

# **Guidelines for South Ural State University Foreign Students from Visa Countries**

## **1. Migration Registration for Foreign Students from Visa Countries (Registration)**

When entering the Russian Federation, it is mandatory that a foreign student shall obtain migration registration (get registered) within **7 business days**.

To obtain the **migration registration** (registration), the foreign student **on the day of his/her arrival or the next business day** shall submit the following documents to the Department of Migration Service (Room 151, Main University Building):

- **Passport with Visa** of the foreign citizen; and
- **Migration Card**.

### **Migration Deregistration**

When departing from the Russian Federation or leaving Chelyabinsk, the foreign citizen shall undergo migration deregistration.

Before departing the foreign citizen shall file an application with the indicated dates of departure and return to Chelyabinsk to the Department of Migration Service for Foreign Citizens (Room 150).

**Once the foreign citizen returns to Chelyabinsk, s/he shall submit his/her Passport and Migration Card for migration registration to Room 151.**

For information call at tel.: **267-93-30**

Specialist: **Svetlana**

## **2. Procedure of Obtaining and Extending Russian Visa**

In case it is required to extend Visa to continue studies, the foreign student **30 business days** before the expiry date of the current Visa shall submit the following documents to the Department of Migration Service (Room 151):

- **Passport with Visa** of the foreign citizen;
- **Migration Card**;
- Detachable section of the **Notice of Arrival** of the foreign citizen to the destination location (registration);
- **Receipt** confirming payment of the State Duty;
- **Placement** or **Contract** for enrolment;
- **Health Insurance Policy** valid on the territory of Russia; and
- 3cm x 4cm **photo** for the Visa Application Form

For information call at tel.: **267-93-30**

Specialists: **Galina**

## **3. Procedure of Extending Period of Stay**

Once the new Visa is received, new registration shall be obtained.

To do that, the foreign student shall submit the following documents to Room 151:

- **Passport with new Visa**; and
- **Migration Card**

For information call at tel.: **267-93-30, Specialist: Svetlana**