

**Federal State Autonomous Educational Institution of Higher Professional Learning**  
**«Kazan (Volga Region) Federal University»**  
Department for Information Support and Communication  
Information analysis system «E-University»

# Guidelines

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on filling out electronic application forms for admission  
of foreign students in Kazan Federal University

## Filling out an electronic application

The application process consists of 5 stages:

### 1. Basic personal data

The screenshot shows a web form titled "Application for admission" with a progress indicator showing 5 stages, with the first stage selected. The form contains the following fields and options:

- Family name (surname) \*
- First (given) name \*
- Middle name \*
- Sex:  male  female
- Date of birth (dd.mm.yyyy) \*
- Country of citizenship \*
- Country of residence \*
- Marital status:
- Quantity of children:
- Phone:
- Email:
- Funding source:
- Please indicate your intended degree:
- Do you need preparatory school of Russian language?  no
- I have the certificate of proficiency in English:
- Area:
- I agree to the processing of personal data:
- Herewith I confirm that the information I have presented is true. I realize that if I have presented false information I can be expelled from the enrollment process:
- Password\* (8-10 symbols):

A blue "SAVE" button is located at the bottom of the form. A note at the bottom left indicates that fields marked with an asterisk (\*) are required.

The fields marked by \* are required to fill in.

To fill in the field with a dropdown list click the button , choose one of the offered options and press it.

To choose the sex and the language of education select  one of the offered values.

To confirm the accuracy of the provided information and to agree on its processing you must check  in the corresponding field.

The calendar opens when you click on the field *date of birth*. Choose the necessary date.


The screenshot shows a date selection calendar for the "Date of birth (dd.mm.yyyy) \*" field. The month is set to "Jan" and the year to "2015". The calendar grid shows the days of the week (Mo, Tu, We, Th, Fr, Sa, Su) and the dates from 1 to 31. The date "14" is highlighted in yellow.

The arbitrary symbolic values are entered in the other fields.

You should press the button  below the screen to save the data and move to the next stage.

2. Passport data, date of birth, place of visa processing and mailing address.

3. Additional personal information.

To enter the data on *Education history* you must click the button . Provide the necessary information in the appeared fields.

**Attn:** Data in stages 2 and 3 are filled in randomly. To move from one to another stage you can use the quick transition buttons located in the upper part of the screen.



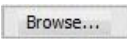

#### 4. Downloading the copies of documents; printing out Questionnaire and Application.

The copy of Certificate of Russian proficiency (or the copy of Certificate of English proficiency) are required if the applicant stated he/she does not need the preparatory Russian language courses.

The list of required documents depends on what you have chosen while answering the question «Please indicate your intended degree» at the first stage.

**Attn:** It is mandatory to download all listed documents.

To download the copy of the document it is necessary to perform the following actions:

- To press the button  located right to the corresponding name of the document; you will be provided with a standard mechanism of Microsoft Windows for searching the file,
- To choose the file,
- To press the button .

The downloaded files are displayed in the lower part of the screen.

## 5. Validation of the application form.

Application for admission

1 2 3 4 5

Family name (surname) B  
First (given) name G  
Middle name R  
Sex female  
Date of birth (dd.mm.yyyy) 31.07.2014  
Country of citizenship Afghanistan  
Country of residence Afghanistan  
Phone r  
E-mail a@mail.ru  
Funding source Self-support  
Please indicate your intended degree Post-graduate Degree

National passport #  
national passport #  
date of issue  
date of expiration

Place of birth  
Country  
City  
State/Province  
Place, where you apply for the visa

Files  
I have the certificate of proficiency  
Copy of the first page of passport  
List of publications  
Recommendations  
Notarized translation of passport into Russian  
Bachelor Degree Diploma and its annex  
Master Degree Diploma and its annex  
Notarized translation of Master Degree Diploma / Specialist Degree Diploma and its annex into Russian  
Financial guarantees

REGISTER

\* - Fields marked with red are mandatory

The unfilled mandatory data are marked red. In such a case you should move to the necessary stage, enter the data and click  .

If no red color appears click  in order to finalize the application process.

If the data in the submitted application form are not correct, you should click the button

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Application for admission

1 2 3 4 5

Family name (surname) B  
First (given) name G  
Middle name R  
Sex female  
Date of birth (dd.mm.yyyy) 31.07.2014  
Country of citizenship Afghanistan  
Country of residence Afghanistan  
Phone r  
E-mail a@mail.ru  
Funding source Self-support  
Please indicate your intended degree Post-graduate Degree

National passport #  
national passport #  
date of issue 01.01.2015  
date of expiration 31.01.2015

Place of birth  
Country Afghanistan  
City  
State/Province r  
Place, where you apply for the visa r

Files  
I have the certificate of proficiency RU\_SP.docx  
Copy of the first page of passport 30.01.2012\_31-06\_35.pdf  
List of publications procedure.pdf  
Recommendations 30.01.2012\_31-06\_35.pdf  
Notarized translation of passport into Russian procedure.pdf  
Bachelor Degree Diploma and its annex 30.01.2012\_31-06\_35.pdf  
Master Degree Diploma and its annex procedure.pdf  
Notarized translation of Master Degree Diploma / Specialist Degree Diploma and its annex into Russian 30.01.2012\_31-06\_35.pdf  
Financial guarantees procedure.pdf

BACK FOR REVISION

\* - Fields marked with red are mandatory

**Attn:** If the application has already been accepted for processing you cannot come back for revision.

To re-enter the personal application use the link: [http://shelly.kpfu.ru/e-ksu/PORTAL\\_PGENTRANT\\_STUDEDIT.identify\\_login?p\\_lang=1](http://shelly.kpfu.ru/e-ksu/PORTAL_PGENTRANT_STUDEDIT.identify_login?p_lang=1) The input window for registration will be open.

