

**Rules
of entry, exit and stay at Admiral Makarov SUMIS
for students from among foreign citizens and stateless persons
in the territory of the Russian Federation on a visa**

All foreign citizens and stateless persons arriving in the territory of the Russian Federation for educational purposes must comply with the laws of the Russian Federation, the Regulation on the Stay of Students from among Foreign Citizens and Stateless Persons at the Federal State-Financed Educational Institution of Higher Education "Admiral Makarov State University of Maritime and Inland Shipping" (hereinafter referred to as Admiral Makarov SUMIS, University) and these Rules.

1. Entry into the territory of the Russian Federation and initial migration registration

A foreign citizen or a stateless person who has submitted all the documents and completed all the procedures provided for by the current regulation and rules of admission to the University, submits an application for an invitation to enter the Russian Federation for educational purposes.

For this purpose you need to address to **the Office for Education of Foreign Students of the Department of Higher Education of Admiral Makarov SUMIS (hereinafter referred to as OEFS of DHE Admiral Makarov SUMIS)** situated in **Saint-Petersburg, Dvinskaya str. 5/7, office 251, tel/fax 8 (812) 251-62-28** in order to submit the following documents:

- copy of the national passport, the validity period of which at the time of issuing the invitation must be at least 18 months;
- questionnaire for the invited foreign citizen or stateless person.

The deadline for issuing an invitation is 20 working days.

The invitation is issued as e-document, i.e. the information concerning the invited foreign citizen or stateless person is directly forwarded to the consular office of the Russian Federation of the country where the single-entry study visa will be issued. After receiving a single-entry study visa, a foreign citizen or a stateless person is obliged to enter the territory of the Russian Federation no later than 1,5 months before the expiration of the visa. Before entering the Russian Federation, a foreign citizen or a stateless person must contact **the OEFS of DHE Admiral Makarov SUMIS** and inform in advance about the date of arrival at Admiral Makarov SUMIS for education.

NB! In the event that it is not possible to enter within the prescribed period, a foreign citizen or a stateless person must report this to the OEFS of DHE Admiral Makarov SUMIS.

A foreign citizen or a stateless person who enters the Russian Federation is obliged to fill in a migration card in arrival hall of the airport / bus station before border control. In a migration card a foreign citizen or a stateless person should emphasize the purpose of entry «**education**» and get a stamp with a crossed border note, afterwards within one day from the date of border crossing (except weekends and holidays) arrive and submit to the **OEFS of DHE Admiral Makarov SUMIS** the following documents for migration registration:

- national passport with a valid visa;
- migration card with a crossed border note and specified purpose of the visit to the RF «**education**»;
- fluorographic examination result valid at the date of entry;
- 10 photos (3x4 cm);
- health insurance policy valid in the territory of the Russian Federation issued for the full duration of the stay.

2. A multiple-entry visa processing and prolongation of the period of stay in the Russian Federation

In accordance with the migration legislation of the Russian Federation, a multiple-entry study visa is issued for the duration of full-time and part-time studies, but not more than 1 year from the date of entry. A foreign citizen or a stateless person is obliged to submit documents for a multiple-entry visa and prolongation of the period of stay in the Russian Federation 45 days before the expiration of the valid visa. For this reason you should submit the following documents to the **OEFS of DHE Admiral Makarov SUMIS**:

- national passport (valid for at least 10 months at the time of visa extension);
- a migration card with a crossed border note and specified purpose of the visit to the RF «education»;
- detachable section of the arrival notification form of a foreign citizen to the place of stay;
- one photo (3x4 cm);
- valid health insurance policy;
- receipt of payment of the state fee for issuing a multiple-entry visa

The deadline for issuing a multiple-entry visa is 20 working days.

NB! Visa application documents will not be accepted if at least one of the above mentioned documents is not submitted or at least one of them is incorrectly issued. A foreign citizen or a stateless person who has not submitted documents for a multiple-entry visa in a timely manner is obliged to leave the territory of the Russian Federation within the validity period of the visa and return to study at a new invitation.

