**Rules of stay in the Russian Federation for foreign citizens studying at DSTU**

1. For the first migration registration, foreign citizen shall provide to the Registration Office for Foreign Students (room 8-509, phone 2381-332, 2738-726) the following documents during 24 hours from the date of arrival at DSTU:

- passport and 2 copies of its every page;
- migration card (the reason  for entry shall correspond to the reason  of stay) and its 3 copies;
- Agreement on provision of educational services in 2 copies, or referral to study from the Ministry of Science and Higher Education of the Russian Federation and its 2 copies;

- agreement on accommodation in DSTU hostel and its 1 copy;

- medical insurance certificate and its 1 copy.

2. In order to prolongate the period of stay in the Russian Federation territory, the foreign citizen, who has arrived from a country with a visa-free entry procedure, shall provide to the Registration Office for Foreign Students the following documents at least 2 months before expiration of the period for staying in the Russian Federation territory (the date is specified in the registration slip of the arrival notification):

-passport and 1 copy of its every page,

-certificate of study at DSTU,

- registration slip of the foreign citizen arrival notification form (registration) for living not at DSTU hostels.

3. To extend the validity of a study visa, a foreign citizen shall submit the following documents to the Registration Office for Foreign Students at least 2 months before the visa expiration:

- passport (should be valid for more than 1 year and 6 months) and 3 copies of every page. The passport is to have 2 empty pages for visas;

- Agreement on provision of educational services and its 2 copies, or referral to study from the Ministry of Science and Higher Education of the Russian Federation and its 1 copy;

- 2 photos sized 3cm x 4cm;

- confirmation of state duty payment (1600 rubles), medical insurance certificate, registration.

4. A foreign citizen must provide a new passport to the Registration Office for Foreign Students not less than 8 months before the expiration date of the previous one.

5. If the passport is lost, the foreign citizen shall immediately notify the Dean's office, the Registration Office for Foreign Students and the Embassy of his/her country in Russia. Having received a new passport, the foreign citizen shall provide the passport and its copy to the Registration Office for Foreign Students within a day.

6. Medical care is provided on the basis of voluntary health insurance certificate purchased by a foreign citizen at his/her own expense. The certificate should include the following services: outpatient care, medical transportation and repatriation services.

7. If it is necessary to leave Rostov-on-Don, a foreign citizen shall write an application to have authorization by the faculty`s Dean, the head of the hostel and notify the Registration Office for Foreign Students (if it is necessary to leave Rostov-on-Don during study time, the foreign citizen shall provide documents confirming the need of leaving). Upon returning to DSTU it is necessary to come to the Registration Office for Foreign Students during the day and provide it with the following documents:

* passport and its 2 copies of all filled pages,
* migration card and its 2 copies,
* notification on arrival of a foreign citizen at the place of stay (registration).

8. Upon completion of the study, a foreign citizen shall submit documents for European Diploma Supplement in room 8-551.

9. Upon completion or termination of the studies (a gap year including), a foreign citizen must buy a ticket and leave the Russian Federation within 3 days since the order is signed, but not later than the visa expiration and registration (Federal law No. 115, article 31, paragraph 1, article 5, paragraph 7). In a case of transit visa registration, a foreign citizen shall provide the Registration Office for Foreign Students with a copy of the passport, confirmation of state duty payment (1000 rubles), a copy of the ticket.

10. In a case of residence place changing (including hospital confinement and discharge) or receipt of a temporary residence permit, the certificate of temporary asylum, etc., the foreign citizen must inform the Registration Office for Foreign Students.

11. Violation of these rules entails administrative liability (penalty or deportation) or liability to prosecution in accordance with the current legislation of the Russian Federation.

12. Foreign citizens studying at the university are not recommended to engage in commercial activities or work for hire.

I acquainted with the Rules of stay in the Russian Federation for foreign citizens studying at DSTU and assume the obligation to respect them.

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 (Sd.) (First Name, Second Name) (Country) (Faculty)

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 (Date)

REMEMBER!

1. If you don`t have medical insurance policy, you can not be at the Russian Federation territory.

2. If you are a student, the purpose of entry in the migration card can only be "study" (during holidays too).

*After arrival at DSTU you should submit documents for migration registration (during 24 hours at the hostel, during 3 days at the residence address – to the police).*

3. If your registration is not at the place of your actual residence, it is liability to criminal liability.

4. If you are hospitalized/in a hotel/in a health camp/etc., your previous registration is canceled and you need to register again.

5. If you commit an administrative offense 2 times during one year (e.g. exceed the speed limit while driving, smoke in a public place, use of foul language, fight, etc.), the period of your stay on the Russian Federation territory may be reduced and a decision on deportation may be made.

DON'T FORGET!

- submit documents for extension of stay in the Russian Federation to the Registration Office for Foreign Students (room 8-509) 2 months before visa or registration expiration;

- register in the residents' registration office of the Police Department (at the residence place) within 3 days from the date of crossing the border or changing the address of stay (for those who do not live in DSTU dormitories). In this regard it is necessary to have: a certificate of study (Dean's office), agreement for study/ referral to study /the extract from the order on admission (room 1-242), a request for period of stay extension (room 8-509);

- leave the territory of the Russian Federation within 3 days since the date of enrollment termination order, but not later than visa and registration expiration (enrollment termination cancels visa and registration through the police base, valid visa does not permit re-entry).

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 (Sd.) (First Name, Second Name) (Country) (Faculty)

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