



PACIFIC NATIONAL UNIVERSITY (PNU)

Admission procedure for admission of the foreigner at the University for study under the educational program of supplementary education (the RUSSIAN LANGUAGE non-degree PROGRAM) on self-paid base in the 2020-2021 academic year

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

1st STEP. A foreign citizen, applying for study at PNU, has to submit the following **primary application documents FOR HIS/HER documents SCREENING, HIS/HER REGISTRATON as a PNU ENTRANT and VISA SUPPORT:**

Required documents	Remarks
1. a completed application form (the PNU prescribed form)	To be completed in the RUSSIAN or ENGLISH language on COMPUTER in MS WORD, then printed out, signed and scanned. The Application form can be downloaded from: http://pnu.edu.ru/en/app-info/files/ - in the Russian and English languages
2. a scanned copy of the picture & signature pages of the foreign passport	The passport has to be valid at least 18 months from the date of arrival at PNU (<i>consult the PNU adviser for foreigners' admission about the recommended dates of arrival at PNU</i>). 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 scanned copy of the Russian translation of the picture & signature pages of the foreign passport, certified by translator and notary	
4. a scanned copy of the Russian STUDENT visa	To be submitted if such visa has been ever received.
5. a scanned 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 scanned copy of the Russian translation of the document (documents) about completed education /about completed education and obtained degree, certified by translator and notary	To be submitted if it is available on the day of submission of the completed application form.
7. a scanned copy of the payment document confirming transfer of the application fee to PNU (8400 rubles)	The application fee includes the amount of state duty that PNU pays in the name of the foreigner for official invitation letter application. The payment has to be made by the foreigner through the bank in Russian rubles. For payment details send a request at the e-mail address indicated below.

The mentioned above documents **HAVE TO BE E-MAILED** at study@pnu.edu.ru

The completed application form and primary application documents mentioned above HAVE TO BE submitted:
- till August 20, 2020 – for the foreigners applying for study from 2020 Fall semester
- till December 01, 2020 – for the foreigners applying for study from 2021 Spring semester

Within no more than 7 working days after receiving the primary application documents from the foreign citizen, **the PNU adviser for foreigners' admission will inform him/her by e-mail about the result of the documents screening**, and, if necessary, **consults on the mistakes in the documents**. Advisor will also **inform about the terms and technology of submission of the documents for enrollment at PNU**.

Due to the threat of new coronavirus (COVID-19) spread in the territory of the Russian Federation, **the Directorate for Migration Affairs, Directorate of the Ministry of Internal Affairs of Russia for the Khabarovsk Territory TEMPORARILY SUSPENDED acceptance of documents for preparation official invitation letters**. The invitation letter is required for issuing a Russian student visa in the country of foreigner's citizenship or the other country. **As soon as acceptance of documents will become possible, the foreigner's 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 visa invitation letter**. The period of preparation of the invitation letter is about 5 weeks. The invitation letter is issued *in an electronic form* and will be sent to the foreigner by e-mail at the e-mail address, indicated in the submitted application form. 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.

Due to the threat of new coronavirus (COVID-19) spread in the territory of the Russian Federation, foreign applicants have to submit the documents FOR ADMISSION and further ENROLMENT at PNU in an electronic form. On this reason, in the 2nd STEP, a foreign applicant has to submit the scanned copies of the following documents FOR ADMISSION and further ENROLMENT at PNU:

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. the document (documents) about completed education / about completed education and obtained degree	
4. the Russian translation of the document (documents) about completed education /about completed education and obtained degree, certified by translator and notary	
5. a completed PNU admission application (the PNU prescribed form)	To be prepared by the PNU staff and signed by the foreign applicant.
6. a completed PNU enrollment agreement (the PNU prescribed form)	To be prepared by the PNU staff and signed by the foreign applicant.
7. color photos	2 pieces; sized 3x4 sm; matted; white background
8. E-photo	Requirements will be announced later.
12. the payment document confirming transfer of the tuition fee the whole 2020-2021 academic year or for one semester.	For payment details send a request at the e-mail address 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 tuition fee.

PLANNED DATES OF THE BEGINNING OF SEMESTERS in 2020-2021 academic year:

- Fall semester – September 01, 2020;
- Spring semester – February 09, 2021.

To get consultations on the PNU admission procedure for foreign citizens, contact us by e-mail: study@pnu.edu.ru