

MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION

**Federal State-Funded Educational
Establishment of Higher Professional Education**

PENZA STATE UNIVERSITY



**RULES OF MIGRATION PROCEDURES FOR
FOREIGN CITIZENS, PROSPECTIVE
STUDENTS**

Penza 2012

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ENGLISH

DEAR STUDENT!

On behalf of all our staff we thank you for choosing our University and coming here for studying. We will try to make your stay in Penza the most unforgettable and cheerful period of your life.

The Institute of International cooperation of Penza State University wishes you successful studying and interesting creative student life. We're ready to help you with the rapid adaptation process in our wonderful country as well as to provide you any assistance within the Russian legislation.

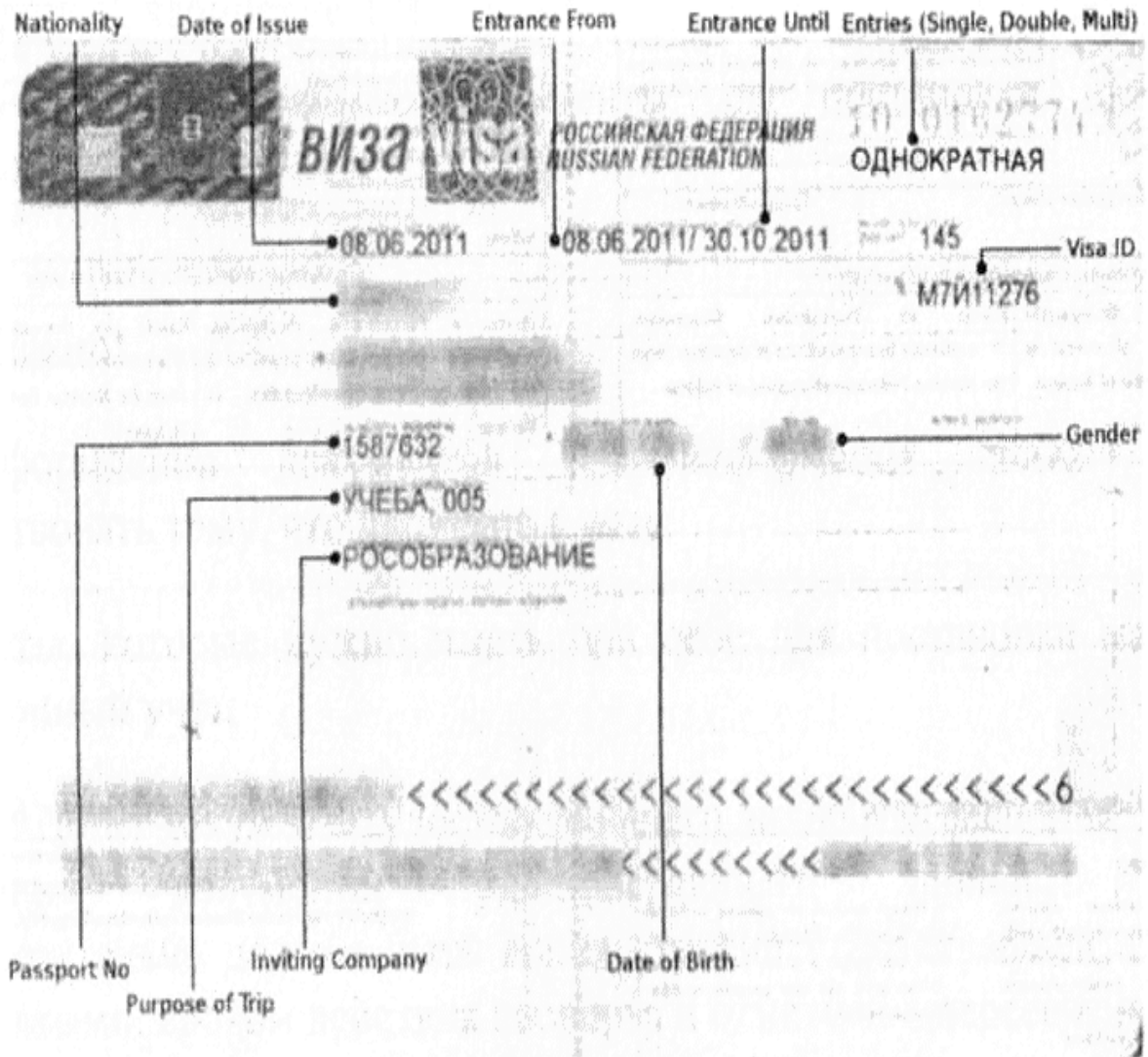
Please believe that every person coming to our University for studying is of unique value for us. We don't want the unfortunate negligence of the Russian laws to spoil your opinion about our hospitable country. Therefore we kindly ask you to read carefully our recommendations and to keep them in mind.

