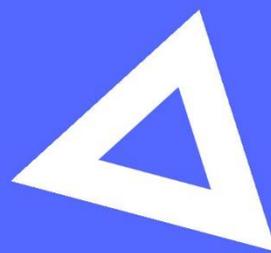


# EDUCATION IN RUSSIA



## User guide

Applicant



# 1 G

## e 1.1 Registering for the site n

e To sign up, go to the main page of the website, <https://education-in-russia.com/> and click  
Register.

a  
l

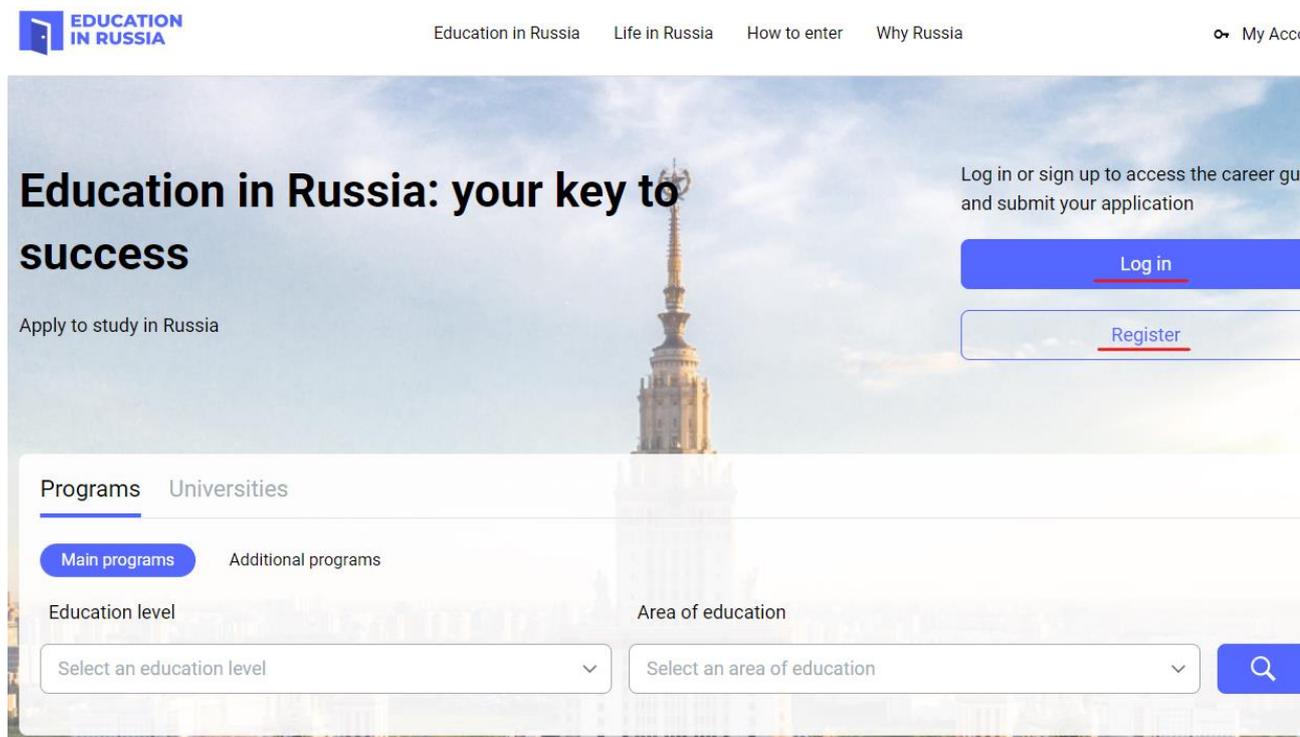


Figure1.1— Education in Russia website

Complete each of the following fields on the registration form:

- Surname (in Latin letters)
- First name (in Latin letters)
- Select the country from which you are submitting your application
- Enter your email address
- Create a password
- Confirm your password
- Enter the code from the picture
- Tick the boxes that indicate your consent to the processing of your personal data and use of cookie files

Click **Register** (Figure 1.1)

After registering, you will receive a confirmation email. Click on the link in that letter.

## Registration

Registration via:



Last name

First name

Country

Email

Password

Password confirmation

Enter code



Another code



Listen to code

I agree to the processing of my personal data

I agree to the use of cookies

Register

Figure 1.2 — Registering on the website

### 1.2 Logging in to your personal account

Only registered users can log into a personal account.

To enter your personal account, go to <https://education-in-russia.com/> (Figure 1 .1) and click

**Log in.**

A login window will appear, allowing you to enter your email and password (see Figure 1 .3).



## Sign in

Authorization via:



Email

Password

Remember Me

[Forgot password?](#)

Sign in

Don't have an account? [Register](#)

Figure 1.3 — Login and password window

After entering your email address and password, your user data will be displayed on <https://education-in-russia.com/>(Figure 1.4).

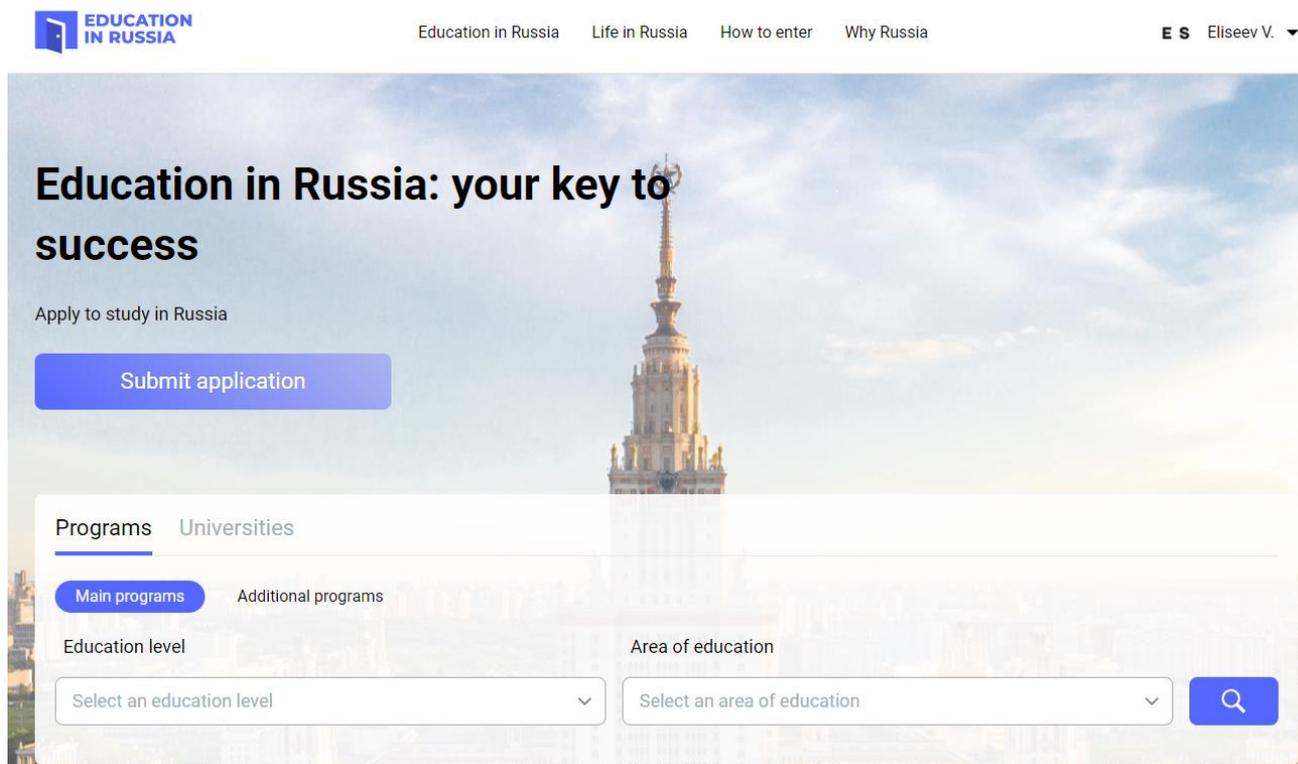


Figure 1.4 — EDUCATION IN RUSSIA after entering the personal account

### 1.3 Main menu of the personal account

Access the main menu of your personal account by pressing the ▼ button next to your surname and avatar on <https://education-in-russia.com/> (Figure 1.5 — Applicant main menu on EDUCATION IN RUSSIA)

