

# БГТУ

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## MEMO FOR FOREIGN CITIZENS STAYING IN THE TERRITORY OF THE RUSSIAN FEDERATION

### Contents of the memo

Entry into the territory of the Russian Federation of foreign students with a visa regime .....	2
Entry into the territory of the Russian Federation of foreign students with a visa-free regime .....	3
What to do if you do not have time to complete registration within 7 days from the date of entry .....	4
Calculating 7 days from the date of entry in the migration card .....	4
Extension of a single entry visa for a foreign student .....	4
Extension of a multiple entry visa for a foreign student .....	5
Extension of multiple entry visa for graduates.....	6
Extension of registration for visa-free countries .....	7
Change of registration address for foreign students .....	7
Medical insurance procedure .....	8
Passing fingerprint registration .....	9
Undergoing repeated medical tests .....	10
Restoring a fingerprint registration card .....	10
Departure of a foreign citizen from Russia .....	11
Departure of a foreign citizen outside Belgorod .....	11
Expulsion of a foreign citizen .....	12
Obtaining a transit visa.....	12
Temporary residence permit for educational purposes .....	13
Getting a new passport .....	15
Transfer to another educational institution.....	15
Transfer from another university to BSTU named after V.G. Shukhov .....	15
Repetition of a training course, prolongation of the course of study .....	16
Labor activity of foreign students .....	17
Extension of visa for foreign students with administrative offences .....	17
Register of controlled persons.....	17
Rules of conduct for foreign citizens in public places .....	18
Rules of conduct for foreign citizens at the university.....	18
Contact information of the Center for International Education and Cooperation. ....	19
Useful links to internal university documents.....	20

## **Entry into the territory of the Russian Federation of foreign students with a visa regime**

Entry of foreign students with a visa regime is carried out on the basis of a valid visa for a period of no later than 30 working days before the expiration of the visa. From the moment of crossing the state border of the Russian Federation, a foreign citizen is issued a migration card, which indicates the date of entry. From the date of entry into the territory of the Russian Federation, it is necessary to register within 7 (seven) working days. The registration period is equal to the validity period of the visa, subject to the availability of a fingerprint registration card. Registration for foreign students is processed at the Center for International Education and Cooperation (entrance from the back of dormitory No. 1), office No. 3.

Before registering, a foreign citizen must decide on a place of residence.

### **When staying in a dormitory, it is necessary to:**

1) contact the deputy director of the institute for work with foreign students and receive a referral for accommodation in the dormitory (the referral is valid for 7 (seven) days from the date of issue);

2) with a referral to the dormitory, contact dormitory No. 5, the secretary of the head of the residence administration «Technolog» and draw up a set of documents for accommodation in the dormitory;

3) with a set of documents, a foreign citizen contacts the health center of BSTU named after V.G. Shukhov, provides medical tests and receives a certificate of the possibility of accommodation;

4) after receiving a certificate from the health center, a foreign citizen pays the cost of accommodation in the dormitory (at least 50% of the amount for the year);

5) with a set of documents, a certificate from the health center, a check for payment of accommodation, a foreign citizen contacts the international center.

### **List of documents required for registration in the hostel:**

1) copy of passport - 1

2) copy of the last visa - 1

3) copy of the migration card - 1

4) copy of registration (if registered with their hotel or hostel) - 1

5) copy of the training contract/training certificate - 1

6) copy of the referral for accommodation in the hostel - 1

7) copy of the fingerprint registration card («green card») - 1

8) copies of medical tests from Sadovaya 122A clinic - 1

**When renting an apartment,** a foreign citizen applies to the international center only with the owner of the residential premises, or with another person who has a notarized power of attorney to register the foreign citizen for migration purposes.

### **List of documents required for registration at the apartment:**

1) copy of passport - 2

2) copy of the last visa - 2

3) copy of the migration card - 2

4) copy of registration (if registered with their hotel or hostel) - 2

5) copy of the training contract/training certificate - 2

6) copy of the fingerprint registration card («green card») - 1

7) copies of medical tests from Sadovaya 122A - 1

8) copy of the extract from the Unified State Register of Real Estate or the OGRP certificate  
- 2

9) copy of the passport of the owner of the residential premises with a copy of the registration - 2.

\*the number of documents from the owner of the residential premises is indicated taking into account the registration of 1 (one) foreign citizen, in case of registration of 2 (two) the set of documents is increased by "+1" copy.

When registering at an apartment, the employee issues a residential rental agreement to the owner of the residential premises and the foreign student to fill out. After completing the filling and certifying the validity of the agreement, the employee issues 1 (one) copy of the agreement to each of the parties.

**If the foreign citizen does not have medical tests, the employee sends the student to take medical tests and provide the relevant copies to the international center.**

### **Entry into the territory of the Russian Federation of foreign students with a visa-free regime**

Entry of foreign students who do not have a visa is carried out with a migration card. From the moment of crossing the state border of the Russian Federation, a foreign citizen is issued a migration card, which indicates the date of entry. **From the date of entry into the territory of the Russian Federation, it is necessary to register within 7 (seven) working days.**

Registration of foreign students is completed at the Center for International Education and Cooperation (entrance from the back of dormitory No. 1), office No. 3. **The registration period of a foreign citizen is calculated by an employee of the international center, based on the previously extended period of stay, the validity of medical tests, and other factors.**

Before registering, a foreign citizen must decide on a place of residence.

#### **When living in a dormitory you must:**

1) contact the deputy director of the institute for work with foreign students and receive a referral for accommodation in the dormitory (the referral is valid for 7 (seven) days from the date of issue);

2) with a referral to the dormitory, contact dormitory No. 5, the secretary of the head of the residence administration «Technolog» and draw up a set of documents for accommodation in the dormitory;

3) with a set of documents, the foreign citizen contacts the health center of BSTU named after V.G. Shukhov, provides medical tests and receives a certificate of the possibility of accommodation;

4) after receiving a certificate from the health center, the foreign citizen pays the cost of living in the dormitory (at least 50% of the amount for the year);

5) with a set of documents, a certificate from the health center, a check for payment of accommodation, the foreign citizen contacts the international center.

#### **List of documents required for registration in the hostel:**

1) copy of passport - 1

2) copy of migration card - 1

3) copy of registration (if registered with their hotel or hostel) - 1

4) copy of training contract/training certificate – 1

5) copy of referral for accommodation in the hostel - 1

6) copy of fingerprint registration card («green card») - 1

7) copies of medical tests from Sadovaya 122A clinic - 1.

**When living in an apartment,** a foreign citizen applies to the international center only with the owner of the residential premises, or with another person who has a notarized power of attorney to register the foreign citizen for migration purposes.

