

ORDER

No 14134/1 dated 22 December 2022

On the approval of the amendments
to the Rules of Stay in the Russian
Federation for Foreign Citizens
and Stateless Persons
Studying at St Petersburg University

Pursuant to the amendments introduced to Federal Law No 115-FZ 'On Legal Status of Foreign Citizens in the Russian Federation' dated 25 July 2002 complying with the laws and regulations of the Russian Federation and creating favourable conditions for foreign citizens and stateless persons studying at St Petersburg University

I HEREBY ORDER:

1. That the following be approved and put into effect from the date of publication of this order:
 - 1 .1. The Rules of Stay in the Russian Federation for Foreign Citizens and Stateless Persons (hereinafter referred to as the foreign citizens) Studying at St Petersburg University (hereinafter referred to as the Rules of Stay) - Annex No 1);
 - 1 .2. The Statement of Acceptance of the Rules of Stay in the Russian Federation for Foreign Citizens and Stateless Persons Studying at St Petersburg University - Annex No 2.
2. That Order No 6684/1 'On the approval of the Rule of Stay in the Russian Federation for Foreign Citizens and Stateless Persons Studying at St Petersburg University' as of 5 July 2018 be recognised invalid from the day of publication of this order.
3. That, on the day of publication of this order, Dmitrii Shishmakov, Head of the Marketing and Media Communication Department post this order on the website of St Petersburg University.
4. To be explained the contents of this Order, consult Dmitry Gryaznov, Deputy Rector for Security through the Virtual Reception service on the website of St Petersburg University.
5. Any amendments of or additions to this Order shall be sent to org@spbu.ru.
6. I shall personally supervise the implementation of this order.

Deputy Rector for Security

Dmitry V. Gryaznov

THE RULES OF STAY IN THE RUSSIAN FEDERATION FOR FOREIGN CITIZENS AND STATELESS PERSONS STUDYING AT ST PETERSBURG UNIVERSITY

1. The rights and duties of foreign citizens and stateless persons (hereinafter referred to as foreign citizens) in the territory of the Russian Federation are specified and regulated by the Constitution of the Russian Federation; Federal Law No 115-FZ 'On Legal Status of Foreign Citizens in the Russian Federation' dated 25 July 2002; Federal Law No 114-FZ 'Russian Border Crossing Act' dated 15 August 1996; Federal Law No 109-FZ 'On the Migration Registration of Foreign Citizens and Stateless Persons in the Russian Federation' dated 18 July 2006; law of the Russian Federation No 4730-1 'On the State Border of the Russian Federation'; Code of the Russian Federation on Administrative Offences (hereinafter referred to as CAO RF; the Charter and by-laws and regulations of St Petersburg University.
2. To comply with the Rules of Stay specified by the foregoing legislative acts, foreign citizens arrived to St Petersburg University to study MUST:
 - 2.1. On the day or the following day after their arrival, inform the Passport and Visa Department (hereinafter referred to as the PVD) via pvo@spbu.ru and provide a copy/image of their migration card (citizens of the Republic of Belarus are required to simply inform PVD about their arrival via the PVD email address).

If any foreign citizen possesses other documents confirming their legal stay in the territory of the Russian Federation (residence registration at private property, a visa from another university, a temporary residence permit, a residence permit, a temporary asylum certificate, etc.), this foreign citizen is required to submit copies of such documents to the Passport and Visa Department.
 - 2.2. On the day or the following day after their arrival (except week-ends and public holidays), contact:
 - in case of being enrolled to the first year of study, the International Admission Office via admission@spbu.ru;
 - in case of being transferred to the second year of study and higher, reinstated at St Petersburg University or returned from the academic leave, a staff member of the respective Academic Office (hereinafter referred to as the Academic Office);
 - in case of being enrolled to non-degree programmes, a staff member of the Centre for Non-Degree Programmes in the respective area of study (hereinafter referred to as the Non-Degree Programmes Directorate)
 - <http://edu.spbu.ru/uchebnoe-upravlenie.html>
 - 2.3. Within 90 (ninety) calendar days from the day of their entrance to the territory of the Russian Federation, undergo the mandatory fingerprint registration and photographing, as well as medical examination (only for foreign citizens arrived for the period of study of more than 90 days). They must submit a copy/image of the fingerprint registration certificate to the PVD via pvo@spbu.ru.
 - 2.4. Not later than one calendar month before the period of their temporary stay in the Russian Federation expires, as specified in the initial migration registration, submit an extension application to the head of the PVD. If there are any objective reasons preventing a foreign citizen from submitting documents before the deadline (loss of documents, illness preventing the individual from applying at the Passport and Visa Department, late entrance to the Russian Federation, etc.), they must inform the staff

members of the Academic Office, Non-Degree Programmes Directorate and the head of the Passport and Visa Department of such circumstances and provide the relevant supporting documents. Foreign citizens, who have arrived to the Russian Federation to study on the grounds of their visa, shall have their multiple visas for the respective period of study issued simultaneously with the extension of their period of stay, however for the period not exceeding 12 months for each extension, by a special migration card marking (not required for citizens of Belarus). Foreign citizens, who require no visa to study in the Russian Federation, may have their stay extended for the respective period of study by a special migration card marking (not required for citizens of Belarus), however for the period not exceeding 12 months for each extension.

