



300
YEARS of SPbU

GUIDE

FOR FOREIGN
PROFESSORS

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St Petersburg University is Russia's oldest university, established by the decree of Peter the Great in 1724 together with the Russian Academy of Sciences and Academic Gymnasium.

Prominent scientists, politicians, artists, writers, sportsmen, and businessmen graduated from the University. These people left a profound impact on the development of the Russian state and society. St Petersburg University holds a notable position in the global academic community, as nine of its alumni have been awarded the Nobel Prize.

The university is actively engaged in the exchange of knowledge and experience with international partners. Currently, over 600 foreign partners from 100 countries are affiliated with the institution. The University has two branches in Tashkent and Cairo, a joint campus with the Harbin Institute of Technology in China, eight foreign representative offices in the Republic of Korea, China, Italy, Spain, Greece, Iran, Uzbekistan, and Thailand. Additionally, it has one hundred and fifteen language testing centres worldwide for those seeking to learn Russian as a foreign language.

I am confident that your involvement in the Visiting Professor programme will greatly benefit more than 500 educational programmes of the University by promoting the exchange of knowledge, fostering intercultural understanding and enhancing academic abilities of both students and faculty.

Sincerely yours,

Nikolay Kropachev
Rector

A handwritten signature in black ink, appearing to be 'N. Kropachev', written in a cursive style.

St Petersburg University was founded in 1724 by a decree of Peter the Great. After three hundred years, it is the leading institution of higher education and research in Russia and around the Globe. St Petersburg University consists of many different buildings located in St Petersburg and Peterhof.

Many of them are unique architectural monuments. Notable structures such as the Twelve Collegia building, the Palace of Peter II, the Rector's Wing, and the Mikhailovskaya Dacha exemplify an exquisite fusion of history and modernity.

St Petersburg, the second largest city in Russia, holds the distinction of being the northernmost city with 7 million residents and is also the most populous city on the Baltic Sea. Founded in 1703, it served as the capital of the Russian Empire for two centuries (1712–1918). Known for its pivotal role in Russian history, the city is renowned for its involvement in the February and October Revolutions of 1917, as well as its resilient defense during World War II, St Petersburg is considered one of Europe's most magnificent and inviting cities, leading to its designation as a UNESCO World Heritage site in 1990.



[VIRTUAL EXCURSION AROUND ST PETERSBURG UNIVERSITY](#)

[VIRTUAL EXCURSION AROUND ST PETERSBURG UNIVERSITY MUSEUM OF CONTEMPORARY CULTURE](#)

[VIRTUAL EXCURSION AROUND MUSEUMS AND COLLECTIONS OF ST PETERSBURG UNIVERSITY](#)

[GIFT SHOP](#)

BEFORE ARRIVAL

First of all, let us assist you in all your steps from application to arrival and stay in magnificent city of St Petersburg by providing you with the main contact of our staff who will keep in touch with you all the time:

Mariia Slastunova, Head of the Visiting Professor Programme — m.slastunova@spbu.ru

For enquiries related to passport and visa information, please contact us by the following e-mail — pvo@spbu.ru

INVITATION

If you have received a proposal to teach a subject or course, it will take 20 working days to process a visa invitation. Once you have received the electronic copy of the invitation, you can apply for a visa at the Consulate General of the Russian Federation Consular or Visa Department of the Representative Office of the Ministry of Foreign Affairs of the Russian Federation or at the Visa Center that processes visas for foreign citizens entering the Russian Federation in the country of your permanent residence.

VISA

In order to obtain a work visa, you should hold a passport that is valid for at least 18 months from the start date of your work visa.

Based on the received invitation with the purpose of entry «Employment» you will be provided with a single-entry work visa valid for up to 90 days. In case the contract is continues for more than 90 days, a single-entry visa will be re-issued as a multiple-entry visa valid for up to one year. To extend the visa, professor does not have to leave Russia. Documents for visa extension should be submitted no later than 1.5 months before the expiry date of the current visa.

Legal information: according to clause 5.1, Article 5 of Federal Law No 115-FZ 'On Legal Status of Foreign Citizens in the Russian Federation' dated 25 July 2002 (hereinafter referred to as Federal Law No 115-FZ), all foreign citizens, temporarily staying on the territory of the Russian Federation, entering the territory of the Russian Federation for the purpose of working, must have a VOLUNTARY MEDICAL INSURANCE POLICY, valid in the territory of the Russian Federation.



