

## Step-by-step instruction for applicants recommended for admission

In the lists of the applicants admitted to the competitive selection, and who have been recommended by the St Petersburg University Admissions Committee, you can find your results by UID that indicated on the main page of your Personal Account and/or by the insurance number of individual ledger account (SNILS) if you submitted one.

Please note that applicants **recommended** to study at St Petersburg University on government-funded places **are marked green** on the list.

The applicant is recommended for enrolment to the programme in which he/she scored the highest number of points in accordance with the priorities specified in the application for admission.

If the recommended applicant refuses to study at SPbU, the next applicant on the list will be sent an email about the possibility of studying at St Petersburg University from [admission@spbu.ru](mailto:admission@spbu.ru).

**If you are recommended to study** at St Petersburg University, please follow the procedure below:

1. Send an email confirming your [intention to study at SPbU](#) or an email with [refusal to study at the University](#) to [admission@spbu.ru](mailto:admission@spbu.ru) by **22 March 2024**. You must also upload the relevant document to your [Personal Account](#).

### Nota bene!

- Please inform us in the email if you are selected according to a quota as part of the selection conducted by the representative offices of the Russian Federal Agency Rossotrudnichestvo or the Russian Embassy authorized to conduct competitive selection in your country.
  - If you are on the territory of the Russian Federation and you need to extend your visa, inform us about this fact by email [admission@spbu.ru](mailto:admission@spbu.ru) and upload a copy of your valid visa to your [Personal Account](#).
2. Make sure that all the **necessary documents** are submitted in your [Personal Account](#):
    - [an application form for admission within the quota](#) (it must be filled in block letters, signed, provided with a colour photo and uploaded in one pdf file. Please fill in all fields marked with «\*» except for fields “Registration number”, “Line of arrival” and clauses 31, 32. Please indicate code and name of the field of study/specialty within which the educational programme indicated in the green zone of the lists of the applicants admitted to the competitive selection is being implemented, in clauses 24.1 and 24.2. Only St Petersburg University must be specified in clause 26).
    - a signed [consent](#) to personal data processing, transmission and storage
    - a signed application for admission (available for downloading in your [Personal Account](#))
    - medical certificates confirming the absence of medical contraindications against studying in the Russian Federation as well as the absence of tuberculosis, hepatitis B, C and HIV virus

After receiving your final educational credentials (certificate/diploma/degree certificate) with the summary of academic records please upload its copies to the Personal Account. Educational credentials issued by a foreign state must be certified by apostille or consular certification (if there is

no international agreement on the abolition of certification). The certification requirement can be checked [here](#).

Educational credentials issued in a foreign language must be translated into Russian after being certified / apostilled. The translation must include a copy of the document being translated. The translation must be certified either by a Russian notary or by the Consulate of the Russian Federation (the translation can be certified by a notary in the country where the educational credentials are issued if there is an agreement with this country on the abolition of certification). Questions on preparation of the documents can be addressed to [recognition@spbu.ru](mailto:recognition@spbu.ru).

3. Read [the Rules of stay in the Russian Federation of foreign citizens and stateless persons](#), sign and upload the Statement of Acceptance to your Personal Account.
4. After submitting all the necessary documents, the Admissions Office will send your profile for consideration to the Ministry of Science and Higher Education of the Russian Federation. Upon completion of data entry into the system, you will receive a letter of notification to confirm your email.
5. On the basis of the reference issued by the Ministry of Science and Higher Education of the Russian Federation and all the required documents, you can be enrolled to study in the degree programme. Information about the beginning of the training process will be published later.
6. Information on the **accommodation** at halls of residence will be published later on [the SPbU website](#).
7. If you live in St Petersburg at a private address, you need to register at the place of your residence and notify the SPbU Passport and Visa Office. In order to do that, send an email indicating your contact phone number and email address to [pvo@spbu.ru](mailto:pvo@spbu.ru) with copies of the following documents: passport, migration card, visa (if available), residence permit (if available), temporary residence permit (if available), migration registration.
8. Purchase a voluntary **medical insurance** policy (obligatory for international students) from any insurance agency. The insurance must contain the list of services covered, which must include both emergency and planned admission to hospital as well as medical repatriation.