is issued, according to which the migration registration is performed. The apartment owner fills out the agreement personally. After filling out the agreement both the student and the apartment owner receive a copy.

**If registration is performed for 1 year (more than 90 days) the employees of the Center submit the original of the migration card to put a note on its back page about the extension of stay.**

### **IF YOU CANNOT PERFORM REGISTRATION WITHIN 7 DAYS**

If you have come to Russia, but you understand that you cannot perform registration within 7 days, you should address the hotel or hostel and get registered there. After you have received the detachable section of the notification about the arrival from the hostel (registration), the university within 3 days is authorized to perform your migration registration at place of stay (dormitory, apartment). **In a hostel you also have to register within 7 weekdays after crossing the border** of the Russian Federation.

### **HOW DO I KNOW WHEN THE 7 DAYS SINCE THE ENTRY DATE EXPIRE?**

You can see the entry date to the territory of Russia in your migration card. Then you should count 7 days from this date, which would be the deadline for performing registration.

For example, if your entry date in the migration card is 15.02.2023, the deadline for submitting documents for registration is: 15.02.2023 + 7 days = 21.02.2023.

### **HOW LONG IS THE REGISTRATION VALID?**

**For visa-requiring countries:** for visa-requiring countries, the registration is made according to the period, stipulated in the visa. If your visa is valid up to 15.02.2023, the registration will be up to 15.02.2023.

**For visa-free travel countries:** for the countries, the entry from which require no visa, the registration period can be for 90 days from the entry date to the territory of Russia, or for 1 year. If the registration is made for 1 year, then on the back page of the migration card a note is put about the extension of stay.

## VISA EXTENSION (FOR VISA-REQUIRING COUNTRIES)

Documents for visa extension should be submitted 40 days prior to the expiry of the valid previous visa. Documents are submitted to the International Center, room 3.

### List of documents for visa extension (for bachelor's, specialist's, master's, postgraduate courses):

- 1) 2 copies of passport;
- 2) 2 copies of visa;
- 3) 2 copies of migration card + original;
- 4) 2 copies of registration of the university + original;
- 5) 2 copies of education services agreement;
- 6) 1 original of the certificate of study;
- 7) 2 photos 3x4;
- 8) State duty payment receipt;
- 9) \*statement of residence in the dormitory (*if you live in the dormitory*)
- 10) \*certificate of OGRP/extract from EGRN, a trilateral residential lease agreement, issued at the university (*if you rent an apartment*)

### List of documents for visa extension (Preparatory faculty for international students):

- 1) 2 copies of passport;
- 2) 2 copies of visa;
- 3) 2 copies of migration card + original;
- 4) 2 copies of registration + original;
- 5) 2 copies of education services agreement;
- 6) 2 photos 3x4;
- 7) State duty payment receipt.
- 8) \*Certificate of COURSE COMPLETION at the Preparatory faculty (*at applying to the next grade: of the bachelor's course*). *If there is only note of course completion, but not certificate, – a student cannot extend a visa, only leave the country and process a new invitation.*

Registration by the new visa is performed **BY DEFAULT**, as you initially submit 2 copies of documents. You receive a new visa together with the new registration.

## VISA EXTENSION FOR GRADUATING STUDENTS: HOW TO EXTEND YOUR VISA UP TO THE END OF AUGUST (VISA-REQUIRING COUNTRIES)

If the visa validity period is up to June, 30; then visas up to June, 30, are made according to your certificate of study; if in the certificate the graduation date is June, 30, the visa is made up to June, 30.

**FEE-PAYING EDUCATION:** you should fill an addendum to the education agreement. Its form can be received from deputy directors for international education.

1. Get an addendum form at a deputy director for international education.
2. Have it signed in room 210 (main building)
3. After signing it in room 210 (main building), go to room 229 (main building).
4. Submit the signed addendum and the rest of the required documents for visa extension.

**STATE-FUNDED EDUCATION:** you should write an application to rector for granting vacation to August 31, have it signed by the director of the institute, and then have it signed in rooms 210 (main building), 221 (main building).

