

On approval of St. Petersburg State University's
Visa Sponsorship Regulations (invitations and visa extensions)
applying to family members of foreign nationals and stateless persons
studying at SPbU

In order to guarantee the social rights of foreign nationals studying at St. Petersburg State University and to encourage protection and support of families,

I HEREBY ORDER THAT

1. St. Petersburg State University's Visa Sponsorship Regulations (invitations and visa extensions) applying to family members of foreign nationals and stateless persons studying at SPbU (appended hereto) are approved;
2. This Order takes effect immediately on the date on which it is made;
3. The contact person for the purposes of clarification of this Order shall be: Senior Vice-Rector for Academic Affairs, Extra-Curriculum Affairs and Methodological Support. The requests are to be made via the Virtual Reception on SPbU's website.
4. Suggestions as to amendments hereof and additions hereto are to be made via e-mail: org@spbu.ru.
5. The person responsible for the control over the implementation hereof: Ms. A.Yu. Skvortsova, Acting Head of Vice-Rector's Office (Administrative Division of Rector's Office).

Senior Vice-Rector for Academic Affairs,
Extra-Curriculum Affairs and
Methodological Support

Ekaterina G. Babelyuk

**ST. PETERSBURG STATE UNIVERSITY'S
VISA SPONSORSHIP REGULATIONS
(invitations and visa extensions)
applying to family members of foreign nationals and stateless persons
studying at SPbU**

1. General provisions

- 1.1. St. Petersburg State University (hereinafter—“**SPbU**” or the “**University**”) strongly supports family integrity and may sponsor an invitation for a family member (family members) of a foreign national or a stateless person studying at SPbU (hereinafter—the “**Student**”) to enter the Russian Federation (hereinafter—the “**Invitation**”) and sponsor the family member’s (family members’) visa extensions for the period of the Student’s or *aspirantura* student’s study, which is subject to the conditions set out herein.
- 1.2. These regulations apply to foreign nationals and stateless persons enrolled in SPbU’s educational programmes at the following levels under a letter of referral issued by Russia’s Ministry of Education and Science:
- undergraduate (*bakalavriat*)
 - specialist degree (*spetsialitet*)
 - master’s (*magistratura*)
 - research/teaching staff training programme (*aspirantura*)

These regulations also apply to foreign nationals who are enrolled—within general admissions—in a main educational programme (undergraduate, specialist degree, master’s, research/teaching staff training) that has government accreditation and who have entered the Russian Federation on the basis of SPbU’s invitation (hereinafter—“**Students**”).

- 1.3. For the purposes of these regulations, family members include the Student’s spouse and children who are underage pursuant to national legislation of the student’s home country.

2. Eligibility

- 2.1. The Students in 2nd and subsequent years of study enrolled in undergraduate, specialist degree, master’s, and research/teaching staff training main educational programmes may lodge an application for an invitation or visa extension in respect of their family members being sponsored by SPbU (hereinafter—the “**Application**”), provided they have passed all exams during interim assessments and meet all other requirements set out in their curriculum.

- 2.2. SPbU will sponsor an invitation or visa extension provided the Student meets all of the following eligibility criteria:
 - 2.2.1. the Student has no academic failures outstanding as of the date of application;
 - 2.2.2. the Student has not suffered administrative penalties and has not infringed SPbU's by-laws;
 - 2.2.3. the Student is not in arrears with the payment of tuition fees, accommodation fees or fees for any other services rendered by SPbU;
 - 2.2.4. neither instalment payment option nor postponement has been granted to the Student by SPbU in respect of his tuition fees;
 - 2.2.5. where clause 2.4. applies, there is a residential lease contract for the period of intended stay of the Student's family members;
 - 2.2.6. each family member has a health insurance for the period of intended stay;
 - 2.2.7. the Student has not infringed Russia's migration law.
- 2.3. The requirements set out in clause 2.2 also apply to SPbU-sponsored visa extensions for the Student's family members. SPbU will sponsor visa extension for the Student's family member concurrently with the visa extension for the Student.
- 2.4. Should there be no vacant places for the Student's family members at SPbU's halls of residence, the Student should procure their accommodation according to clause 2.2.5 hereof.

3. Invitation sponsorship procedure

- 3.1. An invitation is issued by the Migration Department of Russia's Ministry of Internal Affairs (Main Office for St. Petersburg and Leningrad Region) on the basis of SPbU's request filed according to the rationale for inviting foreign nationals (hereinafter—the "**Rationale**") and appendices thereto which are submitted to SPbU's Passport and Visa Support Department pursuant to the procedure set out in SPbU's by-laws.
The Rationale is prepared following a foreign student's application submitted to the deputy head of SPbU's Academic Affairs Office responsible for the respective field of study.
- 3.2. The following documents should be enclosed with a foreign student's application:
 - 3.2.1. a health insurance with the effective period of no less than 6 months for each of the family members being invited;
 - 3.2.2. where clause 2.4. applies, a residential lease contract for the period of intended stay of the Student's family members. The lease contract must specify the number of tenants.
 - 3.2.3. a copy of an identification document of each foreign national or stateless person being invited; the document must be of a kind that is recognized by the Russian Federation as an identification document and must not expire within 18 months after the visa expiration date;
 - 3.2.4. a copy of the Student's multiple entry visa;
 - 3.2.5. a copy and the original of marriage certificate and (or) birth certificate for children (legalized at a consulate or apostilled);
 - 3.2.6. payment receipt for issuing an invitation to enter the Russian Federation;
- 3.3. Documents in a foreign language should be translated into Russian; the accuracy of translation and the signature of a translator must be authenticated by a notary public.

- 3.4. Upon receipt of the Student's application, the deputy head of SPbU's Academic Affairs Office responsible for the respective main field of study will (where appropriate) request the information on the Student's compliance with conditions set out in clause 2.2 from SPbU's officers in order to draft the Rationale.
- 3.5. The deputy head of SPbU's Academic Affairs Office responsible for the respective main field of study will submit the Rationale and appended documents to the head of SPbU's Passport and Visa Support Department.
- 3.6. An officer of SPbU's Passport and Visa Support Department will consider whether the Rationale and each of the appended documents conforms with the requirements contained herein and the requirements set out in Russia's legislation and will obtain information as to the infringements (if any) of Russia's legislation by the Student or his family members.

4. Applying for visa extension

- 4.1. SPbU will sponsor visa extension for the Student's family members who are staying in the Russian Federation on the basis of a SPbU-sponsored invitation. SPbU will sponsor visa extension by up to six months for each instance of extension on the application of the Student, provided the Student complies with the conditions set out herein.
- 4.2. SPbU will refuse the Student's application to sponsor visa extension in the following cases: the conditions set out in clause 2.2. are not satisfied; the Student or his family members have breached Russia's legislation (including migration legislation); the Student or his family members have breached the regulations applying to accommodation at SPbU's halls of residence.
- 4.3. The Student should submit to SPbU an application for visa extension sponsorship together with the required documents no later than one month before the visa's expiration date.