

Rules of the registration in the Federal Migration Service of Russia, stay, accommodation and travelling established by the legislation of the Russian Federation for foreign citizens

The legal status of the foreign citizen on the territory of the Russian Federation is defined by:

- Federal law №115 from 25.07.2002 “About a legal status of foreign citizens in the Russian Federation”
- Federal law №203 from 23.07.2013 “About introduction of amendments to the Federal law "About a legal status of foreign citizens in the Russian Federation" and separate acts of the Russian Federation for creation of additional favorable conditions for training in the Russian Federation of foreign citizens and persons without citizenship” entered into force 01.01.2014
- Federal law №114 from 15.08.1996 “About the procedure of departure from the Russian Federation and entry into the Russian Federation”
- Federal law №109 from 18.07.2006 “About migration registration of foreign citizens and persons without citizenship in the Russian Federation”
- The resolution of the Government of the Russian Federation №335 from 06.09.2003 "About the adoption of the Provision on establishment of a form of visas, an order and conditions of its registration and delivery, extension of term of its validity, restoration in case of loss and also an order of cancellation of the visa", etc.
- The order of FMS of Russia №390 from 11.30.2012 "About the approval of Administrative regulations of providing public service by Federal Migration Service on registration and issue of invitations for entry into the Russian Federation of the foreign citizens and persons without citizenship"

According to the above-stated documents foreign citizen have to be put on migration registration during:

30 working days from the moment of crossing of border - Belarus, Kazakhstan, Armenia, Kyrgyzstan;

15 working days – Tajikistan;

7 working days - all other countries.

In order to be registered in FMS it is necessary:

1. To provide during the 3 working day after arrival in St. Petersburg the passport and the migration card to specialists on registration work of Student's human resources department (Lermontovsky Ave., of 44 letters And, incorporated bank. 225, ph. +7 (812) 448-82-54)
2. To receive from the specialists on registration work of Student's human resources department after the statement on migration registration the detachable coupon of the notice of arrival in the Russian Federation.
3. To notify specialists on registration work of Student's human resources department on the planned departure from the Russian Federation not later than 2 days before departure. After that the student crosses border with his/her passport, the migration card and the detachable coupon of the notice of arrival in the Russian Federation.
4. 4. In case of migration registration at the address different from the address of the University the foreign student is obliged to provide within 3 working days to specialists on registration work of Student's human resources department a detachable part of the notice of arrival.

For violation of the rules of stay in the Russian Federation the following corrective actions from UVM Ministry of Internal Affairs of Russia of St. Petersburg and the Leningrad Region can be applied to foreign citizens:

1. According to the Code of Administrative Offences of the Russian Federation, the violation by the foreign citizen of the mode of stay (residence) in the Russian Federation which means violation of the established rules of entry into the Russian Federation, or lack of the documents confirming the right for stay (residence) in the Russian Federation or loss of such documents and not filing of application about their loss, inappropriate authority or non-compliance with an

established order of registration, movement or order of the choice of the residence, evasion from departure from the Russian Federation after a certain term of stay, and exactly non-compliance with rules of transit through the territory of the Russian Federation, leads to administrative responsibility in the form of a penalty with administrative exclusion out of borders of the Russian Federation or without such (Art. 18.8).

2. From the University:

- eviction from educational hotel complex;
- expel from the university.

For foreign citizen who need a visa

The following documents are provided for preparation of the invitation letter for entrance on the territory of the Russian Federation with the study purpose:

1. Copy of the front page of the passport
2. Contract for studies
3. The student has to come in person to the office №225 by the following address: Lermontovsky prospect, 44A, office 225, ph. +7 (812) 448-82-54 or he/she can send a representative in order to fill in the questionnaire for the invitation letter.

The invitation letter is prepared during 20 working days. A copy of the invitation letter is sent to the Consulate of the Russian Federation in the home country of the foreign student and on its basis one entry visa for a period of up to 3 months is delivered to the student for one entrance to the Russian Federation.

On the arrival of the foreign student to the Russian Federation, student gets a multiple entry visa for studies for a period of one year according to the legislation of the Russian Federation. This visa is prolonged every academic year.

In order to receive a multiple entry visa the foreign student has to, not later than 20 working days before the termination of term of the valid visa, provide to specialists on registration work of Student's human resources department (Lermontovsky prospect, 44A, office 225, ph. +7 (812) 448-82-54) the following documents:

- 1) Valid international passport
- 2) Photos of 3 x 4 cm in size, opaque
- 3) Migration card
- 4) Notice of arrival of the foreign citizen or person without citizenship.
- 5) Contract for studies
- 6) For providing public service the state tax in a size – 1600 rubles is collected (for repeated crossing of border of the Russian Federation)
- 7) the policy of voluntary health insurance for a period of 1 year

Re-registration to the address of the University:

In case if the foreign student lived in the place of temporary stay (hostel, hotel, hospital etc.) of 1 and more days, the administration of these places is obliged to put the student on migration registration and to give a detachable part of the notice of arrival of the foreign citizen or the person without citizenship. In this regard after his/her departure the student is obliged to go to 225 office **during one working day** for a re-registration to the address of the University.

Term of a re-registration – 3 working days.

It is necessary to submit to specialists on registration work of Student's human resources department the following documents:

- passport;
- migration card;
- detachable coupon of the notice of arrival in the Russian Federation;
- original or copy of the contract for studies (contract on rendering paid educational services)
- the policy of voluntary health insurance for a period of 1 year

The foreign citizen has to stay only in the place of migration registration in St. Petersburg. In cases of need of departure from St. Petersburg to the country of full-time residence it is

necessary to warn specialists on registration work of Student's human resources department in 2 days prior to alleged departure.

It is allowed to leave St. Petersburg to other region of the Russian Federation without statement on migration registration only for 7 days provided that the 7th day is the day of return to St. Petersburg. It is obligatory to warn specialists on work of Student's human resources department about the planned departure and terms.

ATTENTION! The policy of voluntary health insurance shall be prolonged by the foreign citizen annually for a period of 1 year, on expiration of the previous policy.