

Novosibirsk State Pedagogical University

NSPU

RULES OF RESIDENCE IN THE RUSSIAN FEDERATION FOR FOREIGN CITIZENS

1. All foreign citizens are obliged to be at laws of Russian Federation, to follow regulations of residence and movement throughout the territory of Russian Federation.
2. **Foreign citizens are obliged:**
 - To register in migration control on arrival in Novosibirsk in International Affairs and Academic Mobility Department (NSPU) within 3 days after crossing Russian's borders.

You must submit:

- PASSPORT
- COPIES OF ALL PAGES OF THE PASSPORT
- A MIGRATION CARD with indication of purpose of entry in the country "study".
- A CERTIFICATE FROM DEAN'S OFFICE with indication of order's number of admission in the University, grade, course of training, profile (speciality), form of education (full-time, free-pay), time of education – in case of free-pay form of education.
- A COPY OF THE CONTRACT for providing paid education service – in case of fee-paying form of education.
- A lease contract if a student lives in a rental flat (2 copies). Or an application of the flat owner to register a foreign citizen at a given address and a copy of lessor's passport. If a student lives in a dormitory of NSPU he/she must submit a copy of a contract for living in a dormitory.
- 4 photographs of size 3 by 4 cm.
- A medical certificate Ф-086У, a certificate for absence of HIV (human immunodeficiency virus).
- A visa (in case of visa residence in Russian Federation).

In every arrival in the territory of Russian Federation you must register in migration department within 3-day period.

3. Foreign citizens are obliged to report in International Affairs and Academic Mobility Department about every departure abroad (home) of Russian Federation. Before leaving it is necessary to get the original of a registration card of foreign citizen's arrival in a place of residence in International Affairs and Academic Mobility Department.
4. In case of changing of the address of residence a foreign citizen must report to International Affairs and Academic Mobility Department a new address within 3 days.
5. In case of visa residence a foreign citizen must come to International Affairs and Academic Mobility Department in 30 days before expiry of register in migration department to extend the migration register submitting a passport, migration card, 3 photographs and paying 1600 rubles.

6. Upon expiration of the national passport a foreign citizen must extend it or change into a new one in good time notifying International Affairs and Academic Mobility Department.
7. In case of obtaining citizenship/ temporary residence/ temporary residence permission a foreign citizen must report about it International Affairs and Academic Mobility Department submitting a new passport/ a temporary residence/ temporary residence permission.
8. A foreign citizen must purchase a medical insurance policy in International Affairs and Academic Mobility Department for each year of education.

In case of violation of migration register date and rules of residence in the territory of Russian Federation on the ground of the federal law №109 dated 18.07.2006 a foreign citizen is obliged to pay a penalty of 5,000-10,000 rubles and an official of NSPU is obliged to pay a penalty of 40,000 rubles, the foreign citizen is to be expelled by order of the president of the university.

I have read and agree with the rules:

Name: _____

Signature: _____

Date: _____