

Instructions for a foreign student on the rules of staying (moving)

in the Russian Federation

General Rules

Foreign citizens arriving in Russia for admission and studying at the Cheboksary Institute (branch) of the Moscow Polytechnic University (hereinafter - the Cheboksary branch), including students of the preparatory department of the Cheboksary branch, must strictly follow the migration rules of the Russian Federation.

The legal status of foreign citizens in the Russian Federation is determined by the following regulatory legal acts:

- Federal Law of 15.08.1996 No. 114-FL "On the procedure for leaving the Russian Federation and entry into the Russian Federation";
- Federal Law No. 115-FL of 25.07.2002 "On the legal status of foreign citizens in the Russian Federation";
- Federal Law No. 109-FL of July 18, 2006 "On migration registration of foreign citizens and persons without citizenship in the Russian Federation";
- Resolution of the government of the Russian Federation of 15.01.2007, No. 9 "On the procedure for the migration registration of foreign citizens and persons without citizenship in the Russian Federation";
- Resolution of the Government of the Russian Federation No. 335 of 09.06.2003 "On approval of the Regulation about the establishment of the form of visas, the procedure and conditions of its registration and issuance, the prolongation of its validity, its restoration in case of loss, as well as the procedure for cancellation of a visa", and others.

If a foreign citizen has decided to come to the Russian Federation, he needs to know some basic rules of foreign citizens' staying in Russia.

Please treat this information with great responsibility. The success of the trip of foreign citizens may depend on it.

A foreign citizen in case of staying on the territory of the Russian Federation is obliged to register for migration at the place of temporary stay in accordance with the procedure and on the terms established by Federal law dated 18.07.2006 No. 109-FL "On migration registration of foreign citizens and individuals without citizenship in the Russian Federation" or international Treaty of the Russian Federation.

The procedure of the migration registration is the informing (notifying) of the authority (department for migration issues of the territorial body of the Ministry of Internal Affairs of Russia) on the arrival of a foreign citizen at the place of staying and must be **carried out within seven working days after the arrival of a foreign citizen in the Russian Federation**. It is necessary to know that all procedures for the migration registration are carried out by a receiving party (citizens of Russia permanently living in the Russian Federation, foreign citizens or persons without citizenship (having a residence permit), legal entities, their branches or representative offices where a foreign citizen actually resides)), a foreign citizen himself is not required to apply to any organization.

A foreign citizen upon arrival at the place of staying presents to the receiving party (**an official of the host country – a specialist for working with foreign students, Karl Marx street, 54, Room No. 212, tel.: 62-10-50**) **his passport** and **a migration card** filled at the entrance to the Russian Federation.

The receiving party on the basis of the documents presented by a foreign citizen must fill in a special form of a foreign citizen's arrival notification to the place of stay. Then the host party in terms established by the legislation of the Russian Federation, submits the form, a copy of a foreign citizen's passport and a migration card to the authorized body, either directly or through a multifunctional centre of state and municipal services, or sends it by mail.

If a foreign citizen has a detachable section of the notification with the mark of reception it confirms his registration with the migration account.

Upon departure a foreign citizen informs the receiving party about his departure.

In case when a foreign citizen changes his place of stay in the Russian Federation, upon arrival at a new place of staying he presents to the receiving party: a passport, a migration card and a detachable part of the arrival notification at the previous place of staying.

Please note that **the period of temporary stay** of a foreign citizen in the Russian Federation is determined by **the validity period of his visa**.

A foreign citizen must leave the Russian Federation **upon the expiry of the permitted period of stay**. For the extension of visa validity or the period of stay he must apply to the receiving party in advance before the expiry of the above-mentioned period.

