



IMMIGRATION & VISA GUIDELINE

for International Students

HSE University Saint Petersburg



HSE UNIVERSITY
SAINT PETERSBURG

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Introduction

Dear student,

The guideline is intended to serve as a handbook whenever you have a question on your immigration status, procedures you need to pass or compliance with Russian immigration laws. It has been created by Centre for Visa & Immigration Support HSE Saint-Petersburg to help avoid problems with the immigration compliance.

Let's get introduced!

Centre for Visa & Immigration Support (VISa Centre) is here to help you with questions regarding immigration and visa procedures and policies.

Address: room 1005, 3k1 Kantemirovskaya St., St. Petersburg

Visiting hours: Monday-Friday 11 a.m.-3 p.m.

Office is closed on Saturdays-Sundays and public holidays.

Email: migrationspb@hse.ru

Website: <https://spb.hse.ru/en/io/ivs/>

Laws

Let's deal with the most tedious but crucial topic first!

Here is some Russian Federal Laws that stipulate foreign citizens legal status and immigration control procedures in the country. It is necessary to familiarize yourself with them in order to better navigate migration issues:

- № 115 dated 25.07.2002 "On **the Legal Status** of Foreign Nationals in Russian Federation"
- № 114 dated 15.08.1996 "On **the procedure of departure from** the Russian federation and **entry into** the Russian Federation"
- № 109 dated 18.07.2006 "On **the Migration Control** of Foreign Nationals and Stateless Persons in Russia"
- № 163 dated 27.06.2018 "On **Amendments to** the Federal Law on **Migration Registration** of Foreign Citizens and Stateless Persons in the Russian Federation"
- № 274 dated 01.07.2021 "On **Amendments to** Federal Law on the Legal Status of Foreign Citizens in the Russian Federation and Federal Law on **State Fingerprint Registration** in the Russian Federation"

Migration laws describe whether you should or should not receive a visa to enter and stay in Russia, how you need to be registered while staying in Russia, what mandatory procedures you need to pass and foreigner's liability for legal compliance.

*Important to
know!*

Immigration & visa procedures lifecycle

1. Receiving a study visa
2. Entering Russia
3. Registration with the Ministry of Internal Affairs
4. Medical examination, fingerprinting and biometric photography
5. Prolongation of permitted period of stay
6. Updating MIA registration
7. Leaving and reentering Russia
8. Completing the studies and post-graduation leave

Let's get at immigration & visa procedures lifecycle's step by step!

Receiving a study visa to enter Russia

Who needs a study visa to enter Russia?

In accordance with the international laws, a study visa for entry to Russia is not required for citizens of Abkhazia, Azerbaijan, Armenia, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, South Ossetia, Tajikistan, Uzbekistan and Ukraine, as well as holders of diplomatic visas. Citizens of other countries must obtain a study visa prior to their arrival in Russia.

How to get a study visa?

First, before applying for a Russian study visa, make sure that you are admitted to the HSE Saint-Petersburg and carefully check your passport: its expiry date must be at least 18 months away from your planned date of entry into Russia. It must also contain at least 4 blank pages for the visa and border stamps. If your passport does not meet these requirements, you must obtain a new international passport. You need a visa invitation in order to get an initial single-entry study visa, which will allow you to enter Russia only once and will last up for 90 days. A multiple-entry study visa will be issued upon your arrival in Russia.

How to get an invitation for a study visa?

If you are a first-year student, you will be able to access a visa invitation in your personal account within 4-5 weeks from the moment when the upload of your documents is confirmed.

If you are a senior year student, you should contact the manager of your program office for a visa invitation, by filling in an application along with forwarding a copy of your passport's first page.

Where to apply for a study visa?

As soon as you receive a visa invitation, visit a website of the Russian Embassy or Consulate ([the list is here](#)) where you plan to get your visa, and check the list of required documents and the procedures. Be sure to check the visa you receive!

Entering Russia

What should be done before entering Russia?

- Double-check the validity dates of your documents: passport, visa, etc.,
- Get acquainted with [the internal dormitory regulations](#),
- Get a [medical insurance](#). All foreign citizens must have medical insurance valid for the entire period of their stay in Russia,
- Plan the date of your arrival in Russia to attend the orientation session (if you are a 1st year student),
- Inform the VISA Centre by migrationspb@hse.ru, the study office manager or your admissions manager about the dates of your planned entry.

What shall be done when crossing the border with Russia?