THERE ARE SOME TIPS YOU MAY NEED TO FOLLOW WHEN FILLING OUT A VISA APPLICATION FORM:

- Purpose of visit (section): EMPLOYMENT
- Purpose of visit: WORK
Category and type of visa: WORK VISA
- Number of entries: SINGLE
- Date of entry into Russia: you may enter any date starting from the date indicated in the field EMPLOYMENT, but no later than the date of your arriving in the territory of Russia
- Date of exit from Russia: see the field STAY UNTIL
- Name of organisation: St Petersburg University
Address: 7-9 Universitetskaya Embankment, St Petersburg, 199034, Russia.
- INN (Taxpayer Identification Number): 7801002274
- Itinerary (places to visit): St Petersburg and Moscow
Invitation letter serial number: starts with 2L. When collecting your visa, please ensure that the following information is correct:
 - (full name)
 - Your date of birth:
 - Passport details (series and number)
 - Purpose of entry

UPON ARRIVAL

AFTER CROSSING THE RUSSIAN BORDER

- 1** When crossing the border of the Russian Federation, obtain a migration card.
- 2** Within 7 working days from the date of border crossing you are required to obtain a registration at the actual address of residence.
- 3** You are required to go through a medical examination, dactyloscopy and photography within 30 days after arrival.
- 4** Please submit documents for visa extension in case of a contract for more than 90 days.

1

**MIGRATION REGISTRATION AT THE PLACE OF RESIDENCE
(WITHIN 6 (SIX) WORKING DAYS)**

Upon arrival in St Petersburg, you are required to get your migration registration at your actual address of residence at the Migration Department of the Department of Migration Affairs of the Ministry of Internal Affairs of the district of your actual residence in St Petersburg and receive a Notification of Migration Registration. This document is a confirmation that you are staying in Russia legally. In case of an official verification, you are required to present the Notification of Migration Registration to the police along with your passport and migration card.

You have to contact the owner of the residential premises in order to register for migration.

If you live in a university hall of residence, you should apply to the Passport and Visa Department of SPbU and provide the following documents:



A copy of a valid passport (all pages with stamps)



Migration card



Contract of tenancy

If you live at a private address, the owner of the residential premises is legally required to register you for migration at the address of your residence. The landlord is responsible for registering you for migration.

Necessary documents for migration registration:

A copy of a valid passport
(all pages with stamps)



Migration card

Legal information:
according to Federal Law No 109-FZ 'On Migration Registration of Foreign Citizens and Stateless Persons in the Russian Federation' dated 18 June 2006, all foreign citizens are legally required to be registered in the migration register at the address of their residence no later than seven (7) working days from the date of their arrival in the Russian Federation.

MIGRATION CARD

Upon arrival in Russia, you are required to fill a migration card, which is typically provided to foreign citizens upon entering Russia and can be obtained at the waiting rooms located at passport control. The officers of the migration service (passport control) may assist in filling the card for visitors.

It is essential to complete both identical sections (A and B) of the card. Please complete the card using a pen in either Russian or English capital letters, without any corrections or smudges, based on your travel document data. In the relevant section, indicate your biological sex with an 'X', and ensure you include the name of the inviting party and the corresponding visa duration. The migration card and passport with visa will be presented to a migration control officer for verification and subsequent endorsement.

Section A will be retained by the immigration officer and section B will be returned to you. The date stamped on the card will be considered as the first day of your visit to Russia. A migration card must be carefully preserved throughout the entirety of your stay in Russia and will be returned upon departure. It is mandatory for a foreign citizen to complete a new migration card each time they enter Russia.

Foreign citizens who have lost their migration card must apply to the Federal Migration Service to have their card restored within three (3) working days. We strongly recommend that you keep copies of your migration card, passport, visa and registration certificate together with the originals in your personal files.