On the basis of this application you will receive a certificate of study period and submit documents for visa extension:

1. Write an application to rector for granting vacation to 31.08.2023;
2. Go to the director of the institute and have it signed;
3. Submit the signed application to 210 (main building);
4. After signing it in 210, have it signed in 221 (main building);
5. Go with the application to the director's office and receive a certificate of study before 31.08.2023;
6. With the set of documents go to the International Center and submit documents for visa extension;

## VISA PAYMENT RECEIPT

The payment should be performed at the bank! If you pay by an application, you should print off the receipt and have it attested at a bank's office. Without the bank stamp the receipt is deemed invalid.

ОТДЕЛЕНИЕ БЕЛГОРОД // УФК ПО БЕЛГОРОДСКОЙ ОБЛАСТИ Г. БЕЛГОРОД		<b>БИК</b>	011403102		
		<b>СЧЁТ №</b>	40102810745370000018		
<b>ИНН</b> 3123021870	<b>КПП</b> 312301001	<b>СЧЁТ №</b>	03100643000000012600		
УФК ПО БЕЛГОРОДСКОЙ ОБЛАСТИ (УМВД РОССИИ ПО БЕЛГОРОДСКОЙ ОБЛАСТИ)		<b>ВИД ОП.</b>		<b>СРОК ПЛАТ.</b>	
		<b>НАЗ. ПЛ.</b>		<b>ОЧЕР. ПЛАТ</b>	
		<b>КОД</b>		<b>РЕЗ. ПОЛЕ</b>	
<b>КБК: 18810806000010011110</b>		<b>ОКТМО: 14701000</b>			
Назначение платежа: <b>ГОСПОШЛИНА ЗА ВЫДАЧУ ВИЗЫ ДЛЯ МНОГОКРАТНОГО ПЕРЕСЕЧЕНИЯ ГОС. ГРАНИЦЫ РФ</b>					
<b>СУММА НАЛОГА: 1600-00</b>					

### EXTENSION OF REGISTRATION (VISA-FREE TRAVEL COUNTRIES)

Documents for the extension of registration should be submitted no later than 7 days before the expiry of the previous registration. Registration is extended for 1-3 year students for 1 year. If you are a graduating student, the maximum period of extension is up to June, 30, or August, 31 (depends on the date in the certificate of study, issued by the director's office)

**Documents for the extension of registration (visa-free travel countries):**

- 1) 1 copy of passport with translation;
- 2) 1 copy of migration card + original;
- 3) 1 copy of registration + original;
- 4) 1 original of the certificate of study (issued no later than 2 weeks);
- 5) \*statement of residence in the dormitory – original (*if you live in the dormitory*)
- 6) \*Extract from EGRN / Certificate of OGRP, a copy of trilateral agreement, concluded at the university (*if you rent an apartment*)

### CHANGE OF ADDRESS

All students are obliged to live at the place of their registration. If you are registered at the dormitory – you should live at the dormitory, if you are registered at an apartment, you should live at the apartment. The employees of the university, together with a local inspector of the DMIA of Russia in Belgorod, have a right to check your registration.

If a student DOESN'T live at the place of registration – this is an INFRINGEMENT and the university has a right, together with law-enforcement authorities, to bring such students to responsibility.

If you move from a dormitory to an apartment, you should pay debts for residence in the dormitory (*if there are any*)

**Documents for changing address from the dormitory to the apartment:**

- 1) 2 copies of passport;
- 2) 2 copies of visa;
- 3) 2 copies of migration card;
- 4) 2 copies of registration + original

The owner of the apartment comes together with the student, a trilateral agreement is filled out at the International Center and the following **documents from the apartment owner** are submitted:

- 5) 2 copies of passport with the place of registration.

- 6) 2 copies of Extract from EGRN OR Certificate of OGRP.

If there is more than 1 student, living in the apartment, the owner should provide + 1 copy of documents (for example, if there are 3 students, living in the owner's apartment, there should be 3 copies for each student + 1 copy for forming an agreement)

### HEALTH INSURANCE

All foreign citizens, who have come in Russia, **are obliged** to obtain health insurance. Health insurance can be made at the International Center; for this purpose you should come with the original of your passport and cash money.

Health insurance is made in 10 minutes, after which the employees provide a journal, where you put your signature, confirming that you have paid for health insurance. Your data are sent to the insurance company, which then sends by mail the health insurance and the payment receipt. The employees hand out documents to the student, with the stamp of the International Center.

