

APPROVED BY
Senior Vice Rector for
Academic Affairs and Methodological Support
_____ M.Yu. Lavrikova

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SEEN AND APPROVED BY
Deputy Rector for Security
_____ E.P. Sharygina

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A GUIDE TO THE RULES OF STAY IN THE RUSSIAN FEDERATION FOR FOREIGN NATIONALS AND STATELESS PERSONS STUDYING AT SPbU

In order to avoid noncompliance with the migration legislation of the Russian Federation¹ and to comply with the prescribed Rules of Stay, foreign citizens and stateless persons (hereinafter foreign citizens) who come to SPbU for study purposes **must**:

1. REGISTER THE ARRIVAL TO SPbU

1.1. If you are enrolled as a first year student, you should contact the SPbU Admissions Office for Foreign Citizens.

1.2. If you have been transferred, reinstated or have returned to studies after taking an academic leave of absence, you should contact a staff member of the Academic Office in your relevant field of study (hereinafter referred to as the Academic Office) or a staff member of the Centre for Additional Educational Programmes if you are enrolled in an additional educational programme.

You will need to provide the following documents:

- the passport or any other ID valid in the Russian Federation, with a corresponding visa (standard study visa or standard work visa) if you require a visa to enter the Russian Federation;
- the migration card (migration card is not required for citizens of Belarus) with the purpose of visit stated as “study” or “work”.

1.3. On the day of arrival or the next day after arrival (exclusive of weekends and public holidays), you need to contact the SPbU Passports and Visas Department (hereinafter referred to as the PVD).

PLEASE NOTE! The stated purpose of visit to the Russian Federation has to match the actual activity you will be engaged in during your stay (residence) in the Russian Federation.

2. HAVE THE VISA REGISTERED

2.1. In order to register their visa, foreign citizens staying in the SPbU halls of residence shall, within 3 working days from the date of entry into the Russian Federation, contact the PVD and provide the documents listed above as well as the application for migration registration (<http://ifea.spbu.ru/migratsion-uchet-inostrannyh>), and the tenancy agreement.

2.2. Foreign citizens staying at private addressees shall, within three working days from the date of entry into the Russian Federation, contact the “receiving party”, that is, the landlord, for the purposes of migration registration and provide the following documents:

- the passport + photocopies of all non-blank passport pages;
- the migration card + its photocopy (citizens of Belarus do not need to provide a migration card and its copies).

PLEASE NOTE!!! A foreign citizen must submit a copy of the registration slip (notification of migration registration) to the staff members of the PVD within 3 days from the date of the official visa registration.

Note that migration registration is only legal if your visa is registered at the address of your actual residence by the landlord through authorized agencies: the district offices of the Directorate for Migration Affairs of the General Administration for Migration Affairs of the RF Ministry of Internal Affairs; Multifunctional Centres for State and Municipal Services (MFCs); post offices of the Russian Post. Acquiring documents confirming migration registration with third parties who do not provide the actual place of stay (accommodation) can lead to such problems as expulsion of a foreign citizen from SPbU and removal from the Russian Federation.

3. OBTAIN A MEDICAL INSURANCE POLICY IN DUE TIME

Foreign citizens studying or working in the Russian Federation are required to get an obligatory medical insurance policy for the entire period of their stay in the Russian Federation.

4. EXTEND THE VISA AND PERIOD OF STAY IN DUE COURSE

Not later than **one calendar month** before the expiration of the period of their temporary stay in the Russian Federation as specified in the initial migration registration, foreign citizens - **both those who are staying at the SPbU halls of residence and those staying at private addresses** - need to submit an application to the PVD to extend their period of stay (http://ifea.spbu.ru/images/zayavlenie_migrant.doc).

If there are any **objective reasons** preventing a foreign citizen from submitting documents before the deadline (loss of documents, illness preventing the individual from applying at the PVD, late entrance to the Russian Federation, etc.), they are required to inform the staff members of the Academic Office and the PVD of such circumstances and **provide the relevant supporting documents**.

A multiple visa for the study period will be issued to foreign citizens who arrive in the Russian Federation with a study visa; this multiple visa is issued simultaneously with the extension of the period of stay in the Russian Federation and it is only valid for a period of up to one year for each extension.