While crossing the border you will be required to provide your passport and present a university's letter of acceptance or a confirmation. In addition, it is important to state the purpose of visit (always "**Education**"), period of visit and the name of the university you are going to attend to (HSE University St. Petersburg).

Moreover, you will receive a **migration card** on the plane/train/bus, or at the actual port of entry. **Migration Card** is a small paper blank with huge importance! It is issued always free of charge to all foreign citizens (except citizens of Belarus) upon every arrival in Russia and validated by Port of Entry Border Control, which indicates:

- your personal data,
- purpose of visit (must be "Education/Учеба" for students),
- permitted period of stay in Russia (usually up to 90 days),
- date of entry and stamp of entry to Russia.



Please note:

- Double-check the data in the migration card. If you notice an error in your migration card while crossing the border, contact the checkpoint officer,
- If you find an error in your migration card after you left the checkpoint, most likely, you will have to leave Russia,
- If you are coming to Russian through Belarus, make sure to check [the special procedure](#) and keep in mind that in that case the migration card needs to be received in Belarus, **before** entering Russia.

What shall be done after crossing the border with Russia?

Firstly, you need to be registered by the migration office of the Russian Ministry of Internal Affairs (MIA migration office is a state agency, responsible for supervision of foreign nationals stay in Russia) under the actual address of stay in Russia.

Secondly, you have to undergo a medical examination, obligatory fingerprinting and biometric photographing.

Temporary registration with the migration office of the Russian Ministry of Internal Affairs

MIA Registration – a legal document issued and validated by migration office of the Russian Ministry of Internal Affairs (MIA).

It is issued by MIA migration office and appears as a paper-based slip that contains:

- your name spelled in Russian (be sure to check the spelling every time – the name is supposed to be like in your study visa or migration card),
- **actual** address of your stay in Russia,
- period of stay at the address,
- identification of your host/landlord,
- host's signature/stamp,
- MIA validation mark.

Настоящим подтверждается, что

Фамилия _____

Имя _____

Отчество (при их наличии) _____

Гражданство, подданство Р Е С П У Б Л И К А Б Е Л А Р У С Ь

Дата рождения: число 0 0 месяц 0 0 год 2 0 0 0 Пол: мужской [X] женский _____

Место рождения: государство Р Е С П У Б Л И К А Б Е Л А Р У С Ь М И Н С
 город или другой населенный пункт К _____

Документ удостоверяющий личность:

вид П А С П О Р Т серия № 0 0 0 0 0 0 1

Дата выдачи: _____ Срок действия до: _____

число 0 0 месяц 0 0 год 2 0 1 9 _____ число 0 0 месяц 0 0 год 2 0 2 9

(заполняется в случае ограничения срока действия документа)

в установленном порядке уведомил о прибытии в место пребывания по адресу:

Область, край, республика, автономный округ _____
 (область) _____

Район _____

Город или другой населенный пункт С А Н К Т - П Е Т Е Р Б У Р Г _____

Улица Ш Е В Ч Е Н К О У Л _____

_____ Дом 2 1 _____ Корпус _____ Строение _____

Дом, участок, владение и иное (заполнить согласно документу, подтверждающему право собственности)
 _____ Квартира _____

Квартира, комната, офис и иное (заполнить согласно документу, подтверждающему право собственности)

Заявленный срок пребывания до: _____

число 0 0 месяц 0 0 год 2 0 2 3

front side of registration

Для принимающей стороны либо иностранного гражданина или лица без гражданства в случае, предусмотренном частью 3.1 статьи 22 Федерального закона "О миграционном учете иностранных граждан и лиц без гражданства в Российской Федерации"

Фамилия

Имя

Отчество (при их наличии)

Наименование организации

ИНН

Подпись

Подпись принимающей стороны либо иностранного гражданина или лица без гражданства, в случаях, предусмотренных частями 3.1, 3.2, 4 статьи 22 Федерального закона "О миграционном учете иностранных граждан и лиц без гражданства в Российской Федерации"

Отметка о подтверждении выполнения принимающей стороной и иностранным гражданином или лицом без гражданства действий, необходимых для его постановки на учет по месту пребывания

Печать организации (при наличии)

ОТРЫВНАЯ ЧАСТЬ БЛАНКА УВЕДОМЛЕНИЯ О ПРИБЫТИИ ИНОСТРАННОГО ГРАЖДАНИНА ИЛИ ЛИЦА БЕЗ ГРАЖДАНСТВА В МЕСТО ПРЕБЫВАНИЯ

back side of registration

What you need to do to get registration depends on the actual place of staying in Russia.