#### **List of documents required for registration at the apartment:**

1) copy of passport - 2

2) copy of migration card - 2

- 3) copy of registration (if registered with their hotel or hostel) - 2
- 4) copy of training contract/training certificate - 2
- 5) copy of fingerprint registration card («green card») - 1
- 6) copies of medical tests from Sadovaya 122A - 1
- 7) copy of extract from Unified State Register of Taxpayers or OGRP certificate - 2
- 8) copy of passport of the owner of residential premises with copy of registration - 2

*\*the number of documents from the owner of the residential premises is indicated taking into account the registration of 1 (one) foreign citizen, in case of registration of 2 (two) the set of documents increases by «+1» copy.*

When registering at an apartment, the employee issues a residential premises rental agreement to the owner of the residential premises and the foreign student to fill out. After completing the filling out and certifying the validity of the agreement, the employee issues 1 (one) copy of the agreement to each of the parties.

**If a foreign citizen does not have medical tests, the employee sends the student to the international center to take medical tests and provide the corresponding copies.**

### **What to do if you do not have time to complete registration within 7 days from the date of entry**

If a foreign citizen has arrived in the territory of the Russian Federation, but understands that within 7 (seven) days from the date of entry he/she will not have time to submit all the necessary documents and undergo medical tests, it is necessary to temporarily stay in a hostel or hotel before moving into a dormitory/registering in an apartment, where the foreign citizen can be registered and issued a temporary registration. After completing all the necessary procedures, when contacting the international center and having registration from the hostel (hotel), the university will be able to register for migration within the established time frame.

### **Calculating 7 days from the date of entry in the migration card**

To correctly calculate the date of the end of the registration period, you need to look at the migration card, which indicates the date of crossing the state border, from this date it is necessary to count 7 (seven) working days. A foreign citizen should be careful, if he arrived on Saturday / Sunday, then the day of entry must also be taken into account.

*For example: a foreign citizen entered the territory of the Russian Federation on 01/15/2025, to this date it is necessary to add 7 (seven) days, thus the deadline for registration for migration registration will be 01/22/2025.*

### **Extension of a single entry visa for a foreign student**

A single-entry visa is a visa that was issued upon opening an invitation to a foreign citizen to enter the territory of the Russian Federation. After registration, passing medical tests, a foreign citizen must provide documents for a visa to an employee of the international center within 30 (thirty) working days.

#### **List of documents required to extend a visa:**

- 1) copy of passport – 2 + original passport.
- 2) copy of the last visa – 2
- 3) copy of migration card – 2 + original migration card;
- 4) copy of registration – 2 + original registration;
- 5) copy of the training contract (for students of fee-paying form) / copy of the Letter from the Ministry of science and higher education (for students of budget form) – 2

\*the Letter from the Ministry of science and higher education can be obtained in the office of Academic building 3 office 300, if it is not available.

- 6) Original certificate of study (taken from the directorate)
- 7) Photo 3X4 – 2 pcs.
- 8) Certificate from the dormitory (for students living in the dormitory) / copy of the lease agreement for residential premises (for students living in an apartment)
- 9) Copy of the fingerprint registration card ("green card")
- 10) Receipt for payment of the state fee in the amount of 1920 rubles.
- 11\*) *For students of the preparatory faculty studying free of charge - a certificate with the period of study (taken from the Dean's office of the preparatory faculty)*

ОТДЕЛЕНИЕ БЕЛГОРОД //УФК по Белгородской области г. Белгород		БИК	011403102		
Банк получателя		Счет №	40102810745370000018		
ИНН 3123021870	КПП 312301001	Счет №	03100643000000012600		
УФК по Белгородской области (УМВД России по Белгородской области)		Вид оп.	Срок плат		
		Наз. пл.	Очер.плат.		
Получатель		Код	Рез. поле		
<b>КБК:18810806000010011110</b>	ОКТМО: 14701000	0	0	0	0
Назначение платежа: <b>Госпошлина за выдачу визы для многократного пересечения гос. границы РФ</b>					
<b>Сумма налога (сбора): 1920-00</b>					

**In case of late entry into the territory of the Russian Federation, tickets from the country of citizenship to Russia, from Moscow to Belgorod (at the request of the employee) are additionally provided.**

Registration for a new visa is done AUTOMATICALLY, since initially foreign students submit 2 copies of documents. A new visa is received immediately with a new registration.

### **Extension of a multiple entry visa for a foreign student**

A multiple-entry visa is a visa that was issued on the territory of the Russian Federation after the expiration of a single-entry visa. A multiple-entry visa is extended in accordance with the duration of the foreign citizen's studies. Documents for the extension of a multiple-entry visa by a foreign student located on the territory of the Russian Federation must be submitted 40 (forty) working days in advance to an employee of the international center.

#### **List of documents required for visa extension:**

- 1) Copy of passport – 2 + Original passport.
- 2) Copy of last visa – 2
- 3) Copy of migration card – 2 + Original migration card;
- 4) Copy of registration – 2 + Original registration;
- 5) Copy of training contract (for fee-paying students) / Copy of Letter from the Ministry of science and higher education (for budget students) – 2

\* Letter from the Ministry of science and higher education can be obtained in academic building 3 office 300, if you do not have it.

- 6) Original certificate of study (taken from the directorate)
- 7) Photo 3x4 – 2 pcs.
- 8) Certificate from the dormitory (for students living in the dormitory) / Copy of the rental agreement for residential premises (for students living in an apartment)
- 9) Copy of fingerprint registration card («green card»)
- 10) Receipt for payment of state duty in the amount of 1920 rubles.

11\*) *For students of the preparatory faculty studying free of charge – a certificate with the period of study (obtained from the directorate of the preparatory faculty)*

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УФК по Белгородской области (УМВД России по Белгородской области)		Вид оп.	Срок плат		
		Наз. пл.	Очер.плат.		
		Код	Рез. поле		
Получатель					
<b>КБК:18810806000010011110</b>	ОКТМО: 14701000	0	0	0	0
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**The extension period of a multiple entry visa is determined by the employee, but does not exceed 1 (one) year. Depending on the number of academic debts, payment arrears, the visa extension period may change.**

Registration for a new visa is done AUTOMATICALLY, since initially foreign students submit 2 copies of documents. A new visa is received immediately with a new registration.

### **Extension of multiple entry visa for graduates**

Extension of multiple-entry visas for students completing their studies at the university is extended until the end of their studies. The visa extension period may be until either June 30 or August 31.

If the expiration date of a foreign student's visa is June 30, you must contact the directorate and write an application for academic leave until August 31.