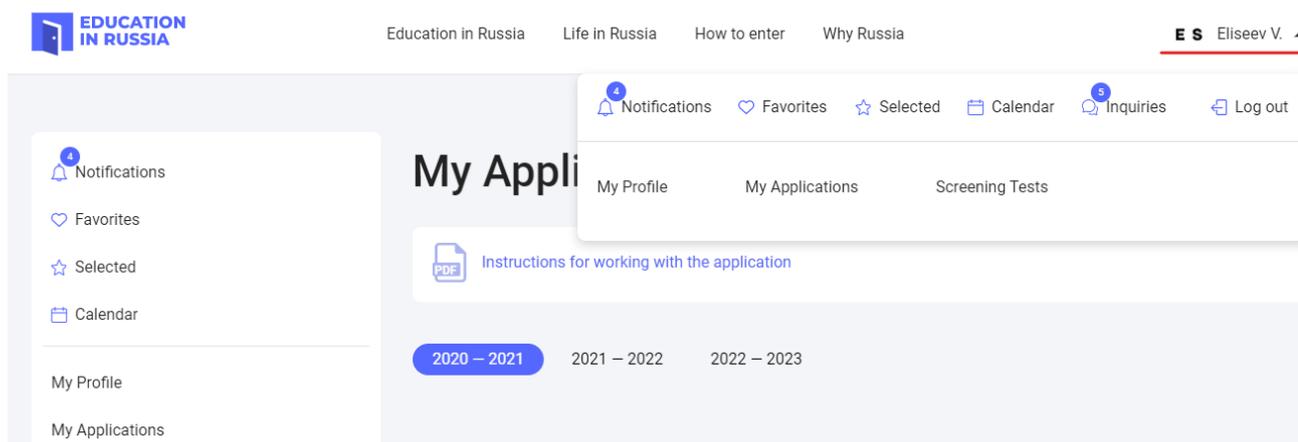


Figure 1.5 — Applicant main menu on EDUCATION IN RUSSIA

You can use the main menu of your personal account to access the following sections:

- My Profile
- My Applications
- Screening Tests
- Appeals

- Services

The main menu can also take you to the following pages:

- User notifications
- Favorite programs and universities
- Selected universities for your study program
- Calendar
- Inquiries

## 2

The following section describes the process for creating and submitting applications for those interested in studying at a Russian educational institution.

### 2.1 Viewing your applications

When you log in to the system you will be taken to the My Applications page (Figure 2.2).

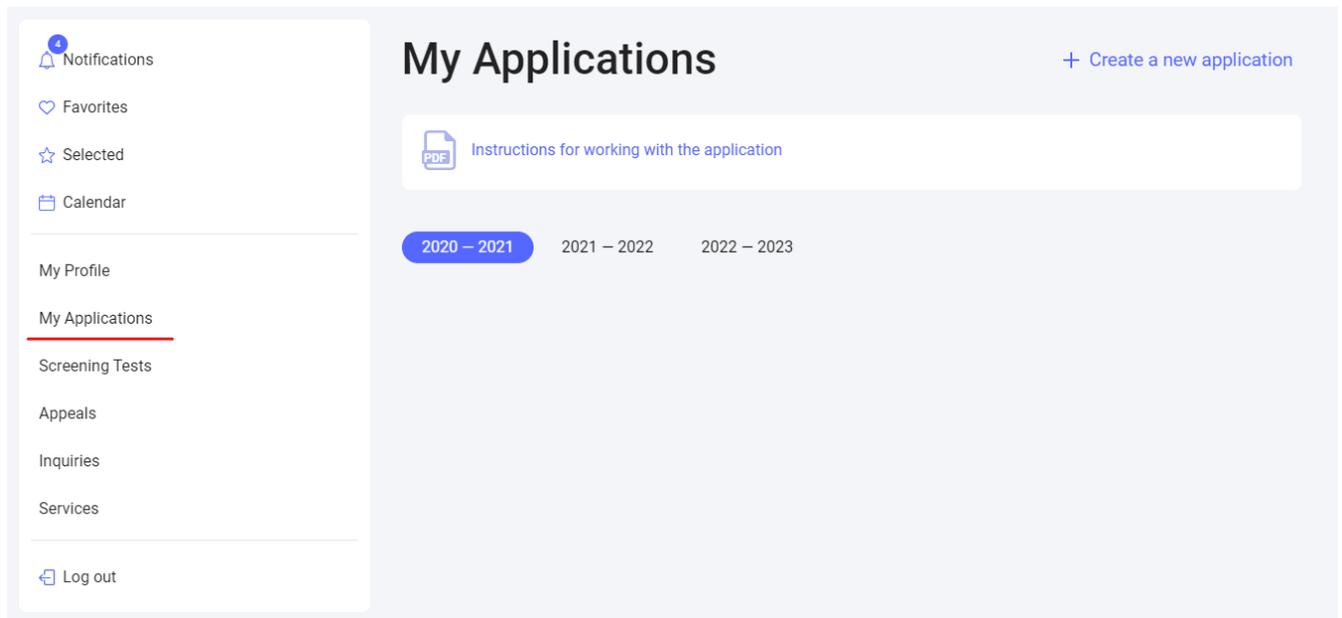


Figure 2.2 — The My Applications page

Your created applications will be displayed on the My Applications page.

You can view your application by clicking on the Application ID (Figure 2.2).

