

**Rules of
exiting, entering and stay of foreign students and stateless students with visa-free entry on
the territory of the Russian Federation**

All foreign citizens and stateless persons arriving with educational purposes into the territory of the Russian Federation must comply with the laws of the Russian Federation, the Regulations on stay of foreign and stateless students at the Federal State-Financed Educational Institution of Higher Education "Admiral Makarov State University of Maritime and Inland Shipping" and present Rules.

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

A foreign citizen or stateless person who has submitted all documents and completed all procedures stipulated by the current procedure and rules of admission to study at the university should contact **the Office for Education of Foreign Students** of the Department of Higher Education (hereinafter referred to as **the OEFS of DHE**), located at: **St. Petersburg, st. Dvinskaya, 5/7, office. 251, tel./fax 8 (812) 251-62-28** and inform about the date of arrival.

When entering the territory of the Russian Federation, a foreign citizen or stateless person is obliged to fill out a migration card form in the arrival hall of the airport/bus station before border control, in which he must emphasize the purpose of entry "study" and get it stamped with the date of crossing the border, then within 1 (one) day from date of border crossing (except weekends and holidays) to arrive at **the OEFS of DHE** for migration registration. The following documents are required:

- national passport;
- migration card with a border crossing mark and the stated purpose of entry "education";
- fluorographic examination result valid at the time of entry;
- 10 photos (3 x 4 mm);
- health insurance policy valid in the territory of the Russian Federation for the period of extension of temporary stay.

2. Change of place of stay on the territory of the Russian Federation and departure from the Russian Federation

If it is necessary to travel outside the Russian Federation (or to another city in the Russian Federation), a foreign citizen or stateless person must contact **the OEFS of DHE** and inform about the intention to leave at least 14 days before departure and provide a ticket with the departure date.

When returning to the Russian Federation, a foreign citizen or stateless person is required to visit **the OEFS of DHE within one day from the date of crossing the border** (except weekends and holidays) for migration registration.

The documents required:

- national passport;
- migration card with a mark on crossing the border and the indicated purpose of entry - "education";
- detachable section of the notification form about the arrival of a foreign citizen or stateless person at the place of stay;
- valid health insurance policy.

NB! You need to go through a new migration registration procedure each time you cross the Russian border, stay in a hotel or hostel during a trip across the territory of the

Russian Federation, or stay in a health institution (hospital, dispensary), including within the city of St. Petersburg.

3. Procedure for the loss (theft, damage) of documents of a foreign citizen or stateless person

In case of loss of any documents (passport, migration card, detachable section of the notification form), a foreign citizen or stateless person is obliged to urgently report to **the OEFS of DHE** and take urgent comprehensive measures to restore his documents, namely:

- Immediately contact the nearest police station at the place of loss or detection of missing documents to obtain a certificate of the incident;
- At the earliest date, contact the Embassy or consular office of the country of your citizenship on the territory of the Russian Federation, to obtain a passport to replace a lost one or to get temporary travel document to depart for the country of your citizenship (certificate of return);
- Fill in an application at the territorial division for migration issues of the Ministry of Internal Affairs of Russia to get a duplicate of the migration card and (or) a detachable section of the notification form;
- Submit to **the OEFS of DHE** a new passport (in case of receiving a new passport on the territory of the Russian Federation) and (or) a duplicate of the migration card to make changes to the migration registration or leave the territory of the Russian Federation (in the case of issuing a temporary travel document - a certificate of return).

NB! In case a foreign citizen or stateless person does not have documents confirming his right to stay (reside) in the Russian Federation, or fails to submit an application for their loss to the appropriate authority, he is considered to commit an administrative offense in accordance with Part 1.1 of Article 18.8 of the Code on administrative offenses of the Russian Federation.

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

When receiving a temporary residence permit, permanent residence permit or citizenship of the Russian Federation, a foreign citizen or stateless person is obliged, **within one day from the date of receipt of the document**, to notify **the OEFS of DHE** about the fact and submit the relevant documents for a new migration registration in a new status.

NB! The OEFS of DHE is not in charge of issues related to the change of migration status - issuing temporary residence permits, permanent residence permits, obtaining citizenship of the Russian Federation.