To do this, you must:

1) **students on a fee-paying form of study**: you must fill out an additional agreement to the contract, which you can get from the deputy directors of the institute for work with foreign students, then sign it in 210 main academic building and take it to 229 main academic building. After signatures, the additional agreement is submitted to the directorate of the institute to receive a certificate with the term of study until August 31.

2) **students on a budgetary form of study**: you must fill out an additional agreement to the contract, which you can get from the deputy directors of the institute for work with foreign students, then sign it in 210 main academic building and take it to 221 main academic building, and then to the directorate of the institute. The additional agreement, after signatures, is submitted to the directorate of the institute to obtain a certificate with a training period until August 31.

#### **List of documents required for visa extension:**

- 1) Copy of passport – 2 + Original passport.
- 2) Copy of last visa – 2
- 3) Copy of migration card – 2 + Original migration card;
- 4) Copy of registration – 2 + Original registration;
- 5) Copy of training contract (for fee-paying students) / Copy of training referral (for budget students) – 2

*\*Referral can be obtained in office UK3 300, if you do not have it.*

- 6) Original certificate of study (taken from the directorate)
- 7) Photo 3x4 – 2
- 8) Certificate from the dormitory (for students living in the dormitory) / Copy of the rental agreement for residential premises (for students living in an apartment)
- 9) Copy of fingerprint registration card («green card»)

- 10) Receipt for payment of state duty in the amount of 1920 rubles.  
 11\*) *For students of the preparatory faculty - a copy of the certificate of completion of a foundation course. **In the absence of a certificate - the visa cannot be extended!***

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УФК по Белгородской области (УМВД России по Белгородской области)		Вид оп.		Срок плат	
		Наз. пл.		Очер. плат.	
Получатель		Код		Рез. поле	
КБК:18810806000010011110		ОКТМО: 14701000	0	0	0 0
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<b>Сумма налога (сбора): 1920-00</b>					

### **Extension of registration for visa-free countries**

The term of extension of registration for visa-free countries is determined by the employee on the basis of the certificate of study, and the deadline for completion of medical tests is also taken into account. Documents for extension of registration are submitted no later than 35 (thirty-five) working days before the end of the registration term.

For foreign citizens who bequeath training, the validity period of registration is set until the end of the training period - June 30 or August 31.

#### **List of documents required for registration in a dormitory:**

- 1) copy of passport - 1
- 2) copy of migration card - 1
- 3) copy of registration - 1
- 4) copy of certificate of study - 1
- 5) certificate of residence from the dormitory (taken from the commandant)
- 6) copy of fingerprint registration card («green card») - 1

#### **List of documents required for registration in an apartment:**

- 1) copy of passport - 1
- 2) copy of migration card - 1
- 3) copy of registration - 1
- 4) copy of training agreement/training certificate - 1
- 5) copy of fingerprint registration card («green card») - 1
- 6) copy of extract from the Unified State Register of taxpayers or OGRP certificate - 1
- 7) a copy of the residential lease agreement – 1

Registration with an extended period of stay is issued to a foreign citizen after the end of the current registration.

### **Change of registration address for foreign students**

Foreign students are required to reside at their place of registration. If a decision is made to move, it is necessary to contact the international center no later than 5 (five) days after changing the place of residence. **If it is established that a foreign citizen does not reside at the place of registration, the university reserves the right to take disciplinary measures, including expulsion from the university.**

### **When moving from a dormitory to an apartment:**

- 1) a copy of the passport - 2
- 2) a copy of the last visa - 2
- 3) a copy of the migration card - 2
- 4) a copy of the registration - 2
- 5) a copy of the fingerprint registration card («green card») - 1 pc.
- 6) a bypass sheet from the dormitory (taken from the head of the dormitory and signed by the head of the «Technolog» residence administration).
- 7) a copy of the extract from the USRN or the OGRP certificate - 2 pcs.
- 8) a copy of the passport of the owner of the residential premises with a copy of the registration - 2 pcs.

*\*the number of documents from the owner of the residential premises is indicated taking into account the registration of 1 (one) foreign citizen, in case of registration of 2 (two) the set of documents is increased by «+1».*

When registering at an apartment, the employee issues a residential lease agreement to the owner of the residential premises and the foreign student to fill out. After completing the filling and certifying the validity of the agreement, the employee issues 1 (one) copy of the agreement to each of the parties.

### **When moving from an apartment to a dormitory:**

- 1) contact the deputy director of the institute for work with foreign students and receive a referral for settlement in the dormitory (the referral is valid for 7 (seven) days from the date of issue);
- 2) with a referral to the dormitory, contact dormitory No. 5, the secretary of the head of the «Technolog» residence administration and issue a set of documents for staying in the dormitory;
- 3) with a set of documents, the foreign citizen contacts the health center of BSTU named after V.G. Shukhov, provides medical tests and receives a certificate of the possibility of settlement;
- 4) after receiving a certificate from the health center, the foreign citizen pays the cost of living in the hostel (at least 50% of the amount for the year);
- 5) with a set of documents, a certificate from the health center, a check for payment of accommodation, the foreign citizen applies to the international center.

### **List of documents required for registration in the dormitory:**

- 1) Copy of passport – 1
- 2) Copy of last visa – 1
- 3) Copy of migration card – 1
- 4) Copy of registration – 1
- 5) Copy of direction for accommodation in hostel – 1
- 6) Copy of fingerprint registration card (“green card”) – 1

**When living in a dormitory, staff members check the location of foreign students weekly through the electronic pass system. If a violation of migration legislation is revealed, disciplinary measures are taken against the student, including the issue of expulsion.**

## **Medical insurance procedure**

Medical insurance is mandatory for foreign citizens who are in the Russian Federation. Medical insurance policy is issued at the international center and is given to the student after the insurance process is completed.

To issue medical insurance, a foreign student comes to the international center with the original passport and necessary fees.



**Medical insurance covers emergency care.** If a foreign citizen feels unwell, it is necessary to immediately contact the international center or the BSTU health center. The staff members promptly arrange a visit to a doctor and are in close contact with the medical institution and the student. Medical insurance policy is also a necessary document when accepting and issuing documents.

Students who have a temporary residence permit/residence permit with the aim of education /permanent residency permit can issue a compulsory medical insurance policy at the insurance company «MAX-M» and use it independently.

