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DORMITORY CHECK-IN AND ADMISSION FOR STUDIES PROCEDURES  
FOR INTERNATIONAL FIRST YEAR STUDENTS AT KFU IN THE 2020/2021  
ACADEMIC YEAR

# ***MEDICAL DOCUMENTS REQUIRED FOR DORMITORY CHECK-IN***

Please note that all students must wear face masks. Wearing gloves is recommendable.

In order to check in at the dormitory all international students must bring with them the following medical test results in Russian/ translation of the following test results into Russian :

- RW or MPR blood test (result is valid for 10 days);
- certificate of chest X-ray examination (result is valid for 10 months);
- for students arriving from abroad – COVID-19 test. The test must be taken within 3 calendar days before arrival in the Russian Federation

***In case of absence of necessary medical documents, students may temporarily stay at hostels while obtaining medical test results on the spot. Information on hostels may be found here:***

***<https://kpfu.ru/international/buddy-programm/zaselenie/hostely-120106>***

*All foreign citizens must take a COVID-19 test before travelling to Russia. The test must be taken within 3 calendar days before arrival in the Russian Federation. 14-day self-isolation is required for all international students from the day of entering the territory of the Russian Federation. Isolation will be arranged in the dormitories of KFU. Students can join the classes after 14-day self-isolation with COVID-19 test taken on the 10-12 day of isolation.*

## ***Important information!***

1. Please note that the University does not undertake any obligations related to invitation, stay and accommodation in Russia of family members and other relatives of foreign citizens admitted for studies.
2. Access of family members - direct relatives of foreign citizens admitted for studies to the territory of the Universiade Village **is currently under restrictions** (until the improvement of epidemiological situation).

# REGISTRATION AND DORMITORY CHECK-IN

## How to move in the dormitory for newly arrived 1st year students

- Arrive at the Universiade Village, building No.9
- Get the Admission card
- Get instructions on the safety regulations

STEP 1



STEP 2

- Purchase a medical insurance
- Go through the check-up at the Student Clinic
- Get your referral for the dormitory

- Get your tenancy agreement
- Fill in an inventory sheet
- Move in the dormitory
- Get your dormitory pass

STEP 3



STEP 4

- Get instructions on the migration regulations
- Go through the migration procedures, extend your visa

- Take repeated COVID-19 test (for students arriving from abroad)
- Provide the test result to International Office

STEP 5



STEP 6



- Get admission to the classes in your Institute

ИМСУ «Формируем иностранного студента 2020 № _____»			
Личностная карта			
Дата прибытия в Универсиаду	Телефон	Почта	Имя
Дан <b>к/ИМСУ</b>	Имя		
Фамилия, Имя Личный номер Личная карта	Информация: Дата к/ИМСУ		
Рыбное удостоверение (заполнить при прибытии)			
Гражданство: Иностранное (указать код)			
Формы обучения: Иная к/ИМСУ			
Программа обучения Курс к/ИМСУ			
Срок обучения: Семестр к/ИМСУ			
Имя кредитного языка			
Адрес регистрации: Паспортный кабинет			