3. Change of residence in the territory of the Russian Federation and departure from the Russian Federation

If necessary, leaving the territory of the Russian Federation (or moving to another city of the Russian Federation), a foreign citizen or a stateless person must contact the **OEFS of DHE Admiral Makarov SUMIS** and inform about the intention to leave the place of stay, providing beforehand (at least 14 days before the departure) a ticket with the departure date. Upon returning to the Russian Federation, a foreign citizen or a stateless person must arrive at the **OEFS of DHE Admiral Makarov SUMIS** within one day from the date of crossing the border (except weekends and holidays) for migration registration in conformity with the duration of the existing visa. You must submit to the **OEFS of DHE Admiral Makarov SUMIS** the following documents:

- national passport with a valid visa;
- a migration card with a crossed border note and specified purpose of the visit to the RF «education»;
- detachable section of the arrival notification form of a foreign citizen/stateless person to the place of stay;
- valid health insurance policy.

NB! A new migration registration takes place at each new crossing of the border of the Russian Federation; after staying in a hotel or hostel during a trip across the territory of the Russian Federation as well, or in a medical institution (hospital, hospital, dispensary), including within the city of St. Petersburg.

4. Re-issuance of lost documents procedure (in case of theft, damage)

In case of loss of any documents (passport, migration card, detachable section of the notification form), a foreign citizen or a stateless person is obliged to immediately inform the **OEFS of DHE Admiral Makarov SUMIS** and take urgent comprehensive measures to re-issue the documents:

1. Immediately contact the nearest police station at the place of loss or detection of loss of missing documents to obtain a certificate of the incident;
2. As soon as possible contact the Embassy or consular office of the country of your nationality in the territory of the Russian Federation on the re-issuance of a passport or a temporary travel document for departure to the country of your nationality (certificate of return);
3. Apply for the issuance of a duplicate migration card and (or) a detachable section of the arrival notification form to the territorial migration department of the Ministry of Internal Affairs of the Russian Federation at the place of registration;
4. Submit to **the OEFS of DHE Admiral Makarov SUMIS** a new passport (in case of obtaining a new passport in the territory of the Russian Federation) and (or) a duplicate migration card to make changes into migration registration or leave the territory of the Russian Federation on a transit visa (in case of issuance of a temporary travel document – a certificate of return).

NB! The absence of documents confirming the right of a foreign citizen or a stateless person to stay (reside) in the Russian Federation, and in case of loss of such documents – failure to submit an application for their loss to the appropriate authority is an administrative offense in accordance with part 1.1 of Article 18.8 of the Code of Administrative Offenses of the Russian Federation.

5. Changing the migration status of a foreign citizen or stateless person

A foreign citizen or a stateless person is obliged to notify the **OEFS of DHE Admiral Makarov SUMIS** **within one day from the date of receipt** of a temporary residence permit, residence permit or citizenship of the Russian Federation and submit the relevant documents for a new migration registration in a new status.

NB! The issues of changing the migration status - registration of a temporary residence permit, a residence permit, obtaining citizenship of the Russian Federation - are not dealt with by the OEFS of DHE Admiral Makarov SUMIS.

In case of transfer of a foreign citizen or a stateless person studying full-time or part-time to a correspondence course, a foreign citizen or a stateless person loses the grounds for extending the period of temporary stay in the territory of the Russian Federation in connection with education reasons. In the absence of other grounds provided for by the legislation of the Russian Federation for staying in the territory of the Russian Federation (temporary residence permit, residence permit) a foreign citizen or a stateless person who has changed the form of education, is obliged to leave the territory of the Russian Federation.

6. Graduation

Upon expulsion from the university in connection with the completion or termination of studies, a foreign citizen or a stateless person is obliged to leave the territory of the Russian Federation **within three working days from the date of issue of the expulsion order**, having purchased travel tickets in advance in accordance with the current legislation. The period of temporary stay in the Russian Federation of a foreign citizen or a stateless person who has completed full-time or part-time education along with the main nationally recognized educational program may be extended for up to 30 calendar days from the date of expulsion in order to enroll this foreign citizen or stateless person for full-time or part-time education in the same or another educational organization according to the main nationally recognized educational program of another level.