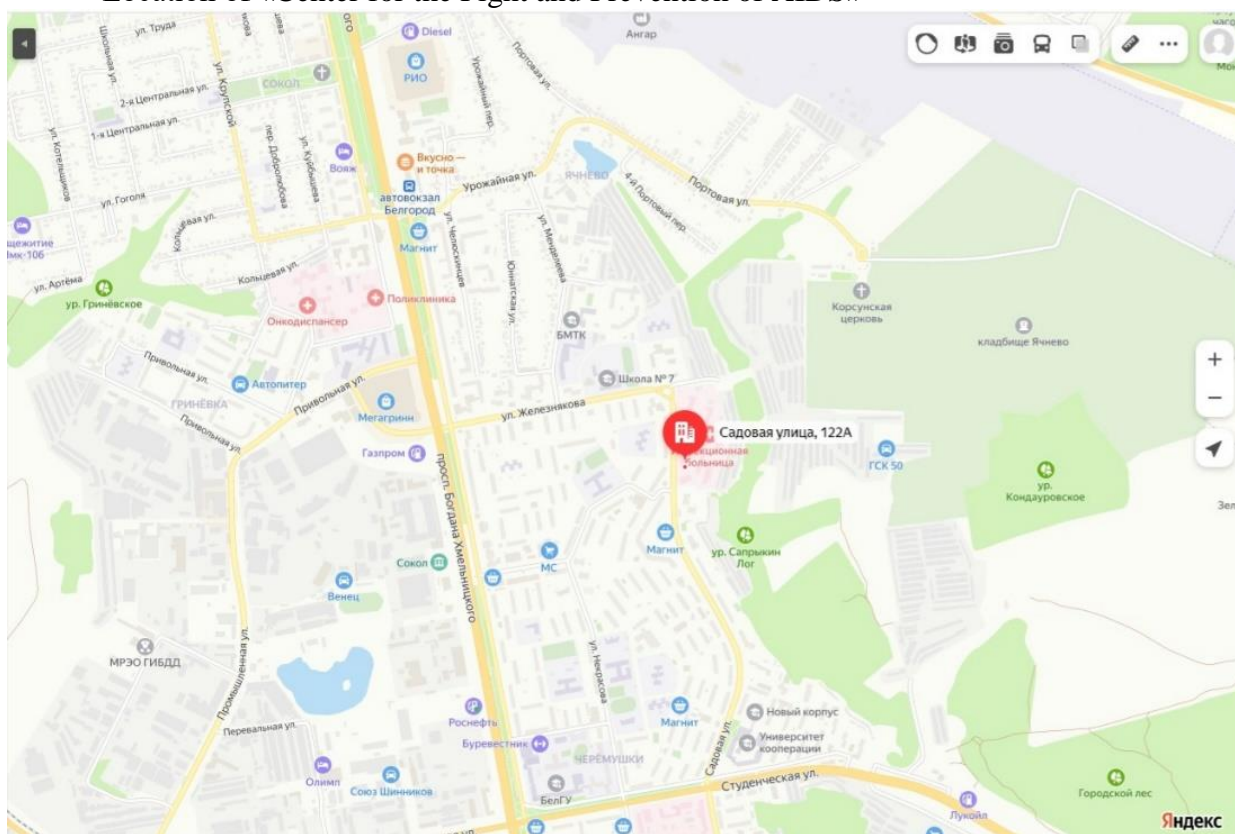
### **Passing fingerprint registration**

According to the current legislation, foreign citizens who have arrived in the territory of the Russian Federation for the purpose of studying are required to undergo **the fingerprinting procedure within 80-90 days from the date of crossing the state border of the Russian Federation.**

To undergo this procedure, it is necessary to submit a list of medical tests to the «Center for the Fight and Prevention of AIDS», located at the address: Belgorod, Sadovaya St., 122A. The cost of medical tests is about 3,550 rubles. Tests are submitted in the morning and issued after 2:00 pm the next day.

**Phone number:** 8 (4722) 34-52-09 (from 8:00 to 17:00).

Location of «Center for the Fight and Prevention of AIDS»



### **List of tests required for fingerprint registration:**

- 1) Medical certificate of presence (absence) of infectious diseases that pose a danger to others;
- 2) Medical certificate of absence of use of narcotic drugs or psychotropic substances without a doctor's prescription or new potentially dangerous psychoactive substances;

3) Certificate of absence of disease caused by the human immunodeficiency virus (HIV infection);

4) Measles test.

After receiving the completed tests required for fingerprint registration, **you must provide the following package of documents to the international center:**

1) copy of passport - 1

2) copy of passport translation certified by a notary - 1

3) original passport translation certified by a notary

4) copy of visa - 1

5) copy of migration card - 1

6) copy of registration - 1

7) copy of all medical tests issued at Sadovaya, 122A. + originals

8) plastic folder-ring binder.

After the foreign student has provided all the necessary documents, the employee prepares the relevant package of documents and submits it for review to the Department of Migration Affairs of the Ministry of Internal Affairs of Russia for the city of Belgorod. After checking all the information, a date is set for undergoing the fingerprint registration procedure.

Upon completion of the fingerprint registration procedure, the foreign citizen is issued a fingerprint registration card with a storage period of 10 years.

**If the foreign citizen does not undergo the fingerprint registration procedure within the established time frame, he is subject to departure from the Russian Federation, otherwise his period of stay will be shortened.**

### **Undergoing repeated medical tests**

Repeated medical tests are taken 1 (one) time per year within 30 (thirty) days from the end date of the previous ones. Medical tests are also taken at the following address: Belgorod, Sadovaya St., 122A.

After passing the repeated medical tests, it is necessary to provide **the following package of documents to the international center:**

1) copy of passport - 1

2) copy of the translation of the passport, certified by a notary - 1

3) copy of the visa - 1

4) copy of the migration card - 1

5) copy of the registration - 1

6) copy of all medical tests issued at Sadovaya, 122A.

7) copy of the fingerprint registration card («green card»)

8) plastic folder-ring binder.

**If a foreign citizen fails to provide the results of medical tests within the established time frame, he/she is subject to departure from the Russian Federation, otherwise his/her period of stay will be shortened.**

### **Restoring a fingerprint registration card**

In case of loss of the fingerprint registration card by a foreign citizen, it is necessary to immediately contact the international center with a request for restoration.

**It is necessary to provide the following package of documents to the international center:**

1) copy of the passport - 1

2) copy of the translation of the passport, certified by a notary - 1

3) original translation of the passport, certified by a notary

- 4) copy of the visa - 1
- 5) copy of the migration card - 1
- 6) copy of the registration - 1
- 7) copy of all medical tests issued at Sadovaya, 122A. + originals
- 8) plastic folder-ring binder.

After the foreign student provides all the necessary documents, the employee prepares the relevant package of documents and submits it for review to the Department of Migration Affairs of the Ministry of Internal Affairs of Russia for the city of Belgorod. After checking all the information, a date is set for the fingerprint registration procedure.

