

SAINT PETERSBURG ELECTROTECHNICAL UNIVERSITY «LETI»

Russia, 197376, St. Petersburg, Prof. Popov str., 5.
International Students Office – office 3423-1 (3 building, 4th floor)
phone / fax: +7 (812) 234 35 53, E-mail: 2343553@mail.ru,
website - www.eltech.ru - Tab “International Students Office” – “Visa, Insurance, Registration”

BASIC RULES OF STAY OF FOREIGN CITIZENS IN RUSSIAN FEDERATION

1. **When crossing the border** of the Russian Federation every foreign citizen (other than c. The Republic of Belarus) must fill (receive) in the **migration card** and have it with you **during your stay in Russia**.
2. A foreign citizen who has arrived to study at the ETU “LETI”, shall, within the **FIRST DAY after arrival** in St. Petersburg provide to the office 3423-1 copies of your **passport, migration card and visa** (if any) for making a migration registration in the Federal Migration Service (FMS) for a period of **90 days (for the visa waiver) or on the validity of the visa**, get a **coupon on migration registration**. For the migration registration you should make a medical insurance at the office 3423-1 or to provide an existing insurance policy, valid on the territory of the Russian Federation for all period of registration.
3. Senior students who **arrived after the holidays** on visa-free entry may receive the migration registration for up to 1 year, depending on the progress of study and tuition fee. You must provide copies of your passport, migration card, the contract for studying to the office 3423-1 during the **FIRST DAY** after arrival in St. Petersburg. For the migration registration you should make a medical insurance at the office 3423-1 or to provide an existing medical insurance, valid on the territory of the Russian Federation for all period of registration.
4. **In case of temporary change of the place of stay** in the Russian Federation (stay in hospital, hotel) it is necessary to provide documents to the office 3423-1 for the resumption of the migration registration **in the FIRST DAY of your return** to the former place of residence. In case of default of these requirements the foreign citizen must leave the Russian Federation.
5. The foreign citizen must **extend period of stay** in the Russian Federation as a student in the ETU “LETI” **not later than 45 days before its termination**. Prolongation is carried by taking into account the academic progress and tuition fees for a period no more than the period of insurance validity.
6. **To make the departure registration from the Russian Federation** a foreign citizen, who is studying in the ETU “LETI”, must address to the office 3423-1 **NO LATER than 3 working days** before the departure date. **After return** to the Russian Federation the foreign citizen is obliged within the **FIRST DAY** from the date of arrival in St. Petersburg to provide in an office 3423-1 documents according to point 2 or point 3 **for implementation of new statement** on migration registration.
7. The foreign citizen, who is studying in the ETU “LETI” has a right to live in university dormitories or private address. In case of living at a private address, the University assists the extension of the period of stay in the territory of the Russian Federation during education period, and the owner of the apartment and the student have to arrange migration registration on their own.
8. The foreign citizen with **expiring passport** is required to renew or replace a passport **no later than 45 days** before the expiration of the period of stay in the Russian Federation. **New passport** must be submitted to the office 3423-1 within two days from the date of receipt of the passport in the territory of the Russian Federation.
9. **In case of loss of national passport, migration card** the foreign citizen is obliged to file a petition in competent authorities. Certificate confirming acceptance of the application of the loss of the passport, the migration card must be provided within one day in the office 3423-1. New passport or other identity document, a new migration card must be submitted to the office 3423-1 within one day from the date of their receipt on the territory of the Russian Federation.
10. **In case of expulsion** in connection with the training termination the period of temporary stay of the foreign citizen in the Russian Federation is reduced. A foreign citizen is obliged to leave the Russian Federation within three days from the date of expulsion. Foreign citizen who has an entry visa must obtain a transit visa.
11. **For infringement of rules** of stay of foreign citizens in accordance with the legislation of the Russian Federation on presentation of the Federal Migration Service in St. Petersburg and the Leningrad region, and by the court are provided a penalty of up to 7 (seven) thousand rubles and **DEPORTATION** from the territory of the Russian Federation **without the right to return** within 5 years.

This document is drawn up in two copies: first copy is in the personal file of a foreign citizen, second copy in the hands of a foreign citizen.

Date

Signature

Last and first name in Russian