



# IMMIGRATION & VISA GUIDELINE

for International Students

HSE University Saint Petersburg



**HSE UNIVERSITY**  
**SAINT PETERSBURG**

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# Introduction

**Dear student,**

The guideline you are about to dive in right away 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 carefully gathered by Centre for Visa & Immigration Support to help you concentrate on your studies and extra-curriculum activities and avoid any 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 304, 123 Griboyedova Canal Embankment, St. Petersburg

**Visiting hours:** Monday-Friday 11 a.m.-1 p.m.

Our office is closed on Saturdays-Sundays and public holidays.

**Email:** [migrationspb@hse.ru](mailto: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 better to familiarise yourself with them so you could brag around with knowledge and use that knowledge when needed:

- № 115 dated 25.07.2002 "On the **Legal Status** of Foreign Nationals in 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"

All of the above 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 kind of mandatory procedures you need to pass and everyone'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 rules, a visa for entry to Russia is not required for citizens of Abkhazia, Azerbaijan, Armenia, Belarus, Kazakhstan, Kyrgyzstan, Moldova, South Ossetia, Tajikistan, Uzbekistan and Ukraine, as well as holders of diplomatic visas. Citizens of other countries must obtain a visa prior to their arrival in Russia.

## How to get a study visa?

First, before applying for a Russian Study Visa, please make sure that you are admitted to HSE University 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 full list 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 will get!

# Entering Russia

## What shall 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](#). Please note that 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,
- Inform the VISA Centre by [migrationspb@hse.ru](mailto: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 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 Russia 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?

All foreign citizens must pass obligatory procedures upon arrival in Russia:

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

**Secondly**, if you plan to stay in Russia over 90 days and get visa or migration card extension, you have to undergo a medical examination, obligatory fingerprinting and biometric photographing.



## Registration with the migration office of the Ministry of Internal Affairs

***MIA Registration Certificate or just Registration*** – a legal document issued and validated by MIA.

It is issued free of charge 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

Дата рождения: число   месяц   год     Пол: мужской ☒ женский ☐

Место рождения:

государство

гора или другой населенный пункт

Документ, удостоверяющий личность:

вид

серия  №

Дата выдачи:

Срок действия до:

(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

Улица

Дом

Корпус

Строение

Квартира

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

Заявленный срок пребывания до:

число

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

*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 ПРИВЫТИИ 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](mailto: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](mailto: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 or official agent - the MPSC (МФЛ). 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](mailto: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](mailto: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](mailto: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 on 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,
- The issuance of registration slip in MIA is always free - if you are offered to pay for registration or decide to buy registration somewhere, this is a serious law violation.



*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.

These procedures are better to be completed right after you receive a temporary registration after arrival in Russia.

If you want to read the official order please follow the [link](#) (in Russian only).

## 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 **Medical examination:**

- passport + copy,
- passport`s 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. Alternatively, using the full list of authorised medical organisations [here](#), chose the clinic and visit it with the prepared documents in order to pass all the medical procedures.

**STEP 3:** Prepare the required documents you might need for **Fingerprint registration and photographing:**

- passport + notarized translation into Russian,
- Russian study visa + copy,

- migration card + copy,
- registration + copy,
- medical examination results (medical certificate, HIV certificate, psychiatrist's and narcologist's assessment).

Fingerprints and photos are taken in the **Universal document Centre** and have to be done only once. After the fact, you will receive a plastic ID that confirms that you have passed all the procedures.

**STEP 4:** Send the scanned copies of your medical certificates and plastic ID in pdf-format to [migrationspb@hse.ru](mailto: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 that you as a foreign citizen are 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 an eye on the dates in your 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. printed copy of the HSE Enrollment Directive with your name included in the list of admitted students (you may download it here: [2020](#), [2021](#), [2022](#), [2023](#)) or 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 copy of medical certificate.

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

The most important – always keep an eye on the dates in your 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. printed copy of the HSE Enrollment Directive with your name included in the list of admitted students (you may download it here: [2020](#), [2021](#), [2022](#), [2023](#)) or 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](mailto: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 copy of medical certificate.





**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](mailto: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 1–1,5 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](mailto:migrationspb@hse.ru).

**Visa student:** Approximately 4–5 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](mailto: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](mailto:migrationspb@hse.ru).

## Re-registration process

*All international citizens are able to travel 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](mailto: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](mailto:migrationspb@hse.ru) and the dormitory administration. The hotel will register you within 1 working day. **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 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](mailto:isso@hse.ru) и VISa Centre [migrationspb@hse.ru](mailto: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](mailto: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](mailto: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. 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](mailto: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](mailto: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 exactly you are planning to leave and return. Make sure to send information to [migrationspb@hse.ru](mailto: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 days before its expiration so that you could apply for a 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](mailto: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 which usually happens in June, you must leave Russia. 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 in June due to the studies completion.

### Please note:

- If you were expelled from HSE University (regardless of whether it was completion or dismissal), you must leave Russia within 3 business days from the date of your dismissal directive to avoid any problems – the MIA might shorten your permitted period of stay in Russia.



*Important to know!*

## Temporary residence permit for the purpose of education (RVPO)

*From January 1, 2023, full-time international students in bachelor, master, and PhD programmes 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).*

Foreign citizens obtain RVPO as well as Residence Permit on their own. That is, the university cannot contribute to obtain such a status. HSE can only provide you with the documents on your student status (certificate of enrollment, enrollment directive) – you can get them in your study office. If you decide to receive RVPO, you need to contact the authorized institution in person and clarify all the details of the status and list of required documents.

### How to apply for RVPO?

**STEP 1:** Visit the Head Migration office. Application for RVPO are accepted in 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). The list of required documents, the timing, and the cost of the procedure must be specified there.

**STEP 2:** Update registration. On a day of getting the RVPO stamp send its scanned copy to [migrationspb@hse.ru](mailto: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.

# Documents lost/theft

## **I have lost passport with Russian study visa!**

Report to a local Police department and inform the VISA Centre via email [migrationspb@hse.ru](mailto:migrationspb@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](mailto: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](mailto:migrationspb@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](mailto: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](mailto: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.

*Important to know!*

## Useful links

HSE St. Petersburg International Office

Centre for Visa & Immigration Support

International Student and Alumni Centre

Telegram channel for International Students support

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**