I live in HSE dormitory - how do I get the registration?

On the day of arrival in Russia, send scanned copies of all passport pages and a scanned copy of migration card in pdf-files to migrationspb@hse.ru, indicating the full name, Russian phone number and actual address of stay in Saint Petersburg.

Only if you have previously lived somewhere in Russia, visit the VISa Centre in person and bring printed copies of documents + previous MIA registration in original.

VISa Centre will notify you via email when the registration is ready — pick it up right away and keep safe with you.

I live in a private address (flat/apartment/relatives place/etc.) - how do I get the registration?

On the day of arrival in Russia, send scanned copies of all passport pages and a scanned copy of migration card in pdf-files to migrationspb@hse.ru, indicating the full name, Russian phone number and actual address of stay in Saint Petersburg.

The owner of your flat will help you obtain the registration - please visit them on the day of the arrival with your passport and migration card. Only the property owner can apply for registration for a foreign citizen, a registration can be issued directly in the MIA. Since there is a strict deadline, the registration is better to be performed within 3 business days since your arrival in Russia.

As soon as you receive the registration original, send its scan (both sides) to migrationspb@hse.ru.

I live in a hotel/hostel/etc. - how do I get the registration?

On the day of arrival in Russia, send scanned copies of all passport pages and a scanned copy of migration card in pdf-files to migrationspb@hse.ru, indicating the full name, Russian phone number and actual address of stay in Saint Petersburg.

Your hotel administrator will help you obtain the registration. Most likely, the registration will be done within a day and as soon as you get it send its scan (both sides) to migrationspb@hse.ru.



Please note:

- MIA Registration is renewable - each time you leave Russia, move to another place of stay, get a new registration slip in a hotel/hostel/hospital, your previous MIA registration is terminated and you must renew it within 3 business days,
- If you do not renew your registration in time when it is necessary - you may be subject to a fine, deportation from Russia and ban for entry for up to 3 years,
- If the owner refuses to register you in time, you should find a new apartment with a reliable property owner,
- The address displayed in your registration slip must always match with the actual address of your living in Russia,

Important to know!

Medical examination, fingerprinting and biometric photography

Each foreign student arriving to Russia for stay over 90 days must undergo an obligatory medical examination, fingerprinting and biometric photographing. If you want to read the official order please follow the [link](#) (in Russian only). It is necessary to complete the procedures **right after** you receive a temporary registration after arrival in Russia.

Who is exempt from undergoing the new procedures?

- Citizens of the Republic of Belarus,
- Family members of international officials and employees of diplomatic and consular institutions in Russia,
- Foreign nationals with dual citizenship, one of which is Russian,
- Foreign nationals – holders of temporary or permanent Russian residence permits.

What shall I do in order to undergo the new procedures?

STEP 1: Prepare the documents you might need for the procedures:

- passport + its notarized translation into Russian,
- Russian study visa + copy,
- migration card + copy,
- registration + copy.

STEP 2: Visit the [Universal document Centre](#) and undergo all the procedures at one place.

STEP 3: 9-10 working days later visit the [Universal document Centre](#) again to obtain the results of the medical examination and a document confirming that you have undergone fingerprinting and photographing and to upload those documents into the MIA database.

STEP 4: Send the scanned copies of your medical certificates and plastic ID in pdf-format to migrationspb@hse.ru and always keep it with you just like your passport, migration card, and registration.



*dactyloscopy ID card
example*



medical certificate example



Please note:

- Don't procrastinate! Do these procedures the sooner, the better, while your passport hasn't been taken for visa/migration card prolongation,
- Bring a buddy or ask your Russian-speaking friend to help you with communication with the staff. Learn about buddies and request one [here](#),
- Fingerprinting and photographing must be done only once, but the medical certificates are valid for a year. Check your certificates and undergo the procedure again within 30 days after the medical certificate's expiration date,
- For those who have not completed the established procedures or failed to complete them on time the following penalties might be applied to: **visa / migration card cancellation, deportation and a ban on further entry to Russia.**

Prolongation of permitted period of stay

***Permitted Period of Stay** – a period during which a foreign citizen is allowed to legally stay in Russia. For international students entering Russia for the first time, the period usually does not exceed 90 days from the day of entry. For visa-free students, this period is displayed in the Migration Card, for visa students – in the study visa. The period is a subject to prolongation according to the procedures in this Guideline.*

I am a visa-free student – what do I undertake to extend my permitted period of stay (migration card)?