Приложение № 1
к Протоколу между Министерством внутренних дел Российской Федерации и Министерством внутренних дел Республики Беларусь о порядке реализации Соглашения между Правительством Российской Федерации и Правительством Республики Беларусь об использовании миграционной карты единого образца от 5 октября 2004 года

"А" (Въезд/Arrival)		Республика Беларусь Russian Republic of Belarus	
Российская Федерация Federation		Республика Беларусь Russian Republic of Belarus	
Миграционная карта Migration Card	Серия/Serial №		
Фамилия/Surname (Family name)			
Имя/Given name(s)			
Отчество/Patronymic			
Дата рождения/Date of birth		Пол/Sex	
Дни/Day	Месяц/Month	Год/Year	Муж./Male <input type="checkbox"/> Жен./Female <input type="checkbox"/>
Гражданство/Nationality			
Документ, удостоверяющий личность/Passport or other ID		Номер визы/Visa number:	
Цель визита (обязательно подчеркнуть)/Purpose of travel (to be underlined):		Сведения о приглашающей стороне (наименование юридического лица, фамилия, имя, (отчество) физического лица), местонахождение/Name of host person or company, locality:	
Служебный/Official, Туризм/Tourism, Коммерческий/Business, Учеба/Education, Работа/Employment, Частный/Private, Транзит/Transit			
С/From: До/To:		Подпись/Signature:	
Служебные отметки/For official use only			
Выезд в Российскую Федерацию /Республику Беларусь/Date of arrival in the Russian Federation/Republic of Belarus		Выезд из Российской Федерации /Республики Беларусь/Date of departure from the Russian Federation/Republic of Belarus	

"Б" (Выезд/Departure)		Республика Беларусь Russian Republic of Belarus	
Российская Федерация Federation		Республика Беларусь Russian Republic of Belarus	
Миграционная карта Migration Card		Серия/Serial №	
Фамилия/Surname (Family name)			
Имя/Given name(s)			
Отчество/Patronymic			
Дата рождения/Date of birth		Пол/Sex	
Дни/Day	Месяц/Month	Год/Year	Муж./Male <input type="checkbox"/> Жен./Female <input type="checkbox"/>
Гражданство/Nationality			
Документ, удостоверяющий личность/Passport or other ID		Номер визы/Visa number:	
Цель визита (обязательно подчеркнуть)/Purpose of travel (to be underlined):		Сведения о приглашающей стороне (наименование юридического лица, фамилия, имя, (отчество) физического лица), местонахождение/Name of host person or company, locality:	
Служебный/Official, Туризм/Tourism, Коммерческий/Business, Учеба/Education, Работа/Employment, Частный/Private, Транзит/Transit			
С/From: До/To:		Подпись/Signature:	
Служебные отметки/For official use only			
Выезд в Российскую Федерацию /Республику Беларусь/Date of arrival in the Russian Federation/Republic of Belarus		Выезд из Российской Федерации /Республики Беларусь/Date of departure from the Russian Federation/Republic of Belarus	

Линия разрыва

2 MEDICAL EXAMINATION, DACTYLOSCOPY AND PHOTOS (WITHIN 30 (THIRTY) DAYS FROM THE DAY OF ENTRY INTO RUSSIA)

This includes medical examination, dactyloscopic registration and photography.

The medical certificate is valid for 12 months. Once it expires, it is necessary to undergo another medical examination.

The electronic copy of the certificate confirming the dactyloscopic registration should be sent to the email address of the Passport and Visa Support Department of St Petersburg University pvo@spbu.ru

Legal information: according to clauses 13, 18, 19 of Article 5 of Federal Law No 115-FZ, All foreign citizens entering the Russian Federation for the purpose of work must undergo **MEDICAL EXAMINATION, PHOTOGRAPHY AND OBLIGATORY DACTYLOSCOPIC REGISTRATION** within 30 days from the date of their arrival in the Russian Federation.



3 VISA EXTENSION (WITHIN 1.5 MONTHS BEFORE THE VISA EXPIRES)

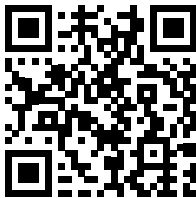
You should extend your visa if you have signed a contract for more than 90 days. The visa extension procedure takes 20 working days. You should submit your documents to the Passport and Visa Support Department no later than 1.5 months before your current period of stay expires.



PUBLIC TRANSPORT

The most convenient way to get around St Petersburg is by public transport. You can get to any part of the city quickly and easily by bus, trolleybus, tram or metro. The busiest hours are between 8 am and 10 am and between 5 pm and 7 pm. During these hours it is advisable to use the underground.

QR code for the St Petersburg Metro website:



THE CURRENCY

The official currency in the Russian Federation is the Russian rouble.

Currency exchange services are available at the exchange offices of major Russian banks, offering exchange rates as published by the Central Bank of Russia. Please refer to the bank's [website](#) for further information.