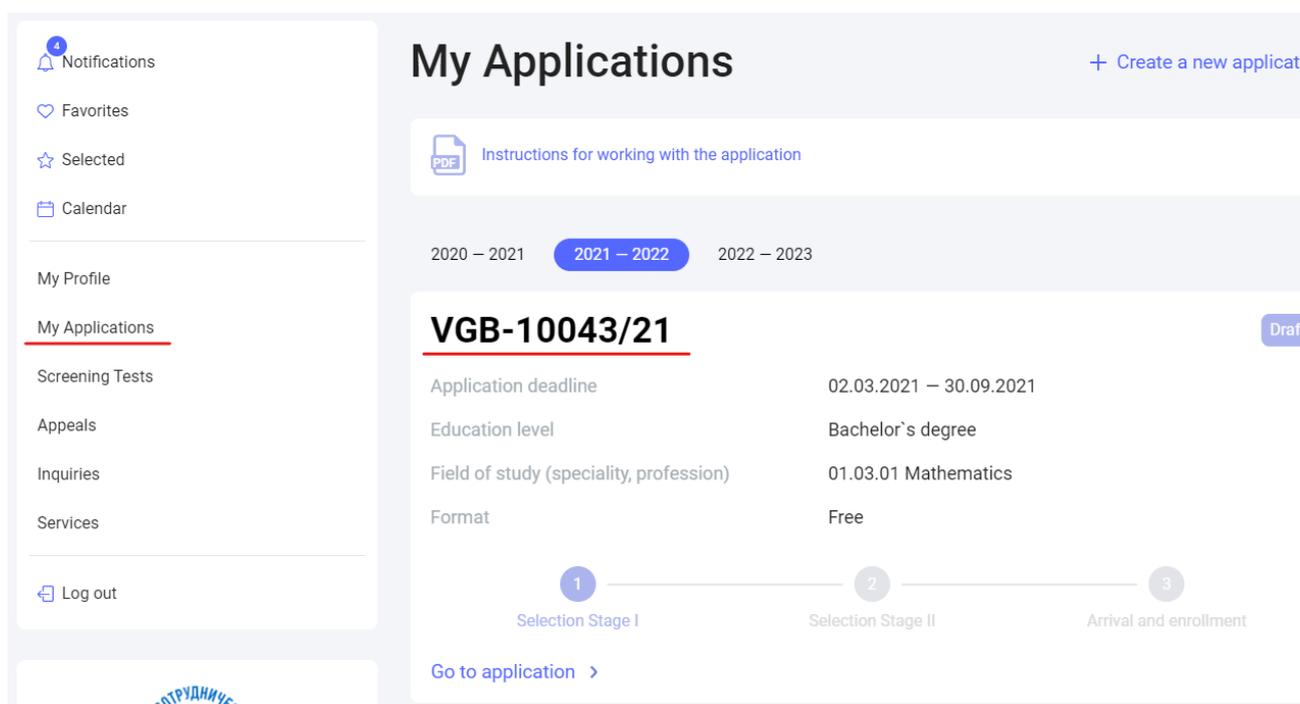


Figure 2.2 — The application displayed in the My Applications section

You can also view your archived applications, but you will not be able to edit them (alter information, upload documents, or delete documents).

## 2.2 Creating an application

To apply for a Russian university:

1. enter your personal information;
2. complete an application and choose a preferred educational program and educational organizations;
3. print the completed application, sign it, scan it, and re-upload the signed application;
4. attach the required application documents and any additional documents;
5. submit the application for review.

You can create an application on the My Applications page <https://education-in-russia.com/settings/profile/applications>. To create an application, click "Create a new application" on the right side of page title (Figure 2.3).

If you have already created an application for tuition-free study, a notification will appear, saying that a similar application has already been created and you will only be allowed to submit one application for tuition-free study (Figure 2.3).

When you click "Create a new application", a new application is added to your My Applications screen. Each application has a unique Application ID. The application is marked as a Draft.

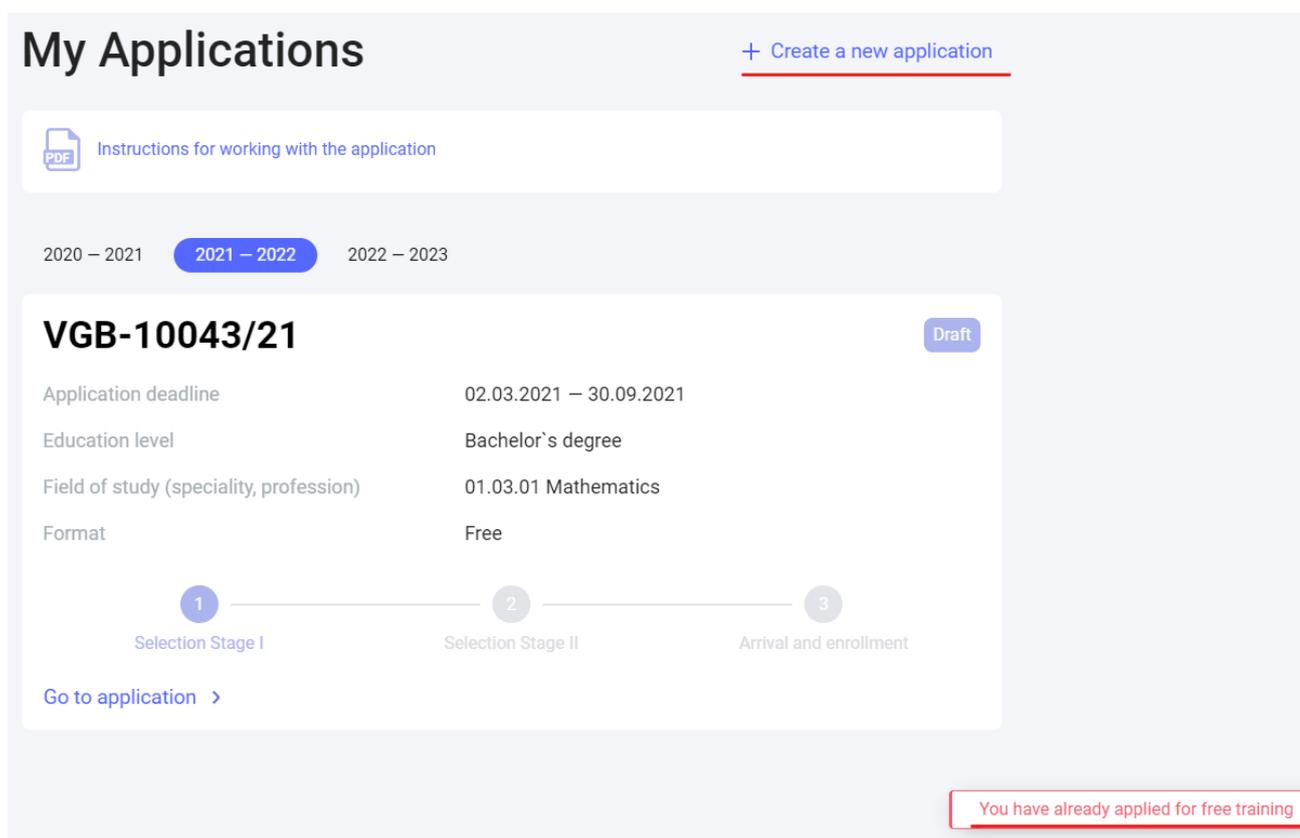


Figure 2.3 — Creating a new application on the My Applications page

If you click "Withdraw application", you are choosing to remove yourself from the competitive selection process.

Clicking on the Application ID (Figure 2.2) will take you to the Form tab, where detailed information about your application is displayed (Figure 2.4).

### 2.3 Editing information in the Form section

The Edit button in the Form section can only be used for drafts and applications that have been "returned for revision".

To edit the form, open the Form tab in the application and click the Edit button (see Figure 2.4).

