

## **Visa and Registration Instructions for International Students**

*For all questions upon migration and visa procedures as well as practical issues of student's daily life, please, contact the Conservatoire's [Authorized person to deal with the Federal Migration Service of the Russian Federation on visa issues](#) (Petrozavodsk State Glazunov Conservatoire, Leningradskaya str., 16, room 105)*

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:
  - **passport with a valid student visa executed under the Conservatoire's invitation;**
  - **migration card with the stamp of a crossing-border checkpoint.**
2. In case of an illness 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 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 Authorized person to deal with the Federal Migration Service of the Russian Federation on visa issues not later than **two months before his/her valid student visa expires**.  
**The originals of the following documents are required:**
  - passport with a valid student visa;
  - migration card with the stamp of a crossing-border checkpoint;
  - stamped tear-off part of the Notification on Arrival;
  - one photo sized 3 x 4 cm;
  - medical insurance certificate valid on the territory of Russia;
  - receipt on the payment of the visa issuance fee (1600 rubles, the amount determined by the Government of Russia).

**!!! In case of loss of any documents** - including passport, ID, migration card, stamped tear-off part of the notification on arrival or visa, - the student must immediately notify both the nearest police office of Russia's Ministry of Interior Affairs and the Conservatoire's [Authorized person to deal with the Federal Migration Service of the Russian Federation on visa issues](#) about the loss and should wait for further instructions of the officers.