**Health insurance covers the emergency care.** If you feel ill, you should immediately address to the Health Center of BSTU at the International Center. The employees of the center will promptly arrange your visit to a doctor and keep in touch with the health-care facility and the student.

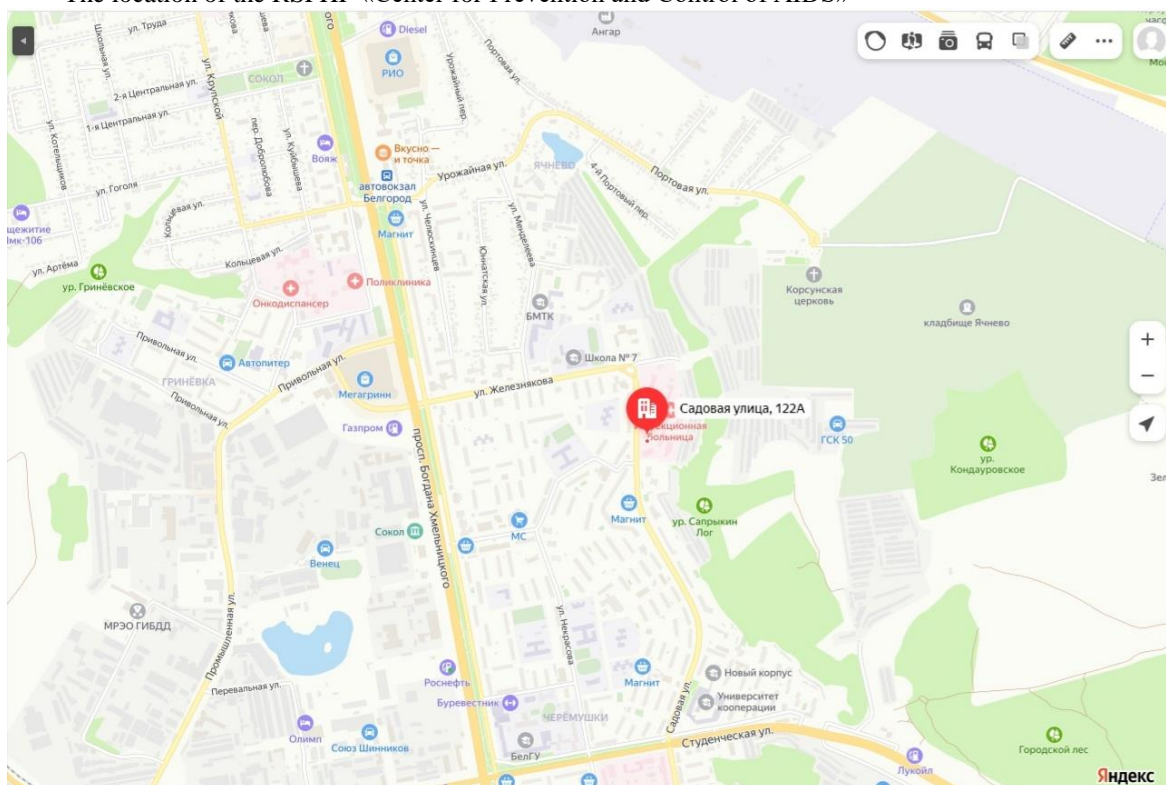
**Without health insurance the employees of the Center will not hand out or accept documents.**

### DACTYLOSCOPY

All foreign citizens, after crossing the border, **are obliged** within 80-90 days to pass the obligatory dactyloscopy registration. **For this purpose, it is required:**

- 1) After your arrival, to contact the Regional State-Funded Healthcare Facility «Center for Prevention and Control of AIDS», its address: **Belgorod, Sadovaya str., 122A**. The cost of comprehensive medical tests is 3550 rub. A student should individually (without the assistance of the university) arrange an appointment and undergo medical tests for passing dactyloscopy (fingerprinting) registration.