The most important – always keep track of the expiration dates of your main migration documents!

You must submit the full package of documents to the VISA Centre **at least 30 days** prior to your current migration card or registration expiration date.

The extension appears as a MIA stamp on the back of migration card with a new validity date.

What documents do I need to submit to the VISA Centre for migration card extension?

1. **printed copies of all your passport pages** (even the blank ones),
2. **original + printed copy of migration card** (except Belarus citizens),
3. **original + printed copy of current valid registration** under the actual address of stay,
4. **original of the HSE certificate of enrollment** in Russian with the faculty stamp (order it in your study support office in advance),
5. **extract from the HSE Enrollment Directive** (order it in your study support office in advance),
6. **printed copy of all pages of your commercial educational agreement** with signatures and stamps (for those who study on a commercial basis),
7. **printed copy of plastic dactyloscopy ID card**,
8. **printed copies of all valid medical certificates.**

I am a visa student – what do I undertake to extend my visa?

The most important – always keep track of the expiration dates of your main migration documents! You must submit the full package of documents to the VISa Centre **at least 45 days** prior to your current visa expiration date. The extension appears as new multi-entry study visa valid up to 1 year.

What documents do I need to submit to the VISa Centre for visa extension?

1. **your passport in original** (visa extension requires the passport validity for at least 6 months after the end of the new visa, it must also contain minimum 2 consecutive blank designated pages for your Russian visa stamp and entry/exit stamps),
2. **printed copies of all passport pages** (even the blank ones),
3. **one color portrait photo 3×4 size**,
4. **printed copy of migration card**,
5. **original + printed copy of current valid registration** under the actual address of stay,
6. **original of the HSE certificate of enrollment** in Russian with the faculty stamp (order it in your study support office in advance),
7. **extract from the HSE Enrollment Directive** (order it in your study support office in advance),
8. **printed copy of all pages of your commercial educational agreement** with signatures and stamps (for those who study on a commercial basis),
9. **visa extension fee payment receipt in original**, 1920 Rub (Current payment details be requested at migrationspb@hse.ru. Be sure to check the receipt that bank operator will print out to you. The University will not be held responsible in case of any mistakes related to the payment of the visa fee. As well as in case of any changes in the place of submission and payment details on behalf of the Russian Ministry of Internal Affairs, or if the Ministry of Internal Affairs refuses to issue a visa),
10. **printed copy of plastic dactyloscopy ID card**,
11. **printed copies of all valid medical certificates**.



Please note:

- Do not forget to print copies before visiting the VISa Centre – the office does not provide printing services. You can use [the printers](#) in the university buildings,
- It is necessary to prepare a full set of documents — a set with missing documents will not be accepted,
- Do not take any trips around Russia or abroad until you receive prolonged documents,
- The whole process of visa extension takes about 4–6 weeks,
- As soon as the new visa is issued by the MIA migration office — you will be notified by email,
- Missing the deadline on submitting documents means that you will have to leave Russia within the validity terms in your migration documents.

*Important to
know!*

Updating registration after the prolongation of permitted period of stay

I live in HSE dormitory and have applied for migration card/visa extension – what's next?

Visa-free student: Approximately 1,5–2 weeks after submitting the full set of documents to the VISa Centre, you will receive an email that the documents are ready to pick up. Immediately pick them up and always carry with you.

Visa student: Approximately 5–6 weeks after submitting the full set of documents to the VISa Centre, you will receive an email that the documents are ready to pick up. Immediately pick them up, check them and always carry with you. If you need a passport before visa is ready, email migrationspb@hse.ru to get the passport. Do not forget to return it to Centre in time to obtain a visa.

I live in a private address and have applied for migration card/visa extension – what's next?

Visa-free student: Approximately 1,5–2 weeks after submitting the full set of documents to the VISa Centre, you will receive an email that the migration card has been extended. Immediately pick up the document and always carry with you. To extend the temporary registration, contact the owner of the apartment/hotel administrator where you live. Registration in accordance with extended migration card must be completed **within 3 working days**. When new registration is done, send a scanned copy (both sides) to migrationspb@hse.ru.

