**Migration registration**

**(for foreign students and teachers)**

**THE RULES ARE VERY SIMPLE and HIGHLY IMPORTANT**

**IF YOU BREAK THE RULES, THINGS CAN GO REALLY BAD**

**!!! If you arrive from a visa-free country, mind your REGISTRATION**

**!!! If you arrive with a VISA, mind your REGISTRATION and VISA EXTENSION**

**!!! When you check into a hotel RSU REGISTRATION BECOMES INVALID so you need to apply for RSU registration again as soon as you return.**

**If you want us to help you please fill in an application if you’re going to leave the city or the country** <https://goo.gl/forms/uq5Ko8MWGoC76c4b2>

See <https://vk.com/interstudents_rsu> - in section «Discussions – Departure Application»

**REGISTRATION (!!!! All-important)**

**For the REGISTRATION after crossing the border of the Russian Federation you need to:**

**- submit the documents** to the Department for International Cooperation **within 3 days** after crossing the border of the Russian Federation or after checking out of a hotel in Ryazan or in another city.

**To PROLONG THE REGISTRATION you need to:**

- **submit the documents 30 days before** your registration expiration date

**The documents for REGISTRATION or PROLONGING REGISTRATION:**

1) passport 2) migration card 3) a copy of ALL passport pages 4) a copy of the educational / employment contract 5) last registration ticket (if any).

**VISA (only for visa required countries)**

**(Turkmenistan, China, Cameroon, Japan, Taiwan, Algeria, Nigeria and etc.)**

**To prolong the visa you need to:**

- submit the documents to the Department for International Cooperation **45 days before** your visa expiration date.

**The required documents**: 1) passport 2) migration card 3) the registration ticket 4) state duty payment check (1600 rub.) 5) 1 photo (3х4) 6) a copy of all FILLED passport pages 7) a copy of the educational / employment contract.

You can pay the state duty at the Sberbank or Prio-Vneshtorgbank terminal (surname, name, middle name and address MUST BE THE SAME as in your **registration**). Payment name – **STATE DUTY**, payment purpose – **MULTIPLE ENTRY VISA**.

The University pays the STATE DUTY for foreign teachers after an application of the dean / director / head of the department.