Migration Card

X' (Штамп/Stamp) Республика Беларусь Republic of Belarus		Республика Беларусь Republic of Belarus	
Миграционная карта Migration Card		Миграционная карта Migration Card	
№ 2708		№ 2708	
№ 0030273		№ 0030273	
Фамилия (Surname) (Family name)		Фамилия (Surname) (Family name)	
Имя (Given name)		Имя (Given name)	
Отечество (Patronymic)		Отечество (Patronymic)	
Дата рождения (Date of birth)		Дата рождения (Date of birth)	
День / Day	Месяц / Month	Год / Year	Месяц / Month
Место рождения (Place of birth)		Место рождения (Place of birth)	
Департамент, государственная служба Department or other ID		Департамент, государственная служба Department or other ID	
Имя, фамилия, отчество Name, Surname, Patronymic		Имя, фамилия, отчество Name, Surname, Patronymic	
Дата въезда (Date of arrival)		Дата въезда (Date of arrival)	
Дата выезда (Date of departure)		Дата выезда (Date of departure)	
Подпись (Signature)		Подпись (Signature)	
Место в Российской Федерации (Place of residence in the Russian Federation/Republic of Belarus)		Место в Российской Федерации (Place of residence in the Russian Federation/Republic of Belarus)	

If a foreign citizen has come to study, he must indicate in the migration card the purpose of the entry - "**STUDIYNG**"

A tear-off part of the notification



Primary migration registration

On arrival in Cheboksary, a foreign citizen **within 2 working days** submits to the specialist for working with foreign students in room № 212 (tel: 62-10-50) the following documents:

- the passport and its 1 copy (all pages, including unfilled ones);
- Foreign citizens applying to the specialist for working with foreign students for the first time on the issue of migration registration at the place of temporary stay in addition present 1 photo of size 3X4 cm;
- migration card and its copy;
- a detachable section of the arrival notification form of the migration registration (in case of migration registration at a different place of residence before arrival in Cheboksary branch) and its copy;
- The contract of hiring a dwelling in a hostel.

In case of residing in another dwelling (a hotel, a hostel, rent of living quarters, accommodation in the apartment of relatives, etc.), the migration registration in the authorized body is handled by the administration of the hotel or hostel – within 1 day from

the date of settlement or if a physical person - the owner of the premises - within 7 working days from the moment of arrival of a foreign citizen to the place of stay on the territory of the Russian Federation. After the migration registration at the place of actual residence it is necessary to provide the documents confirming this fact: a passport, a migration card and a detachable section of arrival notification to the specialist for working with foreign students (Room № 212).

Visa extension

To extend the visa, a foreign citizen, **not later than 1 month** before the expiry of the validity of the visa, applies to the specialist for working with foreign students (Room № 212) to form the necessary package of documents. The collected package of documents is submitted personally by a foreign citizen to the territorial subdivision of the migration of the Ministry of Internal Affairs of the Chuvash Republic.

After receiving a new visa a foreign citizen must immediately submit to the office No. 212 documents for extension of temporary staying period.

Extension of the migration registration at the place of temporary stay

The term of a temporary stay in Russia of a foreign citizen who has arrived in the Russian Federation for the purposes of studying and entered the educational organization to receive an education in full-time or part-time forms of study in the basic educational program with the state accreditation is extended until the expiration term of the foreign citizen's study in the educational organization.

The term of a temporary stay of a foreign citizen - a student of the preparatory department may be extended for the period of the course of study. In respect thereof, **a foreign citizen must extend the migration registration or leave the territory of the Russian Federation.**

The list of documents submitted by a foreign citizen for the extension of migration registration:

- the passport and its copy (all pages, including unfilled ones);
 - migration card and its copy;
 - a detachable section of the migration registration notification form and its copy;
- the residential lease agreement in a hostel (with the extension of the validity of the existing agreement or the conclusion of a new one).

Change of the temporary stay place (re-registration)

When changing the place of stay in the territory of the Russian Federation (settling in a hostel, moving from one hostel to another), a foreign citizen is obliged **within 2 working days** to submit the following documents to the room No. 212 for registration:

- the residential lease agreement in a hostel;
 - the passport and its copy (all pages, including unfilled ones);
 - migration card and its copy;
 - a detachable section of a foreign citizen or a stateless person arrival in the place of stay notification form and its copy.

