



## PACIFIC NATIONAL UNIVERSITY (PNU)

### 2019-2020 academic year **ADMISSION PROCEDURE** for foreigners applying for the **DEGREE PROGRAM** (*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 documents SCREENING, HIS/HER REGISTRATON as a PNU ENTRANT and VISA SUPPORT** (*if required*):

Required documents	Remarks
1. <b>1. A completed application form</b> ( <i>the PNU prescribed form</i> )	To be completed on a COMPUTER in MS WORD in RUSSIAN. The Application form can be downloaded from: <a href="http://pnu.edu.ru/ru/ic/foreign-abiturient/application/">http://pnu.edu.ru/ru/ic/foreign-abiturient/application/</a>
2. <b>A copy of the picture &amp; signature pages of the foreign passport</b>	For foreign citizens with VISA entry to Russia for the purpose of study, the passport has to be valid at least 18 months from the date of arrival at PNU (see the recommended arrival dates at PNU below). 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. <b>A copy of the Russian translation of the picture &amp; signature pages of the foreign passport, certified by translator and notary</b>	
4. <b>A copy of the Russian STUDENT visa</b>	To be submitted if such visa has been ever received. Do not provide citizens of countries with VISA-FREE entry to Russia for study purpose.
5. <b>A copy of document (documents) about completed education / about completed education and obtained degree along with a copy of the transcript</b> ( <i>list of studied subjects with grades</i> )	To be submitted if it is available on the day of submission of the completed application form.
6. <b>A copy of the Russian translation of the document (documents) about completed education /about completed education and obtained degree along with a copy of the transcript certified by translator and notary</b>	To be submitted if it is available on the day of submission of the completed application form.
7. <b>A copy of the payment document confirming transfer of the application fee to PNU</b> (7600 rubles)	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 addresses indicated below.

The completed Application form and the mentioned above documents **HAS TO BE SENT** by e-mail at:

**study@pnu.edu.ru** – for applicants from Asia, Europe, Africa, etc.

**studyatpnu@mail.ru** – for foreigners from CIS countries and other countries of the former Soviet Union

**- till June 10th, 2019** –for foreigners from the countries with VISA and VISA-FREE entry to Russia for study purpose who apply for FULL-TIME, FULL-TIME+EXTRAMURAL or EXTRAMURAL mode of study and plan to take entrance exams at PNU in JULY 2019 (July 15-31, 2019 – for applying for Bachelor's and Specialist degree; July 12-13, 2019 – for applying for Master's degree);

**- till July 10th, 2019** – for foreigners from the countries with VISA and VISA-FREE entry to Russia for study purpose who apply for FULL-TIME, FULL-TIME+EXTRAMURAL or EXTRAMURAL mode of study and plan to take entrance exams in AUGUST 2019 (August 01-29, 2019 – for applying for Bachelor's and Specialist degree; August 26-27, 2019 – for applying for Master's and PhD degree)

**- till September 10th, 2019** –for foreigners from the countries with VISA-FREE entry to Russia for study purpose who apply for EXTRAMURAL mode of study and plan to take entrance exams in SEPTEMBER or OCTOBER 2019 (September 05 – October 25, 2019 – for applying for Bachelor's, Specialist or Master's degree; September 24-25, 2019 – for applying for PhD degree).

Within 7 working days after receiving the primary application documents from the foreign citizen, the PNU adviser for foreigner admission informs him/her by e-mail about the result of the documents screening, consults on the mistakes in the documents and lets know of the recommended period of arrival at PNU for enrollment, the entrance exams schedule and other info. 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 of citizens of countries with VISA entry to Russia for study purpose. 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 e-mail 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, the single visa will be changed into a multiple student visa with a term of one year.

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 addresses 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 inform if he/she needs the airport /train station /river-boat station pick-up service. A PNU adviser for foreigner admission in reply message will inform the foreign applicant **about the address of the PNU dormitory**, where he/she will be accommodated (*if he/she applies for the FULL-TIME study*), **the date, time and address for personal meeting** with the PNU adviser for foreigner admission **for enrollment procedure** and send **the Guideline for foreign citizens applied for the PNU general educational program in 2019-2020 academic year**.

**The foreign applicant HAS to arrive at PNU for SUBMISSION of the ADMISSION DOCUMENTS and TAKING ENTRANCE EXAM(S) NO LATER THAN 7 working days BEFORE the DATE of the FIRST EXAM!**

**2<sup>nd</sup> STEP.** Upon arrival at PNU a foreign citizen has to submit the following **documents FOR ADMISSION and further ENROLMENT at PNU:**

