**Rules of stay in the Russian Federation**

**for international visitors of Udmurt State University (UdSU)**

This document has been drawn up on the basis of the following laws of the Russian Federation:

*- The Constitution of the Russian Federation;*

*- Federal Law of 18.07.2006 # 109-FZ "On Migration Registration of Foreign Citizens and Stateless Persons in the Russian Federation";*

*- Federal Law of 15.08.1996 # 114-FZ "On the Procedure for Leaving the Russian Federation and Entering the Russian Federation";*

*- Federal Law of 25.07.2002 # 115-FZ "On the Legal Status of Foreign Citizens in the Russian Federation"*

**IMPORTANT TO KNOW:**

* Migration registration and visa extension are mandatory procedures for international visitors to confirm their legal status in Russia.
* UdSU provides **FREE** support with the initial migration registration, re-registration, submitting application for extending visas and issuing transit visas.
* Each time you leave and re-enter the Russian Federation, your previous Registration becomes **void**, and you have to apply for a new Registration (or undergo **re-registration**). The same rule is applied when you are hospitalized, move to a new place of residence (private apartment, hotel/hostel, university dormitory), travel within Russia.
* At the border control when entering Russia double check that your personal data is indicated correctly in the migration card: *name, date stamp, the purpose of visit* ("study" for students, "work" for international employees, "business" for other guests).
* Keep your migration card, your registration and your passport safe. It will take quite much time to recover the documents if lost. In case of loss or damage please refer to the "Loss or Damage of Documents" section of these Rules.
* UdSU International and Public Relations Office does not provide copy-shop services. Please make sure you have all required copies with you when applying to UdSU Visa and Migration Center of the International Relations Office for registration or visa extension.
* **Foreign citizens or stateless persons who arrived in the Russian Federation for study purposes for a period exceeding ninety (90) calendar days, within ninety (90) calendar days from the date of entry into the Russian Federation, are subject to mandatory state fingerprint registration and photography, as well as passing a medical examination.**

**INITIAL migration registration**

On the day of you arrival in Izhevsk you must inform the Deputy Director for International Relations of the Host Institute of your arrival.

To undergo the initial migration registration, please submit the following documents to the UdSU Visa and Migration Center of the International and Public Relations Office (located at the address **Universitetskaya str., university campus building #1, room 238**):

* passport;
* migration card;
* valid medical insurance (*obligatory*!);
* 2 matte photographs size 3x4 cm.

The above documents will be submitted to the Migration Department of the Ministry of Internal Affairs in the Udmurt Republic for registration. Upon completion of the registration you will be issued a detachable part of the notification of the arrival, called the ***Registration Slip***.

**IMPORTANT:** In case of immigration inspections held by the Migration Department of the Ministry of Internal Affairs in the Udmurt Republic you are obliged, at the first request of law enforcement officials, to show your registration slip, national passport and migration card.

**registration**

**in case of residence address Change**

According to the Russian legislation all international visitors are subject to **registration** strictly **under the actual address of their stay** in Russia.

If you decide to move to **a private apartment** (own, rent or stay by friends or relatives), it is the legal responsibility of the **owner of the apartment to secure their registration** in this apartment each time it is required (check-in and each re-entry to Russia).

When moving to an apartment or to another UdSU dormitory, you need to submit an application to the Dean’s Office at the Host Institute at least **2 working days** in advance, to notify the administration of the current dormitory and submit a copy of the rental agreement at the UdSU Visa and Migration Center. Then the UdSU Visa and Migration Center provides you with an UdSU **letter of support** addressed to the Migration Department of the Ministry of Internal Affairs in the Udmurt Republic and to be given to the owner of the apartment.

The registration at the address of stay must be done by the owner of the apartment within **7 working days** from the date of moving to the apartment. After receiving a new registration, the international students must immediately submit it to the UdSU Visa and Migration Center.

When moving **to another UdSU dormitory**, you should submit to the UdSU Visa and Migration Center the following documents for migration registration under a new address of stay:

* confirmation letter from the Dormitory administration stating the date and the dormitory where you will move to;
* passport;
* migration card;
* Registration Slip.

**Re-registration**

**after travelling within or outside Russia**

In case of travelling to other parts of Russia or abroad, you should submit to the Deputy Director for International Relations of the Host Institute an **application** 2 working days before the trip. Upon returning from a trip, the Deputy Director for International Relations of the Host Institute should be notified about your arrival. To undergo the re-registration procedure the following documents should be submitted to the UdSU Visa and Migration Center (office 238? Campus bld. 1):

* passport;
* migration card;
* Registration Slip;
* travelling tickets.

**re-registration**

**after hospital treatment**

In case of hospitalization you should inform about it the Deputy Director for International Relations of the Host Institute and the UdSU Visa and Migration Center. **On the day of discharge from the hospital or on the next working day**, to undergo the re-registration procedure the following documents should be submitted to the UdSU Visa and Migration Center:

* passport;
* migration card;
* Registration slip.

