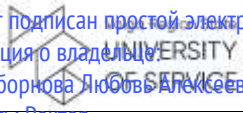


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**Procedure for Registration and Migration and Visa Support of Foreign Citizens
and Stateless Persons Studying at the Federal State Budgetary Educational Institution
of Higher Education «Volga Region State University of Service»**

Tolyatti city, 2026

1. GENERAL PROVISIONS

1.1. This Procedure for Registration and Migration and Visa Support of Foreign Citizens and Stateless Persons Studying at the Federal State Budgetary Educational Institution of Higher Education Volga Region State University of Service (hereinafter referred to as VSUS, the University) establishes the rules for maintaining records of foreign citizens and stateless persons, defines their rights and obligations with regard to compliance with the migration legislation of the Russian Federation, and regulates the activities of the University's officials responsible for migration and visa support.

1.2. This Procedure has been developed in accordance with the following regulatory legal acts:

- the Constitution of the Russian Federation;
- Federal Law No. 273-FZ of December 29, 2012 "On Education in the Russian Federation" (hereinafter – Federal Law No. 273-FZ);
- Federal Law No. 115-FZ of July 25, 2002 "On the Legal Status of Foreign Citizens in the Russian Federation" (hereinafter – Federal Law No. 115-FZ);
- Federal Law No. 114-FZ of August 15, 1996 "On the Procedure for Exit from the Russian Federation and Entry into the Russian Federation";
- Federal Law No. 109-FZ of July 18, 2006 "On Migration Registration of Foreign Citizens and Stateless Persons in the Russian Federation";
- the Code of Administrative Offences of the Russian Federation (hereinafter – CAO RF);

- the Charter and other local regulations of VSUS.
- 1.3. For the purposes of this Procedure, the following terms shall apply:
- foreign citizen – an individual who is not a citizen of the Russian Federation and possesses proof of citizenship (nationality) of a foreign state;

- stateless person – an individual who is not a citizen of the Russian Federation and has no proof of citizenship (nationality) of any foreign state;

- Temporary Residence Permit (TRP) – a document confirming the right of a foreign citizen or stateless person to reside temporarily in the Russian Federation prior to obtaining a Residence Permit;

- Temporary Residence Permit for Educational Purposes (TRPEP) – a document allowing international students enrolled in full-time educational programmes in the Russian Federation to legally reside in the country for the duration of their studies;

- Residence Permit – a document issued to a foreign citizen or stateless person confirming the right to permanently reside in the Russian Federation, as well as the right to freely leave and re-enter the Russian Federation. A Residence Permit issued to a stateless person also serves as an identity document. A Residence Permit may not be issued in electronic form;

- foreign citizen lawfully staying in the Russian Federation – a person holding a valid Residence Permit, Temporary Residence Permit, Temporary Residence Permit for Educational Purposes, visa and/or migration card, or any other documents provided for by federal law or an international treaty of the Russian Federation confirming the right to stay (reside) in the Russian Federation.

1.4. Foreign citizens and stateless persons (hereinafter collectively referred to as foreign citizens) shall have the right to receive education in the Russian Federation in accordance with international treaties of the Russian Federation and Federal Law No. 273-FZ.

1.5. Foreign citizens shall be entitled to receive secondary vocational education, higher education, and additional professional education at the expense of allocations

from the federal budget, the budgets of the constituent entities of the Russian Federation, or local budgets in accordance with international treaties of the Russian Federation, federal laws, or within the quota for education of foreign citizens established by the Government of the Russian Federation (hereinafter – the Quota), as well as at the expense of individuals and legal entities under fee-based educational service agreements.

1.6. Foreign citizens who are compatriots residing abroad shall have the right to receive secondary vocational education, higher education, and additional professional education on equal terms with citizens of the Russian Federation, provided that they comply with the requirements established by Article 17 of Federal Law No. 99-FZ of May 24, 1999 "On the State Policy of the Russian Federation with Respect to Compatriots Living Abroad."

1.7. This Procedure shall apply to all foreign citizens enrolled at the University in secondary vocational education programmes, higher education programmes, and additional education programmes.

2. ORGANIZATION OF REGISTRATION AND MIGRATION AND VISA SUPPORT FOR INTERNATIONAL STUDENTS

2.1. The University maintains an internal electronic registration system for international students (hereinafter referred to as the Registration System) based on the 1C: University PROF information system, which enables the generation of flexible reports.

2.2. The following information concerning each international student shall be entered into and promptly updated in the Registration System:

- 1) surname, first name, and patronymic (if applicable);
- 2) date of birth;
- 3) details of the identity document;
- 4) contact information (telephone number and e-mail address);
- 5) mode of study (full-time, part-time, or blended);
- 6) information on studies conducted exclusively using distance learning technologies (where applicable);
- 7) the actual date of arrival at the place of study (indicating the type, date, and details of the document confirming arrival);
- 8) residential address at the place of migration registration;
- 9) information on the document confirming completion of mandatory state fingerprint registration and photographing;
- 10) information on the document confirming completion (or repeated completion) of the mandatory medical examination, except where otherwise provided by law;
- 11) information on the document granting academic leave, including the grounds for granting such leave (where applicable);
- 12) information on employment (date of employment and employer details);
- 13) information on documents confirming possession of a Temporary Residence Permit (TRP), Temporary Residence Permit for Educational Purposes (TRPEP), or a Residence Permit in the Russian Federation;
- 14) information on violations of migration legislation or other offences, including the type of violation, date, and details of the document confirming such violation.