Required documents	Remarks
<b>1. A copy of the picture &amp; signature pages of the foreign passport</b>	
<b>2. The Russian translation of the picture &amp; signature pages of the foreign passport, certified by translator and notary</b>	
<b>3. A copy of the Russian STUDENT visa</b>	A copy of visa <b>on which the foreigner entered Russia for enrollment at PNU</b> has to be submitted. Citizens of the CIS countries (except the South Ossetia) and other countries with VISA-FREE entry to Russia for study purpose do not provide it.
<b>4. A copy of migration card</b>	A copy of migration card, which <b>was issued on the Russia border entry point while going to PNU</b> has to be submitted.
<b>5. A copy of document (documents) about completed education / about completed education and obtained degree with a copy of the transcript (list of studied subjects with grades)</b>	<p>1. Depending on the country of issue of the document(s) about completed education/ about completed education and obtained degree, <b>the legalized copy of them or the certificate of recognition of foreign education and/or degree</b> may be required for enrollment at PNU. Legalization is carried out in the country of issue of the original educational document(s). The procedure of recognition of foreign education and/or degree in Russia is realized at Glavexpertcentr, Moscow city, Russia.</p> <p>2. <b>The certificate of recognition of education is submitted</b> to the PNU Admission office <b>with the original documents</b> about foreign education and (or) foreign degree <b>and their notarized translation into Russian.</b>  <b>To find out if it is NECESSARY or NOT to prepare a legalized copy of education document(s) and/or apply for recognition of education and/or degree, as well as to receive a CONSULTATION on the legalization procedure and/or on the foreign education recognition procedure, please, contact the PNU responsible staff - Alina Igorevna AFONINA (phone: + 7-4212-730649, e-mail: 008927@pnu.edu.ru; office 113 left of the PNU main academic building).</b></p> <p>3. <b>Before enrollment</b> of the foreign applicant <b>at PNU, the University verifies the education documents submitted by him</b> (except for the cases when the applicant has already presented the educational documents with the certificate of recognition of foreign education and (or) degree, issued by "Glavekspertcentr"). In this respect, <b>the foreign applicant has to bring with him/her the original document(s) about completed education /about completed education and/or obtained degree with the transcript.</b> A PNU staff carries out the verification of educational documents within 3 working days (<b>see the contact information of the PNU staff at the point 2 above</b>). <b>The verification conclusion will be prepared in written form.</b> The foreigner has to submit the <b>conclusion paper to the PNU Admission office together with his/her educational documents.</b></p>
<b>6. A Russian translation of the document (documents) about completed education /about completed education and obtained degree, certified by translator and notary</b>	Russian translation is required if the original documents about education and/or degree are issued in a language other than Russian.
<b>7. A completed PNU admission application (the PNU prescribed form)</b>	To be completed by the PNU admission officer and signed by the foreigner.
<b>8. A completed PNU enrollment agreement (the PNU prescribed form)</b>	To be completed by the PNU admission officer and signed by the foreigner.
<b>9. Color photos</b>	3 pieces; sized 3x4 sm; matted; white background.
<b>10. E-photo</b>	Has to be taken at PNU during the admission procedure (free of charge).
<b>11. Medical certificate</b>	The ORIGINAL document or a COPY of the document in RUSSIAN has to be submitted if a foreigner applies for admission to any of modes of study under the Bachelor's and Master's degree programs in the following fields of study: «Pedagogical Education»; «Pedagogical

	Education (with two specializations)»; «Psychological and Pedagogical Education»; «Special Education»; «Technology of Transport Processes»; «Surface Transport and Technological Complexes», «Surface Transport and Technological Facilities», «Operation of Transport and Technological Machinery and Complexes», «Mining». <b>The list of doctors, laboratory and function tests</b> see at the Appendix 5 of the PNU admission rules for study under Bachelor's, Specialist and Master's degree programs in 2019-2020 academic year ( <a href="http://pnu.edu.ru/ru/applicant/info/rules/">http://pnu.edu.ru/ru/applicant/info/rules/</a> )
<b>12. A copy of the payment document confirming transfer of the tuition fee for one semester or for the whole 2019-2020 academic year.</b>	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 addresses indicated below or ask at the office indicated below.

The exact dates, time and place of holding **ENTRANCE EXAMS** at PNU in 2019 see at the PNU web-site: <http://pnu.edu.ru/ru/applicant/enrollment/exams/> or request by e-mail (use one of the e-mail addresses indicated below).

The list of **ENTRANCE EXAMS** for foreign citizens at PNU in 2019 see at: <http://pnu.edu.ru/ru/ic/foreign-abiturient/application/>, <http://pnu.edu.ru/ru/ic/foreign-abiturient/chinese/>, <http://pnu.edu.ru/en/app-info/files/> or at the Appendix 4 to the PNU admission rules for study under Bachelor's, Specialist and Master's degree programs in 2019-2020 academic year (<http://pnu.edu.ru/ru/applicant/info/rules/>) and in the PNU admission rules for study under PhD programs in 2019-2020 academic year (<http://pnu.edu.ru/ru/applicant/info/rules/>).

Samples of examination tasks, evaluation criteria, programs, lists of examination questions in 2019 see at the PNU web-site (<http://pnu.edu.ru/ru/applicant/enrollment/exams/>).

**To GET ENROLLED at PNU the foreign citizen has to:**

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

**The deadline for submission of documents required for enrollment at PNU:**

**30<sup>th</sup> August** – for those applying for the **FULL-TIME, FULL-TIME+EXTRAMURAL** modes of study;  
**25<sup>th</sup> October** – for those applying for the **EXTRAMURAL** mode of study.

Classes for for FULL-TIME, FULL-TIME+EXTRAMURAL modes of study begin at PNU on September 2<sup>nd</sup>, 2019

The **INTRODUCTORY MEETING** for EXTRAMURAL mode of study at PNU will be held in November 2019 (the exact dates will be announced after enrollment).

**To get consultations on the PNU admission procedure for foreign citizens, contact us:**

**by e-mail:**

[studyatpnu@mail.ru](mailto:studyatpnu@mail.ru) – for foreigners from CIS countries and other countries of the former Soviet Union  
[study@pnu.edu.ru](mailto:study@pnu.edu.ru) – for applicants from Asia, Near East, Europe, Africa, etc.

**by 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.**