Возраст иностранца (Минимум и максимум)	Дата выезда	Статус иностранца: дата получения визы
Шаг 1 Шаг 1 Департамент визовых дел Департамент Службы АСЭ Служба Паспорта ИМЗ Департамент ИМЗ ИБ (для Департаментов) Служба Паспорта ИМЗ (для Департаментов)		<input checked="" type="checkbox"/> Отсутствует <input checked="" type="checkbox"/> Получены документы на получение <input type="checkbox"/> Виза получена на территории Дата получения визы: _____ Тип виз: _____
Шаг 2 Шаг 2 С.1. Служба визовых дел Служба паспортно-визовой Службы ИМЗ С.2. Государственный центр Службы ИМЗ Служба ИМЗ (Служба ИМЗ ИБ) Служба ИМЗ ИБ		<input checked="" type="checkbox"/> Оформлена процедура выезда (визы, документы ИМЗ) <input checked="" type="checkbox"/> Процедура оформления визы для выезда в ИМЗ (визы, документы ИМЗ) <input type="checkbox"/> Виза получена на территории территории СВУД-19 СВУД-19 (или ИМЗ)
С.3. Департамент визовых дел Департамент Службы АСЭ Служба Паспорта ИМЗ Шаг 3 Шаг 3 С.1. Департамент Университета для иностранцев (Служба ИМЗ) Служба Паспорта ИМЗ С.2. Департамент по визовым делам ИМЗ Служба ИМЗ ИБ (Служба ИМЗ ИБ) Служба ИМЗ ИБ		<input checked="" type="checkbox"/> Получены документы на выезде (визы, документы ИМЗ) <input checked="" type="checkbox"/> Получены документы на выезде (визы, документы ИМЗ) <input checked="" type="checkbox"/> Получены документы на выезде (визы, документы ИМЗ) <input type="checkbox"/> Получены визы в ИМЗ (визы, документы ИМЗ)
Шаг 4 Шаг 4 Иностранная визовая служба Департамент Службы АСЭ Служба Паспорта ИМЗ Служба ИМЗ ИБ (Служба ИМЗ ИБ) Служба ИМЗ ИБ		<input checked="" type="checkbox"/> Иностранная визовая служба (визы, документы ИМЗ) <input checked="" type="checkbox"/> Получены на территории ИМЗ (визы, документы ИМЗ)
Шаг 5 Шаг 5 Иностранная визовая служба Служба Паспорта ИМЗ Служба ИМЗ ИБ (Служба ИМЗ ИБ) Служба ИМЗ ИБ		<input type="checkbox"/> Визовый тест на COVID-19 (10-12 дней после выезда в РФ) (10-12 дней после выезда в РФ) <input checked="" type="checkbox"/> Визовый тест на COVID-19 (10-12 дней после выезда в РФ)
Шаг 6 Шаг 6 Служба ИМЗ Служба ИМЗ ИБ (Служба ИМЗ ИБ) Служба ИМЗ ИБ		<input checked="" type="checkbox"/> Визовый тест на COVID-19 (10-12 дней после выезда в РФ) (10-12 дней после выезда в РФ)

Сигнатурный подразделение аккредитует личный лист оформления с отпечатком в датчике к очному учебному процессу и Департамент внешних связей (112 оф). В случае отсутствия студента в очном учебном процессе - направляет служебную записку на имя директора ДВС с указанием ФИО студента через СВД.

## International student's admission card

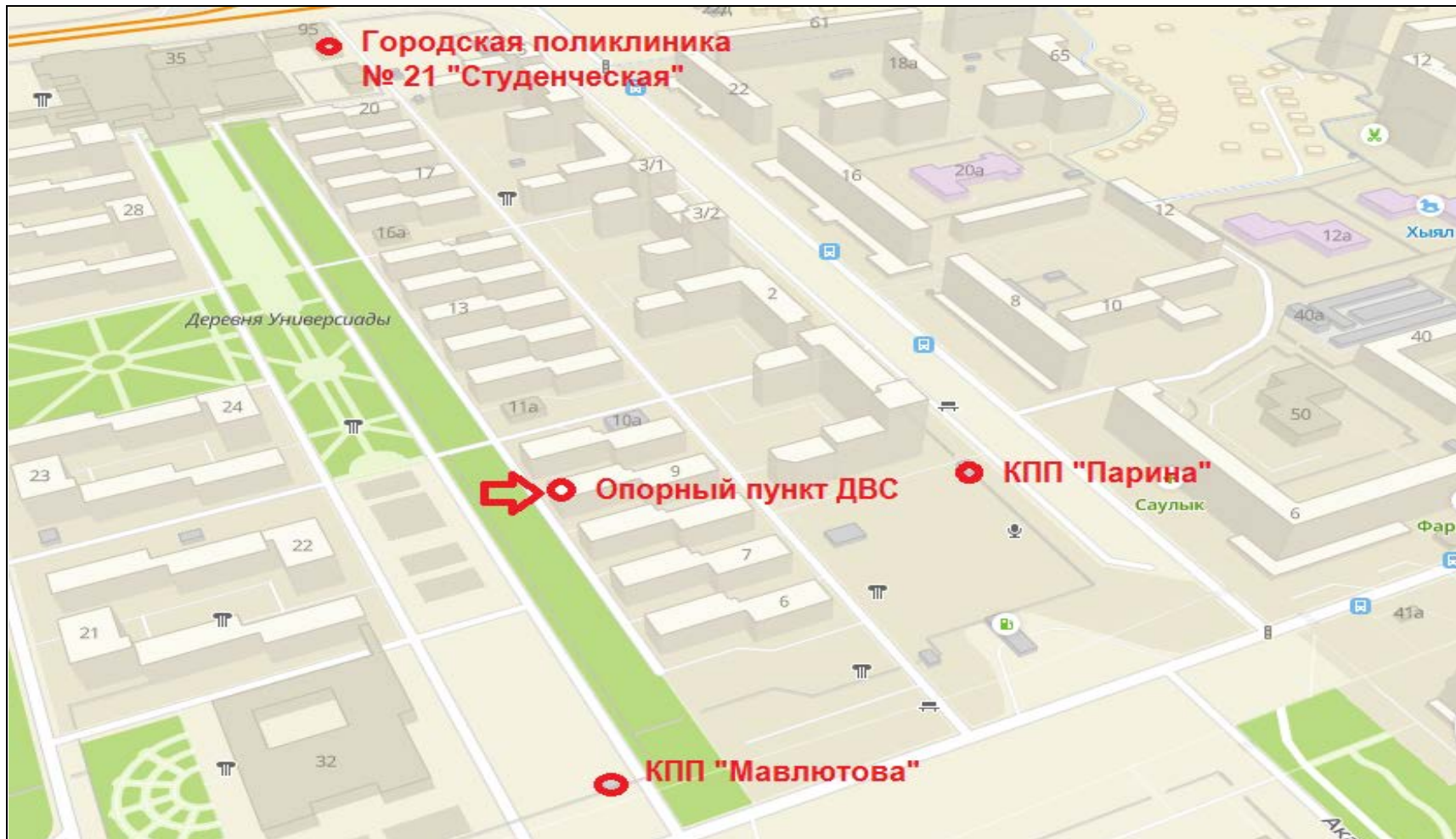
# Step 1.

