**All foreign students, including students from CIS countries, entering into our country are obliged to fulfill the rules of the migration legislation of the Russian Federation!**

A foreign citizen entering the Russian Federation fills in a migration card, which, together with the document proving the identity of the foreign citizen, is produced to an official of the border control body at the entry point of crossing the state border of the Russian Federation. When leaving the Russian Federation, a foreign citizen must pass a migration card to an official of the border control body at the entry point of crossing the state border of the Russian Federation. The official of the border control body shall affix in the migration card a mark on entry of the foreign citizens into the Russian Federation and a mark on his departure from the Russian Federation.

**Registration** (renewal of registration) of a foreign citizen is made if he filed for registration (renewal of registration) a **migration card** having a mark of the border control authority on entry to the Russian Federation, and a document certifying his identity (national passport).

Not less than **6 months prior** to the expiration date of national passports foreign citizens are required to renew them at their embassies (consulates) and submit to the Dean’s office for foreign students.

**One month before expiration of visa and registration** the student shall contact the Dean's Office for foreign University students to execute of a multiple visa and to renew the registration (**turnaround time makes 20 working days**).

For multiple visa execution you need to submit the following documents to the Federal migration service of the Russian Federation in the Chuvash Republic (Krivov St., 8):

1. letter of request of the Chuvash State University in writing (the request is issued by international department).
2. 1 photo 3 x 4 (black and white or color on matte paper).
3. valid passport and copies of passport pages that contain information about the foreign citizen and his passport expiration date. (The passport validity period should not expire earlier than in 6 months from the date of visa expiration.)
4. copy of the visa.
5. detachable portion of notification of a foreign citizen’s arrival at the place of stay and its copy.
6. receipt of state duty payment in the amount of 1000 rubles.
7. copy of enrollment contract (the contract must be in hands of the student).
8. standard application form, which shall be filled in by the foreign citizen legibly in hand-writing or using technical means in Russian or English without abbreviations and shall be signed personally by the foreign citizen with a glued photo. (Application forms are issued by the Directorate of the Federal Migration Service of the Russian Federation in the Chuvash Republic)

Foreign citizens coming to study at ChuvSU from abroad (by invitation of ChuvSU **after summer, winter holidays** etc.) within a 24 hour timeframe shall inform host party representatives about their **arrival**:

* the Dean’s office of the Faculty for foreign students (Cheboksary, Moscow Avenue, 15, building «G», room G-411 and I-301);
* hostel manager.

In conformity with the migration legislation of the Russian Federation, all foreign citizens must carry out migration registration at the place of residence within **7 working days** since their arrival. To do this, a foreign citizen must within **3 days since his entry** in Cheboksary provide the inspector of the Dean’s office of faculty for foreign students (Moskovsky Av., 15, building «G», room I-301) with copies and originals of the following documents:

* passport (all pages with seals);
* migration card;
* visa.

Foreign citizens entering Russia by **educational visa** are initially put at migration registration for the term of visa validity. **30 days prior** to visa and registration expiration students are to submit the inspector of the Dean's Office of faculty for foreign students the originals and copies of the following documents:

* passport (all pages where there is a glued in visa and a stamp);
* migration card stamped by the Federal migration service about migration registration;
* detachable portion of notification form of a foreign citizen’s arrival to the Russian Federation with a mark of the Federal migration service about registration and its copy.
* 1 photo 3 x 4 (on matte paper);
* receipt of state duty payment for the educational visa extension (for multiple border crossings in the amount of 1600 rubles),
* copy of the contract for training (for those studying on a contract basis).

Foreign citizens entering Russia by **visa-free regime** are initially put at migration registration for the term of **90 days**. At the end of the specified period, the term shall be extended until the end of the academic year. For extension of period of stay (registration) **15 – 20 days prior to the end of registration**, specified on the reverse side of the migration card and in the detachable part of the notification form announcing the arrival to the Russian Federation, students must provide the inspector of the Dean's Office for foreign students the following documents:

* passport;
* migration card stamped by the Federal migration service about migration registration;
* copy of the contract for training (for those studying on a contract basis).

When changing the place of residence within **3 days** the foreigner shall inform the Dean’s office of the Faculty for foreign students about his permanent address and **to register at the place of residence** submitting to room I-301 a lease on a dwelling, the term of which must not exceed 3 days.

In case of need to travel abroad or to other cities of Russia a foreign citizens **shall notify** the representatives of the host party:

* Dean’s office for foreign students;
* hostel manager.

Within **10 days** after arrival from summer and winter vacations, the trainee is required to pass a medical examination and submit a medical certificate (form № 086u) to the Dean’s office of the Faculty for foreign students.

Violation of the laws of the Russian Federation and of the Chuvash Republic, of the Statute and the rules of the internal labour and academic regulations of the University as well as late medical examination by foreign citizens is punished by disciplinary actions:

* **reprimand by the University;**
* **expulsion from the University;**
* **expulsion from the territory of Russia;**
* **criminal responsibility in accordance with the legislation of the Russian Federation.**

RESPONSIBILITY AND PUNISHMENT FOR VIOLATION OF THE RULES OF ENTRY OR RESIDENCE ON THE TERRITORY OF THE RUSSIAN FEDERATION

A foreign citizen shall bear personal responsibility for violation of the requirements established by the migration legislation of the Russian Federation:

Article 18.8.1 of the Code of administrative offences of the Russian Federation:

• violation by a foreign citizen of staying regime in the territory of the Russian Federation expressed in violating the rules of entry to the Russian Federation, migration registration rules, lack of documents proving the right for residence (stay) in the Russian Federation, evading from departure from the Russian Federation after expiration of a certain period of stay, is punishable by an administrative fine for an alien ranging in the amount from two thousand to five thousand rubles with administrative expulsion from the Russian Federation or without it.

Article 18.8.2 of the Code of administrative offences of the Russian Federation:

• violation by a foreign citizen of entry regulations into the Russian Federation or residence regime in the territory of the Russian Federation expressed in lack of conformity of the stated purpose of entry to the Russian Federation to activity or occupation actually carried out during residence (stay) in the Russian Federation is punishable by an administrative fine for an alien ranging in the amount from two thousand to five thousand rubles with administrative expulsion from the Russian Federation or without it.

Article 19.27.1 of the Code of administrative offences of the Russian Federation:

• submitting knowingly false information or forged documents by a foreign citizen or by a stateless person for migration registration is punishable by an administrative fine ranging in its amount from two thousand to five thousand rubles with administrative expulsion from the Russian Federation or without it.

TRACKING REGISTRATION PERIOD

A migration card is a document indicating registration period duration, during which a foreign citizen has the right to reside in the territory of the Russian Federation. When putting a foreign citizen on migration registration by the place of his studies, a specialist of the immigration service puts a stamp on the back of the migration card. The stamp indicates the date of registration termination and the address (address of the hostel or legal address of the University).

RESTORATION OF A MIGRATION CARD

In case of loss of his migration card, the foreign citizen must within three days inform about it the territorial body of the Federal Migration Service Directorate of the Russian Federation, which after checking the passport data of the applicant shall issue him a duplicate of his migration card.

**In case of loss of any other document the student should immediately seek the assistance of the inspector of the dean's office for foreign students.**