



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)



Compete the paperwork by signing the documents at your institute



Wait for the issuance of the order and start your trip

**STEP
01**

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

**STEP
02**



**STEP
03**

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

**STEP
04**

**STEP
05**