***ADDRESS THE STAFF MEMBERS OF THE KFU INTERNATIONAL OFFICE AT THE BUILDING №9 OF THE UNIVERSIADE VILLAGE***

***ACCESS THE UNIVERSIADE VILLAGE – THROUGH ‘PARINA’ CHECK-POINT***

***ACCESS THE BUILDING №9 - THROUGH OAK PARKWAY ENTRANCE,  
IN ORDER TO:***

- Get an international student's **Admission card**;
- Get instructions on the safety regulations;
- Get instructions on the dormitory check-in;
- Get a referral for the repeated Covid-19 test( for those arriving from abroad)



Городская поликлиника  
№ 21 "Студенческая"

Опорный пункт ДВС

КПП "Парина"

КПП "Мавлютова"

## Step 2.



**Student Clinic (City Polyclinic № 21)**  
**Address: Orenbyrgsky Trakt, 95, tel.**  
**+7(843) 237-99-56**

### **2.1. GET A MEDICAL INSURANCE**

<https://kpfu.ru/international/buddy-programm/medicinskaya-pomosch/strahovye-polisy>

### **2.2. UNDERGO MEDICAL CHECK-UP AT THE STUDENT CLINIC (City Polyclinic № 21)**

*GET MEDICAL CLEARANCE CERTIFICATE FOR DORMITORY  
CHECK-IN UPON PRESENTATION OF THE FOLLOWING  
DOCUMENTS:*

- RW or MPR blood test (result is valid for only 10 days);
- certificate of Chest X-ray examination (result is valid for only 10 months) (the copy will be sufficient); If the result is expired or the translation into Russian is absent, the X-ray examination shall be taken for the second time.

**In case the student does not have abovementioned documents, both medical tests can be done upon Medical Insurance presentation or at the student's own expense at the Student Clinic (Passport original and copy will be necessary);**

## Step 2.

### 2.3. Get check-in documents at the Building № 9

Get the following documents upon presentation of the medical clearance certificate:

- Check list of the required documents for dormitory check-in;
- Check-in application form signed by the Head of the Adaptation Unit (KFU International Office);

- Register at the social networks

*Tel.: [+7\(843\)5901754](tel:+7(843)5901754), [ois@kpfu.ru](mailto:ois@kpfu.ru)*



