



Федеральное государственное бюджетное
образовательное учреждение высшего образования
«КУБАНСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ»

KUBAN STATE UNIVERSITY

APPLICATION PROCEDURE GUIDE

How to apply

To be enrolled at Kuban State University (KubSU), all the students, nominated by their home university, are expected to apply directly via e-mail interdep@mail.kubsu.ru, with attached to the message scanned copies of the following documents:

- **Application form** filled in, signed and stamped by the exchange coordinator at your home university;
- **International passport** (only the page with photo and personal data);
- **Curriculum Vitae (CV)**;
- **Motivation Letter**;
- **Learning Agreement**, signed by your exchange coordinator. You will be able to change your Learning Agreement after your arrival;
- Language Certificate (if any);
- Transcript of records, on demand.

Visa support

In order to study in the Russian Federation, international students are required to have a Russian 'Student Visa'. To apply for a 'Student Visa' requires an official invitation (or Letter of Invitation) from an accredited educational institution. Only after a prospective student receives the official invitation, he/she may apply at a Russian Consulate for a Russian 'Student Visa'.

After receiving the documents mentioned, an Erasmus coordinator at KubSU forwards your documents to a Russian agency, responsible for issuing official invitations, the procedure taking **4-6 weeks**. If approved, you will be notified via email. If Russian Consulate in your country requires the original invitation, it could be sent to you by post, via either general or express mail (DHL, DimEx, FedEx - fees vary according to a specific courier). All costs must be reimbursed upon your arrival.

Important:

Upon receiving your official invitation, you can apply for a visa at a Russian Consulate in your country (or in the country of your temporary residence).

NB:

- ✓ your official invitation is issued in the period of approx. two months, so a Russian 'Student Visa' is valid for the specified two-month period. Therefore, you must enter the Russian Federation and arrive at KubSU within the appropriate time frame;
- ✓ Kuban State University is not responsible for any action taken or decision made by a Russian Consulate abroad;
- ✓ if you plan to study at KubSU for an extended period of time (more than three months), you are required to apply for a multiple entry visa;
- ✓ entering the Russian Federation, you are required to fill in a migration card. The *purpose of travel* line in it is *study*. Then please write or underline *учеба (study)*. It is mandatory to receive and thoroughly keep your migration card, because you will be unable to eventually leave the Russian Federation without it.

Upon arrival

Registration: During the first three working days after your arrival, you should register at International Affairs Department. The responsible officer is located at the University campus in the dormitory # 5 (room 114). Please bring your passport, visa, and migration card. Each time you cross the Russian border, your current registration stops, and you have to register again by the Inspector, as the old registration is no longer valid.

Visa extension: You should arrive at KubSU at least 30 days before your entry Russian visa expires. When the entry visa expires, it is changed for a new multiple one. Having received it, you must renew your registration (with your passport, new visa, migration card brought to the officer).

Travelling across Russia

During your study at KubSU, when you have classes-free time or holidays you can travel to other Russian cities. It is important to inform the Inspector about your upcoming trip. If checked in at a hotel during your trip, you should get new registration upon coming back to the University. The registration at a hotel is the responsibility of the hotel. Consult a hotel manager on it and be sure to take your registration card made up by the hotel.

In case of losing any documents (passport, migration card or registration), please immediately notify the University Inspector about the problem.

When your study is over

When your study is over, you are expected to leave the Russian Federation within 10 days from the date of the end of the study.

According to the Russian law those who violate the rule of registration are expelled from the Russian Federation and fall from the right to enter the country.