The location of the RSFHF «Center for Prevention and Control of AIDS»



**Phone number:** 8 (4722) 34-52-09 (from 8-00 to 17-00)

- 2) After obtaining the results you should bring the following documents to the International Center:
  - a translated and notarized copy of passport + original
  - a copy of visa
  - a copy of migration card;

- a copy of registration;
  - a copy of medical tests + original.
- 3) After you have submitted your documents, the employees send them for verification to a migration service office, where they check the documents and appoint the day for taking a photo and fingerprints;
  - 4) After appointing the day, an employee phones you and informs about the date and time, when you should come with him or her to the migration service office.

After taking fingerprints, you will be given an identification fingerprint card («green card»), which is valid for 10 years. **Do not lose it; you should carry it around with you!**

**Medical tests at the Sadovaya str., 122A, should be taken once a year, within 30 days since the expiry of the previous tests** and are also sent to the International Center, where a certificate, presented by the migration service office and confirming the renewed undergoing of medical tests, is handed out.

**If you don't undergo dactyloscopy and renewed medical tests – the university, together with the migration service office will cancel your visa, and you will have to leave the territory of Russia!**

### EXIT AND MIGRATION DEREGISTRATION

If you leave the territory of Russia or the territory of the Belgorod region, you should inform the International Center about it. **You should bring a copy of tickets and the copies of passport and visa to the International Center. You will be handed a «Notification of departure»,** which is a confirmation of your leaving, and after submitting these documents you are deregistered, but after your arrival you are obliged to make a new registration.

**If you have submitted documents, but for some reason you have NOT left, you should go again to the International Center and inform the employees about it, to restore your migration registration.** If you don't do that, the university is authorized to make you liable for immigration violation.

### EXPULSION

**The university has a right to expel an international student in case of certain reasons (academic backlog, payment arrears, violation of internal regulations etc.).** Besides, since February, 14, 2023, the Order of the MIA RF of 22.12.2022 № 26771 «On amendments to the Article 10 of the decision-making procedure by the MFA RF, concerning extension or reduction of temporary stay of a foreign citizen in the Russian Federation, affirmed by the order of the MFA RF of 07.09.2015 № 17065», came into effect, which **expanded the grounds for expulsion and reduction of period of stay due to following reasons:**

- if after 90 days a foreign citizen has not passed the obligatory dactyloscopy registration, this can be a reason for expelling a student and reducing the validity period of the visa;
- if it is established that a foreign citizen has taken narcotic or psychotropic substances without medical prescription, or if this citizen has diseases, caused by the HIV infection.

**After expulsion, the university in 2 days reduces the visa validity period, and within 6 weekdays a student should buy a ticket and submit documents for a transit visa.**

**If a foreign citizen, expelled from the university, has not submitted the required documents, the university informs the Ministry of Education and Science, the FSB and the migration agency, after which such student is put on the wanted list and deported from the country with an entry ban.**

### TRANSIT VISA

A transit visa is required for a single crossing the border, after reducing the validity period of a previous visa, due to expulsion of a person from the educational institution. Documents for a transit visa are submitted within 6 weekdays, with providing outbound tickets. A transit visa is issued in 1-2 days before leaving the city of Belgorod.

#### **Documents for a transit visa:**

1. 2 copies of passport;
2. 2 copies of visa;
3. 2 copies of migration card + original;
4. 2 copies of registration + original
5. A copy of tickets Belgorod-Moscow, Moscow - \*your country\*

6. 4 photos 3x4
7. A state duty payment receipt for a transit visa – 1000 rub.

State duty payment details should be obtained from employees of the International Center, as the payment purpose and details are different from usual!

#### **TEMPORARY RESIDENCE PERMIT (RVP) / PERMANENT RESIDENCE PERMIT (VNZH)**

If you have obtained a temporary residence permit (RVP) or permanent residence permit (VNZH), you should inform the employees of the university and submit copies of these documents. If you are a student, the university can make you a temporary residence registration by RVP or VNZH (dormitory/apartment)

##### **List of documents for registration at the dormitory:**

- 1) 1 copy of passport.
- 2) 1 copy of visa (with RVP).
- 3) 1 copy of RVP / 1 copy of VNZH.
- 4) 1 copy of RVP / VNZH obtaining receipt.
- 5) 1 copy of migration card + original
- 6) 1 copy of registration + original
- 7) 1 original of certificate of study.
- 8) 1 statement of residence in the dormitory (original).