This instruction has been prepared by the PSU's Institute of International Cooperation in accordance with the following Federal Laws:

- Federal Law No. 114-FZ of August 15, 1996 On the Procedure for Exit from the Russian Federation and Entry Into the Russian Federation;
 - Federal Law No. 115-FZ of July 25, 2002 On the Legal Position of Foreign Citizens in the Russian Federation; (version of December 23,2010)
 - Federal Law No. 109-FZ of July 18, 2006 On the Immigration Registration of Foreign Nationals and Stateless Persons in Russia; and Government Decree of the Russian Federation:
 - Decree dated 9th June 2003 No. 335 "On the approval of regulation on the determination of form of visa, order and conditions of its production and issue, prolongation, recovery in cases of loss and cancellation";
 - Decree dated 8th August 2004 No. 413 "On the migration card";
 - Decree 15th September 2007 No. 9 "On the procedure for performing migration registration of foreign citizens and stateless persons in the Russian Federation"
- also:
- Code Of Administrative Offences Of The Russian Federation.

ENTRY INTO THE RUSSIAN FEDERATION AND INITIAL MIGRATION REGISTRATION

To enter the Russian Federation you'll need to submit a valid identity document which is acknowledged as such by our country (usually a passport) and a visa.



The purpose of your visit (study) must comply with the type of visa granted to you. Our Passport & Visa service deals only with **student visas** based on the invitations from the Ministry of Education and Science to enter the Russian Federation registered in Federal Migration Service Office in Penza Region.

You should be offered a migration card form while crossing the Russian Federation state border.

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" (Выезд/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			
День/Day	Месяц/Month	Год/Year	Пол/Sex Муж/Male <input type="checkbox"/> Жен/Female <input type="checkbox"/>
Гражданство/Nationality			
Документ, удостоверяющий личность/Passport or other ID		Идентификационный номер/ID number	
Цель визита (укажите по документам)/ Purpose of travel (to be underlined): Служебный/Official, Туризм/Tourism, Коммерческий/Business, Учеба/Education, Работы/Employment, Частный/Private, Прочие/Other		Сведения о принимающей стороне (индивидуальное юридическое лицо, фамилия, имя, отчество) физического лица, принимающей организации/Name of host region or company, locality:	
Срок пребывания/Duration of stay: 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			
День/Day	Месяц/Month	Год/Year	Пол/Sex Муж/Male <input type="checkbox"/> Жен/Female <input type="checkbox"/>
Гражданство/Nationality			
Документ, удостоверяющий личность/Passport or other ID		Идентификационный номер/ID number	
Цель визита (укажите по документам)/ Purpose of travel (to be underlined): Служебный/Official, Туризм/Tourism, Коммерческий/Business, Учеба/Education, Работы/Employment, Частный/Private, Прочие/Other		Сведения о принимающей стороне (индивидуальное юридическое лицо, фамилия, имя, отчество) физического лица, принимающей организации/Name of host region or company, locality:	
Срок пребывания/Duration of stay: 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

Оборотная сторона части "А"

