

Dear applicant,

If you are recommended for enrolment at St Petersburg University on fee-paying (contractual) places, your ID number is in green zone, please **follow the procedure below**:

1. Make sure that all the **necessary documents** are submitted in your [Applicant's Personal Account](#):
 - a signed application for admission (available for downloading in your Personal Account);
 - final educational credentials (certificate/diploma) with a summary of academic records. 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 on the [website](#). 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 in the country where the educational credentials have been issued (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). If you have any questions on preparation of documents, send an email to recognition@spbu.ru.
2. In order to obtain **your contract**, send an email to admission@spbu.ru mentioning “Contract 2023”, your name, and your degree programme in the subject line. A signed copy of your contract should be uploaded to your Personal Account. A translated standard form of the contract is available [here](#).
3. After the contract is signed, the first study term should be paid for within 10 days. The **payment** can be processed:
 - via the Russian Federation bank branches. (Fees may be charged for banking services in accordance with the tariffs. A receipt could be emailed upon request.);
 - via the [SPbU online payment system](#) (There is a 2% charge when paying by bank cards of any banks. It is obligatory to indicate the number of your contract.);
 - at the box office of St Petersburg University (By a personal visit if possible. Payments shall be made in cash only.).
4. You must read the [Rules of stay in the Russian Federation for foreign citizens and stateless persons](#) and upload a signed Statement of Understanding (page 5) to your Personal Account.
5. Await your **enrolment** on the degree programme based on the documents provided. Information on the **class timetable** is published on the website <https://timetable.spbu.ru/>.
6. *If a student visa is required* to enter the Russian Federation, make sure that your passport expires no sooner than 18 months after the date that visa is valid from (no sooner than March 2025) and upload a completed [application form for visa invitation](#) to your Personal Account as well as send it to admission@spbu.ru with the subject “Visa invitation”.

For those located in the Russian Federation:

7. Follow the updates on the accommodation at **halls of residence** published on the website <https://students.spbu.ru/mmen-obvezhitija/novosti.html>.
8. If you intend to 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 upon your arrival. In order to do that, send an email indicating your contact phone number and email address to 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.
9. 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.
10. In order to comply with the requirements of the legislation, **foreign citizens arriving in the Russian Federation to study at St Petersburg University** must:
 - **notify the SPbU Passport and Visa Office** (or stay) on the territory of the Russian Federation in person or by email pvo@spbu.ru;
 - undergo a medical examination in one of the medical organizations authorized to issue documents confirming the absence of drug addiction and infectious diseases in a foreign citizen (the list of accredited medical organizations is published on the website of the Ministry of Internal Affairs of the Russian Federation in St Petersburg and the Leningrad region <https://78.мвд.рф/ms> in the section “Useful information for foreign citizens”);
 - contact the subordinate enterprise of the territorial body of the Ministry of Internal Affairs of the Russian Federation (FSUE “Passport and Visa Service”) at the address: St Petersburg, Krasny Tekstilshchik str., 10-12 B, entrance No. 2 from the courtyard), where it is necessary to present your identity document, undergo fingerprinting and photographing (at the specified address, foreign citizens can undergo a medical examination as well);
 - **submit to the SPbU Passport and Visa Office** copies of your documents confirming the passage of fingerprint registration and photographing in person or send them by email to pvo@spbu.ru.