7. Medical care for foreign citizens.

Medical care for foreign citizens and stateless persons is provided on the basis of a voluntary health insurance policy purchased at the expense of personal funds of a foreign citizen or stateless person. Failure to provide a health insurance policy valid on the territory of the Russian Federation is regarded as a violation of the rules of stay of foreign citizens and stateless persons in the territory of the Russian Federation. Paragraph 5 of Article 27 of Federal Law No. 114-FZ of August 15, 1996 "On Departure from the Russian Federation and Entry into the Russian Federation", a foreign citizen (or a stateless person) is not allowed to enter the territory of the Russian Federation if he/she has not provided a health insurance policy valid on the territory of the Russian Federation. The absence of a health insurance policy valid in the territory of the Russian Federation constitutes an administrative offense provided for in part 1 of Article 18.8 of the Administrative Code of the Russian Federation – violation of the rules of entry into the Russian Federation.

8. Medical certification, fingerprinting and photographing of foreign citizens and stateless persons

All foreign citizens and stateless persons who have arrived in the territory of the Russian Federation must undergo a medical check-up, fingerprint registration (fingerprinting) and photographing. The duration of these procedures is **90 days from the date of arrival in the territory of the Russian Federation**. The following sanctions may be imposed against persons who have not passed the established procedures or who have passed them in violation of the deadline: **expulsion from the Russian Federation and a ban on entry for up to 3 years**.

This is with the exemption of the following persons:

- citizens of the Republic of Belarus;
- family members of officials of international organizations, as well as employees of diplomatic and consular institutions in the Russian Federation;
- foreign citizens with dual citizenship, one of which is the citizenship of the Russian Federation;
- foreign citizens – holders of a temporary residence permit, a temporary residence permit for the purpose of education or a residence permit.

You can undergo a medical check-up, fingerprint registration and photographing at the address: St. Petersburg, Krasnogo Tekstilshchika str., 10-12, letter B (entrance No. 2 from the courtyard). Take with you: a passport, a migration card, a visa (if available), a detachable section of the arrival notification form, a notarized translation of the passport.

9. Temporary residence permit in the Russian Federation for studying (abbreviated in Russian as RVPO)

A foreign citizen or a stateless person who is studying full-time within a bachelor's, specialist's, master's degrees with state accreditation or training programs for academic staff in graduate school (postgraduate studying) has the right to apply to the territorial body of the federal executive authority in the field of internal affairs in a constituent of the Russian Federation where the studying takes place, with an application for a temporary residence permit for education (RVPO). The RVPO is issued for the period of mastering the above-mentioned educational programs by foreign students and 180 calendar days after the end of the studying period. When issuing a temporary residence permit to a foreign citizen or a stateless person, a temporary residence visa is issued for the duration of such a permit. In case of transfer of a foreign citizen or a stateless person to full-time or part-time education, as well as in case of early termination of education, the previously issued RVPO is canceled. After completing the studies, a foreign citizen or a stateless person who has received the RVPO will be able to apply for a residence in the Russian Federation permit within 3 years.

10. Administrative responsibility of foreign citizens and stateless persons

Foreign citizens or stateless persons who have committed crimes, administrative or other offenses in the territory of the Russian Federation are liable on the same basis as citizens of the Russian Federation and may be brought to administrative and/or disciplinary responsibility respectively.

The following administrative actions may be applied against foreign citizens or stateless persons who have committed administrative or other offenses in the territory of the Russian Federation, including those who have violated the terms of migration registration, violation of the terms of stay, who are in the territory of the Russian Federation with an expired visa, etc.:

- penalty;
- administrative expulsion;
- deportation.

I am a citizen of _____

Surname, given name _____

Hereby I inform that I live at the following address: Saint Petersburg, _____

Tel. _____ Cel. _____

I have been introduced to the present Rules for foreign citizens studying at the Admiral Makarov State University of Maritime and Inland Shipping, I confirm my consent to the Rules, I shall undertake to fulfil the Rules.

Date _____ Signature _____