SIM AND BANK CARDS

To utilize cashless payment systems and mobile internet, it is advised to obtain a bank debit card and a SIM card. Upon obtaining a Russian telephone account, foreign nationals can request a bank card from any Russian bank and pick it up from the office. You can collect your card from the bank's office. It usually takes between three (3) to seven (7) days for the card to be issued.

NUTRITION

You will be able to find food to satisfy all tastes in St Petersburg. An average business lunch can cost between 300 to 600 roubles. There are more than 30 canteens and refectories in the buildings of St Petersburg University. You can always buy a full dinner there.

[Learn more](#)



ST PETERSBURG AT THE WEEKENDS

St Petersburg prides itself on being called the 'Northern Capital' of Russia. Today St Petersburg is the second largest economic, research and cultural centre in Russia after Moscow. It is one of the most picturesque cities in the world. The most iconic sites in St Petersburg, not to mention cultural heritage sites, are its bridges. There are 342 bridges over rivers, canals, streams and waterways in the city.

Millions of tourists visit St Petersburg every year to enjoy the 'White Nights'. White Nights is a natural phenomenon where the amount of natural light remains high and the entire night is nothing but dawn and dusk from sunset to sunrise. Regardless of the season you are visiting St Petersburg, we recommend that you visit the top five sights in St Petersburg.

- 1 The Hermitage Museum. It is one of the most popular art museums in the world. The museum is housed in the Winter Palace - a Russian Baroque-style building with many halls. You can see works by famous artists such as Leonardo Da Vinci, Raphael, Rembrandt, Degas, Matisse and Van Gogh. In total, the Hermitage has more than 3 million exhibits, compared to the Louvre's 300 hundred. If you want to visit all the halls of the museum, you will have to travel 20 kilometres.



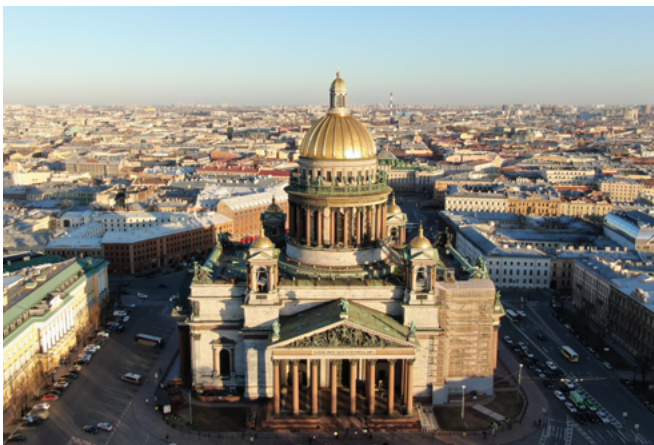


2

The Peter and Paul Fortress is the oldest architectural monument in the city. Within the fortress walls you can see the cathedral of the same name, the bastions, the prison of the Trubetsky Bastion, the Grand Ducal Vault, the Museum of Cosmonautics and Rocketry and the Museum of Science and Technology.

3

Nevsky Prospect: It is one of the central avenues of St Petersburg. Nevsky Prospect is the heart of the city. Here you will find many restaurants, shops and historical buildings.



4

St Isaac's Cathedral: It is one of the most impressive Orthodox cathedrals in the world. The interior of St Isaac's Cathedral is breath-taking in its beauty, scale and uniqueness. You can walk up to the Cathedral's viewing platform for a picturesque view of the city.

5

Peterhof. The palace complex is located outside the vicinity of St Petersburg. However, it is one of the most popular places to visit. Peterhof was a royal summer residence, famous for its magnificent fountains and parks.



CONTACTS:

Passport and Visa Support Department of St Petersburg University:

Regarding multiple-entry visas and migration registration at the addresses of SPbU halls of residence, as well as additional questions concerning the stay in Russia of foreign citizens, you are welcome to contact the Passport and Visa Department of SPbU

by e-mail: pvo@spbu.ru

or by phone: **8 (812) 363 64 03; 8 (812) 363 64 07.**

[CONTACT DETAILS OF DIRECTORS/DEANS' OFFICES](#)

[ACADEMIC AFFAIRS OFFICES' CONTACT DETAILS \(TIMETABLING ISSUES\)](#)

[TIMETABLE](#)

[RESEARCH AT ST PETERSBURG UNIVERSITY](#)

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