

A guide to the rules of stay in the Russian Federation for foreign citizens and stateless persons studying at St Petersburg University

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 referred to as foreign citizens) who come to St Petersburg University for study purposes **must**:

1. Register their arrival at St Petersburg University

1.1. If you are enrolled as a first year student, you should contact the University 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 Non-Degree Programmes if you are enrolled in a non-degree programme.

You will need to submit 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 (for citizens of Belarus no migration card required) with the purpose of the visit stated as ‘study’ or ‘work’.

1.3. Contact the Admissions Office for Foreign Citizens of St Petersburg University either on the day of arrival or the next day (excluding days off and holidays).

Please note! The stated purpose of the visit to the Russian Federation must comply with the actual activity you will be engaged in during your stay (residence) in the Russian Federation.

2. Register their residence at their residential address

2.1. In order to get registered, foreign citizens accommodated in the University halls of residence must contact the Passport and Visa Department within 3 (three) working days after their arrival. They must 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 accommodated at a private address must contact their ‘receiving party’, i.e. the owner of the property, within 3 (three) working days after their arrival. They must provide the following documents:

- passport and copies of all marked pages;
- migration card and its copy (for citizens of Belarus no migration card or its copy required).

Please note!!! A foreign citizen must submit a copy of the registration slip (notification of migration registration) to the staff members of the Passport and Visa Department within 3 (three) 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 property owner through authorised agencies: the district offices of the Directorate for Migration of the General Administration of the RF Ministry of Internal Affairs; Multifunctional Centres for State and Municipal Services (MFCs); and post offices of the Russian Post. Obtaining documents confirming your migration registration from third parties without being provided with a place of residence may lead to negative consequences for foreign citizens, up to and including expulsion from St Petersburg University and deportation 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 a voluntary 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 University halls of residence and those staying at private addresses** - need to submit an application to the Passport and Visa Department to extend their period of stay (<http://ifea.spbu.ru/migratsion-uchet-inostrannyh>).

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 Passport and Visa Department, late entrance to the Russian Federation, etc.), they are required to inform the staff members of the Academic Office and the Passport and Visa Department of such circumstances and provide **the relevant supporting documents**.

A multiple visa for the whole period of study shall be issued to 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 at the Russian Federation. Such a multiple visa, however, may be issued for no longer than 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.

Upon receiving a multiple visa at the Passport and Visa Support Department of St Petersburg University, foreign citizens residing at private addresses shall contact their 'receiving party' within 3 (three) working days to register their residence because they have received a 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 Passport and Visa Department.

5. Renew the passport in due time

At least six months before the national 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 Passport and Visa Department 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 Passport and Visa Department 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 7 (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 2 (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 Passport and Visa Department or the 'receiving party' and provide the documents required for a renewal of their migration registration in St Petersburg (see section 2 'Register their residence at their residential address').

7. Comply with the legal requirements if engaged in labour activities in the Russian Federation

Federal Law No 16-FZ as of 6 February 2020 amended Federal Law No 115-FZ 'On the Legal Status of Foreign Nationals in the Russian Federation' dated 25 July 2002, significantly changing the procedure for employment of foreign citizens studying in Russia.

From 8 August 2020, a foreign citizen studying in the Russian Federation on a full-time basis at a higher education institution in a government-accredited degree programme has the right to engage in labour activities during non-study time without obtaining a work permit or patent, including outside constituent entities of the Russian Federation, on the territory of which these foreign citizens are studying. To conclude an employment or civil law contract for the performance of work (provision of services) with an employer, a foreign citizen studying in the Russian Federation is required to provide a certificate from a higher education institution confirming the status of a student.

To obtain a certificate, you must contact the staff members of the Academic Office in your relevant field of study.

In case a foreign citizen has completed or stopped studying, an employment or civil law contract concluded with them is subject to termination.

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 Service of the Federal Security Service of the Russian Federation (62 Shpalernaya Street, St Petersburg; phone: 8(812) 578-03-45, 8(812) 578-04-56, 8(812) 438-64-58, 8(812) 274-09-08 (fax); email: 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 2 (two) working days, to inform the staff members of the Academic Office and the Passport and Visa Department 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 Passport and Visa Department.

10. Have documents re-issued in the case of loss

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 Street, 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 have been stolen, the foreign citizen has to apply to a local police department, to be issued a statement upon documents theft. The foreign citizen is required to report the incident to the staff members of the Academic Office and the Passport and Visa Department the next (working) day.

11. Duly formalise 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 written acknowledgement. The foreign citizen is also required to submit copies of travel tickets and leave the Russian Federation within 7 (seven) days from the date of their enrolment termination at St Petersburg University (and within the visa validity period) if at the time of enrolment termination the legislation of the Russian Federation does not provide for a different exit procedure.

If at the time of enrolment termination, the foreign citizen has a multiple visa valid for more than 2 (two) months from the date of enrolment termination, they are required to contact a staff member of the Passport and Visa Department in order to be issued 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 pursuant to the laws of the Russian Federation, the St Petersburg University Charter and the University internal regulations. The foreign citizen shall also be expelled from St Petersburg University.

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 citizen 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:

The Passport and Visa Department of St Petersburg University (pvo@spbu.ru):

Office 102, 7-9-11B, Universitetskaya Embankment, St Petersburg

Working hours: Monday – Friday, 9.00am – 5.45pm

Phone: +7 (812) 363-64-03;

For residents of the University halls of residence in Peterhof:

Office 103, 66/2 Botanicheskaya Street (Halls of Residence No 10), Peterhof, St Petersburg

Working hours: Monday – Friday, 9.00am – 5.45pm

Phone: +7 (812) 428-47-58.

International Admissions Office:

13B, Universitetskaya Embankment, St Petersburg

Working hours: Monday – Friday, 10am – 6pm

Phone: +7 (812) 363-66-33.

admission@spbu.ru

Academic Affairs Department:

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

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-FZ as of 25 July 2002 ('On the Legal Status of Foreign Citizens in the Russian Federation'); Federal Law No 114-FZ as of 15 August 1996 ('Russian Border Crossing Act'); Federal Law No 109-FZ as of 18 July 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 AOC RF); the St Petersburg University Charter and the University internal regulations.