Visa student: Approximately 5–6 weeks after submitting the full set of documents to the VISa Centre, you will receive an email that the visa is ready. Immediately pick up the document, check the correctness of the data and always carry with you. If you need a passport before a new visa is ready, write to migrationspb@hse.ru and get a passport. Do not forget to return it to the VISa Centre in a timely manner to obtain a visa. To extend the temporary registration, contact the owner of the apartment/administrator of the hotel where you live. Registration in accordance with a new visa must be completed **within 3 working days** from the moment the visa is ready. When new registration is done, send a scanned copy (both sides) to migrationspb@hse.ru.

Re-registration process

All international citizens are able to travel in Russia, it is just you always have to have a valid registration. Every change of place of staying in Russia leads to an obligation to receive a new temporary registration – the process is called "re-registration".

I live in the dormitory and plan to stay in a friends/relatives apartment for over 7 working days – what should I do?

On the day of departure from the HSE dormitory, notify the VISa Centre by email migrationspb@hse.ru and the dormitory administration. The apartment owner is obliged to register you within 7 working days for the whole period of staying in the apartment. **On a day of your return to the HSE dormitory or the next working day, visit the VISa Centre** with passport copies, migration card copy and copy + original of the apartment registration to update the dorm registration.

I live in the dormitory and plan to stay in a hotel/hostel in Saint Petersburg or in another Russian city – what should I do?

On the day of departure from the HSE dormitory, notify the VISa Centre by email migrationspb@hse.ru and the dormitory administration. The hotel will register you within 1 working day. On a day of check out receive the registration in a hotel. **On a day of return to the HSE dormitory or the next working day, visit the VISa Centre** with passport copies, migration card copy and copy + original of the hotel registration to update the dorm registration.

I live in the dormitory but happen to get into a hospital – what should I do?

Inform isso@hse.ru и VISa Centre migrationspb@hse.ru. A hospital as well as a hotel/hostel will register you within 1 working day. **On a day of check out from hospital, receive the registration and visit the VISa Centre** with passport copies, migration card copy and copy + original of the hospital registration to update the dorm registration.

I live in the dormitory but plan to move out for the private address (flat/hotel/apartment) – what should I do?

On the day of departure from the HSE dormitory, notify the VISa Centre by email migrationspb@hse.ru and the dormitory

administration. Your dorm registration will become invalid. Immediately after moving into a new place of stay, contact the owner of the apartment/hotel administration and provide documents for registration. The apartment owner might visit MIA migration office of MFC. As soon as the new registration is ready, sent its scanned copy (both sides) to migrationspb@hse.ru.

I live in a private address and temporary stayed in a hotel/hostel/hospital – what should I do?

Inform the landlord: before leaving the flat and upon arrival back. Collect and keep all the new registrations from all the places of stay.

On a day of return contact the landlord/hotel administration and provide documents to perform an updated registration. As soon as the new registration is ready, sent its scanned copy (both sides) to migrationspb@hse.ru.

Please note:

New temporary registration must be issued each time you:

- leave and reenter Russia (receive new migration card),
- move to another apartment,
- check in to a hotel or hostel (even for one day!),
- happen to get into hospital (even for one day!),
- change your documents or get new ones (temporary residence permit, RVPO, resident card, passport, visa, migration card).

In any of those cases, you must immediately notify migrationspb@hse.ru and apply for re-registration to the VISA Centre (if you live in HSE dormitory) / your current property owner / hotel administrator. Please keep in mind that for the procedure of re-registration the last registration in original is required as well as the copies of your main migration documents.

It is very important to renew your registration in time, because this document is needed for visa/migration card prolongation and if it turns out to be invalid – the MIA may initiate a fine or deportation.



Important to know!

Leaving and reentering Russia

I am going to leave Russia – whom do I need to inform?

Before you leave Russia, please make sure to notify the study office manager and dormitory administration/owner of your flat/hotel administration and let them know when you are planning to leave and return. Make sure to send information to migrationspb@hse.ru as well.

What should I do when crossing the border to leave Russia?

At the border crossing point, you will be asked to provide your passport and migration card. The migration card will be kept by the border control officer and a passport page stamped to confirm that you have crossed the Russian border.

I have study visa – when should I return?

You can come back to Russia while your multiple-entry visa is valid, but no later than 45-60 days before its expiration so that you could apply for a registration and visa extension in time.

If you have a single-entry Russian visa, you will need a new visa invitation to return to Russia. You can obtain it from your study support office.

