

**Rules of compliance with migration legislation by foreign citizens coming to the Nosov Magnitogorsk State Technical University (NMSTU) on a visa**

(Letter of the Department of State Policy for Higher Education  
No. 05-1893 dated 05.11.2013)

1. Under the legislation of the Russian Federation (Russia), upon arrival to Russia every foreign citizen shall fill in a migration card and carry it around within a full period of stay in Russia.

2. When occupying a room in a hall of residence of NMSTU, to get an initial registration with migration authorities, within **7 working days** from the date of arrival foreign citizens shall contact the Specialist for Migration Registration at the address: **38, Lenin Street, office 159.**

The following documents shall be submitted:

- original passport;
- passport copy – all completed pages;
- copy of a single entry visa;
- original migration card with the stamp of the border control authority;
- copy of the migration card with the stamp of the border control authority.

Foreign citizens are provided with a detachable section of the notification of arrival with a stamp of registration with migration authorities, which shall be presented to the Director of the hall of residence.

The initial registration with migration authorities for a period stated in the visa is performed free within 3-4 days.

3. Foreigners, who do not live in the NMSTU halls of residence, should be all by themselves registered at the place of their stay with the Migration Department (the Migration Department of the Ministry of Internal Affairs), or at post offices, or in the multifunctional centre.

4. To extend the visa, 20 working days before its expiration it is necessary to contact the Specialist for Migration Registration at the address: 38, Lenin Street, office 159. The following documents shall be submitted:

- original passport;
- passport copy – all completed pages;
- copy of a single entry visa;
- original migration card with the stamp of the border control authority;
- copy of the migration card with the stamp of the border control authority;
- original detachable section of the notification of arrival with the stamp of the Migration Department of the Ministry of Internal Affairs evidencing registration with migration authorities;
- copy of the detachable section of the notification of arrival with the stamp of the Migration Department of the Ministry of Internal Affairs evidencing registration with migration authorities;
- proof of student status (including order number and the admission date);
- copy of the student contract;
- matte photo (3x4);
- receipt confirming payment of the state duty (RUB 1600).

A period of stay is extended within 20 working days upon provision of the above documents.

5. If the migration card or the detachable section is damaged or lost, a foreigner shall notify thereof the Migration Department of the Ministry of Internal Affairs within 3 days to get a duplicate of such damaged or lost migration card. It is necessary to provide documents, which were the basis for the entry into Russia.

6. If a passport is damaged or lost, a foreigner shall notify thereof the Police Office within 3 days.

7. If foreigners leave Russia on an available single entry visa, they shall be entitled to enter Russia again only on a new single entry visa obtained subject to a new invitation letter.

8. A citizen, holding two or more nationalities, one of them being the Russian Federation, should be registered as a Russian citizen.

9. When a student is dismissed from the University, he/she shall leave Russia within 3 days from the date of dismissal.

10. When the visa expires, foreigners shall leave Russia.

Read, understood and signed: \_\_\_\_\_ (last name, first name, patronymic name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)  
patronymic name, if any