

## Dear Student!!!!

Every foreign citizen and person without citizenship entering the Russian Federation shall obtain and fill out the Migration Card. The Migration Card shall be filled out by the foreign citizen personally in clear spelling, without any corrections, and in Russian. The purpose of entry for foreign students shall always be indicated as “studying”!

Within **3 days** after his/her arrival to Chelyabinsk, the foreign student shall:

1. **Submit a Health Insurance Policy valid on the territory of the Russian Federation to Room 150 of the SUSU Main University Building.** For your convenience, you may receive a consultation on execution of the Health Insurance Policy at the Department of Migration Service for Foreign Citizens (Room 150 of the SUSU Main University Building; specialists: Maria and Olga, tel.: 272-33-02). Estimated cost is 2,150-3,000 roubles.

2. **Submit Certificate 086-Y with the results of RW and HIV tests to Room 150 of the SUSU Main University Building.** If you do not have this certificate, you may undergo medical examination and submit to medical tests for free under your Medical Policy at the “Health House” Medical Centre (60 Soni Krivoy Str.)

3. **Read the rules of staying on the territory of the Russian Federation at Room 150 of the SUSU Main University Building.**

Having arrived to the Russian Federation the foreign student shall obtain the migration registration at the place of stay **within 7 business days** since the arrival date (*Once on the territory of the Russian Federation it is permitted to stay without obtaining the registration for the citizens of Belarus and Ukraine during up to 90 days, citizens of Armenia, Kazakhstan and Kirghizia – up to 30 days, citizens of Tajikistan – up to 15 days*). To do that, the foreign citizen, together with the apartment owner, shall apply to **MFTs (Multiservice Center)** (164 Truda Str., tel.: 211-08-92), or to the **Post Office** (236 roub.) at the place of stay. The following documents shall be submitted:

- Passport (original document + copy);
- Migration Card (original document + copy);
- Apartment documents (Certificate of Ownership or Abstract from the Property Register, and the owner's Passport).

Primary registration is issued for **90 days**. To extend the period of stay, the foreign citizen, together with the apartment owner, shall apply to the **Directorate for Migration Affairs of the Main Department of the Ministry of the Interior of Russia** at the place of stay. The following documents shall be submitted:

- Passport (original document + copy);
- Migration Card (original document + copy);
- Apartment documents (Certificate of Ownership or Abstract from the Property Register, and the owner's Passport); and
- Petition for extending the period of stay.

**!!! You may obtain the Petition at Room 150 of the SUSU Main University Building;** specialists: Maria and Olga, tel.: 272-33-02), **by applying 1 month before the expiry of the period of stay.**

When departing from the Russian Federation (including for vacations), or registering with a hotel, the migration registration (registration) of the foreign citizen gets cancelled automatically, so, at the next entering the territory of the Russian Federation or returning to Chelyabinsk new migration registration shall be obtained. In this context we kindly ask you to report your every crossing of border and departure from Chelyabinsk to Room 150 of the SUSU Main University.

Also, we strongly recommend that you read the regulatory documents on the Russian Federation Migration Legislation:

***No.109-Φ3 as of 18.07.2006 “On Migration Registration of Foreign Citizens and Persons without Citizenship in the Russian Federation”***

***No.115-Φ3 as of 25.07.2002 “On Legal Status of Foreign Citizens in the Russian Federation”***

***No.114-Φ3 as of 15.08.1996 “On the Procedure of Entering and Departing from the Russian Federation”***

The most important thing is to follow the laws of the Russian Federation and the rules of conduct for foreign citizens set forth in our country.