Login

Password

ENTER

**Attn:** You should enter E-mail indicated in the application form as Login.

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*Please do not hesitate to contact us if you have any questions. Our contacts:*

*Skype: kfu\_admission*

*Tel: +7 (843) 233 70 27*

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**Legal platform for recognition and nostrification of education documents in the Russian Federation. Verification of education documents. Consular legalization, apostille.**

**The apostille** is a specific stamp that authenticates the origin of the signature, the position of the person who signed the document and, if necessary, the origin of the stamp on the document. The apostille is placed on the originals of the documents, in particular, on education documents only by Competent Authorities of the country where the documents were issued. The apostille is necessary when foreign citizens with academic degrees entry the Russian Federation and submit the documents for further learning. The documents with the placed apostille are valid on the territory of states-parties to the Hague convention without additional legalization.

**The list of states parties to the Hague convention 1961  
requiring apostille on the foreign education documents**

<b>№</b>	<b>State</b>	<b>№</b>	<b>State</b>
1.	Australia	64	Luxembourg
2.	Austria	65	Mauritius
3.	Azerbaijan	66	Mayotte
4.	Albania	67	Macedonia
5.	American Samoa	68	Malawi
6.	Andorra	69	Malta
7.	Antigua and Barbuda	70	Marshall Islands
8.	Netherlands Antilles	71	Mexico
9.	Argentina	72	Moldavia
10.	Armenia	73	Monaco
11.	Aruba	74	Mongolia
12.	Bahamas	75	Montserrat
13.	Barbados	76	Isle of Man
14.	Belize	77	Namibia
15.	Belarus	78	Netherlands
16.	Belgium	79	Niue
17.	Bermuda	80	New Zealand
18.	Bulgaria	81	New Caledonia
19.	Bosnia and Herzegovina	82	Norway
20.	Botswana	83	Oman
21.	British Antarctic Territory	84	Panama
22.	United States Virgin Islands	85	Peru
23.	British Virgin Islands	86	Poland
24.	Brunei	87	Portugal
25.	Vanuatu	88	Puerto Rico
26.	Great Britain	89	Réunion
27.	Hungary	90	Russia
28.	Venezuela	91	Romania
29.	Guadeloupe	92	Salvador
30.	French Guiana	93	Samoa

31.	Germany	94	San Marino
32.	Guernsey	95	São Tomé and Príncipe
33.	Gibraltar	96	Swaziland
34.	Honduras	97	Saint Helena
35.	Grenada	98	The Northern Mariana Islands
36.	Greece	99	Seychelles
37.	Georgia	100	Saint Pierre and Miquelon
38.	Guam	101	Saint Vincent and the Grenadines
39.	Denmark	102	Saint Kitts and Nevis
40.	Jersey	103	Saint Lucia
41.	Dominica	104	Serbia
42.	Dominican Republic	105	Slovakia
43.	Israel	106	Slovenia
44.	India	107	USA
45.	Ireland	108	Suriname
46.	Iceland	109	Turks and Caicos
47.	Spain	110	Tonga
48.	Italy	111	Trinidad and Tobago
49.	Cape Verde	112	Turkey
50.	Kazakhstan	113	Uzbekistan
51.	Cayman Islands	114	Ukraine
52.	Cyprus	115	Wallis and Futuna
53.	Kyrgyzstan	116	Fiji
54.	China Makao Hong Kong	117	Finland
55.	Columbia	118	Falkland Islands (Islas Malvinas)
56.	Republic of Korea	119	France
57.	Costa Rica	120	French Polynesia
58.	Cook Islands	121	Croatia
59.	Latvia	122	Montenegro
60.	Lesotho	123	Czech Republic
61.	Liberia	124	Switzerland
62.	Lithuania	125	Sweden
63.	Liechtenstein	126	Ecuador
		127	Estonia



		128	Republic of South Africa
		129	Japan

**Nota bene: legalization of documents is mandatory for the states not presented in the above list**

Foreign documents intended for use in the Russian Federation are legalized by the Russian consulates abroad after being legalized in the Ministry of Foreign Affairs or other Competent Authority of the state of origin of the document in accordance with the legislation of that state.

Consular legalization of foreign documents intended for use in the Russian Federation is executed by the RF consulates abroad in accordance with the Administrative Regulation for the performance of public function of consular legalization of documents, approved by Order #6093 of the Ministry of Foreign Affairs of the Russian Federation as of May 26, 2008.