

RULES OF STAY IN THE RUSSIAN FEDERATION FOR FOREIGN CITIZENS AND STATELESS PERSONS STUDYING AT SPbU

1. The rights and duties of foreign citizens and stateless persons in the Russian Federation are specified in and regulated by the Constitution of the Russian Federation; Federal Law No 115-Φ3 as of 25 July 25 2002 ("On the Legal Status of Foreign Citizens in the Russian Federation"); Federal Law No 114-Φ3 as of 15 August 1996 ("Russian Border Crossing Act"); Federal Law No 109-Φ3 as of 18 July 18 2006 ("On the Migration Registration of Foreign Citizens and Stateless Persons in the Russian Federation"); Law of the Russian Federation No 4730-I as of 01 April 1993 ("On the State Border of the Russian Federation"); Code of the Russian Federation on Administrative Offences (hereinafter referred to as the CoAO); the SPbU Charter and bylaws.

2. In view of compliance with the Rules of Stay prescribed by the said legal acts, foreign citizens having come to study at St Petersburg University **shall**:

2.1. Contact the SPbU Admissions Office for Foreign Citizens (13 B Universitetskaya Nab., St Petersburg; office hours: Monday–Friday from 10 to 18; phone: +7 (812) 363 66 33) either on the day of arrival or the next day (excluding days off and holidays) — **for first-year students**; contact an employee of the Academic Office in the relevant field of study (hereinafter referred to as the Academic Office) — **for all other students, including those being reinstated at SPbU or returning to studies after a student leave of absence**, and submit the following documents for migration registration:

- a passport or any other document valid in the Russian Federation,
- a migration card (for citizens of Belarus no migration card required).

2.2. Submit an application (http://ifea.spbu.ru/images/zayavlenie_migrant.doc) to the SPbU Passports and Visas Department (hereinafter referred to as the PVD) to extend their period of stay at least one calendar month before their current period of stay in the Russian Federation has expired.

If there are any **objective reasons** preventing the foreign citizen from submitting documents before the deadline (loss of documents, illness preventing the individual from contacting the PVD, late entrance to the Russian Federation, etc.), he/she is required to inform thereof the relevant employee of the Academic Office and the PVD head, **providing documented proof**.

A multiple visa for the whole study period shall be issued to those foreign citizens, who have arrived in the Russian Federation to study on the grounds of a visa, simultaneously with the extension of their period of stay in the Russian Federation. Such a multiple visa, however, may be issued for no longer than one year for each extension. For those foreign citizens who do not require a visa to study in the Russian Federation, the period of stay shall be extended by marking their migration card (not required for citizens of the Republic of Belarus). Such a marking, however, may be issued for no longer than one year for each extension.

2.3. When leaving for other cities of the Russian Federation, the foreign citizen is required to inform thereof the relevant employee of the Passports and Visas Department, specifying the destination as well as the purpose and duration of his/her trip.

In case the foreign citizens need to enter, sojourn or travel through a **border area**, they are required to inform thereof the relevant employee of the Academic Office and be issued, well in advance, a border area pass at the Border Directorate of the Russian Federal Security Service, St Petersburg and Leningrad Oblast branch (62 Shpalernaya Ul., phone: +7 (812) 578 03 45, +7 (812) 578 04 56, +7 (812) 438 64 58, +7 (812) 274 09 08 (fax)); e-mail: pu.spb.lenobl.@fsb.ru; Federal Government Information System "Public Services Portal of the Russian Federation" www.gosuslugi.ru).

In case the foreign citizen has to stay in another city of the Russian Federation for more than seven working days, he/she shall apply to the host party (the Russian citizen providing accommodation or the host organisation's administration) for his/her migration registration through either the local office of the federal migration agency or a local post office of the FSUE "Russian Post". It is also required to keep the travel documents (tickets, boarding passes, etc.).

Within two working days after his/her return to St Petersburg (in case of having obtained migration registration in another city; **hotel accommodation** in any case) the foreign citizen is required to submit the relevant documents to renew his/her migration registration in St Petersburg.

2.4. Before leaving the Russian Federation, the foreign citizen has to inform thereof the relevant employee of the Academic Office, specifying the purpose and duration of his/her trip. Upon his/her return, the foreign citizen is required, within two working days, to submit to the PVD the relevant documents for migration registration based on a new migration card.

2.5. In case the foreign citizen has changed his/her place of residence within St Petersburg and Leningrad Oblast he/she is required, within two working days, to inform thereof either the relevant employee of the Academic Office or the relevant employee of the PVD, in order to be issued a new migration registration notice.

2.6. If the foreign citizen's status of residence in the Russian Federation has changed (he/she has been either issued a temporary residence permit / permanent resident card / provisional asylum certificate, or granted Russian citizenship or a refugee status), or if he/she has obtained a work permit, the foreign citizen is required to submit copies of the issued documents either to the relevant employee of the Academic Office or to the relevant employee of the PVD.

If the foreign student has been issued a migration registration notice or a registration at the address by a host party other than SPbU, he/she is required to submit copies of the issued documents to the relevant employee of the PVD.

2.7. If any documents (the national passport, visa, migration card) are lost, the foreign citizen is required to apply, without undue delay, to the Lost Property Office of the Main Directorate of the Russian Ministry of Internal Affairs, St Petersburg and Leningrad Oblast branch, located at 10 Zakharyevskaya Ul., St Petersburg, phone: +7 (812) 573 30 59, to be issued a statement for a subsequent re-issue of these documents. If any documents have been stolen, the foreign citizen has to apply to a local police department, to be issued a statement upon documents theft. The incident has to be reported to either the relevant employee of the Academic Office or the relevant employee of the PVD.

2.8. At least six months before the expiry of his/her national passport, the foreign citizen is required to either renew or replace it and to submit the new information to either the relevant employee of the Academic Office or the relevant employee of the PVD.

2.9. Upon having been expelled, the foreign citizen is required to contact the relevant employee of the Academic Office and become familiarised with the appropriate Expulsion Order, with written acknowledgement. He/she is also required to submit copies of travel tickets and leave the Russian Federation within seven days from the date of expulsion from SPbU (within the valid visa).

If, at the moment of expulsion, the foreign citizen has a multiple visa valid for more than two months from the expulsion date, he/she is required to contact the relevant employee of the PVD, in order to be issued a transit visa.

If the foreign citizen does not leave the Russian Federation, he/she will be considered a departure evader, this being a violation of the migration legislation.

3. The foreign citizen shall be held accountable for improper compliance with these Rules of Stay pursuant to the laws of the Russian Federation, SPbU Charter and bylaws.