### **Departure of a foreign citizen from Russia**

**When a foreign citizen leaves the Russian Federation, it is necessary to notify the international center no later than 24 (twenty-four) hours before leaving Belgorod.**

A foreign citizen provides the following package of documents to the international center:

- 1) a copy of tickets Belgorod - Moscow
- 2) a copy of tickets Moscow - country of citizenship (another country)
- 3) a copy of the passport
- 4) a copy of the visa

When contacting the staff, a foreign student is given a "Notification of departure", the student fills out this application and signs it with the commandant or head of the dormitory (if living), **after the completed application and receipt of the signature, the notification of departure is handed over to the staff.**

After providing all the necessary documents, the staff issues the original registration and migration card, as well as a memo with contact information. **The student is removed from the migration register within 3 (three) days from the date of his departure.**

When leaving the Russian Federation and getting a stamp in the passport of the border service as confirmation of departure, it is necessary to send **a photo of the stamp to the employees in order to comply with the migration legislation of the Russian Federation.**

In case of failure to leave for certain reasons, it is necessary to return to the international center and inform the employees about this in order to register for migration purposes.

If a foreign citizen has not provided a stamp or during the check with higher authorities it is established that he is "within" the Russian Federation and contact with this person has been lost, the university submits a notification of unauthorized departure (loss of contacts) and the issue of expulsion may be considered.

### **Departure of a foreign citizen outside Belgorod**

If a foreign citizen wishes to leave the city of Belgorod, it is necessary to notify the employees of the international center no later than 24 (twenty-four) hours before leaving the city of Belgorod.

**The foreign citizen provides the following package of documents to the international center:**

- 1) a copy of tickets Belgorod - another city;
- 2) a copy of the passport, visa.

The foreign citizen is given an application for departure to the territory of another city, this application is signed by the commandant or the head of the dormitory (if living) and submitted to the international center.

The employees give the foreign citizen the original registration and migration card.

**If staying in the territory of another city for more than 5 (five) working days, the foreign citizen is required to register temporarily at the place of his actual location, providing a photo of the registration to the employee of the international center. Otherwise, it is necessary to return to the territory of Belgorod, also notifying the employee.**

For failure to comply with the legislation of the Russian Federation, internal regulations, loss of communication, the university has the right to file a notice of unauthorized departure (loss of contacts) and consider the possibility of disciplinary sanctions, including expulsion.

### **Expulsion of a foreign citizen**

The expulsion of a foreign citizen occurs on the basis of the legislation of the Russian Federation, as well as the internal documents of the university regulating this process. **The University reserves the right to consider the issue of expulsion in the event of a violation by this foreign citizen of the internal regulations, including when living in a dormitory, the legislation of the Russian Federation, etc.**

In addition, on February 14, 2023, the Order of the Ministry of Internal Affairs of the Russian Federation dated December 22, 2022 No. 26771 "On Amendments to Clause 10 of the Procedure for the adoption by the Ministry of Foreign Affairs of the Russian Federation of a decision to extend or reduce the period of temporary stay of a foreign citizen in the Russian Federation, approved by the order of the Ministry of Foreign Affairs of the Russian Federation dated September 7, 2015 No. 17065" came into force, which expanded the grounds for expulsion and reduction of the period of stay for the following reasons:

- 1) if a foreign citizen does not undergo mandatory fingerprinting within 90 days, this is grounds for expulsion and deviating the validity of the visa;
- 2) the fact of the use of narcotic or psychotropic substances by a foreign citizen without a doctor's prescription has been established, or it has been established that this citizen suffers from diseases caused by HIV infection.

When an order for expulsion is issued, the university within 3 (three) days submits notifications of early termination of studies, and also applies for a reduction in the period of stay (cancellation of a visa, migration registration). From the moment the period is reduced, the foreign citizen is considered to be illegally staying on the territory of the Russian Federation, in connection with which within 3 (three) days he/she is obliged to provide documents for registration of a transit visa and leave Russia.

If a foreign citizen does not complete the documents for departure and continues to stay in Russia, **the university submits notifications of unauthorized departure (loss of contacts) regarding this person, then the foreign citizen is included in the register of controlled persons and a deportation regime is applied to him.**

### **Obtaining a transit visa**

Transit visa is a visa for a single crossing of the state border of the Russian Federation, after reducing the period of stay of a foreign citizen. Within 2 (two) days after the expulsion order is issued, a foreign citizen is obliged to provide a package of documents to the international center.

#### **Package of documents required for processing a transit visa:**

1. Copy of passport - 2
2. Copy of visa - 2
3. Copy of migration card - 2 + original
4. Copy of registration - 2 + original
5. Copy of tickets Belgorod - Moscow, Moscow - country of citizenship (other country)
6. 4 photos 3x4
7. Receipt for payment of state duty for transit visa - 1000 rubles

**The details for paying the state fee can be obtained from the employees of the international center, due to the difference in the details for paying a multiple-entry visa.**

The employee prepares the necessary package of documents and submits them to the migration service, after which the foreign citizen should appear and familiarize himself with the decision to shorten the period of stay.

When leaving the Russian Federation and putting a stamp in the passport of the border service, as confirmation of departure, it is necessary to send **a photo of the stamp to the employees in order to comply with the migration legislation of the Russian Federation.**

**In case of failure to leave for certain reasons, it is necessary to return to the international center and inform the employees about this in order to register for migration purposes.**

If the foreign citizen did not provide a stamp or during the check in higher authorities it was established that he is "within" the Russian Federation and contact with this person has been lost, the university submits a notification of unauthorized departure (loss of contacts), then the foreign citizen is included in the register of controlled persons.

### **Temporary residence permit for educational purposes**

A Temporary Residence Permit for the Purpose of Obtaining an Education is issued to undergraduate, specialist, master's and postgraduate students. A Temporary Residence Permit for the Purpose of Obtaining an Education is issued only to foreign full-time students.

If the form of study changes, the TRPPOE will be cancelled.

**When applying for a TRPPOE, foreign students will be able to stay in Russia for the entire period of study.**

When transferring to another educational program, the TRPPOE will continue to be valid. The main thing is that the form of study remains full-time, and the program to which the student is transferred also has state accreditation.

