

Admission instructions for students of Preparatory Department UrFU

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Start! Step 0 (Before arrival to Russia). Book a hostel/hotel

Book a hostel/hotel for the first 2-3 days here <https://ostrovok.ru> or through the UrFU Students Union <https://studentrealty.ru>



Map Scan QR-code

Step 1 (Upon arrival to Russia). 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 stipend).

Required documents: copy of passport's two-page spread, copy of visa, 1 photo 3x4, referral from the Ministry of Education (only for scholarship students).

Step 2. At the bank

Scholarship: request a scholarship card.

Sinara-bank, 19 Mira str., right side of the university. Get the application for transferring the stipend to the card, sign it and bring it to the manager Elena: 20 Chapayeva str., office 411. **PLEASE NOTE**, that without the application, the stipend will not be transferred to the card! Card issuance can take up to 14 days.

Required documents: passport, migration card, registration.

Contract: pay tuition fee.

Sinara-bank, 19 Mira str., right side of the university.

Required documents: passport, tuition fee contract.

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 university's dormitory. For more information about availability in the dormitories refer to the Adaptation Center: 19 Mira str., office GUK-209.

Step 4. Medical checkup for the dormitory's check in

Undergo medical checkup and get a medical certificate at the university's polyclinic: 59B Komsomolskaya str., Working hours: Mon-Fri, 8:00-15:00. The cost is 210 rubles.

Required documents: vaccination certificate or other information about your vaccinations, health certificate from your doctor, russian translation of all documents.

Step 5. Dormitory contract

Receive the contract at the Adaptation Center: 19 Mira str., office GUK-209, I-317. Working hours: Mon-Fri, 9:00-17:00.

Required documents: tuition fee payment receipt (for contract students), referral from the Ministry of Education (for scholarship students), passport, medical insurance, certificate of medical checkup issued by the UrFU polyclinic.

You can purchase an insurance policy from the official partners of the university: www.ingos.ru, www.astrametal.ru, www.reso.ru

Step 6. Paying for the dormitory

Pay for the dormitory for 3 months ahead (3000 rubles) at Sinara-bank: 19 Mira str., right side of the university.

Required documents: passport, dormitory contract.

Step 7. Registration

Submit documents for visa and migration control. Go to a specialist: 19 Mira str., office GUK-109.

Required documents: passport (+2 of passport's two-page spread), 2 copies of the migration card with the stamp confirming crossing the border of the Russian Federation, 2 copies of the Russian visa, 1 copy of ALL passport pages (except the blank ones), dormitory contract.

Step 8. Check in into a dormitory

The number and address of the dormitory are specified in the dormitory contract. Check-in time: Monday-Friday, 10:00-16:00.

Required documents: certificate of medical checkup issued by the UrFU polyclinic, dormitory payment receipt for 3 months, medical insurance, 4 photos 3x4, a volunteer/interpreter (note that you need a volunteer or an interpreter for the settlement procedure, please contact the Adaptation Center: 19 Mira str., office GUK-209 for assistance)



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

*Convenient

You can prepare the copies of required documents for ALL steps at once:

- 7 copies of passport's two-page spread,
- 7 copies of visa,
- 4 copies of ALL passport's pages (except the blank ones),
- 5 copies of the migration card with the stamp confirming crossing the border of the Russian Federation,
- 7 photos 3x4 (at least one of the HAS TO BE black and white, matte)
- 2 copies of medical insurance,
- 2 copies referral from the Ministry of Education (for scholarship students)
- 2 copies receipt for payment of the tuition fee (for contract students)
- 2 copies tuition fee contract (only for contract students).



Step 9. Student ID

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

Required documents: tuition fee contract (only for contract students), dormitory contract, 1 photo 3x4, passport, referral from the Ministry of Education (for scholarship students).

Step 10. Start the study process

Contact or visit manager Renata: 20 Chapayeva str., office 207, tel. +7 (343) 257-57-84, email: rfi@urfu.ru

Required documents: tuition fee payment receipt (for contract students), 1 copy of passport, 1 copy of visa, 1 copy of referral from the Ministry of Education (for scholarship students).

Step 11. Multiple entry visa

Apply for visa extension: 19 Mira str., office GUK-109 not later than 1 month prior to the end of your visa validity period.

Required documents:

- 3 copies of passport (first page),
- 2 copies of all passport pages (except the blank ones),
- 3 copies of the migration card,
- 3 copies of visa,
- 3 copies of the arrival notification of a foreign citizen (registration),
- 1 photo 3x4 (black and white, matte),
- State fee payment for a multiple-entry visa (1600 rubles),
- Home address (in your country) in writing,
- Medical certificate HIV (Yekaterinburg, 46 Yasnaya str., 19 Syromolotova str., office 106 from 9.00 to 13.00),

Required documents for taking the HIV test: copy 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! Bravo!



Check yourself: you can mark prepared document in the list.