# INFORMATION SUPPORT FOR INTERNATIONAL STUDENTS

The screenshot shows the VKontakte interface for the group 'КЛУБ ИНТЕРНАЦИОНАЛЬНОЙ ДРУЖБЫ КФУ'. The main content area displays a post titled 'Заселение 2019' (Accommodation 2019) with a photo of a modern building. Below it, a post from the group dated June 15, 2020, at 13:59, provides information about the order of collection and departure of students, and the order of accommodation for those returning from abroad. The post text reads: 'Внесены дополнения в порядок сбора и вывоза вещей обучающимися, проживавшими в общежитиях КФУ и утверждён порядок заселения обучающихся КФУ, выехавших из общежитий КФУ в период перехода на обучение с применением электронных информационных ресурсов. Заселиться в общежития КФУ обучающиеся КФУ, выехавшие из общежитий КФУ в период перехода на обучение с применением электронных информационных ресурсов, могут с 15 июня 2020 года в следующем порядке: Показать полностью...'. The right sidebar shows group statistics: 119 subscribers, 596 members, and 23 links. The member list includes users named Сергей, Венера, Вагд, Маicol, DELETED, and Сафина.

The latest information may be found at social networks :

1. [Vkontakte KFU International friendship Club](#);
2. [Kazan Federal University Group](#)
3. [Instagram #kazanfederaluniversity](#)

# Step 3.

## **3.1. CHECK-IN AT THE DORMITORY:**

- Sign the tenancy agreement;
- Get the keys, check the room, fill in an inventory sheet;
- Get the bed clothes;
- Get the address fixed;

### Full list of documents necessary for dormitory check-in:

- Passport (original and copy);
- Check-in application form signed by the Head of the Adaptation Unit (KFU International Office);
- Medical insurance (original and copy);
- Ticket of compliance with the safety rules ;
- Medical clearance certificate for dormitory check-in;
- 3 photos – 3x4.
- Housing application;

## Step 3.

**3.2. GET DORMITORY PASS** (International student is to get a permanent dormitory pass at the Building № 19)

International student is to submit:

- Passport (original);
- Tenancy agreement

## Step 4.

***ADDRESS PASSPORT AND VISA SUPPORT UNIT OF THE INTERNATIONAL OFFICE AT UNIVERSIADE VILLAGE, BUILDING No. 9, TEL.: +7 (843) 590 22 67.***

- Get instructions on the migration regulations
- Go through migration registration procedures, extend visa

**International student is to submit:**

- Passport – original and 1 copy of the ID page;
- Visa (for visa countries) – original and **2 copies**;
- Migration card – original and **2 copies**
- Enrollment contract (for tuition paying students) or referral to study (for government quota degree students) – original and **2 copies**;
- Previous migration registration notice.

**ATTENTION !!!**

**If an international student doesn't apply for the registration, the student may be ordered out of the country.**

## Step 5.

***TAKE REPEATED COVID-19 TEST (UNIVERSITY CLINIC OF KFU, 2A Vishnevskogo Str.)  
PRESENT THE NEGATIVE RESULT AT THE BUILDING № 9 OF THE UNIVERSIADE VILLAGE***

14-day self-isolation period is required for all international students from the day of entering the territory of the Russian Federation. Isolation will be arranged in the dormitories of KFU. Students can join the classes after 14-day self-isolation with COVID-19 test taken on the 10-12 day of isolation.

## Step 6.

### ***ADDRESS THE DEAN'S OFFICE OF YOUR INSTITUTE***

- Submit the **Admission card** to the Institute (Dean's office)
- Submit photos for student ID, credit book, library card
- Get all the necessary information concerning academic group and academic schedule
- Get a login and password to enter your personal account at "E-University"
- **Get admission and start attending the classes**

# **UNDERGOING GENERAL MEDICAL CHECK-UP FOR THE 1-YEAR STUDENTS (AS SCHEDULED)**

General medical check-up takes place in accordance with the schedule (see KFU web-site) **at the City Polyclinic No. 21 (Student Clinic), address: Orenbyrgsky Trakt, 95, tel. +7(843) 237-99-56**

*It will be necessary to have with you:*

- 4 copies of the passport;
- 4 copies of the medical insurance policy;
- Vaccination record in Russian or with notarized translation into Russian;
- In case of chronic medical conditions it is required to provide statement from the medical record;
- Students with disabilities shall provide the copy of the disablement certificate;
- Medical certificate 086-y from the place of residence (valid for 3 months) ;
- Students, using contact lenses, should take them off for the check-up at the ophthalmologist or should have container for lenses with them;
- Students, using night-time contact lenses, shall provide certificate on passing eyesight test, verified by the ophthalmologist.
- Students, using day-time contact lenses, should have container for lenses with them, or use glasses at the day of medical check-up.