<p>Внимание:</p> <ol style="list-style-type: none"> Иностранцы гражданство которых указывается в частях "А" и "Б" миграционной карты, подготавливают и лично представляют их должностному лицу соответствующего компетентного органа вместе с документом для выезда за границу. Графы миграционной карты заполняются иностранцами гражданством которых в русской или латинской транслитерации на основании документа для выезда за границу разборчиво печатными буквами, без поговорок и идиоматичных, в строго отведенных разделах и графах. Для обозначения пола иностранцами используется значок "X", проставляемый в соответствующие графы. Согласно законодательству выехавший в Российскую Федерацию/Республику Беларусь иностранный гражданин обязан зарегистрироваться в органе регистрации по месту фактического проживания и течение 3 рабочих дней или в течение 1 дня при проживании в гостинице или иной организации, оказывающей гостиничные услуги. Часть "Б" миграционной карты хранится у иностранного гражданина в течение всего периода его пребывания на территории Российской Федерации/Республики Беларусь и является документом лица соответствующего компетентного органа по время продолжения паспортного контроля при выезде в третье государство. 	<p>Attention:</p> <ol style="list-style-type: none"> Foreign nationals are requested to fill in both parts of the Migration Card ("A" and "B") and present it to the Border Control Officer along with their passports or other travel documents. Please fill in the Migration Card clearly, without dots or corrections by pen in Russian or Roman block letters according to your travel document strictly in the correspondent Mark. Please use mark "X" to indicate your sex in the correspondent boxes. Please be advised that according to the legislation in force foreign nationals entering the territory of the Russian Federation/Republic of Belarus must register in the local registration office of the Ministry of the Interior at the point of destination within 3 working days upon arrival or within 1 day in case of stay at a hotel or other organization rendering accommodation services. Please keep your part "B" of the Migration Card during the period of your stay in the territory of the Russian Federation/Republic of Belarus and submit it to the Border Control Officer while passing departure passport control procedure.
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Линия разрыва

Оборотная сторона части "Б"

Регистрация и изменение срока временного пребывания в Российской Федерации/Республике Беларусь/Registration marks and changes in duration of temporary stay in the Russian Federation/Republic of Belarus

All foreign citizens entering our country are subject to the migration registration. We **will not be in position** to ensure your migration registration if you **don't submit your migration card with the mark of the passport control officer** stating your crossing over the Russian Federation state border.

Upon your arrival at the University you must immediately, within one working day, visit:

- Office of the Institute of International Cooperation (40, Krasnaya str., building № 3, office 209),

then

- Department of admission and registration of foreign students (40, Krasnaya str., building № 3, office 203)

and submit all the documents required for the initial migration registration.

NB!

While handling the documents all the information must completely comply with the visa content.

Documents which you must have for the initial migration registration:

1. Original of identity document (passport).
2. Copy of identity document (passport). You must have a copy of pages with the photograph and surname, passport expiration date and border crossing mark.
3. Copy of single-entry visa.
4. Original of migration card with border crossing mark.
5. Copy of migration card with border crossing mark.
6. Standard application form for migration registration.
7. Twelve photographs (3x4 cm) made on the mat surface paper.

Upon completion of the migration registration you may stay in the Russian Federation as long as your **single-entry** visa is valid. For you to be able to continue studying you should extend the period of your stay before the expiration of your visa and obtain a **multiple-entry** visa **a month before the expiration** of the previous one. The information about how to do it is given in the following section.

If you don't have any reasons for extending the period of your stay you must leave the Russian Federation upon the expiration of the authorized period of stay.

MULTIPLE-ENTRY VISA AND EXTENSION OF PERIOD OF STAY IN THE RUSSIAN FEDERATION

Multiple-entry visa and extension of period of stay up to one year are granted if you have:

- letter of support from International Cooperation Department of Ministry of Education and Science – ICD MES (government financing)

along with the order of admission for study or transfer to the following year;

or

- study agreement (contract) along with the order of admission for study or transfer to the following year.

For multiple-entry visa and extension of period of stay you should consult the department of admission and registration of foreign students and submit the following documents:

1. Passport. The passport expiration date as of the date of addressing the department of admission and registration of foreign students must exceed or be equal to 18 months. The passport must have not less than two blank pages for visas.

