

How to register an international travel?

Determine the duration and purpose of the travel

- **short-term** (internship, conference, olympiad etc.)
- **long-term** (semester-long mobility)



Prepare the documents

short-term travel

- statement for the order
- invitation from the organization\institution and its certified translation

long-term travel

- statement for the order
- invitation from the organization\institution and its certified translation
- request for personal curriculum
- personal curriculum
- abstract of record of the Academic council meeting

Complete the paperwork by signing the documents at your institute

STEP 03



Submit the signed documents to the International Office for the processing of the formal order

STEP 04

Wait for the issuance of the order and start your trip

STEP 05