

Registration of Foreign Citizens in the Russian Federation

Notification of Arrival: Foreign nationals who stay in the Russian Federation temporarily must notify the territorial office of the Federal Migration Service within 7 working days from the day of arrival.

All registration procedures are assigned to a host party. Any individual person or legal entity (i.e. any Russian individual or organization) can act as a host party.

It is the responsibility of the foreigners to register their stay at the place where they are going to stay for the night. They are required to notify the territorial department of the Federal Migration Service about their movements across the country, in particular in between the regions. An exception is made for one-day long trips to other places.

The detachable part of the notification form should contain the mark of the territorial department of FMS or a mail service office which have received the completed form. The fact that a foreign national has the detachable part of the Notification with the mark of reception confirms his/her migration registration.

Violation of rules of migration registration shall entail administrative responsibility of a foreign citizen in the form a penalty up to RUR 7,000; further violation within one year shall result in penalty accompanied with expulsion from the territory of the Russian Federation and ban on entry the Russian Federation for the period of up to five years.

Stay of Foreign Nationals in the Russian Federation on a Student Visa

In order to obtain initial migration registration, foreign nationals residing in the University residence halls are required, within 24 hours of their arrival (weekends and holidays exempt), to submit to the International Students Centre of a structural unit of CFU the following documents:

- passport;
- entry visa issued on CFU invitation;
- migration card.

The period of migration registration is determined in accordance with the period of the visa's validity.

Applying for a Multiple-Entry Visa

No less than **30 days** prior to the expiry of the period of stay specified in the initial migration registration in accordance with the period of the visa's validity, foreign nationals are required to submit to the International Students Centre of a structural unit of CFU the following documents:

- passport;
- migration card;
- photocopy of study contract;

photocopy of order on admission to a degree programme (for the first year students);
certificate of enrollment issued by the related University department (for undergraduate students);
valid health insurance certificate;
receipt for payment of the state duty in the amount of RUR 1,600;
6 3X4 matte photos.

Multiple-entry visas are issued for the entire period of studies but for no longer than one year.

Upon obtaining a multiple-entry visa, a foreign national gets registered with the Federal Migration Service for the period of visa's validity.

Extending Your Visa

To extend or renew multiple entry visas, foreign nationals are required to submit, no less than 30 days prior to their previous visa expiry, to the International Students Centre of a structural unit of CFU the following documents as specified in para. 2:

passport;
migration card;
photocopy of study contract;
photocopy of order on admission to a degree programme (for the first year students);
certificate of enrollment issued by the related University department (for undergraduate students);
valid health insurance certificate;
receipt for payment of the state duty in the amount of RUR 1,600;
photos as required.

Change of Place of Residence Subsequent to Registration

In case of any changes in place of residence, including within CFU halls of residence, foreign nationals are required to notify, within two days, Passport and Visa Service of CFU and obtain registration with the Federal Migration Service at the new place of residence.

Change of Migration Status

Should a temporary residence permit, permanent residence permit, or citizenship of the Russian Federation be granted to a foreign national, he/she must then notify, within 24 hours, the International Students Centre of a structural unit of CFU and submit the related documents.

The University monitors all matters related to change of migration status.

National Passport Validity Period

In the event of the expiry of a national passport, a foreign citizen must leave the Russian Federation or, in a timely manner, extend or renew his/her national passport, notifying the International Students Centre of a structural unit of CFU thereof. Upon extending the national passport validity or obtaining a new national passport, a foreign national must submit it to the International Students Centre of a structural unit of CFU for visa renewal (or extension), migration registration and amendment of related documents.

A multiple-entry student visa shall be issued or extended and migration registration shall be granted only upon submission by the applicant of his/her valid passport.

Loss of Documents

In the event of loss of documents (national passport, visa, migration card), a foreign national must **immediately** apply to the police department nearest to the place where the loss occurred or was discovered for obtaining an incident verification form, and notify the International Students Centre of a structural unit of CFU thereof.

De-registration with the State Migration Service

A foreign national is de-registered with the State Migration Service upon submitting to the territorial department of the Federal Migration Service in the Republic of Crimea a notification of graduation from the programme of studies (in the event of a dismissal from the programme of studies – within 3 days of the date of the related Order on Dismissal), or upon obtaining migration registration at a new place of residence in the Russian Federation (hotel, medical treatment institution, etc.)

End of the Academic Programme

After graduation from the programme of studies or dismissal from the University, a foreign national must leave the Russian Federation within the time frame established by law. It is advisable to purchase tickets in advance. The extension of the period of stay for any reasons that are not related to education or not expressly stipulated by law is not permitted.

Healthcare for Foreign Nationals

Foreign nationals receive medical treatment through their individual health insurance purchased by foreign nationals at their own expense.

Labour Activity

The right to exercise a labour activity is subject to the laws of the Russian Federation.

Liability of Foreign Nationals

Foreign nationals will be liable to prosecution for committing any criminal, administrative or other offences in the Russian Federation on the same basis as the nationals of the Russian Federation.

Any violation of rules and regulations governing the stay of foreign nationals in the Russian Federation shall result in the enforcement actions, ranging from **fin**es to **administrative expulsion or deportation**, as provided for by applicable laws of the Russian Federation.