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| **SAINT-PETERSBURG UNIVERSITY**  **Academic Office**  **Academic Mobility Department**  Incoming mobility coordinator: [e.petryanina@spbu.ru](mailto:e.melekhova@spbu.ru), [mobility@spbu.ru](mailto:mobility@spbu.ru) +7 (812) 328-75-62 |

**Students Exchange Programme**

**APPLICATION CHECK-LIST**

Before submitting your Application for Students Exchange Programme to SPSU please make sure that your application package is complete using the check-list below:

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|  | **NOMINATION**  by your Home University’ Exchange Coordinator |
|  | **STUDENTS EXCHANGE PROGRAMME APPLICATION FORM**  filled out electronically, printed out and signed |
|  | **MOTIVATION LETTER**  filled out electronically, printed out and signed (for students who are going to study in Russian it’s better to write a motivation letter in Russian). |
|  | **STUDY PLAN**  List of courses that you want to study at SPbU basing on the information available at <http://ifea.spbu.ru/en/non-degree/academic-offer> |
|  | **COPY OF TRAVELLING PASSPORT**  page with photo; the copy should be clear and readable.  ***NB! Make sure that your passport is valid 1,5 years after the beginning of the exchange period!*** |
|  | **CONFIRMATION OF RUSSIAN LANGUAGE PROFICIENCY**  Certificate of Russian as a Foreign Language – TRFL (ТРКИ) or a form signed and stamped by your Home University  For applicants who are going to study in English only, confirmation of English language proficiency is necessary, certificate of Russian language proficiency is not obligatory. |
|  | **GENERAL HEALTH CERTIFICATE**  A certificate providing that you are in a well state of health, signed and stamped by your local doctor (**in Russian or English**).  ***NB! Lung x-ray results*** (in case you are going to live in SPbU dormitory) and ***HIV test results*** must be enclosed to the General Health Certificate, but can be sent in later. |

Submit your application to our Incoming Mobility Coordinator via email [e.petryanina@spbu.ru](mailto:e.petryanina@spbu.ru) (as scanned files) following the application deadlines below:

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| **Exchange period** | **Terms** | **Deadline** |
| Academic year | 01.09 – 30.06 | May 15 |
| Autumn semester | 01.09 – 31.01 | May 15 |
| Spring semester | 10.02 – 30.06 | November 01 |