For foreign citizens who do not require a visa to study in the Russian Federation, the period of stay will be extended by special migration card marking (not required for citizens of Belarus), which extends the period of stay for up to one year for each extension.

Foreign citizens staying at private addressees shall, within three working days, contact the “receiving party” for the purpose of migration registration of their new visa.

PLEASE NOTE!!! A foreign citizen must submit a copy of the registration slip (notification of migration registration) to the staff members of the PVD.

5. RENEW THE PASSPORT IN DUE TIME

At least six months before the passport expiry date, a foreign citizen shall either extend its validity period or obtain a new passport, and then inform the Academic Office and the PVD accordingly.

6. PROVIDE INFORMATION ABOUT LEAVING ST. PETERSBURG

When leaving St. Petersburg to visit other cities of the Russian Federation or going outside the Russian Federation, a foreign citizen is required to inform the Academic Office and the PVD about the purpose of the trip, its duration and the place of stay.

If a foreign citizen stays in another city of the Russian Federation for more than seven working days, they shall ask the host party (the Russian citizen providing accommodation or the administration of the host organisation) for migration registration at their address.

It is also required to save all the travel documents (tickets, boarding passes, etc.).

Within two working days after their return to St Petersburg (in the case of migration registration in another city or after staying at **a hotel (hostel, vacation hotel, etc.) in St. Petersburg or Leningrad Oblast**), the foreign citizen is required to contact the PVD or the “receiving party” and provide the documents required for a renewal of their migration registration in St. Petersburg (*see* section 2 “HAVE THE VISA REGISTERED”).

7. COMPLY WITH THE LEGAL REQUIREMENTS IF ENGAGED IN LABOUR ACTIVITIES IN THE RUSSIAN FEDERATION

Foreign citizens enrolled in the main educational programmes have the right to engage in labour activities in the Russian Federation provided that they obtain a work permit. This rule applies to all foreign citizens entering the Russian Federation both on the basis of a visa and on a visa-free basis (the citizens of the member states of the Treaty on the Eurasian Economic Union do not need any permits to engage in labour activities in the RF). Besides, foreign students can work during their holidays or in their free time at the institution of higher education where they do their studies without the need to obtain a work permit.

PLEASE NOTE! Engaging in labour activities in the Russian Federation without obtaining the required documents is a serious violation of the legislation of the Russian Federation.

8. OBTAIN THE REQUIRED DOCUMENTS FOR VISITING THE BORDER AREA

If a foreign citizen needs to enter (pass through), temporarily stay, or travel in **a border area**, they are required to inform a staff member of the Academic Office about that and to obtain beforehand a border area pass at the St. Petersburg and Leningrad Oblast Branch of the Border Directorate of the Russian Federal Security Service (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; the Federal Government Information System “Public Services Portal of the Russian Federation” www.gosuslugi.ru).

9. PROVIDE INFORMATION ABOUT ANY DATA CHANGES

In the case of any changes to their passport data or the place of residence within St. Petersburg and Leningrad Oblast, the foreign citizen is required, within two working days, to inform the staff members of the Academic Office and the PVD about the said changes, and to provide the documents necessary for issuance of a new migration registration notice.

If the residence status of the foreign citizen in the Russian Federation changes (in the case of obtaining a temporary residence permit, permanent residence permit, Russian citizenship, temporary asylum certificate, refugee status), and in the case of obtaining a work permit, the foreign citizen is required to submit copies of the issued documents to the staff members of the Academic Office and the PVD.

10. HAVE DOCUMENTS RE-ISSUED IN THE CASE OF LOSS

If any documents (the national passport, visa, migration card) are lost, the foreign citizen should promptly apply to the Lost Property Office of the St. Petersburg and Leningrad Oblast Branch of the Main Directorate of the Russian Ministry of Internal Affairs, located at 10 Zakharyevskaya Ul., St Petersburg, phone: +7 (812) 573 30 59, for a corresponding certificate of loss to be issued, which will be required for a subsequent re-issuance of the lost documents.

If any documents are stolen, the foreign citizen will need to apply to a local police station, which will issue a certificate of theft of documents. The foreign citizen is required to report the incident to the staff members of the Academic Office and the PVD the next (working) day.

