



PACIFIC NATIONAL UNIVERSITY (PNU)

2019-2020 academic year **ADMISSION PROCEDURE** for foreigners applying for the **RUSSIAN LANGUAGE PROGRAM** (*additional general education program*) under the contract for study on self-paid basis

The PNU admission procedure of foreign citizens consists of 2 STEPS.

1st STEP. The foreign citizen has to submit the following **primary application documents FOR HIS/HER REGISTRATON** as a PNU ENTRANT and **FOR HIS/HER VISA SUPPORT**:

Required documents	Remarks
1. A completed application form (the PNU prescribed form)	To be completed on a COMPUTER in MS WORD in ENGLISH, CHINESE or RUSSIAN. The Application form can be downloaded from: http://pnu.edu.ru/ru/ic/foreign-abiturient/application/
2. A copy of the picture & signature pages of the foreign passport	Passport has to be valid at least 18 months from the date of arrival at PNU for study. If a foreigner has dual citizenship, he/she must submit passports of both countries, as well as other documents, confirming his/her permanent stay in a foreign country.
3. A copy of the Russian translation of the picture & signature pages of the foreign passport, certified by translator and notary	
4. A copy of the Russian STUDENT visa	To be submitted if such visa has been ever received.
5. A copy of document (documents) about completed education / about completed education and obtained degree	To be submitted if it is available on the day of submission of the completed application form.
6. A Russian translation of the document (documents) about completed education /about completed education and obtained degree, certified by translator	To be submitted if it is available on the day of submission of the completed application form.
7. A copy of the payment document confirming transfer of the application fee to PNU (8400 rubles)	The application fee includes the sum of state due, which PNU pays on behalf of a foreigner while applying for the official letter of invitation for him/her. To be paid in Russian rubles through bank on the territory of Russia. For PNU bank account details and the payment document form send request at the e-mail address indicated below.

The mentioned above documents **HAVE TO BE SENT** by e-mail at study@pnu.edu.ru

- till July 30th, 2019 – for those applying for study from 2019-2020 fall semester;

- till December 1st, 2019 – for those applying for study from 2019-2020 spring semester.

Within 7 working days after receiving the primary application documents from the foreign citizen, the PNU admission officer informs him/her by e-mail about the result of the documents screening, consults on the mistakes in the documents and informs about the recommended period of arrival at PNU for enrollment. After **SUCCESSFUL screening of the submitted primary application documents and REGISTRATION of the foreigner as the PNU ENTRANT, his/her documents №№1–4 (see the list of docs above)** will be presented at the Directorate for Migration Affairs, Directorate of the Ministry of Internal Affairs of Russia for the Khabarovsk Territory, by the PNU officer for preparation of the official invitation letter in the name of the foreigner. Such letter of invitation is required for student visa application. The period of preparation of the invitation letter is about 5 weeks. The invitation letter can be issued either *in an electronic form* or *in a form of paper* and will be sent to the foreigner either by e-mail at the address, indicated in the submitted application form, or by express-mail (the mailing service has to be paid by the foreigner), respectively. The foreigner has to submit the received letter of invitation as well as other documents required for Russian student visa to the Visa Section of the Russian Consulate / Consular Section of the Embassy of Russian Federation in his/her home country (*or in other country indicated in his/her application form*). The foreigner will get a single student visa with a term of 90 days. After enrollment at PNU that visa will be changed into a multiple student visa with a term equal to a term of the personal contract for study the foreigner at PNU.

No later, than 5 working days **BEFORE the DATE of ARRIVAL in Khabarovsk** the foreigner **HAS to send by e-mail (see the e-mail address above) either a copy of his/her ticket to Khabarovsk or a message with the flight /train /boat number, date and time of arrival in Khabarovsk**, and also inform if he/she needs the airport /train station /river-boat station pick-up service. A PNU admission officer will send the **Guideline for foreign citizens, applied for the PNU additional general educational program in 2019-2020 academic year** to the foreign applicant, inform him/her about the address of the PNU

dormitory, where the foreigner will be accommodated, as well as inform about the date, time and address for personal meeting of the foreign applicant with the PNU admission officer for enrollment procedure.

The foreign applicant HAS to arrive at PNU for ENROLLMENT NO LATER, THAN 5 working days BEFORE the SEMESTER STARTS (see below the dates of beginning of semesters). If the foreign applicant cannot arrive at PNU in time because of personal health problems or any other serious reason, he/she HAS to inform the PNU admission office by e-mail (see the e-mail address above) and agree with the PNU admission office the terms of arrival in Khabarovsk.

2nd STEP. Upon arrival at PNU a foreign citizen has to submit the following documents FOR ENROLMENT:

Required documents	Remarks
1. A copy of the picture & signature pages of the foreign passport	
2. The Russian translation of the picture & signature pages of the foreign passport, certified by translator and notary	
3. A copy of the Russian STUDENT visa	A copy of visa <i>on which the foreigner entered Russia for enrollment at PNU</i> has to be submitted
4. A copy of migration card	A copy of migration card, which <i>was issued on the Russia border entry point while going to PNU</i> has to be submitted.
5. A copy of document (documents) about completed education / about completed education and obtained degree	
6. A Russian translation of the document (documents) about completed education /about completed education and obtained degree, certified by translator and notary	For those applying for the Russian language program (NOT for the Pre-university Russian language program) the notarized translation is NOT REQUIRED.
7. A completed PNU admission application (the PNU prescribed form)	To be completed by a PNU admission officer and signed by a foreigner.
8. A completed PNU enrollment agreement (the PNU prescribed form)	To be completed by a PNU admission officer and signed by a foreigner.
9. Color photos	2 pieces; sized 3x4 sm; matted; white background.
10. E-photo	To be taken at PNU during the enrollment (free of charge).
11. A copy of the payment document confirming transfer of the tuition fee for one semester or for the whole 2019-2020 academic year.	To be paid in Russian rubles through bank on the territory of Russia. For PNU bank account details and the payment document form send request at the e-mail address indicated below or ask at the office indicated below.

To GET ENROLLED at PNU the foreign citizen has to:

- submit the application documents required at the 2nd step of admission procedure (see the information above);
- sign the contract for his/her study at PNU and pay the tuition fee.

PLANNED DATES of BEGINNING of SEMESTERS in the 2019-2020 academic year:

- fall semester: September 02nd, 2019;
- spring semester: February 10th, 2020.

To get consultations on the PNU admission procedure for foreign citizens, contact us by e-mail: study@pnu.edu.ru or phone: (+7-4212) 720712 or come at: 136, Tikhookeanskaya Street, office 241 center, Khabarovsk city.

Consultation hours (by phone and at the office): Monday through Friday from 2:00 p.m. till 5:00 p.m.