I have planned my return to Russia – what do I need to do and whom to inform?

Before arrival in Russia please make sure to notify the study office manager and dormitory administration/owner of your flat/hotel administration and let them know when exactly you are planning to leave and return. Make sure to send information to migrationspb@hse.ru as well.

Upon arrival, it is necessary to receive a new migration card at the border (with "Education" purpose of visit) and renew registration within 3 days.

Expulsion or graduation and post-graduation leave

Upon successful completion of your studies at HSE University you must leave Russia before the expiry date on your visa. However, if you want to stay in Russia for some time after the graduation you may be granted a [post-graduation leave](#) which duration is determined as per the [HSE Academic Calendar](#) for an Ongoing Academic Year.

How to apply for the post-graduation leave?

Prior to the start of the Final Certification, submit an application for a post-graduation in personal HSE Account.

If you have requested post-graduation leave, you shall retain the student status until August and if the visa/migration card extension is needed in accordance with the new student status terms please keep in mind the deadlines on submitting documents to the VISa Centre.

If you have not applied for leave, you shall be subject to dismissal from HSE University **from July 1 due to the studies completion.**

Please note:

- ° If you were expelled from HSE University, you must leave Russia within 3 business days from the date of your dismissal directive to avoid any problems – the MIA will shorten your permitted period of stay in Russia.



Important to know!

Register of controlled persons

On February 5, 2025, a register of controlled persons has been launched, which will include foreigners illegally staying in Russia. More info might be found at [the link](#).

Reasons for inclusion in the Register

- expiration of the term of temporary stay (visa, migration card, temporary registration), temporary residence permit (including for the purpose of education), residence permit, work permit, etc.;
- revocation of visa (including electronic), temporary residence permit (including for the purpose of education), residence permit;
- a decision to deny consideration of an application for refugee status;
- termination of Russian citizenship;
- administrative penalty in the form of administrative expulsion;
- decision on deportation, readmission, undesirability of stay (residence), non-permission to enter, restriction of non-departure;
- illegal crossing of the state border of the Russian Federation;
- entry into force of a court's conviction for committing a crime.

Restrictions for those included in the Register?

- changing the place of residence (stay) without the permission of the MIA;
- leaving the constituent entity of the Russian Federation where the controlled person resides (stays);
- purchasing and registering real estate and vehicles;
- getting married;
- establishing a legal entity, registering as an individual entrepreneur;
- opening a bank account and performing some banking operations.

How to check inclusion in the Register?

On the [website](#), enter your full name, date of birth, and

passport data.

What to do if you are in the Register?

1. Fill out and sign the application to remove yourself from the register. A sample application can be downloaded from [the link](#).
2. Prepare the documents. Make copies of your passport, visa, migration card, registration, dactyloscopy card and medical certificates. Additionally, receive a certificate of attendance from the study support office of your educational program.
3. Visit the local Ministry of Internal Affairs office. With all the documents, visit in person the local MIA migration office of the area where you live or the Passport and Visa Service at 15 Krasnogo Tekstilshchika St., lit. A. Alternatively, you might submit an online application on the [website](#) of the Russian MIA.

Please note:

- A foreign citizen is not notified of the inclusion in the registry in any way, and is considered to be notified upon posting information about them on the official website of the MIA of Russia



Temporary residence permit for the purpose of education (RVPO)

Full-time international students in bachelor, master, and PhD programs can obtain a temporary residence permit for the purpose of education (RVPO). The detailed procedure for issuing RVPO is determined by the Order of the Russian Ministry of Internal Affairs, which can be found [here](#) (in Russian only).

Advantages of RVPO

- valid until the end of your study + 180 days;
- allows staying in Russia without leaving until the end of RVPO;
- allows you to be employed while studying;
- simplifies getting residence permit within 3 years after completion of study;
- makes you eligible for free medical services under the OMI policy

Limitations of RVPO

- allows to live and work only at the region of issuance;
- becomes invalid in case of part-time study;
- a subject to cancellation if you are outside Russia for more than 6 months in total within 1 year;
- a subject to cancellation if you commit repeated administrative offence (2 and more times) within 1 year;
- not possible to extend.

Foreign citizens obtain RVPO in person. HSE provides additional documents: certificate of attendance and extract from enrollment directive (request in the study support office); accreditation and license of the university (request in the Legal office).

How to apply for RVPO?