2. Two copies of passport. The passport expiration date should be visible on the pages.

3. Filled-in visa application form.

4. Original of visa.

5. Copy of visa.

6. Original of migration card.

7. Copy of migration card.

8. Copy of the order or extract from the order of admission, transfer, repeated study etc.

9. Copy of letter of support from ICD MES or of study contract, agreement.

10. Multiple-entry visa state duty receipt.

11. Twelve photographs (3x4 cm) made on the mat surface paper (colored or black and white).

12. Filled-in arrival notice form.

13. Original of tear-off part of the notice form with Federal Migration Service (FMS) stamp certifying the migration registration.

14. Copy of tear-off part of the notice form with FMS stamp certifying the migration registration.

NB!

We **won't be able** to accept your documents if you don't have at least one of the above documents or if at least one of them is incorrect.

The decision about the extension of the period of stay shall be taken by the Russian Federal Migration Service office only.

REGISTRATION OF CITIZENS WITH DUAL OR MULTIPLE CITIZENSHIPS ONE OF WHICH IS RUSSIAN

If you have two or more citizenships one of which is Russian, you should be registered as a citizen of the Russian Federation for the whole period of your study. Your citizenship shall be stated in all documents including the University orders as per the legislation of the Russian Federation. The Migration service of the Russian Federation won't register you as a foreign citizen.

This procedure results from Article 6 of Federal law "On Russian Federation citizenship": "*A citizen of the Russian Federation who also has another citizenship shall be deemed by the Russian Federation only as a Russian Federation citizen...* ".

DOCUMENTS THAT YOU SHOULD HAVE DURING YOUR STAY IN THE RUSSIAN FEDERATION TERRITORY

You may stay and move freely within the Russian Federation territory if you are sure to have with you the following documents:

1. National passport with the valid visa,
2. Migration card with the border crossing mark,
3. Tear-off part of the notice form of arrival to the Russian Federation with the mark of FMS regional office certifying the migration registration.

You must show the above documents to the law-enforcement authorities (police) in case of identity check.

EXIT FROM THE RUSSIAN FEDERATION AND RE-ENTRY

If you leave the Russian Federation without a multiple-entry visa you may re-enter Russia only with the **new** single-entry visa. Before leaving you must notify the department of admission and registration of foreign students about your departure. Upon the entry into Russia you should be subject to the initial migration registration as described in section "Entry into the Russian Federation and initial migration registration".

If you have a multiple-entry visa then upon return to Russia (e.g. after vacations) you should immediately, within one working day, visit the department of admission and registration of foreign students of the University and submit all the documents required for the migration registration for the previous time period.

Documents that you should have with you:

1. Original of identity document (passport).

2. Copy of identity document (passport) with its validity period. You must also have a copy of pages with photograph and surname, pasted-in visa and (if any) border crossing mark.
3. Original of migration card with border crossing mark.
4. Copy of migration card with border crossing mark.
5. Standard application form for migration registration.
6. Filled-in arrival notice form.

CHANGING THE FIELD OF STUDY OR EDUCATIONAL INSTITUTION, EXPULSION, SABBATICAL LEAVE

If you've decided to change the field of study or educational institution (university) or repeat the study, provided that you have the letter of support from ICD MES (budget), you may do it only within the authorized period of your stay in Russia or the validity period of your visa. Otherwise you'll have to leave the Russian Federation.

We hope that this will never happen but if you were however expelled from the University for failed exams, violation of contract terms or for any other reasons then you must leave for your home country. You'll be able to come back for studying provided that you have a new invitation and new visa.

If you take the sabbatical leave you must also leave for your home country and come back with a new invitation and new visa.

LOSS OF PASSPORT, ARRIVAL NOTICE FORM OR MIGRATION CARD

If your passport, arrival notice form and/or migration card were lost or stolen, don' worry, they can be restored.

IF YOUR PASSPORT WAS LOST (OR STOLEN)

First you should address the police department and get an official note certifying the loss of the documents.

After that the Embassy of your country will prepare the new identity document (passport).

Upon the reception of the new passport you'll have to submit it to the department of admission and registration of foreign students along with the documents required for the further procurement of visa and new notice form of foreign citizen arrival.