**In the event of a transfer, the student will be required to send a package of documents on the transfer to the Ministry of Internal Affairs within 30 calendar days, otherwise the TRPPOE may be cancelled.**

After completing your studies at the University, the TRPPOE has another 180 days during which you can, without leaving Russia, submit documents to obtain a permanent residence permit (PRP). **TRPPOE can be cancelled if the student is expelled. In this case, the foreign citizen will need to leave Russia within 14 days.**

#### **A package of documents required for obtaining TRPPOE:**

1. An application in 2 copies of the established form (issued independently or in a special department (for example, «BelRegionInfo», Belgorod, Narodny Boulevard Street, 92).
2. A notarized translation of the foreign citizen's passport.
3. A copy of the passport - 2
4. A copy of the visa - 2
5. A copy of the migration card - 2
6. A copy of the registration - 2
7. A training agreement (fee-paying students) / a referral for training (budget-funded students)
8. A certificate of study (taken from the dean's office)
9. An extract from the enrollment order (issued by the international center)
10. A certificate of no criminal record for a period of no more than 3 (three) months (only for visa countries). The certificate must be legalized.
11. Notarized certified translation of a certificate of no criminal record
12. Medical report on the presence (absence) of infectious diseases that pose a danger to others; medical report on the absence of the fact of use of narcotic drugs or psychotropic substances without a doctor's prescription or new potentially dangerous psychoactive substances; certificate of absence of a disease caused by the human immunodeficiency virus (HIV infection) (tests are taken at the address: Belgorod, Sadovaya St., 122A)

- 13. 5 photographs 3.5 x 4.5 cm.
- 14. Receipt for payment of state duty (1920 rubles).
- 15. Characteristic from the curator with the signature of the deputy director of the institute for work with foreign students
- 16. Petition for issuance of a temporary residence permit (issued by the international center if the criteria are met)

### Details for payment of state duty (item 14)

<b>И з в е щ е н и е</b>	<b>УФК по Белгородской области (УМВД России по Белгородской области)</b> <small>(наименование получателя платежа)</small>		Форма № ПД-4сб (налог) КПП <b>3 1 2 3 0 1 0 0 1</b>
	<b>3 1 2 3 0 2 1 8 7 0</b> <small>ИНН налогового органа*</small>		<b>1 4 7 0 1 0 0 0</b> <small>(код ОКТМО)</small>
<b>К а с с и р</b>	<b>4 0 1 0 2 8 1 0 7 4 5 3 7 0 0 0 0 0 1 8</b> <small>(номер счета получателя платежа)</small>		<b>в ОТДЕЛЕНИЕ БЕЛГОРОД Г. БЕЛГОРОД</b> <small>(наименование банка)</small>
	БИК: <b>0 1 1 4 0 3 1 0 2</b> Счет ЕКС <b>0 3 1 0 0 6 4 3 0 0 0 0 0 0 0 1 2 6 0 0</b>		<b>1 8 8 1 0 8 0 6 0 0 0 0 1 0 0 3 4 1 1 0</b> <small>(код бюджетной классификации)</small>
	Госпошлина за выдачу разрешения на временное проживание в целях получения образования		<b>Плательщик (Ф. И. О.) _____</b>
	<b>Сумма налога (сбора): 1920-00</b>		<b>Дата: _____</b>
	<b>Плательщик (подпись): _____</b>		

\* или иной государственный орган исполнительной власти

The application for issuing a temporary residence permit for education purpose is submitted subject to the following conditions by the foreign citizen:

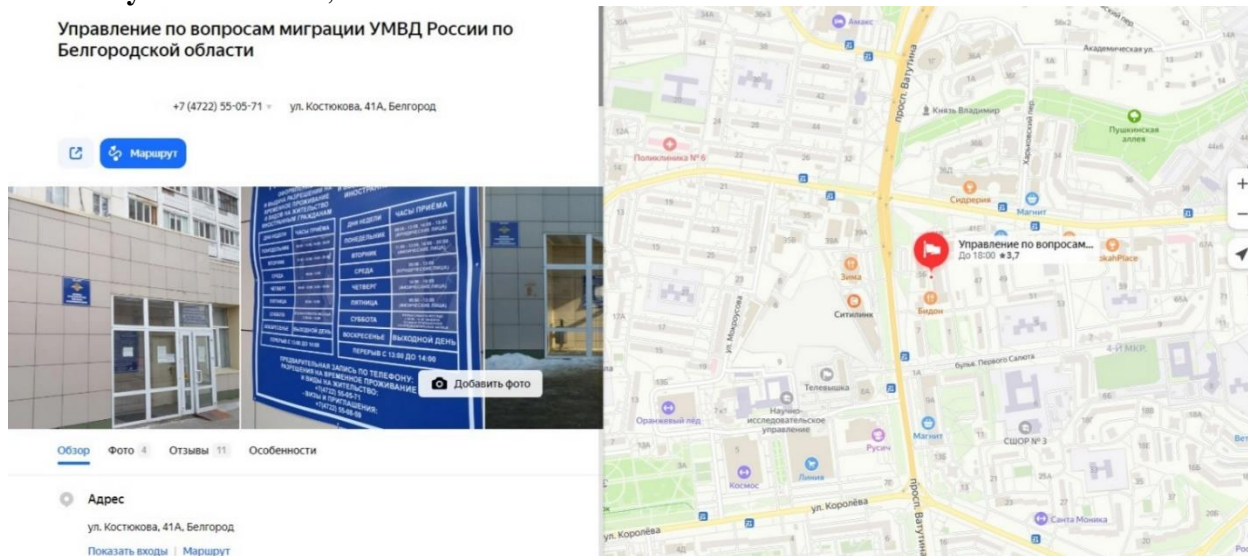
- 1) No violations of the university's internal regulations or the legislation of the Russian Federation;
- 2) No academic debts in disciplines;
- 3) No arrears in tuition fees under the concluded agreement on the provision of paid educational services;

To obtain a temporary residence permit, a foreign citizen submits documents to the international center for verification by employees. If there are no errors in the documents and all requirements are met, the employee issues a verified set of documents, after which the foreign citizen independently applies to the Main Directorate of the Ministry of Internal Affairs of Russia for the Belgorod Region, located at the following address: Belgorod, 41Kostyukov St.

### Schedule for accepting documents for temporary residence permit:

**Tuesday** - 10:00-13:00; 14:00-16:00

**Thursday** - 10:00-13:00; 14:00-16:00.



### **Important information:**

If you receive an RVPO, you will not be allowed to stay outside the Russian Federation for more than 6 months in total during the calendar year (from January 1 to December 31).

— After accepting the application for the issuance of an RVPO, the foreign student will be given a corresponding certificate confirming the acceptance of the documents.

— In case of a positive decision on the issuance of an RVPO, the foreign citizen's identity document will be stamped accordingly and a multiple-entry visa of a temporary resident will be issued for the duration of the permit. **(it is necessary to appear strictly on the prescribed day)**

— In case of a negative decision on the issuance of an RVPO, a corresponding notification of refusal will be issued to the foreign citizen.