In case of transfer of a foreign citizen or stateless person studying full-time or part-time to part-time study, 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 study. If a foreign citizen or stateless person who has changed the form of study does not have other grounds for staying on the territory of the Russian Federation as per legislation of the Russian Federation (temporary residence permit, permanent residence permit), he is obliged to leave the territory of the Russian Federation.

5. Completion of a study period

Dismissed from the university in connection with the completion or termination of a study period, a foreign citizen or stateless person is obliged to leave the territory of the Russian Federation **within three working days from the date of the dismissal order issue**, in accordance with the deadlines established by law, having purchased travel tickets in advance.

The period of temporary stay in the Russian Federation of a foreign citizen or stateless person who has completed full-time or part-time studies under the state-recognized basic educational program may be extended for a period of up to 30 calendar days from the date of dismissal of that foreign citizen or stateless person from the educational organization. The grounds for the extension is the completion of the study period in the specified main professional educational program with the following admission of that foreign citizen or stateless person into full-time or part-time program in the same or another state-recognized educational organization.

6. Medical care for foreign citizens and stateless persons

Medical care for foreign citizens and stateless persons is provided on the basis of a voluntary health insurance policy purchased by a foreign citizen. Failure to provide a health insurance policy valid in 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 the Federal Law of August 15, 1996 No. 114-FZ “On the procedure for exiting and entering the Russian Federation” does not allow a foreign citizen (or stateless person) to enter the territory of the Russian Federation if he/she has not provided a health insurance policy valid in the territory of the Russian Federation. The absence of a health insurance policy valid on the territory of the Russian Federation is regarded as an administrative offense in compliance with Part 1 of Article 18.8 of the Code of Administrative Offenses of the Russian Federation - violation of the rules of entry into the Russian Federation.

7. Medical examination, fingerprint registration and photography of foreign citizens and stateless persons

All foreign citizens and stateless persons arriving into the territory of the Russian Federation must undergo a medical examination, fingerprint registration (fingerprints) and photography. The period for completing these procedures is 90 days from the date of arrival into the territory of the Russian Federation. The following sanctions may be applied to persons who have not completed the established procedures or completed them in violation of the deadline, namely: expulsion from the Russian Federation and a ban on entry for up to 3 years.

Who is exempt from the need to undergo new procedures?

- 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 Russian citizenship;
- foreign citizens - holders of a temporary residence permit, a temporary residence permit for study purposes or a permanent residence permit (TRP, RVPO, VNZH).

Medical examination, fingerprint registration and photography can be done at the address: St. Petersburg, let. B, 10/12 Krasnogo Tekstilshchika st., (entrance No. 2 from the yard). The following documents are required: passport, migration card, visa (if available), detachable section of the arrival notification form, notarized translation of the passport.

8. Temporary residence permit for education

A foreign citizen or stateless person undergoing full-time study under the state-recognized bachelor's degree program, specialist program, master's program, or under the program for training of scientific and scientific-pedagogical personnel in graduate school (postgraduate studies), has the right to apply for a temporary residence permit for education

(abbreviated in Russian as RVPO) at the territorial unit of the Ministry of Internal Affairs of the Russian Federation at the place of registration/study.

RVPO is issued for the period of mastering the above educational programs by foreign students + extra 180 calendar days.

When a foreign citizen or stateless person obtains RVPO, the national passport is stamped accordingly.

In case a foreign citizen or stateless person moves to a part-time study program, or in case of early termination of studies, the previously issued RVPO will be cancelled.

After completing a study period, a foreign citizen or stateless person who has received a RVPO will be able to apply for a permanent residence permit in the Russian Federation within 3 years.

9. Administrative responsibility of foreign citizens and stateless persons

Foreign citizens or stateless persons who have committed crimes, administrative or other offenses on the territory of the Russian Federation are subject to liability on a common basis with citizens of the Russian Federation and may be subject to administrative and/or disciplinary liability, respectively.

The following measures may be applied to foreign citizens or stateless persons who have committed administrative or other offenses on the territory of the Russian Federation, including those who have violated the terms of registration for migration registration, violation of terms of stay, 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, obtain the hard copies, I shall undertake to fulfil the Rules.

Date _____

Signature _____