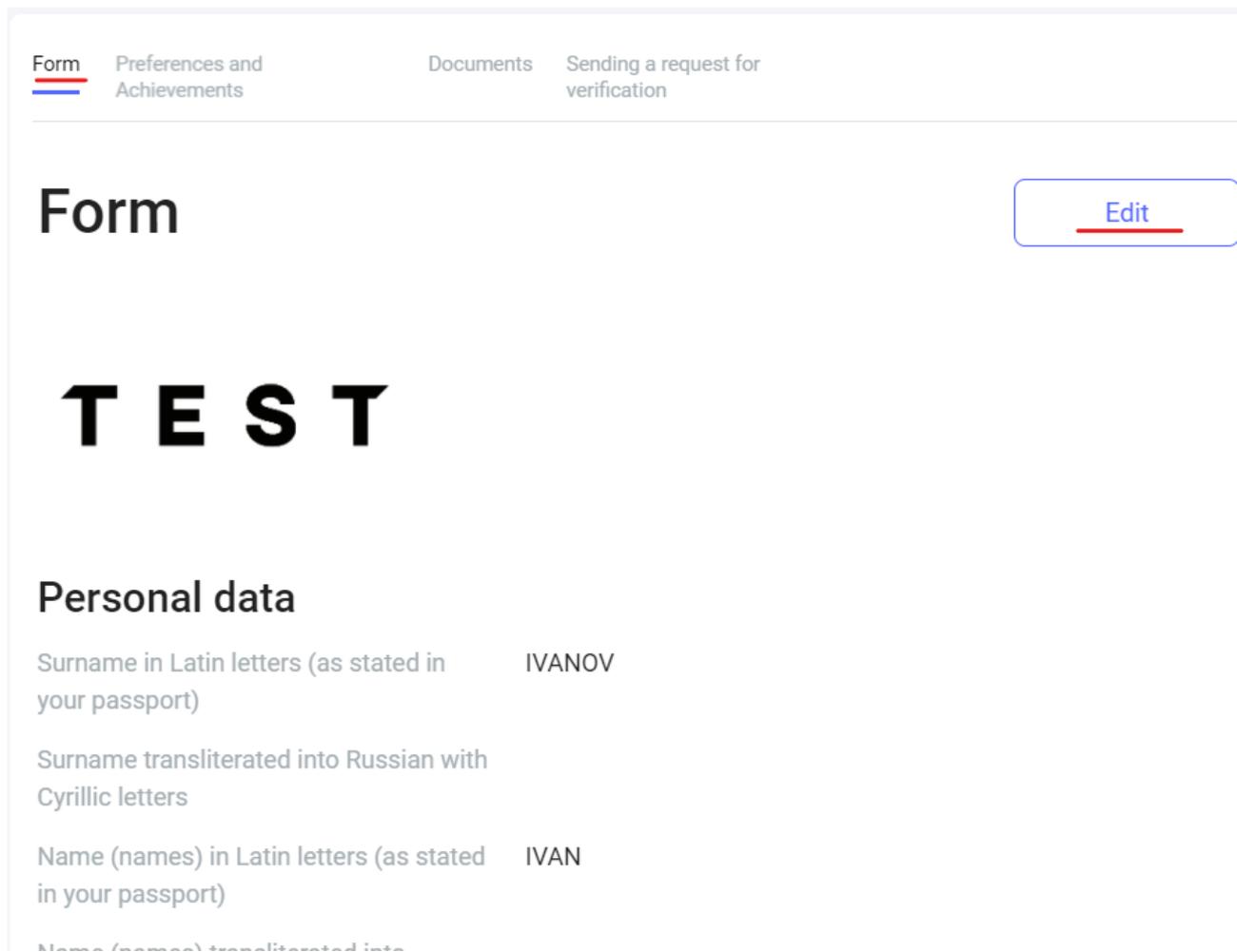


Figure 2.4 — Editing the application

If you haven't entered any data in your profile, the form in the application will be empty. Pressing the Edit button will allow you to edit the form (Figure 2 ).

# Form

# TEST

## Personal data

Surname in Latin letters (as stated in your passport)\*

IVANOV

Surname transliterated into Russian with Cyrillic letters

СМИРНОВ

Name (names) in Latin letters (as stated in your passport)\*

IVAN

Name (names) transliterated into Russian with Cyrillic letters

Figure 2.5 — Inserting information

You must provide your personal information. Fields marked with an asterisk (\*) are required. Press "Save" or "Next" at the bottom of the page to save any completed fields (see Figure 2.).

The screenshot shows a form with the following elements:

- Email address\***: A text input field with the placeholder text "Enter your email address".
- Stateless person**: A checkbox that is currently unchecked.
- Citizenship (place of permanent residence)\***: A dropdown menu with "Australia" selected and a downward arrow on the right.
- Date of birth\***: A text input field with the placeholder text "Indicate your date of birth" and a calendar icon to its right.
- + Add a representative**: A blue link text.
- Buttons**: Three buttons are located at the bottom: "Cancel" (white with blue border), "Save" (blue with white text and a red underline), and "Next" (blue with white text and a red underline).

Figure 2.6 — Continue filling out the application

The Save button saves the applicant's information.

The Next button, saves your completed information and takes you to the next stage of the application in the Preferences and Achievements tab (see Figure 2.).

## 2.4 Completing the Preferences and Achievements section

The Edit button in the Form section can only be used for drafts and applications that have been "returned for revision". If the application has a different status, only the preferential order of universities can be changed.

When the applicants click "Edit", they will be able to edit their preferences (Figure 2.).

Form   Preferences and Achievements   Documents   Sending a request for verification

# Preferences and Achievements

## Educational program

Format\*

Full-time

Education level\*

Bachelor`s degree

Field of study (speciality, profession)\* ?

01.03.01 Mathematics

## List of universities

**i** Select six universities according to your order of preference. The university in first place should be your first choice and the university in sixth place should be your last choice. This order will be taken into consideration when your application is being processed. You cannot choose more than two universities in Moscow, two universities in St. Petersburg, or three universities in a single federal district.

Figure 2.7 — Preferences and Achievements

General procedure for completing the preferences section:

- select the learning format from the drop-down menu;
- select the education level from the drop-down menu.

If selecting postgraduate studies, assistant internship, or residency, you must also complete the Research Subject field.

If selecting Additional Vocational Training, the following fields will appear:

- semester — drop-down menu;
- duration of program.

General steps for all education levels:

- select the field of study;
- select 1 to 6 universities;

- indicate your foreign language proficiency. You must provide information on your Russian language proficiency;
- tick the box if you will need to apply for a preparatory course;
- provide information about any achievements in student competitions that might give you a competitive advantage (press +Add);
- attach a file confirming your achievement. This file will also appear on the Documents tab in the Other Documents section;
- provide information about your athletic achievements (press +Add);
- attach a file confirming your achievement. This file will also appear on the Documents tab in the Other Documents section;
- indicate whether or not you will accept a tuition-paying placement if you are not provided a tuition-free placement by quota.

After providing all of the necessary information, press "Next". Your data will be saved and you will proceed to the Documents tab. You can also press "Save" to save and view the information that you have provided.

## 2.5 Attaching documents to the application

Form Preferences and Achievements Documents Sending a request for verification

# Documents

**i** Supported file formats: .jpeg, .jpg, .png, .pdf

The size of each file should not exceed 10 Mb

All files combined must not weigh more than 60 Mb

## Consent to the processing of personal data [?](#)

Print consent

Select a file

2021-09-01 13:12:12 TEST.pdf

## Required documents for Selection Stage I

Documents confirming knowledge of the Russian language [?](#) [+ Upload a file](#)

Scanned Copy of the Original Document

01.09.2021 TEST.pdf

Figure2.8 — The Documents tab

The Documents tab allows you to attach or delete documents (see Figure 2 .).

Document requirements:

- files cannot be larger than 10 Mb;
- acceptable formats: .jpeg, .png, .pdf.

To attach a document, click on the corresponding field, then select the file on your computer.

If you have already submitted an application, you can attach documents from your previous application. This will only work for documents used in a previous application.

To delete a file, click on the X next to the file name. When you click on the X, you will be asked to confirm that you'd like to delete the file or cancel your action.

