

## **Admission of foreign citizens**

### **Step 1. Submission of documents**

In accordance with the Order of the Ministry of Education and Science dated with 03.04.2020. No. 547 “On the peculiarities of admission to study on educational programs of higher education - bachelor programs, specialty programs, master programs, pos-graduate programs for the 2020/21 academic year” and in connection with the threat of spreading of a new coronavirus infection (COVID- 19) on the territory of the Russian Federation, documents for admission from foreign citizens are accepted only in electronic form through the electronic information system of the university "Admission to the university online" through the **personal account of the applicant**:

**<http://esc.spbume.ru/login>**

*Applicants will need the scanned colour or black and white copies of the enrollment documents with the resolution no less than 300 dpi.*

1. **Electronic form (the scanned copy) of the original document proving the identity** notarized and translated to the Russian language in accordance with the established procedure;
2. **Electronic form (the scanned copy) of the original document on education**, the appendix to the document, notarized translation to the Russian language in accordance with the established procedure;
3. **Electronic form (the scanned copy) of the certificate of equivalence of the document on education** received abroad (in the case stipulated by the legislation of the Russian Federation);

It is possible to check the necessity to receive a certificate of equivalence of the document on education on the web page of the Federal state budgetary scientific institution “Federal Centre on legislation in Education” – **[www.lexed.ru](http://www.lexed.ru)**

#### **4. Electronic form (digital) picture 3x4 cm.**

#### **Requirements for submitting documents in electronic form through a personal account for admission to study at the university (its branches):**

An electronic PDF document (Portable Document Files) should provide a visual identity to its paper original at a scale of 1:1. The quality of the submitted electronic images of the documents should make it possible to fully read the text of the document and recognize its details. If a paper document consists of two or more sheets, an electronic image of such a paper document is formed as a single file.

**ATTENTION! Presentation of unreadable scanned images of documents, as well as images containing the loss of significant parts of the document (text areas, signatures, imprints of seals, etc.) is not allowed.**

When the applicants provide foreign diploma of higher education, which requires the legalization or apostille:

1. the applicant can submit the document on education of a foreign state without legalization or apostille,
2. the applicant can submit the document on education of a foreign state with legalization or apostille, **not later than the last day of acceptance of applications.**

If the document submission breaks the Rules of admission process the University returns the documents to the applicant in accordance with the return method specified in the application for admission.

### **Expertise of the documents in the Expert Center for Evaluation of Education Documents**

Foreign citizens who have a foreign state document on education must, prior to submitting documents to the admission office, pass an examination of the documents on education in the "**Expert Center for Evaluation of Education Documents**" (Saint-Petersburg, Marata street 27, room. 205 phone.: +7 (812) 602-23-30) and submit an expert opinion to the admission office.

**ATTENTION! Citizens of the Russian Federation** in case of having second citizenship is considered by the Russian Federation only **as a citizen of the Russian Federation**, except for cases **provided** for by an international treaty of the Russian Federation or federal law (*Art. 6 of the Federal Law of 31.05.2002. No. 62-FZ "On the Citizenship of the Russian Federation»*)

#### **Step 2. Choose a program**

**Step 3. Get acquainted with the dates set for the admission to the university and follow them, including the dates of the begging and end of submitting the documents required for entering the university, dates of the entrance exams and submission of documents confirming the enrollment to places where tuition fee for education services is required.**

#### **Step 4. Entrance Exams**

Foreign citizens are enrolled in the university (its branches) on the basis of the results of admission tests conducted at UMTE (without passing the United State Examination). If foreign citizens have completed their studies and passed the Unified State Examination (USE) in the Russian Federation, it is necessary to indicate the results of the USE when applying for admission.

All the examination tests at UMTE are conducted in Russian language in the test form using information and communication technologies when entering bachelor programs and interview (using information and communication technologies) when entering master programs.

#### **Step 5. Signing the contract for education, payment for education**

**Step 6. Provide the following medical documents within the first year of studies at the university:**

1. Health certificate (medical professional comment) and/or medical statement on chronic diseases;
2. Certificate of the HIV-negative status of the applicant + fluorography;
3. **Voluntary health insurance policy**, that includes medical life insurance and repatriation in case of death, **acts on the territory of the Russian Federation for one year (to be concluded on the first day of arrival to the territory of the Russian Federation).**

***The list of the recommended insurance companies providing voluntary health insurance:***

- ***National Insurance Group ROSENERGO, Smolensk branch***

You can address to the admission office on organizational issues of purchasing voluntary health insurances: *tel. +7 (4812) 55-58-57, email osmerzlova@rambler.ru*

**Step 7.** All the foreign citizens must be registered at the Federal Migration Service and check the entry documents (Passport, Migration card, visa) at the Migration office (*Room 405, Smolensk, Smolianinov st. 5, phone +7 (4812) 31-12-71*).

**Rules of registration at the Federal Migration Service and rules of arrival, stay, residence for foreign citizens.**

**Step 8. Enrollment.**

People are enrolled in places under an agreement with payment of the costs for training as groups are formed in case of the copies of the required documents are provided, all the conditions of the Russian Federation, the Charter and local regulations of the university are fulfilled, admission regulations of the university (its branches) are followed, the contract for secondary vocational education or higher education is concluded, the first semester of studies is paid in the terms established by the contract.

**University studies are carried out in Russian language.**