

4. In case of coming back from other Russian cities, a foreign citizen must submit registration coupon, boarding pass/ticket to FEFU Visa and registration Office.

5. In accordance with the law of the Russian Federation, foreign citizens must always have their passports, visas, migration cards and registration coupons with them. A foreign citizen must show his/her documents on the request of a policeman.

6. In case of extension of the residence period, a foreign citizen must submit all documents necessary for **visa extension to FEFU Visa and registration Office 2 months before the date of visa expiration:**

- *a copy of the contract concluded between a foreign citizen and FEFU or studying assignment paper (issued by Ministry of Education of Russia);*
 - *1 colored matte photos (3x4);*
 - *passport;*
 - *visa;*
 - *migration card;*
 - *registration coupon;*
 - *copy of tuition fee payment receipt;*
- Visa extension fee is 2100 rubles (transit visa – 1500 rubles). Student should pay all fees by yourself at Sberbank office and university' accounting office*

A foreign citizen can get a new visa ***no earlier*** than two days after or ***no later*** than one week after the deadline for the last visa.

In case of violation of the rules or untimely fulfillment of the requirements of Federal Migration Service, a foreign citizen is obliged to pay a penalty of 450 000 rubles. A foreign citizen who violated FMS rules more than twice, is to be deported from the Russian Federation without a right of the repeated entry during 5 years.

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ПРАВИЛА ПРЕБЫВАНИЯ иностранных студентов в ДВФУ

**RULES OF RESIDENCE
for foreign student
FAR EASTERN
FEDERAL UNIVERSITY**

RULES OF RESIDENCE AT FAR EASTERN FEDERAL UNIVERSITY FOR INTERNATIONAL STUDENTS

1. A student is **obliged to attend classes every day**. If a student misses more than 30% of classes without a reasonable excuse, he/she will be expelled from FEFU without any refund. Tuition fee for missed classes is neither refunded nor included in the payment for the next period of study (in case of extension of the period of study at FEFU).
2. Tuition fee paid by one student cannot be used by another student.
3. All international students are **obliged to conclude a contract of medical insurance with Russian Insurance Company**, which has a representative office in Vladivostok. FEFU renders the assistance in concluding a contract with the Insurance Company.
4. A student takes the expenses for registration and visa extension.

5. A student has to leave Russia before expiration of his/her visa term.
6. For prevention of dangerous for health and life situations, a student should follow personal safety rules:
 - to avoid staying outside in the dark time;
 - to be cautious about new acquaintances;
 - to avoid inviting unfamiliar people to his/her place and visiting them;
 - to watch carefully his/her documents and valuables;
 - to inform FEFU Visa and registration office immediately in case of an accident.

In case of violation of the rules of residence at FEFU a student is to be expelled from FEFU and deported to his/her home country by Internal Affairs Agencies within 3 days.

In case a student will be send down from the university, in case of changing an educational program (for part-time or distance studying), the length of staying will be reduced. Officials of the university are responsible for all formalities for transit visa applying to student leave country.

RULES OF RESIDENCE

1. A foreign citizen is obliged to **submit passport, visa and migration card to FEFU Visa and registration Office for registration next day after**:
 - the first arrival in the Russian Federation (RF);
 - every repeated arrival in the RF (after coming back from the home country or other countries);
 - coming back from other Russian cities;
 - changing the address of residence.
2. Foreign citizens studying at FEFU are obliged to **apply to FEFU Visa and registration Office in a written form 3 working days before**:
 - leaving the RF for the home country or other countries (he/she should indicate the dates of departure and arrival);
 - leaving for other Russian cities (he/she should indicate the dates of the trip and the address where he/she is planning to stay);
 - changing the address of residence (he/she should submit documents for the apartment)
3. In case of living not on campus territory (at a private address), registration must be done by an apartment owner. In this case an apartment owner should submit documents to the apartment (proof of ownership) and an application to FEFU Visa and registration Office.