

MIGRATION RULES

Dear student! Please, read and keep in mind migration rules of the Russian Federation

1. Registration in Nizhny Novgorod

The next day after your arrival to the University (excluding weekend) you have to bring the following documents to the Division for International Affairs (room 3211, phone +7831-416-61-12): *passport* and *migration card*. The registration is **OBLIGATORY** for all international students.

2. Your documents in Russia

Please have **COPIES** of your documents with you **ALL THE TIME**: *passport, visa, migration card, registration, medical insurance*. Original documents are better to be kept at home.

3. Your visa:

1. You have a **STUDENT VISA** which is based on LUNN invitation. It means that **you cannot work** during your studies at the University.
2. The first visa is **SINGLE ENTRY** (i.e. you can enter Russia only one time).
3. The visa is valid for 90 days. If you plan to study for more than 90 days, the Division for International Affairs extends this visa till the end of your Learning Agreement with the University.
4. You must leave Russia before the expiration date of the visa.

4. Visa extension

If you want to study at LUNN for more than 90 days, you need to:

1. Inform the Division for International Affairs (room 3211, phone +7831-416-61-12, oms2@lunn.ru) **45 days BEFORE your visa expiration date**.
2. Sign the Learning Agreement (Educational Contract) with the University **45 days BEFORE your visa expiration date**.
3. Bring the following documents to the Division for International Affairs:
 - Learning Agreement (Educational Contract) copy
 - Medical insurance copy
 - Passport, visa, migration card, registration
 - Application form for visa (to fill in at the Division for International Affairs), a photo;
 - State fee for extension of the visa (1600 rubles; you can pay it at Sberbank)

NB! While your visa is on extension, your passport has to be kept at the Division for International Affairs for approximately 4 weeks. Do **not** leave Nizhny Novgorod during the process of visa extension.

5. Your medical insurance

Medical insurance is a must for all international students. You can get medical insurance in your own country or apply for it in Russia. LUNN provides support in issuing for a medical certificate in Nizhny Novgorod.

Remember that every student has to take blood tests for HIV, undergo x-ray examination, and bring a copy of documents with results of these examinations to the Division for International Affairs. The process of medical examinations is organized and controlled by the Division for International Affairs in accordance with Russian legislation rules.

6. Travelling in Russia

If you decided to travel, please, **INFORM** the Division for International Affairs and **fill in the special form about your departure**.

You have the right to stay on the territory of any town of Russian Federation for **7 DAYS WITHOUT REGISTRATION**. If you stay at the hotel, they register you **AUTOMATICALLY**. **In this case and in case of your leaving Russia, your registration in Nizhny Novgorod STOPS**. That is why on your return to Nizhny Novgorod **you must get a new registration in Nizhny Novgorod**. The same rules are applied if you are hospitalized for more than 1 day.

(!) In all cases **you must inform** the Division for International Affairs as soon as possible.

Please, take **ORIGINAL DOCUMENTS** with you while travelling. Please keep the travel tickets, the hotel registration and information of the address of your stay in other city with you to show at the Division for International Affairs.

7. Loss of documents, change of residence or mobile phone number, conflict situation:

Please inform **URGENTLY** the Division for International Affairs about any of these situations:

1. Acting Head of the Department for International Affairs: +7 (831) 416-61-12, khalimulinar@lunn.ru Khalimulin Alexander Rashidovich;
2. Head of the migration registration, visa support and protocol: +7 (831) 416-60-55, petrovapr@lunn.ru Petrova Galina;
3. Employees of the Department for International Affairs: +7 (831) 416-60-55, oms2@lunn.ru Khamkov Alexander Sergeevich; +7 (831) 416-61-81 oms1@lunn.ru Alexey Shishkov; +7 (831) 416-61-81 oms3@lunn.ru Gacem Ahmed.

Please, remember!

**While you are here, we are responsible for you
and we are ready to help in any situation!**

Name

Date