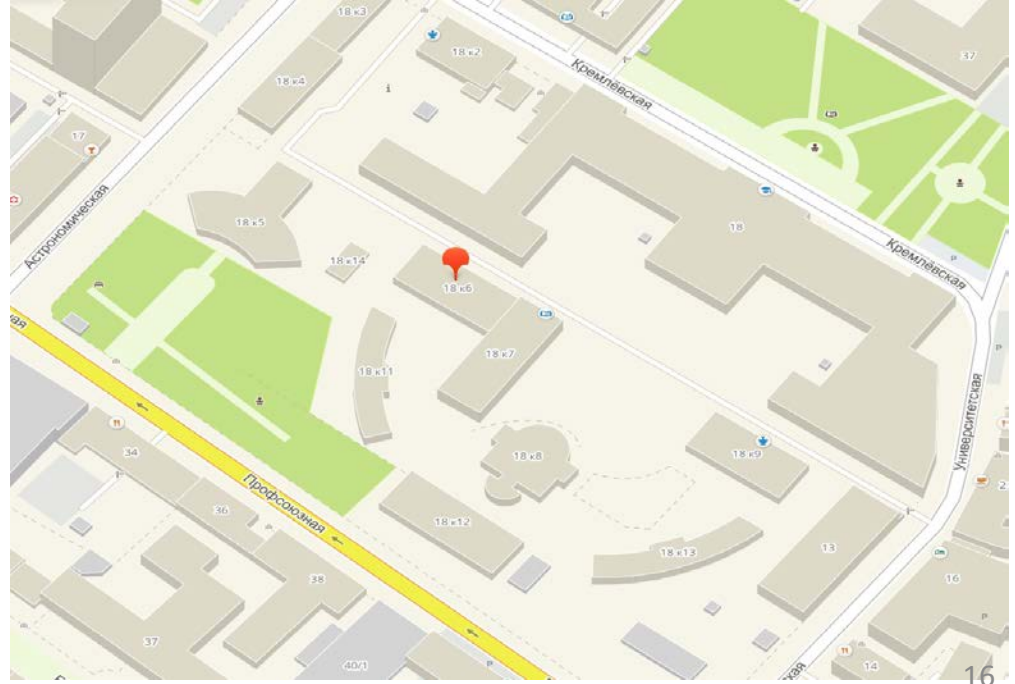
***If the medical check-up takes place before the dormitory check-in, it is possible to obtain the below mentioned documents in the course of the medical check-up:***

- ***MPR/ RW blood test (result is valid for 10 days);***
- ***Certificate of X-ray examination (result is valid for 10 months) (copy is enough) ;***
- ***Medical clearance certificate for the dormitory check-in;***

## ***ACADEMIC RECOGNITION OF FOREIGN EDUCATION***

***ADMISSION UNIT OF THE INTERNATIONAL OFFICE, Room No. 212 (2<sup>nd</sup> floor).***

International student is to undergo the procedure of academic recognition of foreign education and (or) qualification (if applicable)





# PROCEDURE OF ACADEMIC RECOGNITION OF FOREIGN EDUCATION

## International student is to submit:

- Passport
- For the countries that have concluded mutual legal assistance treaty:
  - Originals of documents of education of state-approved format (the document and its academic transcript, if available) + their notarially attested copy if there is a record in Russian
    - 2 notarially attested copies with translation into Russian, including all seals, if there is no record in Russian.
- For the countries, included to the list of Hague Convention countries – Originals of documents of education of state-approved format (the document and its academic transcript, if available), their 2 apostilled and notarially attested copies with translation into Russian, including all seals, if there is no record in Russian
  - For the countries, not included to the list of Hague Convention countries - Originals of documents of education of state-approved format (the document and its academic transcript, if available), their 2 notarially attested copies with translation into Russian, including all seals, if there is no record in Russian, and consular legalization



**Thank you for your attention!**