

MIGRATION REGISTRATION

When entering the Russian Federation, every international student must fill in a migration card (Purpose of visit – STUDY) and is advised to always carry it during the whole period of stay on the territory of the Russian Federation.

As soon as an international student arrives at the University, he/she is asked to immediately submit the documents for migration registration to University's Migration Office.

The address is **Rostov-on-Don, 21 Zorge Street, 9 Б, office 138.**

Working hours: Monday, Thursday from 14.00 to 17.00

Tuesday, Friday from 10.00 to 13.00 **Break:** from 13.00 to 14.00

The address is **Taganrog, 17 Petrovskaya street, 6, office 106.**

Monday, Wednesday, Friday from 13.00 to 16.00

Tuesday, Thursday from 9.00 to 13.00

Documents for migration registration:

In 3 days period from the date of crossing the border indicated in stamp in migration card, an international student must come to University's Migration Office with the copies of the following documents:

- pages of passport (except blank ones) – 4 copies;
- migration card – 4 copies;
- photos sized 3x4 – 4 copies.

These documents are necessary for handing in to the regional office of Migration Desk of the Police Division at the Main Directorate of the Ministry of the Interior in Rostov-on-Don for the primary migration registration for the period corresponding to single entry visa.

Migration Registration at Migration Desk of the Police Division at the Main Directorate of the Ministry of the Interior in Rostov-on-Don is made during 7 days period.

VISA EXTENSION PROCEDURE

No later than 45 days before the expiry date of single-entry/multi study visa it is necessary to submit the documents for visa extension for further legal stay on the territory of Russia.

Required documents:

- study agreement or assignment of the Ministry of Science and Higher Education of the Russian Federation;
- **originals:** passport, migration card and registration;
- Sberbank receipt for paying the state tax-1600 rubles;
- Insurance policy valid on the territory of Rostov region.

During the period of visa extension, it is required to stay in Rostov-on-Don.

If you would like to travel outside Russia (or you will stay in a hotel or hospital in another city) you will get a new registration. Please, ask the hotel staff to provide you with your new registration and take it back to Rostov-on-Don. The next day after coming back to Rostov-on-Don, you need to submit to the University Migration Office copies of passport and a new migration card or a detachable section of the notification form about migration registration in the place of stay for a new registration to be issued.

Upon completion of study (expulsion/ graduation), the period of international student legal stay is reduced on the territory of the Russian Federation. No later than 30 days from the date of issuing the administrative order on graduation /expulsion/ granting an academic leave the international student is required to leave the territory of the Russian Federation. A student must move out of the dormitory of SFedU within 3 days.