

## MEMO FOR FOREIGN STUDENTS OF THE SARATOV STATE AGRARIAN UNIVERSITY

1. Please note that when entering the Russian Federation you must obtain and fill in a *migration card*, which affirms the right of temporary stay in the country.
2. The form of migration card is given on customs control at the border of the Russian Federation.
3. Foreign student of the Saratov SAU are the citizens, temporarily residing at the territory of the Russian Federation, who are subjected to the compulsory registration on the place of residence.
4. Remember that foreign citizens temporarily staying in the Russian Federation within three working days from the date of crossing the border have to notice the Federal Migration Service of the Saratov region of their arrival, that is to register.
5. Notification of arrival is made out by host side, which is a Department on organizational work and socialization of foreign students (Teatralnaya Square, 1, room 376).
6. The detachable part of the registration with the mark is given to a foreign citizen (student).
7. The student can go on vacation (visiting) or holidays to another city, only if there is a statement signed by the director of the Institute of International Educational programs.
8. Remember that when you stay in another city *for more than seven days*, you should register at the Migration office.
9. Do not forget to bring your registration, as it proves that you visited friends of relatives or were on business in another city.
10. Previous registration is necessary for getting a new one by arrival to the Saratov SAU.
11. **Do not forget** - if you change your address (room, flat, hospital, hotel) the old registration is handed over to the Federal Migration Service and a new one is issued.
12. Remember that each time when you address to the Federal Migration Service you should give a new set of documents.
13. In the absence of necessary and (or) correctly executed documents - migration registration (registration) is not performed.
14. Do not forget to extend the multiple-entry visa is necessary 30 days prior to the expiration of the old multiple-entry visa. Multiple-entry visa is not supplied by the Federal Migration Service, if the student has a school-fee debt to pay and there is no valid medical insurance policy. You have to remember that the extension of the national passport must be done 6 months before the expiry date of the passport.
15. For each violation, a foreign citizen bears an administrative penalty in the form of a fine of 2,000 to 5,000 rubles.
16. If for one year a foreign student is involved a second time to an administrative fine, the Federal Migration Service has the right to shorten the period of stay of a foreign citizen in the Russian Federation and expel him to his homeland.
17. Foreign students can work in Russia only after receiving relevant documents in the Labor Department of the Federal Migration Service.
18. **To obtain a multiple-entry visa a student should submit the following documents to the Department on organizational work and socialization of foreign students (Teatralnaya Square, 1, room 376):**
  1. Copy of the passport (all pages that have any information) and its original
  2. Copy of the migration card and its original
  3. Copy of the visa.
  4. Copy of registration (if you have one).
  5. Copy of the contract for training at the Saratov State Agrarian University.
  6. 3 photos (matte) size 3 mm x 4 mm
  7. Filled-in visa application form
  8. Payment of state duties.

**To obtain a registration a student should submit the following documents to the Department on organizational work and socialization of foreign students (Teatralnaya Square, 1, room 376):**

1. Copy of passport
2. Copy of the migration card and its original
3. Copy of the visa
4. Copy of the registration of its original.
5. Copy of the contract for training at the Saratov State Agrarian University.

I've read and understood the Memo for foreign students:

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Full name, signature

Date: \_\_\_\_\_