



DORMITORY CHECK-IN AND ADMISSION FOR STUDIES PROCEDURES
FOR INTERNATIONAL SENIOR STUDENTS OF 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.



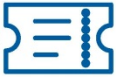



In case of absence of necessary medical documents, students may temporarily stay at hostels while obtaining medical test results on the spot. Information on hostels may be found here

[https://kpfu.ru/international/buddy- programm/zaselenie/hostely-120106](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.

REGISTRATION AND DORMITORY CHECK-IN

How to move in the dormitory for senior students


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 - Contact the Institute about exact date and time of your arrival
 - Address to House 9, Universiade Village with result of COVID-19 test
 - Get the Check sheet
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 - Purchase a medical insurance
 - Go through the check-up at the Student Clinic
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 - Get your tenancy agreement
 - Fill in an inventory sheet
 - Move in the dormitory
 - Get your dormitory pass
- 
 - 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
- 
 - Get admission to the classes in your Institute

ЛИСТ КОНТРОЛЯ иностранного студента 2-5 курса, магистра 2 года обучения, аспиранта, продолжающего обучение

Заполняется печатными буквами темными чернилами

Фамилия	Имя	Отчество	
Телефон	e-mail	Аккаунт в соцсетях	
Гражданство			
Институт (факультет)			
Уровень обучения	бакалавр, специалист, магистр (нужное подчеркнуть)		
Линия прибытия	бюджет, контракт, <u>гослиния</u> (нужное подчеркнуть)		
Адрес регистрации - для направления на заселение	Ф.И.О. ответственного за оформление	Дата прохождения	Подпись о прохождении
Мероприятие	Ф.И.О. ответственного за оформление	Дата прохождения	Подпись о прохождении
1. Выдача направления на поезде/авто, регистрация COVID-19 (для въезжающих из-за рубежа).			
2. Оформление Полиса медицинского страхования в офисе Медицинской страховой компании.			
3. Подготовка медицинских документов для заселения 1) Актлаги крови на RW (из поликлиники по месту жительства, действителен в течение 10 дней); 2) Результат флюорографического обследования за последний год (иссерокопия); 3) Медицинское заключение терапевта Городской поликлиники № 21 для заселения в общежитие.			

Мероприятие	Ф.И.О. ответственного за оформление	Дата прохождения	Подпись о прохождении
4. Заселение в общежитие. Оформление договора найма жилой площади у специалиста по работе с молодежью Предъявить в общежитии следующий пакет документов: 1) Паспорт (оригинал и 1 ксерокопия стр 2-3-5); 2) Медицинский полис (оригинал и 1 ксерокопия); 3) Медицинское заключение терапевта Городской поликлиники № 21 для заселения в общежитие; 4) Фото 3х4 - 3 штуки; 5) Обводной лист (для студентов, ранее проживавших в общежитиях КФУ).			
5. А. Заселение в общежитие. Специалист по работе с молодежью Точный адрес для постановки на миграционный учет, если отличается от вышеуказанного:			
5. В. Заселение в общежитие. Оформление у заведующей домом (общежитиями)			
6. Постановка на миграционный учет в доме № 9 (Деревня Уинверсилд) или в общежитии № 5 Студгорода			
8. Получение постоянного пропуска в общежитие			
7. Повторный тест на COVID-19 (10-12 день после выезда в РФ)			
9. Получение допуска к очным занятиям Институт/ Факультет.			Проверка в отделе зачетных с ИИ допуском к очным занятиям.
Структурным подразделением возвращают личный лист оформления с отметкой о допуске к очному учебному процессу в Департамент внешних связей (113 каб). В случае молодежка студента к очным занятиям - направляют служебную записку на имя директора ДВС с указанием Ф.И.О студента через СЭД. У иностранных студентов, проживающие на квартире, ответственными лицами заполняются пункты: - Адрес регистрации при предъявлении договора с владельцами квартиры; - Постановка на миграционный учет владельцами квартиры; - Оформление Полиса медицинского страхования; - Прибытие в учебное подразделение, начало учебы.			



Check sheet for international senior students

Step1.

ADDRESS EDUCATIONAL SUBDIVISION OF KFU .