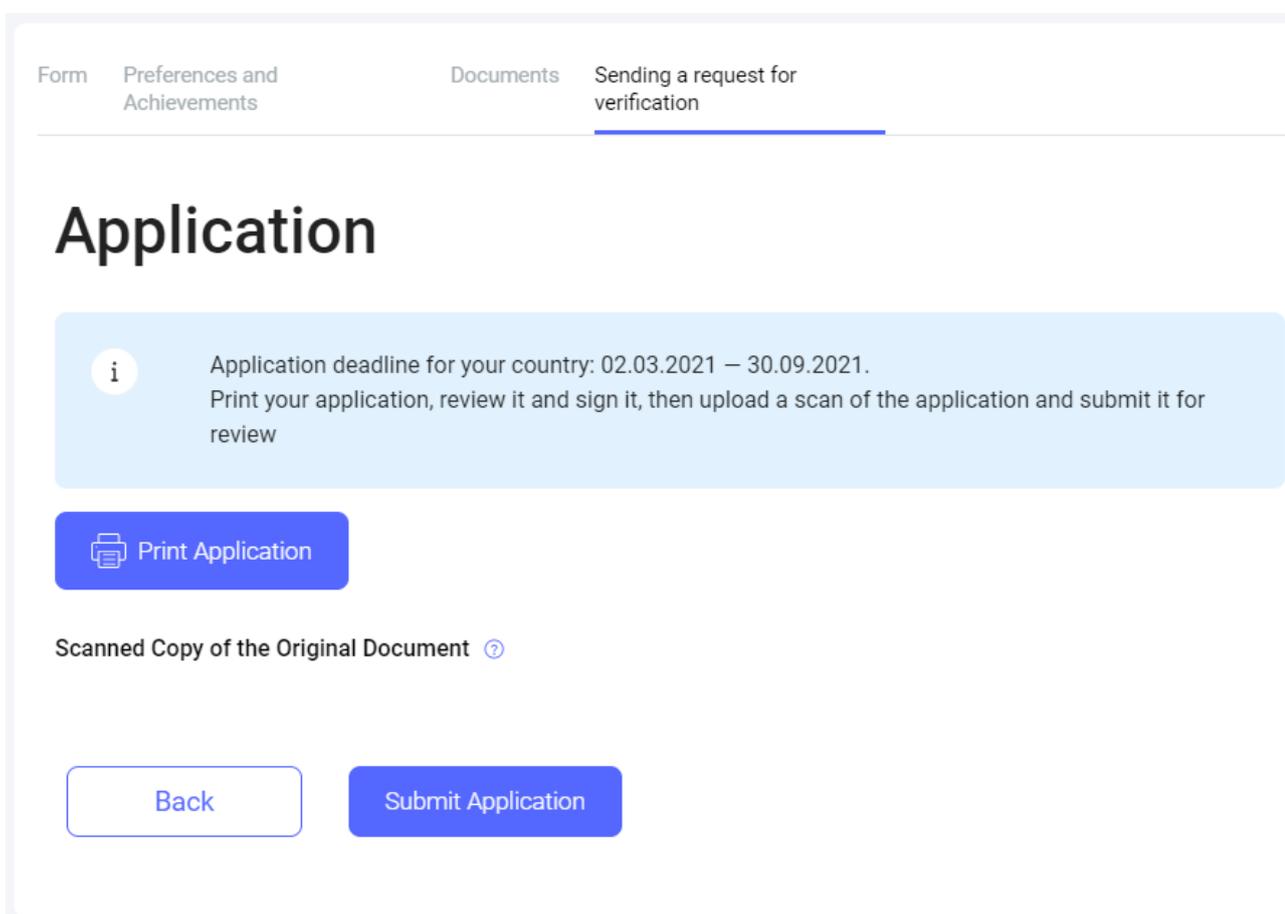
After uploading all of the necessary documents, press "Next". Your data will be saved and you will be redirected to the Submit for Review tab (Figure 2.).

## 2.6 Submitting an application for review

You will be able to print your application once:

- all required fields have been completed;
- all required documents have been uploaded;
- applications are open for your country.

When you proceed to the Submit for Review tab, the system will automatically verify that you have completed all of the required fields:



The screenshot shows a web interface for submitting an application. At the top, there are four tabs: 'Form', 'Preferences and Achievements', 'Documents', and 'Sending a request for verification'. The 'Sending a request for verification' tab is active and underlined. Below the tabs, the main heading is 'Application'. A light blue information box contains an information icon (i) and the text: 'Application deadline for your country: 02.03.2021 – 30.09.2021. Print your application, review it and sign it, then upload a scan of the application and submit it for review'. Below this box is a blue button with a printer icon and the text 'Print Application'. Underneath is the text 'Scanned Copy of the Original Document' followed by a question mark icon. At the bottom are two buttons: 'Back' (white with blue border) and 'Submit Application' (solid blue).

Figure 2.9 — The **Submit for Review** tab

You will be allowed to print your application once all of the required documents have been uploaded and the required fields have been completed.

You can download a PDF version of your application by clicking the Print Application button on the Submit for Review tab. The Print Application button will generate a completed application, which can then be printed or downloaded.

Click "Scanned Copy of the Original Document" to upload the signed document.

When you click "Submit Application", you will be asked to confirm your submission.

Once you confirm your submission, the application status will change to "Under review".

## **2.7 Withdrawing an application from competitive selection**

On the My Applications section, you can withdraw an application by clicking "Withdraw Application" on any application that has not already been withdrawn.

When you click "Withdraw", you will be asked to confirm your action and will also receive information about the consequences of withdrawing an application.

If a foreign citizen still chooses to withdraw their application, their application status will be changed to "Withdrawn". The application will still be available on My Applications.

If a foreign citizen decides not to withdraw their application, the application status will not change.

If you withdraw your application, you will no longer be allowed to edit that application (documents can no longer be uploaded or deleted, the form and application cannot be changed).

### 3 How to complete the form

#### 3.1 "Personal Data"

##### 3.1.1 Surname in Latin letters (as stated in your passport)

1. Mandatory field: Yes.
2. Allowed symbols:  
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz .-
3. To complete: this should be the passport you plan to use when entering Russia.
4. Example:

Surname in Latin letters (as stated in your passport)\*

SMIRNOV

##### 3.1.2 Surname transliterated into Russian with Cyrillic letters

1. Mandatory field: No.
2. Allowed symbols:  
АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ  
абвгдеёжзийклмнопрстуфхцчшщъыьэюя .-
3. To complete: this is the notarized translation of an official document (passport) into Russian; the field can be completed or changed by a representative of Rossotrudnichestvo in the candidate's country.
4. Example:

Surname transliterated into Russian with Cyrillic letters

СМИРНОВ

##### 3.1.3 Name (names) in Latin letters (as stated in your passport)

1. Mandatory field: Yes.
2. Allowed symbols:  
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz .-
3. To complete: this should be the passport you plan to use when entering Russia.
4. Example:

Name (names) in Latin letters (as stated in your passport) \*

IVAN

### 3.1.4 Name (names) transliterated into Russian with Cyrillic letters

1. Mandatory field: No.

2. Allowed symbols:

АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ

абвгдеёжзийклмнопрстуфхцчшщъыьэюя .-

3. To complete: this is the notarized translation of an official document (passport) into Russian; the field can be completed or changed by a representative of Rossotrudnichestvo in the candidate's country.

4. Example:

Name (names) transliterated into Russian with Cyrillic letters

ИВАН

### 3.1.5 Patronymic or middle name (if applicable) transliterated into Russian with Cyrillic letters

1. Mandatory field: No.

2. Allowed symbols:

АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ

абвгдеёжзийклмнопрстуфхцчшщъыьэюя .-

3. To complete: this is the notarized translation of an official document (passport) into Russian; the field can be completed or changed by a representative of Rossotrudnichestvo in the candidate's country.

4. Example:

Patronymic or middle name (if applicable) transliterated into Russian with Cyrillic letters

ИВАНОВИЧ

### 3.1.6 Place of birth (as stated in your passport)

1. Mandatory field: Yes.

2. Allowed symbols:

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ

абвгдеёжзийклмнопрстуфхцчшщъыьэюя

1234567890 ,.-\_ / \ # % " < > ! ?

3. To complete: this should be the passport you plan to use when entering Russia.

4. Example:

Place of birth (as stated in your passport) \*

Г. МОСКВА / RUSSIA

### 3.1.7 Date of birth

1. Mandatory field: Yes.

2. Allowed symbols:

0123456789

Enter date in the DD.MM.YYYY format or use the calendar.

3. To complete: this should be the passport you plan to use when entering Russia.

4. Example:

Date of birth \*

17.10.1985



### 3.1.8 Sex

1. Mandatory field: Yes.

2. Select a value from the list.
3. Example:

Sex\*

### 3.1.9 Family status

1. Mandatory field: Yes.
2. Select a value from the list.
3. Example:

Family status\*

### 3.1.10 Compatriot status

1. Mandatory field: No.
2. To complete: click on the hint icon to learn more about compatriot status If you have this status, be sure to upload a document confirming your status on the Document tab in the relevant section.