In the case of obtaining an RVPO, the responsibility lies with the student, for violating the internal regulations of the university, unfair implementation of the curriculum, late payment, etc. the student may be expelled, and the RVPO is canceled, after which the foreign citizen must

### **Getting a new passport**

After a foreign citizen receives a new passport, it is necessary to contact the international center to conclude an additional agreement on changing the identity document. A foreign citizen has the right to transfer the current visa to a new passport; to do this, it is necessary to collect a similar package of documents as when extending a multiple-entry student visa.

### **Transfer to another educational institution**

If a foreign citizen wishes to transfer to another educational institution, it is necessary to complete the appropriate procedure; to do this, it is necessary to contact the dean's office of the institute.

In connection with the issuance of the order "on expulsion due to transfer", it is necessary to provide the international center with a certificate of consent for admission to another educational institution, as well as a letter of guarantee. After the expulsion order is issued, the university removes the foreign student from migration registration within 3 (three) days.

A foreign citizen is obliged to contact the relevant department of the university in which he is enrolled, to issue the relevant documents.

**If the educational institution is located outside of Belgorod, you must also provide tickets and a clearance sheet from the hostel (if you are staying).**

### **Transfer from another university to BSTU named after V.G. Shukhov**

If a foreign citizen wishes to continue their education at the V.G. Shukhov BSTU, before registering for migration purposes, the foreign citizen is checked in the register of controlled persons; if the fact of their presence in the register is established, the university may refuse to admit them until the legal status of the foreign citizen is restored. If the transfer process has been successful, based on an agreement on the provision of paid educational services, it is necessary to provide a package of documents for registration to the international center.

### **When living in a dormitory, it is necessary:**

1) contact the deputy director of the institute for work with foreign students and receive a referral for accommodation in the dormitory (the referral is valid for 7 (seven) days from the date of issue);

2) with a referral to the dormitory, contact dormitory No. 5, the secretary of the head of the «Technolog» residence administration and draw up a set of documents for accommodation in the dormitory;

3) with a set of documents, the foreign citizen contacts the health center of BSTU named after V.G. Shukhov, provides medical tests and receives a certificate of the possibility of accommodation;

4) after receiving a certificate from the health center, the foreign citizen pays the cost of living in the dormitory (at least 50% of the amount for the year);

5) with a set of documents, a certificate from the health center, a check for payment of accommodation, the foreign citizen contacts the international center.

**List of documents required for registration in the dormitory:**

- 1) Copy of passport – 1
- 2) Copy of last visa – 1
- 3) Copy of migration card – 1
- 4) Copy of registration (if registered at their hotel or hostel) – 1
- 5) Copy of training contract/training certificate – 1
- 6) Copy of dormitory placement referral – 1
- 7) Copy of fingerprint registration card («green card») – 1
- 8) Copies of medical tests from Sadovaya 122A clinic – 1

**When residing in an apartment**, a foreign citizen applies to the international center only with the owner of the residential premises, or with another person who has a notarized power of attorney for registering a foreign citizen for migration purposes.

**List of documents required for registration at an apartment:**

- 1) copy of passport - 2
- 2) copy of the last visa - 2
- 3) copy of the migration card - 2
- 4) copy of registration (if registered at their hotel or hostel) - 2
- 5) copy of the training contract/training certificate - 2
- 6) copy of the fingerprint registration card («green card») - 1
- 7) copies of medical tests from Sadovaya 122A clinic- 1
- 8) copy of the extract from the Unified State Register of Real Estate or the OGRP certificate - 2
- 9) copy of the passport of the owner of the residential premises with a copy of the registration - 2

*\*the number of documents from the owner of the residential premises is indicated taking into account the registration of 1 (one) foreign citizen; in case of registration of 2 (two), the set of documents increases by «+1» copy.*

When registering at an apartment, the employee issues a residential lease agreement to the owner of the residential premises and the foreign student to fill out. After completing the filling out and certifying the validity of the agreement, the employee issues 1 (one) copy of the agreement to each of the parties.

**If the foreign citizen does not have medical tests, the employee sends the student to take medical tests and provide the relevant copies to the international center.**

It is important for a foreign citizen to ensure that the educational organization from which he is being transferred does not shorten the validity of his visa, otherwise the foreign citizen is subject to departure from the Russian Federation.

**Repetition of a training course, prolongation of the course of study**

If a foreign citizen has accepted the desire to repeat the course of study to improve the quality of knowledge, remaining on the same educational program, the visa cannot be extended, the foreign citizen is obliged to leave the territory of the Russian Federation 20 (twenty) days before the visa expires and enter upon an invitation issued by the university. Transfer of students of the preparatory faculty for foreign citizens, within the framework of the repetition of the



educational program, is impossible. A foreign citizen is obliged to leave the territory of the Russian Federation 20 (twenty) days before the visa expires and enter upon an invitation issued by the university.

### **Labor activity of foreign students**

According to paragraph 4, Article 13 of Federal Law No. 115-FZ, **foreign students may work in their free time with the conclusion of an employment contract.** A foreign student may work only in the constituent entity of the Russian Federation where his educational institution is located (paragraph 4.2, Article 13 of Federal Law No. 115-FZ of July 25, 2002), and the foreign citizen is obliged to reside at the place of his registration. In other cases, an administrative fine is imposed followed by deportation from the Russian Federation.

### **Extension of visa for foreign students with administrative offences**

With respect to foreign citizens who are on the territory of the Russian Federation and have a large number of administrative violations, a refusal to extend a visa may be considered. This decision is made by the authorized body. If such a decision is made, the foreign citizen is obliged to leave the territory of Russia before the expiration of the visa.

### **Register of controlled persons**

Since February 5, 2025, a register of controlled persons has been in effect in the Russian Federation, which includes all foreign citizens who do not have legal grounds for staying in Russia.

#### **The register of controlled persons includes the following categories of foreign citizens:**

- 1) Foreign citizens who illegally cross the border of the Russian Federation;
- 2) The period of temporary stay, temporary residence permit, temporary residence permit for the purpose of obtaining an education or a residence permit has expired;
- 3) The foreigner's visa or temporary residence permit has been canceled;
- 4) The foreigner's application for recognition as a refugee or the granting/extension of temporary asylum has been denied;
- 5) Temporary asylum is no longer provided or refugee status has been revoked;
- 6) The foreigner has been assigned an administrative penalty in the form of deportation from the Russian Federation;
- 7) A decision was made to reduce the period of temporary stay, deportation, undesirability of stay or residence in the Russian Federation, prohibition of entry into Russia or restriction of travel outside the Russian Federation;
- 8) A decision was made to terminate Russian citizenship in the absence of legal grounds for staying in Russia (for example, if a foreigner became a citizen of the Russian Federation, but did not register for military service);
- 9) A guilty verdict was passed against a foreigner;
- 10) A foreigner transferred by a foreign state in accordance with an international treaty of the Russian Federation was accepted on the territory of the Russian Federation, but there are no legal grounds for his stay in Russia.