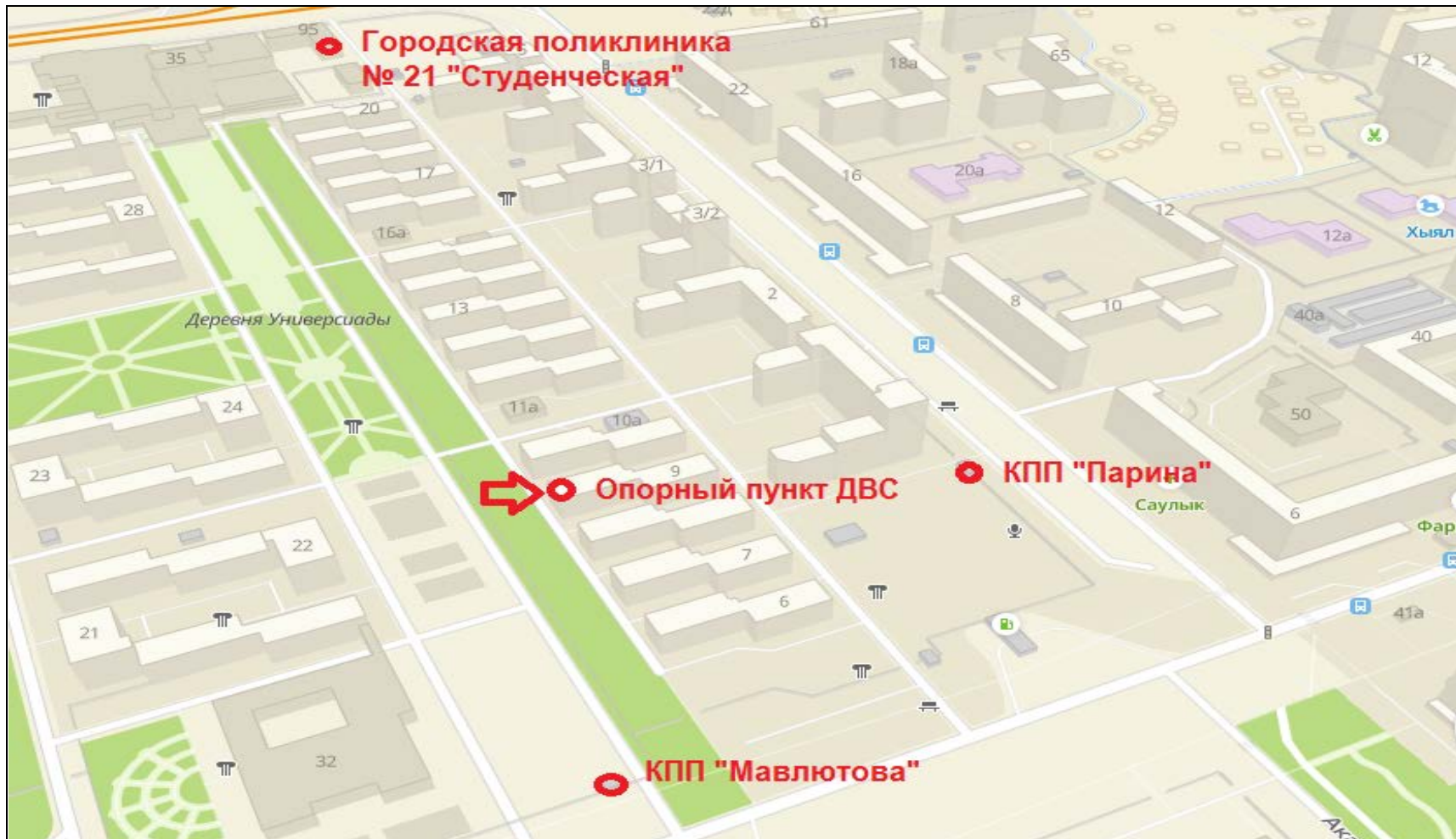
No later than 5 days prior to the arrival international student must contact the person responsible for dormitory check-in of the corresponding educational subdivision (institute or division of the institute), communicate an exact date and time of arrival and get informed on the exact place of moving in.

WHEN ENTERING THE COUNTRY WITH CERTIFICATE INDICATING RESULTS OF COVID-19 TEST, ADDRESS THE STAFF MEMBERS OF 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 **Check Sheet**
- Get instructions on the dormitory check-in
- Get a referral for the repeated Covid-19 test (for those arriving from abroad)

Period of **Check Sheet** processing is 3 working days.

After processing is finished the Check Sheet must be submitted to the person responsible for dormitory check-in.



Городская поликлиника
№ 21 "Студенческая"

Опорный пункт ДВС

КПП "Парина"

КПП "Мавлютова"

Step 2.

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 syphilis blood test (result is valid for 10 days).
- Chest X-ray (result is valid for 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).



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

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 A DORMITORY PASS (AT THE BUILDING 19 OF THE UNIVERSIADE VILLAGE OR THE KFU MAIN BUILDING)

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 THE CORRESPONDING EDUCATIONAL SUBDIVISION

- Submit the **Check sheet** 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**

INFORMATION SUPPORT FOR INTERNATIONAL STUDENTS

The screenshot displays the VKontakte interface for the 'КЛУБ ИНТЕРНАЦИОНАЛЬНОЙ ДРУЖБЫ КФУ' group. The left sidebar contains navigation options like 'Моя страница', 'Новости', 'Сообщения', 'Друзья', 'Сообщества', 'Фотографии', 'Музыка', 'Видео', 'Игры', 'VK Pay', 'Товары', 'Закладки', 'Документы', 'Коронавирус', '* Фотки *', and 'Трагедия Белок'. The main content area features a header image of the Kazan Federal University building and a post titled 'Заселение 2019'. The post text discusses the order of collection and removal of belongings for students living in dormitories and the approved order of dormitory settlement for students who have moved from dormitories to study using electronic information resources. It states that settlement in dormitories can begin from June 15, 2020, in the following order: 'Показать полностью...'. The page also shows 119 subscribers and 359 members.

The latest information may be found at social networks :

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



Thank you for your attention!