2.5. Notify PVD in case of leaving for other cities and towns across the Russian Federation about the time of the trip and place of stay via email address pvo@spbu.ru. Should there be a need to enter (pass through), temporary stay, travel across the border area, the foreign citizens must inform of such a circumstance a staff member of the Academic Office and obtain beforehand a border area pass from the St Petersburg and Leningrad Oblast Branch of the Border Service of the Federal Security Service of the Russian Federation (62 Shpalernaya Street, St Petersburg; phone: 8(812) 578-03-45, 8(812) 578-04-56, 8(812) 438-64-58, 8(812) 274-09-08 (fax); email: pu.spb.lenobl.@fsb.ru; the Federal Government Information System 'Public Services Portal of the Russian Federation' www.gosuslugi.ru).

If a foreign citizen stays in another city of the Russian Federation for more than 7 (seven) working days, they shall ask the host party (the Russian citizen providing accommodation or the administration of the host organisation) for migration registration through the district offices of the Directorate for Migration of the General Administration or post office branches of the Russian Post. It is also required to save all the travel documents (tickets, boarding passes, etc.).

Within two (2) working days after their return to St Petersburg (in the case of migration registration in another city or always after staying at a hotel), the foreign citizen is required to inform the Passport and Visa Department about their return via email address: pvo@spbu.ru.

2.6. Inform PVD, a staff member of the respective Academic Office or the Non-Degree Programmes Directorate before leaving the territory of the Russian Federation. Foreign citizens must inform the PVD on the day or a following day of the return about their arrival.

2.7. Within two (2) working days inform the PVD, a staff member of the respective Academic Office in their field of study or the Non-Degree Programmes Directorate about any data changes to their passport data or the place of residence within St Petersburg or Leningrad Oblast.

2.8. Provide copies of the renewed documents to the PVD, a staff member of the respective Academic Office or the Non-Degree Programmes Directorate in case of any changes to their legal status in the territory of the Russian Federation (obtained a temporary residence permit, a residence permit, citizenship of the Russian Federation, a temporary asylum certificate, etc.).

2.9. In case of any document loss (their national passport, visa, migration card), apply, without an undue delay, to the nearest Police precinct for a corresponding certificate

of loss to be issued, which will be required for a subsequent re-issuance of the lost documents. It is required to report the incidence to the PVD or a staff member of the respective Academic Office in the field of study, or the Non-Degree Programmes Directorate on the very day or the following (working) day of the incidence.

2.10. Not later than six (6) months before their national passport validity period expires, extent its validity or have their passport renewed and, within three (3) days from obtaining a renewed passport (renewal validity stamp), provide the PVD, a staff-member of the respective Academic Office in the field of study, or the Non-Degree Programmes Directorate with a copy of the document.

2.11. Upon early termination of the enrolment, contact a staff-member of the respective Academic Office or the Non-Degree Programmes Directorate and acknowledge in writing their reading the enrolment termination order.

Within seven (7) days after the respective enrolment termination order has been issued, inform the PVD about their leaving, provide copies of their travel tickets and leave the territory of the Russian Federation within the visa validity period. If at the time of enrolment termination, the foreign citizen has a multiple visa valid for more than one (1) month from the date of the enrolment termination, they are required to contact a staff member of the Passport and Visa Department to have their transit visa issued. If a foreign citizen does not leave the Russian Federation upon their enrolment termination, this will be regarded as evading the departure from the country, which is a violation of the migration legislation.

3. The foreign citizen shall be held liable for improper compliance with these Rules of Stay in the manner provided by the legislation of the Russian Federation, the Charter and by-laws and regulations of St Petersburg University.

STATEMENT OF ACCEPTANCE

of the Rules of Stay in the Russian Federation for Foreign Citizens and Stateless Persons Studying at St Petersburg University

I, _____
(family name, first name, middle name (if any))

(citizenship)

have read the Rules of Stay in the Russian Federation for Foreign Citizens and Stateless Persons approved by the order of the Vice-Rector for Security.

It has been explained to me that:

- any violation of the migration legislation of the Russian Federation made by a foreign citizen, including the order of entering, staying and leaving the territory of the Russian Federation, entails liability according to the provisions of Article 18 of the Code of the Russian Federation on Administrative Offences in the form of an administrative fine in the amount of five to seven thousand roubles with administrative expulsion from the Russian Federation;
- the violation of the Russian Federation State Border frontier regime entails liability according to the provisions of Part 2, Article 18.1 of the Code of the Russian Federation on Administrative Offence in the form of an administrative fine in the amount of two to five thousand roubles and administrative expulsion from the Russian Federation, or without the latter;
- should I breach requirements to undergo the mandatory fingerprint registration, photographing or medical examination in due time, respective migration divisions of the Ministry of the Internal Affairs of the Russian Federation may decide to refuse extension of the period of stay or to reduce it.

(date) (signature) (family name, first name)

I have been provided with and possess the copy of the Statement Acceptance of the Rules of Stay

(date) (signature) (family name, first name)