### 3.1.11 Refugee status

1. Mandatory field: No.
2. To complete: complete this field if you have this status in Russia.

### 3.1.12 I am a stateless person

1. Mandatory field: No.
2. To complete: complete this field if you are not a citizen of any country.

### 3.1.13 Citizenship

1. Mandatory field: Yes, if you did not indicate that you are a stateless person.
2. Select a value from the list.
3. To complete: check your passport. Specify all of the countries in which you have citizenship.
4. Example:

I am not a citizen of any country

Citizenship (place of permanent residence)\* 

Austria 

[+ Add](#) [- Delete](#)

### 3.2 "Visa Details"

#### 3.2.1 Visa required

1. Mandatory field: No, but you must select either "Visa required" or "Visa not required".
2. To complete: complete this field if you do not have a valid Russian visa and a visa is required for citizens of your country to enter Russia.

#### 3.2.2 Country of visa issue (country of permanent residence)

1. Mandatory field: Yes, if you require a visa to enter Russia.
2. Select a value from the list.
3. To complete: select the country of which you are a citizen If you are a stateless person, specify the country in which you live.
4. Example:

Country of visa issue 

Select your co... 

#### 3.2.3 City of visa issue

1. Mandatory field: Yes, if you have specified the country in which you will be obtaining the visa
2. Select a value from the list.
3. To complete: select the city in your country in which it will be the most convenient for you to obtain a visa.
4. Example:

Country of visa issue 

City of visa issue

### 3.2.4 Visa not required

1. Mandatory field: No, but you must select either "Visa required" or "Visa not required".
2. To complete: complete this field if a visa is not required for citizens of your country to enter Russia, if you have a valid visa to enter Russia, if you have a temporary residence permit in Russia, or if you have a residence permit in Russia.

### 3.2.5 Date of current visa issue

1. Mandatory field: No.
2. Allowed symbols:  
0123456789  
Enter date in the DD.MM.YYYY format or use the calendar.
3. To complete: check your currently active Russian visa
4. Example:

Date of issue

### 3.2.6 Visa expiration date

1. Mandatory field: No.
2. Allowed symbols:  
0123456789  
Enter date in the DD.MM.YYYY format or use the calendar.
3. To complete: check your currently active Russian visa.
4. Example:

Date of expiry

### 3.2.7 Place of current visa issue

1. Mandatory field: No.

2. Allowed symbols:

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ

абвгдеёжзийклмнопрстуфхцчшщъыьэюя

1234567890 ,.-\_ / \ # % " < > ! ? №

3. To complete: check your currently active Russian visa.

4. Example:

Place of receipt

MOSCOW

### 3.2.8 Date of temporary residence permit issue

1. Mandatory field: No.

2. Allowed symbols:

0123456789

Enter date in the DD.MM.YYYY format or use the calendar.

3. To complete: check your temporary residence permit.

4. Example:

Date of issue

11.08.2021



### 3.2.9 Expiration date of your temporary residence permit

1. Mandatory field: No.

2. Allowed symbols:

0123456789

Enter date in the DD.MM.YYYY format or use the calendar.

3. To complete: check your temporary residence permit.

4. Example:

Date of expiry

13.08.2021



### 3.2.10 Temporary residence permit number

1. Mandatory field: No.

2. Allowed symbols:

1234567890 ,.-\_ / \ # % " < > ! ? №

3. To complete: check your temporary residence permit.

4. Example:

Series and number

43750|

### 3.2.11 Date of residence permit issue

1. Mandatory field: No.

2. Allowed symbols:

0123456789

Enter date in the DD.MM.YYYY format or use the calendar.

3. To complete: check your residence permit.

4. Example:

Date of issue

11.08.2021



### 3.2.12 Residence permit expiration date

1. Mandatory field: No.

2. Allowed symbols:

0123456789

Enter date in the DD.MM.YYYY format or use the calendar.

3. To complete: check your residence permit.

4. Example:

Date of expiry

13.08.2021



### 3.2.13 Full residence permit number

1. Mandatory field: No.

2. Allowed symbols:

1234567890 ,.-\_ / \ # % " < > ! ? №

3. To complete: check your residence permit.

4. Example:

Series and number

91 №3223325

### 3.3 Candidate's passport details

#### 3.3.1 Passport number

1. Mandatory field: Yes.

2. Allowed symbols:

0123456789 ,.-\_/#%<>!?№

3. To complete: this should be the passport you plan to use when entering Russia.

4. Example:

Passport number\*

72 2552255

#### 3.3.2 Date of passport issue

1. Mandatory field: Yes.

2. Allowed symbols:

0123456789

Enter date in the DD.MM.YYYY format or use the calendar.

3. To complete: this should be the passport you plan to use when entering Russia.

4. Example:

Date of issue\*

11.08.2021



#### 3.3.3 Valid through (passport expiration date)

1. Mandatory field: Yes.

2. Allowed symbols:

0123456789

Enter date in the DD.MM.YYYY format or use the calendar.

3. To complete: check the passport you are planning to use to enter Russia or use the date on which you expect to change official documents.
4. Example:

Date of expiry\*

14.08.2021



### 3.4 "Residential Address"

#### 3.4.1 Country

1. Mandatory field: Yes.
2. Select a value from the list.
3. To complete: check the residence address indicated in the passport you are planning to use to enter Russia.
4. Example:

Country\*

Russia



#### 3.4.2 Postcode

1. Mandatory field: Yes.
2. Allowed symbols:  
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz  
АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ  
абвгдеёжзийклмнопрстуфхцчшщъыьэюя  
0123456789 .,:- \_#%"<>!/?+/(.)№[]={}&|\*\
3. To complete: check the residence address indicated in the passport you are planning to use to enter Russia.
4. Example:

Postcode\*

117292

### 3.4.3 Region/state

1. Mandatory field: Yes.

2. Allowed symbols:

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ

абвгдеёжзийклмнопрстуфхцчшщъыьэюя

0123456789 .,:- \_#%"<>!/?+()№[]= {}&|\*\

3. To complete: check the residence address indicated in the passport you are planning to use to enter Russia.

4. Example:

Region/state\*

Moscow

### 3.4.4 City/town

1. Mandatory field: Yes.

2. Allowed symbols:

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ

абвгдеёжзийклмнопрстуфхцчшщъыьэюя

0123456789 .,:- \_#%"<>!/?+()№[]= {}&|\*\

3. To complete: check the residence address indicated in the passport you are planning to use to enter Russia.

4. Example:

City/town\*

Moscow

### 3.4.5 Street, house, building, apartment

1. Mandatory field: Yes.

2. Allowed symbols:

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ

абвгдеёжзийклмнопрстуфхцчшщъыьэюя

0123456789 .,:- \_#%"<>!/?+()/№[]={}&|\*\

3. To complete: check the residence address indicated in the passport you are planning to use to enter Russia.

4. Example:

Street, house, building, apartment \*

Profsoyusnaya st., 4, 1

### 3.5 "Educational Information"

#### 3.5.1 Highest level of education (or current level)

1. Mandatory field: Yes.

2. Select a value from the list.

3. To complete: choose the education level at which you would like to study in Russia

4. Example:

Highest level of education received (or current level) \*

Internship

#### 3.5.2 Name of the educational institution from which you graduated

1. Mandatory field: Yes.

2. Allowed symbols:

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ

абвгдеёжзийклмнопрстуфхцчшщъыьэюя

0123456789 .,:- \_#%"<>!/?+()/№[]={}&|\*\

3. To complete: check your academic certificate.

4. Example:

Name of the educational establishment you graduated from\*

School №299

### 3.5.3 Country

1. Mandatory field: Yes.
2. Select a value from the list.
3. To complete: check your academic certificate.
4. Example:

Country\*

Russia

### 3.5.4 City

1. Mandatory field: Yes.
2. Allowed symbols:  
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz  
АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ  
абвгдеёжзийклмнопрстуфхцчшщъыьэюя  
0123456789 .,:- \_#%"<>!/?+()/№[]= {}&|\*\
3. To complete: check your academic certificate.
4. Example:

City\*

Moscow

### 3.5.5 Street, house, building

1. Mandatory field: Yes.
2. Allowed symbols:  
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz  
АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ  
абвгдеёжзийклмнопрстуфхцчшщъыьэюя  
0123456789 .,:- \_#%"<>!/?+()/№[]= {}&|\*\

3. To complete: check your academic certificate.

4. Example:

Street, house, building\*

Dmitriya Ulianova st., 15/1

### 3.5.6 Year of graduation

1. Mandatory field: Yes.

2. Allowed symbols:

0123456789

3. To complete: check your academic certificate.

4. Example:

Year of graduation\*

2020|

## 3.6 "Candidate's Contact Information"

### 3.6.1 Email address

1. Mandatory field: Yes.

2. Allowed symbols:

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

0123456789 -\_@.

3. To complete: use the same email address you specified when signing up.

4. Example:

Email address\*

smirnov.ivan@gmail.com|

### 3.6.2 Mobile phone number

1. Mandatory field: Yes.

2. Allowed symbols:

0123456789 +-( )

3. To complete: specify your phone number, including the correct country code.

4. Example:

Mobile phone number\*

+7 (999) 999-99-99

### 3.7 "Contact Information for Representatives"

#### 3.7.1 Relationship

1. Mandatory field: Yes.
2. Select a value from the list.
3. To complete: enter the contact details of a representative we can contact in the event you are unavailable.
4. Example:

Relationship\*

Father

#### 3.7.2 Surname

1. Mandatory field: Yes.
2. Allowed symbols:  
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz  
АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ  
абвгдеёжзийклмнопрстуфхцчшщъыьэюя .-
3. To complete: check the passport of your representative.
4. Example:

Surname\*

SMIRNOV|

#### 3.7.3 First name

1. Mandatory field: Yes.
2. Allowed symbols:  
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ

абвгдеёжзийклмнопрстуфхцчшщъыьэюя .-

3. To complete: check the passport of your representative.

4. Example:

Name\*

IVAN

### 3.7.4 Middle name (or patronymic)

1. Mandatory field: No.

2. Allowed symbols:

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ

абвгдеёжзийклмнопрстуфхцчшщъыьэюя .-

3. To complete: check the passport of your representative.

4. Example:

Middle name (or patronymic)

OLEGOVICH

### 3.7.5 Mobile phone number

1. Mandatory field: Yes.

2. Allowed symbols:

0123456789 +-( )

3. To complete: specify the phone number of your representative, including the correct country code. The phone number of your representative cannot match your phone number.

4. Example:

Mobile phone number\*

+7 (999) 888-88-88

### 3.7.6 Email address

1. Mandatory field: Yes.

2. Allowed symbols:

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

0123456789 - \_@.

3. To complete: specify the email address of your representative, different from the candidate's email address.

4. Example:

Email address\*

ivan.olegovich@gmail.com

### 3.7.7 Stateless person

1. Mandatory field: No.

2. To complete: complete this field if your representative is not a citizen of any country.

### 3.7.8 Citizenship

1. To complete: complete this field if you have not specified that your representative is a stateless person.

2. Select a value from the list.

3. To complete: specify the country of citizenship indicated on an official identification document. If the person in question is a citizen of several countries, specify any of them.

4. Example:

Citizenship (place of permanent residence)\*

Albania

### 3.7.9 Date of birth

1. Mandatory field: Yes.

2. Allowed symbols:

0123456789

Enter date in the DD.MM.YYYY format or use the calendar.

3. To complete: check the passport of your representative.

4. Example:

Date of birth\*

12.08.2001



## 4 How to complete the application fields

### 4.1 "Educational Program"

#### 4.1.1 Study format

1. Mandatory field: Yes.
2. Select a value from the list.
3. To complete: only in-person programs are available for the 2021-2022 academic year.
4. Example:

Format\*

#### 4.1.2 Education level

1. Mandatory field: Yes.
2. Select a value from the list.
3. To complete: select your desired level of education (the level after the one you specified in "Educational Information").
4. Example:

Education level\*

#### 4.1.3 Field of study (speciality, profession)

1. Mandatory field: Yes.
2. Select a value from the list.
3. To complete: select the field of study you determined in advance.
4. Example:

Field of study (speciality, profession)\* 

## 4.2 "List of Universities"

1. Mandatory field: Yes.
2. Select a value from the list.
3. To complete: the universities that offer programs in your selected field of study will appear on the list. Select 1 to 6 universities in which you'd like to study.
4. Example:

1	<input type="text" value="HSE University"/>	<a href="#">Delete</a>	
2	<input type="text" value="Polzunov Altai State Technical University"/>	<a href="#">Delete</a>	
3	<input type="text" value="Orenburg State University"/>	<a href="#">Delete</a>	
4	<input type="text" value="Russian State Social University"/>	<a href="#">Delete</a>	
5	<input type="text" value="Naberezhnye Chelny Institute (branch) of .."/>	<a href="#">Delete</a>	
6	<input type="text" value="Astrakhan State Technical University"/>	<a href="#">Delete</a>	

## 4.3 "Language Proficiency"

1. Mandatory field: Yes.
2. Select a value from the list.
3. To complete: you must specify your level of proficiency in Russian and your native language.
4. Example:

## Language proficiency ?

Russian	Native speaker
English	Fluent
Arabic	Intermediate (can read, write, and speak)

### 4.3.1 I would like to attend a preparatory Russian course

1. Mandatory field: No.
2. To complete: complete this field if you need to take a preparatory Russian language course. You will then be assigned to a one-year training program. Only upon completing this program will you be able to proceed to the basic program you have selected in the "Field of study (speciality, profession)" field.

### 4.4 "Olympiads"

1. Mandatory field: No.
2. To complete: from the list, select the olympiads in which you have participated and attach a file confirming your results.
3. Example:

International Olympiad in Informatics (IOI)	
1 place	2020
Select a file	File not chosen

### 4.5 "Athletic Achievements"

1. Mandatory field: No.
2. To complete: specify the sports in which you have achievements and attach a file confirming those achievements.
3. Example:

Auto racing ▼

1 место 2019

Select a file File not chosen

## 4.6 "Other Data"

### 4.6.1 Portfolio

1. Mandatory field: No.
2. Allowed symbols:  
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz :/-. \_
3. To complete: provide a link to an external resource if you have additional documents that prove your achievements in certain areas, but there are no sections on the website where such documents can be uploaded.
4. Example:

Portfolio

<https://smirnov-ivan.ru> ?

### 4.6.2 Post-graduation plans

1. Mandatory field: No.
2. Allowed symbols:  
ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz  
АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ  
абвгдеёжзийклмнопрстуфхцчшщъыьэюя  
.,;:\_#%"<>!/?+/( )№[]={ }&|\*\ 0123456789
3. To complete: specify whether you plan to continue your studies further, or where you plan to work.
4. Example:

After graduating from university, I want to immediately get a job in my specialty.

#### 4.6.3 Additional information on achievements

1. Mandatory field: No.

2. Allowed symbols:

ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

АБВГДЕЁЖЗИЙКЛМНОПРСТУФХЦЧШЩЪЫЬЭЮЯ

абвгдеёжзийклмнопрстуфхцчшщъыьэюя

.,;:\_#%"<>!/?+()/№[]={}&|\ 0123456789

3. To complete: provide information on any achievements in various fields you have not previously reported in the application.

4. Example:

Graduated from school with a gold medal.