**Foreign citizens who are in the Register of Controlled Persons are prohibited from providing services, including in the field of education.**

#### **Measures against foreign citizens who are in the Register of Controlled Persons:**

- acquiring and registering real estate, vehicles;
- getting married;
- establishing a legal entity, registering as an individual entrepreneur;
- opening a bank account and carrying out banking operations (except for transfers of funds for the purpose of paying mandatory payments, as well as transfers of funds to the account of a

controlled person and issuing cash to a controlled person in an amount not exceeding 30 thousand rubles per month);

– driving a vehicle.

It is also impossible to admit minor foreigners illegally staying in the Russian Federation to schools and kindergartens.

**You can check yourself in the Register of Controlled Persons on the website of the Ministry of Internal Affairs of Russia: <https://мвд.рф/rkl>**

In case of erroneous inclusion in the register, it is necessary to notify the employees of the international center, and also contact the migration service.

### **Rules of conduct for foreign citizens in public places**

Foreign citizens who have arrived in the Russian Federation are required to comply not only with the migration laws, but also with public order and the internal regulations of the university.

#### **What you CANNOT do in public places:**

Smoking tobacco products is prohibited on the premises of educational institutions, youth organizations, in premises that provide cultural and sports services; on the premises of medical and sports institutions; on trains; in public places; in elevators; in common areas and other common areas!

**Smoking is only permitted in specially designated areas, which are marked with separate signs!**

Smoking in public places is punishable by an administrative offense with a fine or arrest.

2) Disorderly conduct: expressing disrespect for society, foul language, offensive harassment, destruction or damage to someone else's property!

Disorderly conduct is punishable by an administrative offense with a fine or arrest.

3) Drinking alcoholic beverages in the wrong place. Foreign citizens who commit this violation are also subject to administrative liability, with a fine or arrest.

4) Using drugs and psychotropic drugs without a doctor's prescription, as well as using intoxicating substances.

5) Appearing in a state of intoxication;

6) Organizing a mass presence of citizens in a public place, which caused a violation of public order;

7) It is prohibited to make noise in public places after 22:00.

Violation of public order, expressing obvious disrespect for society is an illegal act, for which administrative and criminal liability is provided.

More information can be found on the website: <https://22.xn--b1aew.xn--plai/ms/sprav/mera/sociumrf>

### **Rules of conduct for foreign citizens at the university**

**Foreign citizens who arrive at BSTU named after V.G. Shukhov are required to comply with the internal regulations of the university, the Code of Honor of BSTU named after V.G. Shukhov.**

#### **University students are required to:**

1) comply with the requirements of the legislation of the Russian Federation, the university charter and other local regulatory acts of the university, obligations under the training agreement;

2) constantly work to improve their cultural and professional level;

3) cultivate diligence in themselves, actively participate in socially useful work;

4) participate in the social life of the team, in educational, scientific, educational, cultural and other events held by the university, including career guidance work.

University students are prohibited from:

- 1) participating in any illegal activity (business, social, political, religious, etc.);
  - 2) disrespect the university staff, fellow students, and visitors to the university;
  - 3) receive or provide assistance during tests, credits, exams, defense of final qualification papers, assignments, or written papers prepared by another person, forge documents, records, and/or signatures in documents;
  - 4) miss classes or be late for them without a valid reason, leave the classroom during classes without permission from teachers;
  - 5) communicate on mobile devices during classes;
  - 6) eat in places not intended for such purposes;
  - 7) leave garbage, chewing gum, inscriptions, and drawings on university equipment (tables, chairs, windowsills, walls, etc.);
  - 8) smoke in the premises and on the territory of the university, including dormitories;
  - 9) consume alcoholic beverages and narcotic drugs, psychotropic substances;
  - 10) use offensive language;
  - 11) participate in gambling;
  - 12) violate access control, carry any type of weapon on university grounds and beyond;
- Foreign students are required to look appropriate when visiting the university. Sports uniform is worn only for physical education classes or other sporting events.

Students are prohibited from wearing:

- 1) sportswear and beachwear (except for physical education classes);
- 2) sandals of any kind, high-heeled club shoes;
- 3) clothing that exposes part of the abdomen;
- 4) translucent clothing;
- 5) shorts, headwear for men;
- 6) clothing, footwear and accessories with symbols of asocial informal associations, as well as those promoting narcotic drugs and psychoactive substances, illegal behavior, etc.

University students are prohibited to wear jackets, coats and other outerwear in the university premises; items must be handed over to the cloakroom. A student may not be allowed to attend classes in outerwear.

## **Contact information of the Center for International Education and Cooperation.**

### **Phone numbers:**

Center for International Education and Cooperation, department specialists – **30-99-63**

Deputy Director of the Center for International Education and Cooperation – **30-99-45**

Lesovaya Svetlana Leonidovna – **54-53-02**

Reception of the Vice-Rector for International Activities – **55-15-91**

Processing of invitations to enter the Russian Federation – **30-99-45**

### **E-mail:**

[registration.bstu@mail.ru](mailto:registration.bstu@mail.ru) – Department for work with foreign students;

[invitation.bstu@mail.ru](mailto:invitation.bstu@mail.ru) – Office on the issues of entry invitations;

[intbstu@mail.ru](mailto:intbstu@mail.ru) – Reception of the Vice-Rector for International Affairs;

[rki-bgtu1@yandex.ru](mailto:rki-bgtu1@yandex.ru) – preparatory faculty for foreign citizens.

### **Telegram: Common chat of foreign citizens of BSTU named after V.G. Shukhov**

<https://t.me/+PjmlKDYfulZmYzEy> – invitation reference



### **Useful links to internal university documents**

Local regulations: [https://www.bstu.ru/about/overall\\_info/documents/dop](https://www.bstu.ru/about/overall_info/documents/dop)

University documents (charter, extracts, code of honor, etc.):  
[https://www.bstu.ru/about/overall\\_info/documents](https://www.bstu.ru/about/overall_info/documents)

Website of the Center for International Education and Cooperation:  
<https://international.bstu.ru/ciec>

Documents, memos on the legal status of foreign citizens: <https://international.bstu.ru/doc>