##### **List of documents for registration at the apartment:**

- 1) 2 copies of passport.
- 2) 2 copies of visa (with RVP).
- 3) 2 copies of RVP / 2 copies of VNZH.
- 4) 2 copies of RVP / VNZH obtaining receipt.
- 5) 2 copies of migration card + original
- 6) 2 copies of registration + original
- 7) 1 original of certificate of study.
- 8) 2 copies of Extract from EGRN / Certificate of OGRP.
- 9) 2 copies of the apartment owner's passport with registration.
- 10) A trilateral agreement is concluded for performing the migration registration.

**The registration by RVP/VNZH should be made within 7 days after obtaining the receipt.**

#### **TEMPORARY RESIDENCE PERMIT FOR EDUCATION PURPOSES (RVPO)**

If earlier a student could individually submit documents for a quota and obtain a temporary residence permit, since January, 01, 2023 it is not possible. For students of bachelor's, specialist's, master's and postgraduate courses a temporary residence permit for education purposes (RVPO) is issued. A temporary residence permit for education purposes will be granted only for students of intramural form of study. If the form of study is changed, the RVPO will be cancelled.

**After making a RVPO international students will be able to stay in Russia during the whole period of study.**

If they transfer to another higher educational institution or to another educational program, the RVPO remains valid, - if the form of education remains intramural, and the new educational program is also state-accredited.

In case of transfer, a student is obliged to send a set of transfer documents to the MIA (Ministry of Internal Affairs) within 30 calendar days; otherwise the RVPO may be cancelled.

After graduating from a higher educational institution, the RVPO remains valid for half a year more – for 180 days, during which a student may, without leaving Russia, submit documents for getting a permanent residence permit (VNZH).

**RVPO can be cancelled in case of expulsion of a student. In this case a foreign citizen should leave the territory of Russia within 14 days.**

**Also, RVPO can be cancelled for common reasons: for example, in case of immigration violations, administrative fines, criminal convictions, detection of dangerous infectious diseases.**

##### **List of documents for making RVPO:**

1. Application in duplicate: it can be filled out at the Nikolay Ostrovsky str., 25, «BelregionInfo» or individually. The application form is presented below (appendix 1)
2. Notarized translation of a foreign citizen's passport.
3. Migration card and its copy;



4. Residence registration (detachable section of the «Notification of arrival»);
5. Education services agreement/referral of the Ministry of Education for study + certificate of study;
6. Extract from the order for admission to the university (by the new standard of the Ministry of Education of the RF of 25.05.2023; the example of an extract is given below (appendix 2-3)
7. Request of the University for granting RVPO for citizens of the Middle East and Central Asia countries (Center for International Education and Cooperation). It is prepared in the Center for International Education and Cooperation of the BSTU named after V.G. Shukhov, according to the criteria.
8. Police clearance certificate for citizens from visa-requiring countries; for citizens from visa-free travel countries this document is not required. The certificate should be issued no earlier than in 3 months before the date of submitting an application. It can be made at any Multifunctional Public Services Center (MPSC);
9. Medical certificates: medical report of an addiction psychiatrist; a HIV-negative certificate; a free-from-infection medical certificate (recommended clinic: the Sadovaya str., 122A – Center for Prevention and Control of AIDS; appointment should be made in advance).
10. 4 photos 35x45 mm, black-and-white or colored, on matte paper; the face should take 60% of the picture, background – white, gray or light-blue.
11. State duty payment receipt (1600 rub).

#### State duty payment receipt

ОТДЕЛЕНИЕ БЕЛГОРОД //УФК по Белгородской области г. Белгород		БИК	011403102		
Банк получателя		Счет ЕКС	40102810745370000018		
ИНН 3123021870	КПП 312301001	Счет №	03100643000000012600		
УФК по Белгородской области (УМВД России по Белгородской области) Получатель		Вид оп.	Срок плат		
		Наз. пл.	Очер.плат.		
		Код	Рез. поле		
КБК: 18810806000010015110	ОКТМО: 14701000	0	0	0	0
Назначение платежа: <b>Госпошлина за выдачу разрешения на временное проживание</b>					
<b>Сумма налога (сбора): 1600-00</b>					

#### To receive the University's request for granting RVPO, it is required:

- 1) To get a letter of recommendation from the curator, signed by the deputy director for international education;
- 2) To have no academic backlogs (in course works, credits, exams etc.)
- 3) To have no tuition payment arrears;
- 4) To have no debts for residence in the dormitory (if you live in the dormitory), nor infractions.
- 5) To have no recorded violations of internal regulations of the university, nor infringements of the laws of the Russian Federation.