Expunging from a migration registration

Expunging from a migration registration takes place when the foreign citizen crosses the Russian border or at the time of registration at a new place of residence in the territory of the Russian Federation. In respect thereof, the procedure for applying for migration registration is repeated every time after returning from vacation or after returning from a trip through the territory of the Russian Federation, during which a foreign citizen was put on a migration account in a hotel, in a medical institution, etc. When leaving the Russian Federation, a foreign citizen **SHOULD INFORM** the foreign student specialist (room No. 212) **IN ADVANCE**, notifying the exact departure date and the expected date of return.

After returning from vacation (other trip) within 2 days, a foreign citizen must submit a passport and a migration card to the foreign student specialist (cabinet No. 212), as well as copies of these documents for the timely migration registration.

Graduation

After the graduation and (or) expulsion from the Cheboksary branch a foreign citizen is **obliged to leave a territory of Russia according to the terms established by the legislation**. A foreign citizen **must buy the travel tickets in advance**.

The period of a foreign citizen temporary stay in Russia who has completed studying on a basic educational program with the state accreditation may be extended for up to 30 calendar days from the date of the expulsion from the educational organization in connection with the completion of his education for the purpose of entering this foreign citizen for

training in the same or another educational organization for the basic professional education of another level, which has the state accreditation.

Validity of the passport of a foreign citizen

In case if the passport expires, a foreign citizen must leave the territory of the Russian Federation or take timely measures to extend or change the passport, and inform the foreign student specialist of the Cheboksary branch. After extending the validity of the passport or getting a new passport, a foreign citizen must submit it to the room No. 212 to make appropriate changes.

The establishment and extension of a migration registration, as well as the execution or extension of a multiple entry visa without the valid passport original is not possible.

Documents Loss

In case of documents loss (passport, visa, migration card, notice of migration registration), a foreign citizen must **immediately** apply to the nearest police station at the place of loss or detection of missing documents to receive a certificate of the incident and notify a foreign student specialist of the Cheboksary branch.

A foreign citizen independently takes measures to restore lost (stolen) documents.

The photocopies of the passport, the migration card and the detachable section of the notification form, if lost or some other unforeseen circumstances will help to prove the existence of documents and the observance of the rules of migration registration.

Change of the information about a foreign citizen

When you change the information in the form and details of the document proving the identity of the foreign citizen, confirming his right to stay (living) in the Russian Federation; as well as his surname, name, patronymic, date and place of birth, citizenship, a foreign citizen **is obliged within 1 day to inform about these facts** the foreign student specialist of the Cheboksary branch.

Foreign citizens' medical care

Medical care for foreign citizens is carried out on the basis of a policy of voluntary medical insurance purchased at the expense of the personal funds of a foreign citizen.

Paragraph 5 of Article 27 of the Federal Law of August 15, 1996 No. 114-FL "On leaving the Russian Federation and entry into the Russian Federation" does not allow a foreign citizen (or a stateless person) to enter Russia if he did not provide a medical certificate insurance, valid in the territory of the Russian Federation. The absence of a medical certificate insurance valid in the territory of the Russian Federation forms the composition of an administrative offense provided for by part 1 of Article 18.8 of the Code of Administrative Offenses of the Russian Federation - violation of the rules for entry into the Russian Federation.

Foreign citizens entering the territory of Russia must have medical insurance certificates, and in case of their absence, immediately apply for registration in the Cheboksary insurance companies.

Change the migration status

When obtaining a permit for temporary residence, a residence permit in the Russian Federation or Russian citizenship, a foreign citizen is obliged to notify the foreign student specialist of the Cheboksary branch and submit the relevant documents within 1 working day.

The issues of obtaining a work permission or a patent for working in the Russian Federation and changing the migratory status of foreign citizens in the Russian Federation (obtaining a temporary residence permit, residence permit, Russian citizenship) are not within the competence of the foreign student specialist of the Cheboksary branch.

For issues given above, you need to contact the Migration Office of the Ministry of Internal Affairs of Russia for the Chuvash Republic (Cheboksary, K. Marx street, 37A, official website: губвм.мвд.рф)

Responsibility of foreign citizens

Foreign citizens who committed crimes, administrative or other offenses in the territory of the Russian Federation, are liable in accordance with the Code of the Russian Federation on Administrative Offenses and the Criminal Code of the Russian Federation.