STEP 1: Prepare documents:

1. [filled application form](#) (x2);
2. passport, and notarized translation of the entire passport;
3. photo 3.5 x 4.5 mm;
4. state fee payment confirmation, 1 920 rub.;
5. migration card + copy;
6. temporary registration + copy;
7. for visa students: certificate proving the absence of criminal record issued in the country of citizenship with notarized translation;

8. certificates for medical examination and obligatory fingerprinting;
9. certificate of attendance, extract from enrollment directive (request in the study support office);
10. accreditation and license of the university (request in the Legal office).

STEP 2: Visit [Head Migration Office](#) of the Russian Ministry of Internal Affairs in Saint Petersburg at the address: 10-12, lit. D Krasnogo Tekstilshchika st. (2nd floor). Make an appointment by phone number 8 (812) 573-16-37, 8 (812) 383-94-83 or via Gosuslugi portal. The application-processing period for RVPO is 38 working days.

STEP 2: Update registration. On a day of getting the RVPO stamp and visa send its scanned copy to migrationspb@hse.ru and visit the VISa Centre/property owner/hotel administration with the full package of documents to update temporary registration:

- printed copies of your passport pages with marks (1st page + all visas, stamps, RVPO),
- printed copy of migration card,
- original+ printed copy of your current valid registration,
- printed copy of a confirmation document of RVPO receipt.

Loss/theft of documents

I have lost passport with Russian study visa!

Report to a local Police department. Inform the VISA Centre via email migrationspb@hse.ru and ISAC isso@hse.ru.

Contact the Embassy to issue a new passport. As your new passport is being issued, you will probably be provided with a temporary ID.

On a day of receiving the new passport, please inform the VISA Centre via email migrationspb@hse.ru and the manager of your programme office by providing the scanned copy of your new passport first page.

Please note:

- Within 3 days after receiving the new passport, it is necessary to update the registration by providing the VISA Centre /property owner/hotel administration with originals and printed copies of your main migration documents.
- Within 15 days after receiving the new passport, it is necessary to apply for the visa transfer – the procedure means that the study visa in your new passport will be up to the same date as the previous visa.

I have lost passport (visa-free entry)!

Report to a local Police department and inform the VISA Centre via email migrationspb@hse.ru and ISAC isso@hse.ru.

Contact the Embassy to issue a new passport. As your new passport is being issued, you will probably be provided with a temporary ID.

On a day of receiving the new passport, please inform the VISA Centre via email migrationspb@hse.ru and the manager of your programme office by providing the scanned copy of your new passport first page.

Please note:

- Within 3 days after receiving the new passport, it is necessary to update the registration by providing the VISA CENTRE/property owner/hotel administration with originals and printed copies of your main migration documents.



I have lost migration card!

Report to a local Police department and inform the VISa Centre via email migrationspb@hse.ru.

Visit the local migration office of the Russian Ministry of Internal Affairs for the area where you live with prepared in advance police reference, your passport and copies of its pages, registration slip and its copy. The migration officers of the MIA will take your fingerprints and inform you about the date when you can pick up migration card duplicate.

On a day of receiving migration card duplicate, prepare and submit to the VISa Centre /property owner/hotel administration originals and printed copies of your main migration documents.

I have lost registration!

Report to a local Police department to receive a police reference confirming the loss or theft of particular documents.

On a day of receiving the reference, prepare and submit to the VISa Centre /property owner originals and printed copies of your main migration documents as well as the police reference for the registration duplicate issuing.

Liability



Please note:

- Foreign nationals are legally responsible for maintaining their status and compliance with Federal Immigration Laws,
- Violation of Federal Immigration Laws is considered as violation of HSE University Code of Conduct and may lead to expulsion,
- Violation of Federal Immigration Laws inflicts a liability ranging from a fine to deportation from Russia and reentry ban,
- Failure to submit documents for visa / migration card prolongation to the VISA Centre before deadlines leads to the requirement to leave Russia and apply for a new visa at students' costs;
- Didn't see, didn't know, forgot, overslept, didn't have time, couldn't – are not a valid reason and sufficient justification for violating Russian legislation.

Important to know!

Useful links

HSE St. Petersburg International Office

Centre for Visa & Immigration Support

International Student and Alumni Centre

The Accommodation Department

Student Welfare Unit

Unit for Extracurricular Activities

HSE Saint Petersburg Student Handbook

HSE Academic Handbook

Hotline for emergency situations +7 (981) 830-15-40