11. DULY FORMALIZE ENROLMENT TERMINATION

Upon termination of the enrolment, the foreign citizen is required to contact a staff member of the Academic Office and read the corresponding Enrolment Termination Order, with signature confirmation. The foreign citizen is also required to submit copies of travel tickets and leave the Russian Federation within seven days from the date of their enrolment termination at SPbU (and within the visa validity period).

If at the time of enrolment termination, the foreign citizen has a multiple visa valid for more than two months from the date of enrolment termination, they are required to contact a staff member of the PVD in order to obtain a transit visa.

PLEASE NOTE!!! If a foreign citizen does not leave the Russian Federation in the required time, this will be regarded as evading the departure from the country, which is a violation of migration legislation.

The foreign citizen shall be held accountable for improper compliance with these Rules of Stay under the laws of the Russian Federation, the SPbU Charter and SPbU internal regulations.

Please note the following:

Violation by a foreign citizen or stateless person of the rules of entry into the Russian Federation or the conditions of stay (residence) in the Russian Federation consisting in a violation of the established rules of entry into the Russian Federation, a violation of migration registration rules, the rules of movement or the procedures of choosing a place of stay or residence, the rules of transit travel through the territory of the Russian Federation, or failure to provide notification of the proof of residence in the Russian Federation in the cases established by the federal law;

Violation by a foreign citizen or stateless person of the conditions of stay (residence) in the Russian Federation consisting in the absence of the documents confirming their right of stay (residence) in the Russian Federation, or, in the event of a loss of such documents, in failure to submit a statement of their loss to the appropriate authority, or in evading departure from the Russian Federation after the specified length of stay is over and provided that the said actions do not contain elements of a punishable offence;

Violation by a foreign citizen or stateless person of the rules of entry into the Russian Federation or the rules of stay (residence) in the Russian Federation consisting in the declared purpose of entry into the Russian Federation not matching the actual purpose of visit during the stay (residence) in the Russian Federation or the occupation,

is punishable by an administrative fine with or without removal from the Russian Federation under administrative law (**Article 18.8, AOC RF**).

Violation of the regulations on restricted access to border areas of the Russian Federation is punishable by an administrative fine with or without removal from the Russian Federation under administrative law (**Article 18.1, Section 2, AOC RF**).

Violations of the rules for entering (passing through) the border area, the rules of temporary stay, movement of individuals or vehicles in the border area, committed by a foreign national or a stateless person, are punishable by an admonition or an administrative fine with or without removal from the Russian Federation under administrative law (**Article 18.2, AOC RF**).

Contacts:

SPbU Passports and Visas Department (pvo@spbu.ru):

7-9-11 Universitetskaya nab., Building B, St. Petersburg, Room 109

Opening hours: Monday - Friday, 9:00 - 17:45

Phone: +7 812 363 64 03

For residents of the SPbU halls of residence in Peterhof:

66 Botanicheskaya Ul., Building 2 (Halls of Residence No 10), Peterhof, St. Petersburg, Room 103

Opening hours: Monday - Friday, 9:00 - 17:45

Phone: +7 812 428 47 58

SPbU Admissions Office

13 Universitetskaya nab., Building B, St. Petersburg

Opening hours: Monday - Friday, 10:00 - 18:00

Phone: +7 812 363 66 33

admission@spbu.ru

Academic Affairs Office

<http://edu.spbu.ru/uchebnoe-upravlenie.html>

¹ The rights and duties of foreign citizens and stateless persons in the Russian Federation are established and regulated by the Constitution of the Russian Federation; Federal Law No. 115-FZ of 25 July 2002 (“On the Legal Status of Foreign Citizens in the Russian Federation”); Federal Law No. 114-FZ of 15 August 1996 (“On the procedures for departure from the Russian Federation and entry into the Russian Federation”); Federal Law No. 109-FZ of 18 July 2006 (“On Migration Registration of Foreign Citizens and Stateless Persons in the Russian Federation”); Russian Federation Law No. 4730-I of 01 April 1993 (“On the State Border of the Russian Federation”); the Administrative Offences Code of the Russian Federation (hereinafter referred to as the AOC RF); the SPbU Charter and internal regulations.