In case if at least one of the above-mentioned conditions is not fulfilled – the International Center has a right to deny the request.

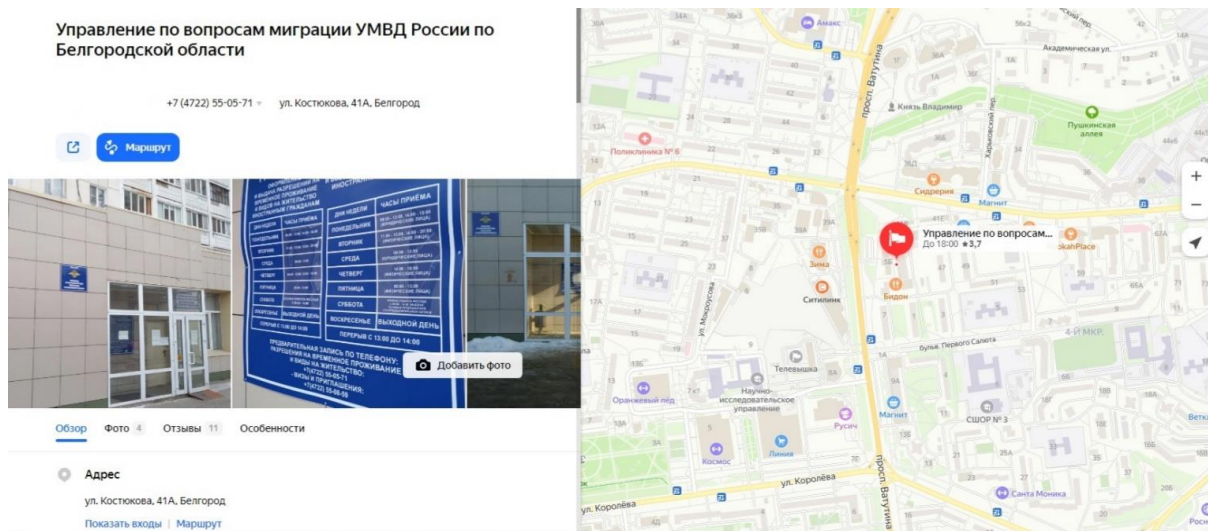
**Where you can apply for obtaining RVPO:** if all the required documents are gathered, and the University has issued a request for granting RVPO, you should personally apply to the Directorate for Migration Affairs of the Regional Office of the Ministry of Internal Affairs of Russia in the city of Belgorod, according to the following working schedule:

**Tuesday** – 10:00-13:00; 14:00-16:00

**Thursday** – 10:00-13:00; 14:00-16:00.

All these procedures are passed by international students individually (the educational institutions are not involved in this process, in the same way as foreign citizens obtain temporary residence permits on their own), or through specialized organizations, which assist in receiving this service.





## Note

— If you have obtained RVPO, you are not allowed to stay out of the territory of the Russian Federation longer than 6 months in total during a calendar year (from January, 1, to December, 31).

— After an application for RVPO is accepted, an international student receives a certificate, confirming the acceptance of documents.

— In case of positive decision concerning the granting of RVPO, in the identity document of the foreign student a corresponding stamp will be put and a multiple visa of a temporary resident for the permit validity term will be made. **(IT IS MANDATORY TO COME PRECISELY ON THE STATED DAY!)**

— In case of negative decision concerning the granting of RVPO, a foreign citizen will receive a corresponding notification of denial.

After obtaining RVPO, a student carries all the responsibility, as for violations of internal regulations of the university, unfulfilled academic program requirements, delinquent payments etc. a student can **expelled**, and the RVPO can be cancelled.

## Registration by RVPO

After obtaining RVPO you should come to the International Center and submit a set of documents for making registration **within 5 days after obtaining the relevant document**.