IF YOUR ARRIVAL NOTICE FORM AND/OR MIGRATION CARD WERE LOST (OR STOLEN)

You should address the department of admission and registration of foreign students and fill in the application for document reissuance.

EMPLOYMENT AND WORKING DURING STUDIES

As per Russian Federation legislation you may work during studies only if you're employed:

- for the vacation period;
- only as support personnel and only at our University in your spare time.

RESPONSIBILITY AND PENALTY FOR VIOLATION OF ENTRY AND STAY REGULATIONS

If you:

- came to Russia having violated the procedure of crossing the state border of the Russian Federation,
- were not registered in time at the place of your residence,
- did not leave upon the expiration of the authorized period of stay in the Russian Federation,
- are employed illegally,
- provided incorrect or false information about yourself during migration registration,

then as per article 25.10 of Federal law No.114-FZ dated 15.08.1996 "On the procedure for exit from the Russian Federation and entry into the Russian Federation", your stay on the territory of the Russian Federation is illegal and you **are personally liable** in accordance with the Code of the Administrative Offences of the Russian Federation:

Article 18.8.1

Violation by an alien or by a stateless person of the regulations for entering the Russian Federation or staying (residing) in the Russian Federation, manifesting itself in violation of the established procedure of entry into the Russian Federation, violation of the procedure of migration registration, movement or choice of the place of residence, transit passage through the territory of the Russian Federation without any documents certifying the right of stay (residence) in the Russian Federation or in case of loss of such documents in non-applying for their loss certification to an au-

thorized office or in breach of duty on notifying the confirmation of the residence in the Russian Federation in cases stipulated by the federal law as well as in failing to leave the Russian Federation upon the expiration of specified stay time - shall entail the imposition of an administrative fine in the amount of **from two to five thousand roubles** with or without an administrative deportation from the Russian Federation.

Article 18.8.2

Violation by an alien or by a stateless person of the regulations for entering the Russian Federation or staying (residing) in the Russian Federation, manifesting itself in non-compliance of the stated purpose of entry into the Russian Federation with the activity or profession actually practiced during the period of stay (residence) in the Russian Federation - shall entail the imposition of an administrative fine in the amount of **from two to five thousand roubles** with or without an administrative deportation from the Russian Federation.

Article 18.10

Performing by an alien or by a stateless person the professional activity in the Russian Federation **without work permit**, if such permit is required in accordance with the federal law - shall entail the imposition of an administrative fine in the amount of **from two to five thousand roubles** with or without an administrative deportation from the Russian Federation.

Article 19.27.1

Providing by an alien or a stateless person the false facts or documents during the migration registration - shall entail the imposition of an administrative fine in the amount of **from two to five thousand roubles** with or without an administrative deportation from the Russian Federation.

Article 26, paragraph 4, of Federal law No. 114-FZ dated 15.08.1996 "On the procedure for exit from the Russian Federation and entry into the Russian Federation" **prohibits the entry into the Russian Federation** and the stay of an alien or a stateless person on the territory of the Russian Federation if an alien or a stateless person was brought to the administrative responsibility **twice or more during three years** entailing the refusal of a visa and an extension of the migration registration period up to 2 years.

CONTACTS

Office address of the Institute of International cooperation: Penza, 40
Krasnaya str., building № 3, office 209
E-mail: imgu@bk.ru
IIC Director

Meshcheryakova Olga Viktorovna, +7 (8412) 36-84-64

Department of admission and registration of foreign students: Penza, 40
Krasnaya str., building № 3, office 203
E-mail: fojg2011@yandex.ru

Head of department of admission and registration of foreign students
Novichkova Irina Anatolyevna, +7 (8412) 36-82-01

As soon as You have received an invitation to Penza State University and decided on the dates of entry into the Russian Federation – make sure You make a call to the IIC office or to the department of admission and registration of foreign students and notify about the dates of arrival!

Working hours

Monday – Friday: from 9.00 till 18.00
Lunch break: from 12.00 till 13.00