**Instructions to foreign students**

**on rules of stay in the Russian Federation**

**General provisions**

Foreign citizens and stateless persons arriving to study in Russia must strictly follow the migration rules of the Russian Federation.

A foreign citizen should be registered in the Federal Migration Service of the Russian Federation within 3 non-weekend days after his/her arrival in the Russian Federation. At the same time, it is necessary to know that all migration registration procedures are carried out by the receiving party - Samara State Technical University (hereinafter – SAMARA POLYTECH). On arrival a foreign citizen is supposed to submit his passport, visa and the migration card, which is filled in when crossing the border, to the Department for Collaboration with Foreign Students (hereinafter - URIO). On the basis of the documents given by a foreign citizen SAMARA POLYTECH fills in a special form of notification of arrival of a foreign citizen to the place of stay within the terms established by the legislation of the Russian Federation and submits the form, the passport of a foreign citizen and the migration card to the authorized body.

**The detachable section of the arrival notification with the reception mark confirms his registration in the Federal Migration Service**

When leaving a foreign citizen informs URIO about the departure. If a foreign citizen changes his/her place of stay in the Russian Federation, upon arrival at a new place of stay he/she gives the detachable section of the arrival notification to the receiving party at the new place of stay.

The period of temporary stay of a foreign citizen in the Russian Federation is determined by the validity of the visa issued to him. The period of temporary stay in the Russian Federation for a foreign citizen who arrives in the Russian Federation and does not require a visa should not exceed ninety days in total during each period of one hundred and eighty days, except cases provided for by the legislation of the Russian Federation. At that, the continuous period of temporary stay in the Russian Federation for him/her should not exceed 90 days. A foreign citizen is obliged to leave the Russian Federation after the permitted period of stay. To extend the validity of the visa or the period of stay, it is necessary to contact the staff of URIO in advance before the expiry date of the period mentioned above.

Monitoring and Control Division of Department for Collaboration with Foreign Students (URIO) provide the migration registration and visa support of foreign students while studying at SAMARA POLYTECH.

Contact details: Russia, Samara-443100,18 Pervomayskaya str., office 140/3, tel. +7(846)278-44-54.

**Primary migration registration of foreign citizens**

Within three days (except non-weekend days and holidays) after arrival in Samara and check-in in SAMARA POLYTECH student dormitory a foreign citizen is supposed to submit to URIO the following documents:

a) national passport or other ID document recognized as such in the Russian Federation and copies of all its pages;

b) migration card with border control mark on entry to the Russian Federation (except for citizens of the Republic of Belarus) and its copy;

c) visa (if any) and its copy;

d) certificate of training at SAMARA POLYTECH, certified by the stamp and signature of the Dean; the certificate shows № of the order of admission, duration of studies, Department, specialty code and the course of study;

e) if a student studies on commercial basis he/she submits he copy of the signed and sealed contract;

f) documents confirming the residence in the dormitory of SAMARA POLYTECH.

**Extension of study visa**

For the extension of study visa, a foreign student should go to URIO and find out what documents are needed for this procedure. Documents for a new study visa should be submitted to the Federal Migration Service by URIO 30 days prior to the expiration of the current visa. After obtaining a new visa, URIO carries out the extension of migration registration. Only study visas issued at the invitation of URIO for full-time and part-time students are subject to extension.

**Extension of migration registration at the place of temporary stay**

The term of temporary stay in the Russian Federation of a foreign student who arrives in the Russian Federation to study and becomes a full-time or part-time student at SAMARA POLYTECH studying basic educational programs with state accreditation, is extended until the end of the period of study of a foreign citizen as a full-time or part-time student. A foreign student must take timely measures to extend the migration registration or leave the territory of the Russian Federation.

List of documents for extension of migration registration:

a) national passport or other ID document recognized as such in the Russian Federation and copies of all its pages;

b) migration card with border control mark on entry to the Russian Federation (except for citizens of the Republic of Belarus) and its copy;

c)detachable section of the notification on migration registration and its copy;

d) application for changes in migration registration.

**Change of residence (re-registration)**

When changing the residence on the territory of Russian Federation (the check-in in the other dormitory) within three non-weekend days a foreign student should come to URIO and submit the documents for the migration registration according to the new place of stay:

a) ) national passport or other ID document recognized as such in the Russian Federation and copies of all its pages;

b) ) migration card with border control mark on entry to the Russian Federation (except for citizens of the Republic of Belarus) and its copy;

с) detachable section of the notification on migration registration and its copy;

e) application for changes in migration registration.

**Migration deregistration**

A foreign citizen is deregistered when crossing the border of the Russian Federation or being registered at a new place of stay in the Russian Federation. In this regard, a foreign student should be registered every time when he/she comes back from vacations or from a trip through the territory of the Russian Federation, during which a foreign citizen is registered in a hotel, hospital, etc.

A foreign student should inform URIO about his/her leaving the Samara Region five days before the date of departure and give the exact date of leaving and coming back.

**Graduation**

After graduation or expel from SAMARA POLYTECH a foreign citizen should leave the Russian Federation within three days, having bought the tickets in advance. It is forbidden to prolong the duration of stay for reasons not related to studying or other reasons that not provided for by law.

**The validity of the national passport**

In case of expiration of the national passport, a foreign student must leave the Russian Federation or take measures for the timely extension of the passport expiry date or its change for a new passport, having informed URIO in advance. After the passport expiry, date extension or getting a new passport a foreign student should bring it to URIO within one day after arriving in Samara for making changes in the migration registration.

**Loss of documents**

In case of loss of documents (national passport, migration card and detachable section of the notification on migration registration), a foreign student should immediately appeal to the police station, located nearby the place he\she loses the document or notices its missing in order to get Police Certificate on the incident and notify URIO about it.

A foreign student takes measures to have the lost documents re-issued.

**Changes in the information about a foreign student**

If there are any changes in passport or ID document details that prove the right of a foreign student to stay or live on the territory of RF, name, surname, patronymic, date and place of birth, sex, citizenship, telephone number or contact information a foreign student should notify URIO about this fact within one day.

**The change of migration status**

If a foreign student gets temporary residence permit, residence permit or citizenship of the Russian Federation he\she should notify URIO about this fact and submit all the relevant documents within one day.

**Medical care for foreign students**

Foreign students get Medical care under Voluntary Medical Insurance Policy bought at the expense of personal funds of a foreign student. If a foreign student has no Voluntary Medical Insurance Policy that is valid in the Russian Federation this fact entails an administrative violation (Art. 18.8 of the Code of Administrative Violations ‘Violation of the Rules of Entry into the Russian Federation).

**Obligations of foreign students**

Having committed crimes, administrative or other violations on the territory of the Russian Federation foreign students are liable in accordance with the Code of Administrative Violations and the Criminal Code of the Russian Federation.

For violation of the rules of stay in the Russian Federation, the administration of SAMARA POLYTECH has the right to expel a foreign student and provide the information to the authorized body for the deportation.