### Dormitory:

1. 1 copy of passport
2. 1 copy of RVPO + visa
3. 1 copy of RVPO obtaining receipt
4. 1 copy of migration card + original
5. 1 copy of registration + original
6. 1 copy of education services agreement + original of certificate of study
7. Original of statement of residence in the dormitory.
8. Tuition fee receipt.

### Apartment (you should come together with the apartment owner):

1. 2 copies of passport
2. 2 copies of RVPO + visa
3. 2 copies of RVPO obtaining receipt
4. 2 copies of migration card + original
5. 2 copies of registration + original
6. 2 copies of education services agreement + original of certificate of study
7. Tuition fee receipt
8. 2 copies of the apartment's owner's passport
9. 2 copies of documents for the property (extract from EGRN, certificate of OGRP)
10. The filled-out trilateral agreement (the form is obtained at the Center)

If a student changes the registration address, he or she should come to the Center for International Education and **get registered again** within 5 days!

### OBTAINING A NEW PASSPORT

After obtaining a new passport, you should apply to the deputy director of your institute for international education, and to the director's office, to fill an addendum to the agreement, due to change of the passport data and contract details.

### APPLYING TO ANOTHER UNIVERSITY

If you apply to another university, you should inform the International Center, provide the letter of guarantee and take originals of the documents (registration and migration card).

**After arriving at the university, you should perform registration within 7 weekdays, as upon receiving the letter of guarantee from another educational institution, the university completes the procedure of migration deregistration.**

### TRANSFER FROM ANOTHER UNIVERSITY

If you transfer from another university, your visa validity period should not be reduced, and the order for dismissal from the previous educational institution should contain the following definition «**dismissed, due to transfer**».

After the issue of the order for admission to the university, you should apply to the International Center for performing residence registration. For this purpose, you should make a decision about your place of residence: living in the dormitory or renting an apartment. Depending on the place of residence you should prepare a set of documents in accordance with the following list:

<b>If you live in the dormitory</b>	<b>If you rent an apartment</b>
<ol style="list-style-type: none"><li>1. 1 copy of passport.</li><li>2. 1 copy of visa.</li><li>3. 1 copy of migration card.</li><li>4. 1 copy of the previous registration.</li><li>5. *1 copy of tickets, confirming arrival to the city of Belgorod (if you have come from another region).</li><li>6. 1 copy of education services agreement with the BSTU named after V.G. Shukhov.</li><li>7. 1 copy of the order for admission to the university.</li><li>8. 1 copy of referral to accommodation at the dormitory.</li></ol>	<ol style="list-style-type: none"><li>1. 2 copies of passport.</li><li>2. 2 copies of visa.</li><li>3. 2 copies of migration card.</li><li>4. 2 copies of previous registration.</li><li>5. *2 copies of tickets, confirming arrival to the city of Belgorod (if you have come from another region).</li><li>6. 2 copies of education services agreement with the BSTU named after V.G. Shukhov.</li><li>7. 2 copies of the order for admission to the university.</li><li>8. *2 copies of the apartment owner's passport with registration (submitted by the apartment owner).</li><li>9. *2 copies of Extract from EGRN / Certificate of OGRP (submitted by the apartment owner).</li></ol> <p>A student should come together with the apartment owner and fill out a trilateral residential lease agreement, to perform the migration registration.</p>

If your visa period is not reduced, the employees perform migration registration. If the visa validity period is more than 40 days, the student may use this visa, and at the next visa extension the Center issues the visa of BSTU named after V.G. Shukhov.

At migration registration, within 2 days a letter of guarantee is issued, which should be submitted to the previous educational organization.

### YEAR REPETITION, RETENTION OF EDUCATIONAL PROGRAM

If you want to repeat a year of study or to transfer to a previous education year (*for example, from the 3 year to the 2 year or from the 3 year to the 3 year*) of the same educational program, your visa period cannot be extended. **You will have to leave the territory of Russia and enter again by a new invitation.**

The same goes for students of the Preparatory faculty for international students, if they want to repeat the Russian language course; they will have to leave the territory of Russia and enter again by a new invitation.

## CONTACT INFORMATION

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**Telegram:**

General chat room of international students of the BSTU named after V.G. Shukhov

<https://t.me/+PjmlKDyfulZmYzEy> – invitation link