**application**

**for visa extension**

The visa received to come to Russia is a single entry visa and is valid for up to 90 days. To apply for a visa extension you should submit the following documents to the UdSU Visa and Migration Center **45 days before the expiration of the visa**:

* passport + of all pages of the passport;
* copies of the passport pages with the photo and a valid visa;
* migration card;
* a receipt confirming payment of the state duty for issuing a multiple-entry visa in the amount of 1600 rubles;
* 1 photo size 3x4 cm;
* valid medical insurance;
* document confirming the mandatory state fingerprint registration and photography is passed;
* confirmation from the institute that proves the absence of academic/financial debts.

The new visa is a multiple-entry study visa and is valid for up to one year.

**Completion of studies or expulsion from the university,**

**granting academic leave**

In case of completion/termination of studies, granting an academic leave, you should submit to the Dean’s Office of the Host Institute **a departure application**, and also provide a duly signed **clearance paper** to UdSU Visa and Migration Center.

According to the Russian legislation, foreign citizens are obliged to leave the Russian Federation within **three days** from the date of the decision to reduce the period of temporary stay. To leave the Russian Federation, you need to apply for a transit visa by submitting the following documents to the UdSU Visa and Migration Center:

* passport + copies of all pages of passport;
* copies of the passport pages with the photo and a valid visa;
* migration card;
* receipt of payment of the state duty for a transit visa in the amount of 1000 rubles;
* 1 photo size 3x4 cm;
* travelling tickets.

**Change of the migration status**

When changing the migration status (obtaining temporary asylum in the Russian Federation, political asylum in the Russian Federation, granting refugee status, obtaining a temporary residence permit, residence permit, citizenship of the Russian Federation), you should to notify about it the UdSU Visa and Migration Center **within one day** and submit confirmation documents.

**Loss or damage of documents**

In case of loss or damage of your critical documents (passport, visa, migration card, registration slip), you should immediately notify the UdSU Visa and Migration Center to obtain advice on the procedure for restoring documents.

In case of loss or damage of your migration card, within 3 days apply for a duplicate of the migration card at Migration Department of the Ministry of Internal Affairs in the Udmurt Republic at the following address: Izhevsk, Voroshilov str., bld.23, office 6.

**IMPORTANT:** failure to immediately report to the Police the loss/theft of any of these documents is a breach of the migration law that may result in a fine and/or deportation and a re-entry ban.

**Employment of international students**

Foreign citizens who arrive in the Russian Federation for the purpose of studies do not have the right to carry out labor activities, except for the following cases:

1. students studying in the Russian Federation in professional educational organizations, educational organizations of higher education and scientific organizations and performing work (providing services) during their holidays;

2. studying in the Russian Federation in professional educational organizations, educational organizations of higher education and scientific organizations and working in their free time from study in those educational and scientific organizations where they study;

3. full-time students studying in the Russian Federation in professional educational organizations, educational organizations of higher education or scientific organizations and working in their free time from study.

To obtain a work permit, you must independently apply the Migration Department of the Ministry of Internal Affairs in the Udmurt Republic (Labor migration office) at the following address: Izhevsk, Voroshilov str., bld. 23, office 1.

**LIABILITY AND PUNISHMENT**

**FOR VIOLATION OF THE RULES OF STAY IN THE RUSSIAN FEDERATION**

All foreign students, including students from the CIS countries, entering Russia, are required to comply with the rules of the migration legislation of the Russian Federation.

If you violate rules of entry in the Russian Federation, migration registration rules, the procedure for choosing a place of stay or residence, rules of transit through the territory of the Russian Federation by failure to notify confirmation of your residence in the Russian Federation, you will be imposed a fine in the amount between 2000 and 5000 rubles with deportation from the Russian Federation.

If you violate the rules of stay or residence in the Russian Federation, expressed in the absence of documents confirming the right to stay or reside in the Russian Federation, or in the case of the loss of such documents, or failure to submit an application for their loss to the relevant authority or in evading departure from the Russian Federation after a certain period of stay and provided you are not charged with a criminal offence, you will be imposed a fine in the amount between 2000 and 5000 rubles with deportation from the Russian Federation.

If you perform the activity that does not correspond with the declared purpose of entry into the Russian Federation, you will be imposed a fine in the amount between 2000 and 5000 rubles with deportation from the Russian Federation.

Hereby I confirm that I have read the rules and received a copy of these Rules

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Last name, First name Signature Date

**Contact information:**

UdSU Visa and Migration Center of the International and Public Relations Office

Universitetskaya str., campus building #1, office #238

Tel. (3412) 917-359

E-mail: interdoc@udsu.ru

VKontakte: <https://vk.com/id550570536>

*Office working hours:*

Mon-Thur 09:00 - 16:00

Friday 09:00 - 12:00

Lunch break 12:15 -13:00