## **5 My Education Section**

### **5.1 Access to Section**

A candidate assigned to a university gets access to My Education section by default. The candidate is notified that access to My Education section is now available. The section will be available for viewing, editing, and notification. To go to My Education section:

1. The application status has changed to Assigned for Study
2. Log in to your personal account
3. Click on My Education in the left side menu You click through to your application data form The form shows your application number, application status, subject area of study, and education level
4. Click on application number

### **5.2 Viewing Application Details**

Once the prospective foreign student has landed on My Education section page, they can view or edit their application details The top display shows their unique student ID number (awarded post-admission), education level, and subject area of study. The bottom display shows the sections Data Form, Student's Documents, University's Documents, Arrival and Stay, and Health.

The Data Form section shows key application details, which cannot be edited. Also displayed are: the candidate's photo, personal details, visa info, passport info, residence address, prior education info, candidate's contact details, and representatives' contact details. The Continue button is at the bottom of this section

### **5.3 How to Work with Student's Documents Section**

To continue to the next section—Student's Documents—press Continue or click on the section title. This section shows the documents the prospective foreign student had attached to their study application. This section can be edited when the application status is Returned for Improvement.

To download documents:

1. The application status has to be Returned for Improvement
2. Press Edit
3. Select the doc you want
4. Click on Download File
5. In the modal window that opens, once again press Download File
6. Select file
7. Download Successful Press Save and Close

To delete documents:

1. The application status has to be Returned for Improvement

2. Select the doc you want
3. Press the delete button across from the document: the "x" symbol

The documents can be viewed and downloaded To download a document:

1. Select the doc you want
2. Press the download button across from the document

To view a document:

1. Select the doc you want
2. Click on document title

## **5.4 Viewing University's Documents Section**

To go to the next section—University's Documents—press Continue while in the Student's Documents section or click on the section title. This section shows the list of documents uploaded by a university staff member. The documents can be viewed

## **5.5 How to Work with Arrival and Stay Section**

To go to the next section—Arrival and Stay—press Continue while in the University's Documents section or click on the section title. The Arrival and Stay section displays the units Arrival Details, Your University Curator, Visa Directions and Invitations, Visa, Arrival/Departure Card, and Registration at Place of Stay.

## **5.6 Arrival and Stay Unit**

Click on the unit title to go to the Arrival and Stay unit To add the arrival line:

1. Click on Add Arrival Details Complete the form that opens The required fields are Arrival Date, Arrival Time, Point of Arrival, Mode of Travel.
2. You can type in the Arrival Date manually or click on the calendar thumbnail and select date.
3. Type in your Arrival Time manually in the 24-hour time format
4. Type in the name of the Point of Arrival community manually.
5. Select your travel mode from the dropdown list. When you select Air or Rail as your travel mode, the field Journey Number will pop up. When you select Other, an extra field will pop up where to enter the travel mode by which you arrived.
6. Press Save

Once saved, your arrival details will be displayed. You can edit or delete this information. When you press Edit, the completed form will open in which the fields are editable. When you press Delete, a modal window will open asking you to confirm the intention to delete.

## **5.7 Your University Curator Unit**

Your curator is appointed by a university officer. To view your curator's information, click on Your University Curator unit in the Arrival and Stay section.

## **5.8 Visa Directions Unit**

You can view and download your visa directions. To view your visa directions information, click on the unit title in the Arrival and Stay section.

## **5.9 Visa Unit**

To view visa information, click on the unit title in the Arrival and Stay section. You can add your visa or visa denied information and download the documents you need to apply for a visa.

To add your visa:

1. Click on Add Visa Complete the form that opens. The required fields are Visa ID, Visa Series and Number, Visa Type, Visa's Effective Dates, Number of Days of Stay, and Visa Copy.
2. Type in your Visa ID manually.
3. Type in your visa series and number manually.
4. Select Visa Type from the dropdown list.
5. Type in the Effective Date manually or click on the calendar thumbnail and select date.
6. Type in the Number of Days of Stay manually.
7. For the Visa Copy field, upload the file. Click on Select File and select the file you want.
8. Press Save

Once saved, your visa information will be displayed. You can edit or delete this information. When you press Edit, the completed form will open in which the fields are editable. When you press Delete, a modal window will open asking you to confirm the intention to delete.

To download documents, click on Download Documents for Visa and press Single-Entry Visa in the modal window that opens. In the document download window for a single-entry visa, check the boxes for the documents you need, and press Continue.

## **5.10 Arrival/Departure Card Unit**

To view your Arrival/Departure Card information, click on the unit title in the Arrival and Stay section. You can add your Arrival/Departure Card now. To add your Arrival/Departure Card:

1. Click on Add Arrival/Departure Card. Complete the form that opens. The required fields are Series, Number, and Duration of Stay in Russia
2. Type in the Series manually
3. Type in the Number manually

4. You can type in your Duration of Stay in Russia manually or click on the calendar thumbnail and select dates.
5. Arrival/Departure Card Copy field Press Add File, then Select File, and select the file you want.
6. Press Save

Once saved, your Arrival/Departure Card will be displayed. You can edit or delete this information. When you press Edit, the completed form will open in which the fields are editable. When you press Delete, a modal window will open asking you to confirm the intention to delete.

### **5.11 Registration at Place of Stay Unit**

To view your Registration at Place of Stay information, click on the unit title in the Arrival and Stay section. You can add your registration info now. To add registration info:

1. Click on Add Registration and complete the form that opens. The required fields are Duration of Stay at Registered Location, Place of Stay, Region of Russia, and Copy of Registration at Place of Stay. The optional fields are City, Street, House No., Apartment/Dormitory Room/Hotel Room No.
2. You can type in your Duration of Stay at Registered Location manually or click on the calendar thumbnail and select dates.
3. Select your Place of Stay from the dropdown list.
4. Select your Region of Russia from the dropdown list.
5. Select your City from the dropdown list
6. Select your Street from the dropdown list
7. Select your House No. from the dropdown list
8. Select your Apartment/Dormitory Room/Hotel Room No. from the dropdown list
9. Copy of Registration at Place of Stay field Click on Select File and add the appropriate file.
10. Press Save Once Save is pressed, a modal window will open to ask if you allow the act of tracking the location. When you press Allow, you give permission to track the location. If you press Save instead, your Registration at Place of Stay will be saved without location tracking. To view more detailed information, press More.

Once saved, the details of your registration at place of stay will be displayed. You can edit or delete this information. When you press Edit, the completed form will open in which the fields are editable. When you press Delete, a modal window will open asking you to confirm the intention to delete.

To download the documents you need for your registration, click on Download Documents for Registration. When the system gives you a modal window asking you to confirm the action, press Download.

## 5.12 Optional Health Insurance Policy Unit

To go to the next section—Health—press Continue while in the Arrival and Stay section or click on the section title.

This section displays the Optional Health Insurance Policy unit. To view the information or add a policy, click on Optional Health Insurance Policy.

To add a policy:

1. press Add Policy Complete the form that opens. The required fields are Insurer, Policy No., Effective Term, Copy of Optional Health Insurance Policy, and Copy of the Insured's Checklist.
2. Select Insurer from the dropdown list
3. Type in Policy No. manually
4. You can type in the Effective Term manually or click on the calendar thumbnail and select dates.
5. Copy of Optional Health Insurance Policy field Pressing Select File, select and upload the appropriate file in this field.
6. Copy of the Insured's Checklist field Pressing Select File, select and upload the appropriate file in this field.
7. Press Save

Once saved, your Optional Health Insurance Policy information will be displayed. You can edit or delete this information. When you press Edit, the completed form will open in which the fields are editable. When you press Delete, a modal window will open asking you to confirm the intention to delete. Your Optional Health Insurance Policy can be downloaded by pressing Download.