

## INFORMATION FOR FOREIGN STUDENTS ARRIVING TO STUDY IN BSUEL

### **Entry into the Russian Federation and initial migration registration**

To enter the Russian Federation you have to submit your valid identity document which is acknowledged by this country (usually a passport) and your visa.

The purpose of your visit (study) must comply with the type of visa granted to you. Our Passport & Visa Service deals only with **student** visas processed in accordance with the University invitations and the invitations of the Ministry of Education and Science of the Russian Federation.

All foreign citizens entering this country are subject to the procedure of initial migration registration, therefore while crossing the state border of the Russian Federation you have to get a migration card with a border crossing mark.

When you arrive to Irkutsk, you must **hand in your documents required for initial migration registration registration to the International Relations Department (building 3, office 201) of BSUEL within one working day!**

Documents you must have for initial migration registration:

1. An original of your identity document (passport) with a pasted single-entry visa.
2. An original of your migration card with a border crossing mark.

After you are registered in the Federal Migration Service, you are allowed to stay in the Russian Federation as long as your **single-entry** visa is valid. In order to continue studying you should extend the period of your stay before the expiration of your visa and obtain a **multiple-entry** visa **a month before the expiration date** of the previous one. If you don't have any reasons to extend the period of your stay you must leave the Russian Federation upon the expiration of the authorized period of stay.

### **Processing of a multiple-entry visa and extension of period of stay in the Russian Federation**

A **multiple-entry visa** and **extension of period of stay** up to one year are granted if you have:

- *a letter of support* from the International Cooperation Department of Ministry of Education and Science — ICD MES (government financing) and *an order of admission for study* or an *order of transfer to the next academic year* or
- *a study contract* along with an order of admission for study or an order of transfer to the next academic year.

In order to apply for a multiple-entry visa and extend the period of stay you should hand in the following documents at the International Relations Department:

1. A copy of your passport and the passport itself. The passport expiration date must exceed or be equal to 18 months. The passport must contain at least

two blank pages for visas;

2. A copy of your valid visa;
3. A copy of the migration card;
4. A copy of the letter of support from ICD MES *or* a copy of your study contract;
5. A multiple-entry visa state duty receipt (1600 rub.);
6. One photo (3x4) on mat surface paper (colored or black-and-white). If you're in glasses on your passport photo, you should also be in glasses on the photo for visa.
7. An original of the tear-off part of the notice form with Federal Migration Service (FMS) stamp certifying the migration registration (registration blank).

### **Documents you must have during your stay in the Russian Federation**

You may stay and move without any restrictions within the Russian Federation if you have the following documents:

1. The passport with a valid visa;
2. The migration card with a border crossing mark;
3. An original of the tear-off part of the notice form with Federal Migration Service (FMS) stamp certifying the migration registration (registration blank).

### **Exit from the Russian Federation and re-entry**

If you leave the Russian Federation without a multiple-entry visa you may re-enter Russia only with a new single-entry visa. Before leaving you must notify the International Relations Department of BSUEL about your departure. Upon the entry into Russia you should go through a procedure of migration registration as described above.

If you have a multiple-entry visa, when you return to Russia (e.g. after vacations) you must **hand in all the documents required for new registration in migration authorities to the International Relations Department within one working day**, namely:

1. An original of your passport with a pasted multiple-entry visa.
2. An original of your migration card with a border crossing mark.

You **must live in the dormitory provided by the university** and after any trip abroad you **must submit the documents for the initial migration registration**. If you have accommodation different from the dormitory, you **must submit a notarized letter of consent or rent agreement** to confirm that you have other accommodation.

### **Loss of passport, registration blank or migration card**

#### **If your passport was lost (or stolen)**

First of all, you should *report to the police* and get an official note certifying the loss of your passport. After that you can apply for a new passport in the Embassy or Consulate of your country.

After having obtained a new passport, you have to hand it in at the International

Relations Department of BSUEL along with the documents required for getting a new visa.

You should also *report to the International Relations Department* of BSUEL and fill in the application for document reissuance, namely, for a migration card and blank of registration reissuance.

### **Responsibility for violation of entry and stay regulations**

In case you:

- came to Russia having violated the procedure of crossing the state border of the Russian Federation;
- were **not registered in time** at the place of your residence;
- **did not leave** upon the expiration of the authorized period of stay in the Russian Federation;
- are **employed illegally**;
- provided **incorrect or false information** about yourself during migration registration

your stay on the territory of the Russian Federation is considered to be illegal in compliance with article 25.10 of the Federal Law No.114-FZ from 15.08.1996 "On the procedure for exit from the Russian Federation and entry into the Russian Federation", and you are personally liable in accordance with the Code of the Administrative Offences of the Russian Federation.

**It is strictly forbidden to work out of the university campus without an official work permission from migration authorities!**

**I'm familiar with the rules and agree to bear personal responsibility for their violation.**

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(name and signature)

### **Contacts**

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