



PACIFIC NATIONAL UNIVERSITY (PNU)

VISA SUPPORT and REGISTRATION of foreign students / PhD students / interns / attendees in 2015-2016 academic year

To arrive in Khabarovsk city, where Pacific National University (PNU) is situated, a foreigner should have the student visa.

The student visa is drawn up at the Russian Consulate / Consular Section of the Embassy of Russian Federation in a home country of the foreigner. The main document required for obtaining the student visa is **the official invitation letter** issued by the Board of the Federal Migration Service (BFMS) of Russia.

For issuing of such invitation letter, the foreigner must submit the following **documents** to the PNU Department for International Affairs **no later than 2 month before the date of arrival at PNU for enrollment** (please, refer to "Admission procedure for study at PNU in the 2015-2016 academic year"):

- 1) a completed and signed Application Form** (presented in the prescribed form);
- 2) a completed Invitation Application Form;**
- 3) a copy of the first page of foreign passport** (passport must be valid at least 18 month from the date of invitation application);
- 3) a copy of previously obtained Russian visa** (except for Chinese citizens);
- 4) a certified Russian translation of the first page of foreign passport** (except for those who submitted a copy of Russian visa and Chinese citizens).

The mentioned above documents have to be either e-mailed at study@pnu.edu.ru or submitted to appropriate office of PNU (please, refer to "Admission procedure for study at PNU in the 2015-2016 academic year").

A staff member of the PNU Department for International Affairs will apply for an invitation letter for the foreigner at BFMS of Russia. **The term of issuing the invitation letter is 6 weeks. The cost of the invitation letter preparation** is included in the PNU application fee (the application fee is **5500 rubles**). **If the foreigner applies for invitation letter with the purpose of stay "internship" or "post-graduate study" he/she has to pay additionally the state tax in the amount of 800 Rubles** (as of May 15th, 2015; the amount of the state tax is subject to change).

The invitation letter, prepared by PNU, will be given to a foreigner by a staff member of the PNU Department for International Affairs in one of the following ways: by e-mail (to e-mail address, mentioned by the foreigner in the Invitation Application Form); handed over to the foreigner's representative in Khabarovsk or a courier of the express-mailing company arranged and paid by the foreigner.

The foreigner can apply for visa at the Visa Section of the Russian Consulate / the Embassy of Russian Federation in his/her home country with the invitation letter from PNU and other documents, required for student visa. The term of issuing visa is 1 to 7 working days from the application date. The foreigner, who applies for study or internship at PNU, obtains **a single ordinary student visa**. Such visa allows the foreigner to enter Russia for 1 to 3 months with the purpose of stay "study" / "post-graduate study" / "internship" / "courses".

Within 2 days upon arrival in Khabarovsk city the foreigner must come to office # 113 left of the PNU Department for International Affairs and submit the following documents to get registered as a foreigner at the territory of Russia:

- 2 copies of his/her foreign passport,**
- 2 copies of his/her migration card (to be completed while crossing the Russian border),**
- 2 copies of his/her Russian entry visa.**

A staff member of the PNU Department for International Affairs submits the required documents to the Migration Service. The **initial registration** is free of charge and valid within the period of his/her visa validity.

1 month before the expiration of the foreigner's single visa the staff member of the PNU Department for International Affairs submits the required documents at the Migration Service to obtain **the multiple visa** valid for up to one year and **prolong the registration** for the same period. The student/post-graduate student/intern/attendee has to consult on the list of the documents, which he/she should present for these procedures, at office # 113 left of the Department for International Affairs. **The state tax for a multiple visa is 1600 Rubles** (as of May 15th, 2015; the amount of the state tax is subject to change) and is paid by the foreign student/intern/post-graduate student/intern/attendee.

To consult on visa support and registration of foreign citizens at PNU, please, contact the PNU Department for International Affairs.

Address: 136, Tikhookeanskaya Street, office 113 left, Khabarovsk, Russia

Phone: (+7-4212) 730649, 375265. E-mail: BakhrushinaA@pnu.edu.ru

Working hours: from 8:30 a.m. till 4:00 p.m. (lunch from 12:00 p.m. till 1:00 p.m.) from Monday to Friday.