

Visa and Registration Instructions for International Students

*For all the questions upon migration and visa procedures as well as practical issues of the daily student's life, please, contact the Conservatoire's **International Projects Department (Petrozavodsk State Glazunov Conservatoire, Leningradskaya str., room 226)***

1. The documents for migration registration must be brought to the Conservatoire's International Projects Department **on the next working day upon arrival of a foreign student to Russia**. The following original documents are required:

- a passport with a valid student visa executed under the Conservatoire's invitation;
- a migration card with the stamp of a crossing-border checkpoint.

2. In case of a disease or another reasonable excuse when a foreign student is unable to come and draw the necessary documents in person, he/she must contact the international student manager by phone and arrange the possible time period for his/her migration registration.

3. The student must inform the Conservatoire's international student manager **beforehand** about the dates of his/her departure from Petrozavodsk and of his/her intended return back to Russia.

4. In case of travelling to the other Russian cities, a foreign student must bring the documents for the new registration **on the next working day upon returning back to Petrozavodsk**.

5. In order to apply for a one-year-long multi-entry student visa, the student must contact the Conservatoire's International Projects Department not later than **two months before his/her valid student visa expires**.

The originals of the following documents are required:

- a passport with a valid student visa;
- a migration card with the stamp of a crossing-border checkpoint;
- a stamped tear-off part of the Notification on Arrival;
- one photo sized 3 x 4 cm;
- a medical insurance certificate valid on the territory of Russia;
- a receipt on the payment of a visa issuance fee (1600 rubles, the amount determined by Russia's Government).

!!! In case of a loss of any documents — including a passport, an ID, a migration card, a stamped tear-off part of the notification on arrival or a visa, — the student must immediately notify both the nearest police office of Russia's Ministry of Interior Affairs and the Conservatoire's International Projects Department about the loss and wait for further instructions of the officers.