

**MIGRATION REGISTRATION AND VISA SUPPORT  
OF FOREIGN STUDENTS, POST-GRADUATES AND APPLICANTS  
OF THE PREPARETORY COURSES  
OF PENZA STATE TECHNOLOGICAL UNIVERSITY**

**Please, note!**

Any failure to comply with the migration registration rules specified in this section is a violation of the Russian Federation laws and the training rules laid down at Penza State Technological University. It can be a subject to the disciplinary and administrative penalty (Article 18.8 of the Code of Administrative Offences of the Russian Federation) up to the expulsion from Penza State Technical University and deportation from the Russian Federation with a re-entry ban.

Any foreign student must comply with the migration registration rules, deadlines for submitting documents and getting the necessary documents back.

Each time you leave and re-enter the Russian Federation, your previous registration becomes invalid – you are to re-submit documents for the primary migration registration!

Check in your personal data in the Migration Card, the date of entry on the stamp made by the Border Guard Office and the aim of entry - "training", when crossing the border of the Russian Federation.

Do not lose your Migration Card, registration, and passport – to have documents re-issued is a very time-consuming process.

**PRIMARY MIGRATION REGISTRATION PROCEDURE (REGISTRATION) WHEN ENTERING RUSSIA**

**All steps for the migration registration are carried out by a foreign citizen via the receiving party (in your case - Penza State Technical University).**

At the State Border Entry Checkpoint of the Russian Federation you must show your filled in Migration Card with the aim of your entry-“training” (the aim of the entry is stated in the visa).

A Migration Card has two parts - "A" and "B". When passing through the State Border Entry Checkpoint, the part "A" of the Migration Card is taken by the Border Guard Office staff, the part "B" is returned to a foreign citizen.

The Migration Card must be checked in by a foreign citizen (the last/first name spelling, the aim of entry) before passing the State Border Entry Checkpoint. If you have some problems with the spelling of the last/first name in the Migration Card, the prolongation of the migration registration is not possible and you have to leave the Russian Federation.

Foreign citizens studying at Penza State Technical University must apply to the Dean's office during working hours (room № 220) as soon as possible for the migration registration.

For the primary migration registration you are to submit the following documents:

- passport;
- Migration Card.

### **REGISTRATION PROLONGATION**

To prolong the migration registration period, a foreign student must submit the following documents to the Foreign Students' Education Department (room № 220) 30 days before the end of the registration period:

- passport;
- detachable part of the foreign citizen' arrival notification form (registration);
- Migration Card.

If you rent an apartment, you must provide:

- residential lease agreement;
- a copy of the apartment owner's passport;
- ownership certificate or an extract from the Uniform State Register of Real Estate Titles and Transactions.

## **STUDENT'S VISA PROLONGATION**

Visa nationals foreign students who have entered the Russian Federation on a single-entry student's visa issued for 90 days are to submit documents for the visa prolongation to the Foreign Students' Education Department (room № 220) 45 days before the expiration of their single-entry visa. As for the multiple-entry visa prolongation, a foreign student is also to submit all the necessary documents to the Foreign Students' Education Department (room № 220).

To prolong your visa, you are to submit the following documents:

- passport;
- Migration Card;
- 4 photos 3x4 cm;
- state fee receipt of the student's visa prolongation (the original).

You can pay your state fee in any branch of Sberbank.

When paying the state fee, please pay attention to your first and last name (they should be spelled as in the visa)

Be careful: an error (misprint) made when paying the state fee is very difficult to correct – You can lose and waste your money and time!

## **TRIP ABROAD OR ANOTHER TOWN OF RUSSIA. RESIDENCE CHANGE.**

You must issue an arrival notification each time in the following cases:

- if you travel along the territory of the Russian Federation;
- if you stay in a hotel (in this case the hotel administration is considered to be the receiving party settling down all the problems connected with the foreign citizens' migration registration);
- if you leave the territory of the Russian Federation and return to;
- if you change personal data during the migration registration procedure.

Be sure to inform the Foreign Students' Education Department (room № 220) in person!

We will inform you if there is a need to reissue your migration registration documents not to have any problems in the future.

If you stayed at a hotel/hostel or registered at your place of residence during a trip to another city of Russia, you must inform the Foreign Students' Education Department (room № 220) and provide the original of the registration made during the trip.

If you left the Russian Federation for any reason you must submit a standard set of documents to the Foreign Students' Education Department (room № 220) for the primary migration registration on your return on the territory of the Russian Federation on the arrival day or the next working day.

Especially for visa nationals foreign students: if you need a student's visa to study in Russia you first get a single-entry visa for 90 days. We will help you prolong it almost immediately after you start training. Please do not plan any trips outside Russia for the first 2-3 months of your training at Penza State Technical University before getting a multiple-entry visa.

### **DOCUMENTS LOSS**

Your actions in the case of any documents (passport, visa, Migration Card, registration) loss (theft):

- 1). Apply immediately to the Police Station at your place of residence or to the nearest Police Station where the document has presumably been lost (stolen);
- 2). Take a document from the Police about the loss (theft) of a specific document (They must issue a document immediately. If it fails to do so your presence on the territory of the Russian Federation will be considered illegal.);
- 3). Inform the Foreign Students' Education Department (room № 220) about this fact by any means available.

Remember: if you fail to inform the Police about the loss (theft) of your documents in time it is considered to be a violation of the laws of the Russian Federation, including Article 18.8 of the Code of Administrative Offences of the Russian Federation for violating the rules of the migration registration. It can lead to unpleasant consequences for you from imposing a fine by the Migration Service to expelling from the Russian Federation without any right to return for 5 years.

### **OUR CONTACTS**

If you have any questions about the migration registration, please contact the specialists of the Foreign Students' Education Department (rooms №№ 220, 224, 305).

Tel: 8(8412) 20-42-41