

# Admission instructions for students of Preparatory Department UrFU

Office I-528 Mira, 19

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## Start! Fill in the Arrival form

### Step 0 Before arrival to Russia

Book hostel/hotel.

Book hostel/hotel for the first week here [ostrovok.ru](http://ostrovok.ru) or through [Urfu Student Union](http://Urfu Student Union).

## Step 1 Confirm your application

Get a one-time pass to the university: 19 Mira str., right side of the university, office I-104.

Come to the office I-528 managers: Mikhail and Ellina. Working hours: Mon-Fri, 9:00-16:30.

**Contract** (receive the tuition fee contract) / **Scholarship** (receive instructions on how to apply for scholarship).

### Documents:

- ☐ copy of passport's two-page spread
- ☐ copy of visa
- ☐ 1 photo 3x4
- ☐ referral from the Ministry of Education (**scholarship**)



## Step 2 Bank

**Scholarship:** request a scholarship card. Sinara-bank, 19 Mira str., right side of the university. Get the application for transferring the scholarship to the card, sign it and bring it to the manager Vladimir, office I-528**Contract:** pay tuition fee. Sinara-bank, 19 Mira str., right side of the university.**PLEASE NOTE, that without the application, the scholarship will not be transferred to the card! Card issuance can take up to 14 days.**

### Documents:

- ☐ **Scholarship:** passport, migration card, registration
- ☐ **Contract:** passport, tuition fee contract



## Step 4 Student ID

Get student ID: 19 Mira str., right side of the university, office I-104.

- ☐ tuition fee contract (**contract**)
- ☐ dormitory contract
- ☐ 1 photo 3x4
- ☐ passport
- ☐ referral from the Ministry of Education (**scholarship**)



After step 3 you can start the settlement.  
See the second page.



## Step 3 Enrollment

The enrollment procedure takes 3 working days after STEPS 1-2 are completed. Once it is finished you can start studying and check in the dormitory.

### Enrolment days:

- ☐ Tuesday
- ☐ Thursday



## Step 5 Start the study process

Contact our manager:

7 Universiady str., office 253, 12:00-16:00

- ☐ 1 copy of passport
- ☐ 1 copy of visa
- ☐ 1 copy of referral from the Ministry of Education (**scholarship**)
- ☐ tuition fee payment receipt (**contract**)



## Step 6 Multiple entry visa

Apply for visa extension: 19 Mira str., office I-317 not later than 40 days prior to the end of your visa validity period.

- ☐ 2 copies of passport (first page)
- ☐ 1 copy of all passport pages (except the blank)
- ☐ 2 copies of the migration card
- ☐ 2 copies of visa
- ☐ 2 copies of registration
- ☐ 1 photo 3x4 (black and white, matte)
- ☐ State fee payment for a multiple-entry visa (1600 rubles)
- ☐ Copy of the stamped and signed studying contract or Ministry of Education referral (**scholarship**)
- ☐ Copy of fingerprint card
- ☐ Original + copy of the certificate of enrollment from the dean's office (certificate valid for no more than one week from the date of issuance)
- ☐ **Copy of full medical examination**  
HIV (Yekaterinburg, 46 Yasnaya str., 19 Syromolotova str., office 106 from 9.00 to 13.00), chest X-ray, medical certificate.  
**Required documents for taking the HIV test:** passport copy, visa copy, migration card copy, registration copy, Copy of the tuition fee contract with the signature and stamp of the university in Russian (for contract students), A copy of the referral from the Ministry of Education (for scholarship students)

**Finish!****Don't forget to start studying**

Please note, from 12:00 to 13:00, many managers may be at lunch!



# Instructions for settlement in UrFU dormitories for Preparatory Department students

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## Step 1 Medical Checkup

UrFU hospital (str. Komsomolskaya, 59, Mon-Fri. 8:00-18:00)

Documents:

- ☐ Passport
- ☐ Health insurance + copy
- ☐ Medical examination card (1.5 year)
- ☐ Vaccination certificate
- ☐ Fluorography

Pay the cost of the medical examination in the cash desk or through the service pay.urfu.ru.

Payment code : 394917- cost 210 rub. Give the receipt to the therapist.



## Step 2 Dormitory contract

Office I-528, Mira 19

Documents:

- ☐ Passport
- ☐ Health insurance + copy
- ☐ Medical examination card
- ☐ Migration card



## Step 3 Dormitory fee



Via UrFU electronic payments (payment code is in the order)


In Sinara bank offices  
Mira 19 right side of the Urfu

In Sberbank offices  
Mira,19 GUK


Via SberBank Online app



## Step 4 Registration office I-317, Mira,19

It is necessary to issue a temporary registration at the place of stay and get a mark on the agreement of the UrFU visa service.

Documents:

- ☐ Passport 2 copies + original of all filled pages
- ☐ Migration card+2 copies
- ☐ Registration (if you have one) 2 copies + original
- ☐ Original of your dormitory contract
- ☐ Fingerprints



## Step 5 Accomodation

Number and adress of dormitory is indicated in order and dormitory contract. Acomodation will be only with volunteer (intepreter). If you need an intepreter fill in Arrival Form.

Documents:

- ☐ order
- ☐ contract in 2 copies (one, with the mark of theUrFU visa department, is given to the head of the dormitory, the second- the original - remains in the hands of the student)
- ☐ Medical card
- ☐ 6 photos 3x4
- ☐ Receipt for payment
- ☐ Supplemental security deposit agreement



## Step 6 E-pass

Send passport-size digital photo to our manager Vladimir (vladimir.gryaznov@urfu.ru) in JPEG format. Tittle it with your full name.

Important!

The photo should be in high quality!

The term of documents registration for settlement in the dormitory – 10 working days from the date of receiving the order and the contract of renting living quarters! After the expiration date the contract may be annulled in the absence of a valid excuse illness, internship. It's a must to inform our manager (office I-528) In this case a student will loose the right to live in thedormitory according to the issued documents.