2.3. The responsibilities for registration and migration and visa support of international students shall be distributed between the Youth Policy and Student Affairs Department and the Student Support Office ("One-Stop Dean's Office").

2.4. Youth Policy and Student Affairs Department

The Youth Policy and Student Affairs Department (hereinafter referred to as the YPSAD) shall be the structural unit responsible for organizing work with international students in matters related to compliance with migration legislation and shall perform the following functions:

2.4.1. Receiving and verifying documents confirming the legal status of international students, including passports, migration cards, visas, TRP/TRPEP/Residence Permits, voluntary medical insurance policies, and documents confirming fingerprint registration and medical examination.

2.4.2. Collecting and updating the information specified in Clause 2.2 of this Procedure and ensuring that such information is entered into the electronic registration system.

2.4.3. Cooperating with the territorial bodies of the Ministry of Internal Affairs of the Russian Federation on matters relating to:

- migration registration;
- extension of the period of temporary stay;
- issuance of multiple-entry visas;
- submission of notifications regarding failure to arrive, expulsion, or granting of academic leave in accordance with Section 5 of this Procedure;
- other matters requiring official communication.

2.4.4. Familiarizing international students with the migration legislation of the Russian Federation and this Procedure against signature by means of the Acknowledgement Sheet (Appendix 1).

2.4.5. Regularly informing international students of deadlines for submitting documents, extending their period of stay, undergoing mandatory medical procedures, and fulfilling other legal requirements.

2.4.6. Providing consultations on migration status, including the advantages of obtaining a Temporary Residence Permit for Educational Purposes (TRPEP) and the procedure for obtaining it.

2.4.7. Organizing the reception of international students upon their initial arrival and accompanying them to their place of study and accommodation (student residence hall or temporary accommodation).

2.4.8. Maintaining a dedicated communication channel for оперативное interaction regarding the arrival, stay, and departure of foreign citizens, as well as providing timely advisory support (e-mail: interoffice@tolgas.ru). Information about this communication channel shall be published on the University's official website, included in information materials, and communicated to international students upon their initial contact with the University.

2.4.9. Organizing the translation of up-to-date information resources, brochures, guidance materials, local regulations, and other documents relating to compliance with migration legislation into foreign languages (primarily English and, where necessary, other languages). The translated materials shall be published on the University's official website and provided to international students during the familiarization process.

2.4.10. Informing the University's academic units (Higher Schools and the College) of the employment of international students (including the receipt of work permits or patents) for consideration in organizing the educational process and entering the relevant information into the electronic registration system.

2.4.11. Maintaining a Register of Notifications Submitted to the Territorial Body of the Ministry of Internal Affairs of the Russian Federation (Appendix 2), recording the date of submission, method of submission, postal tracking number, and delivery status. The register shall be maintained in paper form and signed by an authorized YPSAD employee.

It may also be maintained electronically (e.g., in Microsoft Excel), provided that it is printed, signed by the responsible employee, and archived at least once per semester or whenever the pages are completed.

2.4.12. Maintaining a Log of Actions Taken to Establish Contact with an International Student Who Failed to Arrive at the Place of Study (Appendix 3), indicating the date, method of communication, and outcome of each attempt. The log shall be maintained in paper form and signed by the employee responsible for the communication attempt. An electronic version (e.g., Microsoft Excel) may also be maintained, provided that it is printed and certified at least once per semester or as pages are completed.

2.4.13. Monitoring the Register of Controlled Persons jointly with the Student Support Office ("One-Stop Dean's Office") and taking appropriate measures based on the monitoring results.

2.5. Student Support Office ("One-Stop Dean's Office")

The Student Support Office ("One-Stop Dean's Office") (hereinafter referred to as the One-Stop Dean's Office) shall perform the following functions:

2.5.1. Maintaining the electronic registration system for international students jointly with the Youth Policy and Student Affairs Department (YPSAD).

2.5.2. Preparing draft administrative orders concerning, transfer of international students, reinstatement, granting of academic leave, expulsion, other changes affecting the educational status of international students, and immediately (on the day the relevant order is issued) informing the Youth Policy and Student Affairs Department of such changes.

2.5.3. Participating jointly with the Youth Policy and Student Affairs Department in monitoring the Register of Controlled Persons by providing up-to-date information regarding the educational status of international students.

2.6. Employees of the Youth Policy and Student Affairs Department who directly interact with international students shall possess a level of foreign language proficiency sufficient for effective communication and professional consultation.

3. PROCEDURE FOR NOTIFYING THE TERRITORIAL BODY OF THE MINISTRY OF INTERNAL AFFAIRS OF THE RUSSIAN FEDERATION OF THE GRANTING OF ACADEMIC LEAVE, COMPLETION OF STUDIES, OR EARLY TERMINATION OF STUDIES

3.1. The University shall notify the territorial body of the Ministry of Internal Affairs of the Russian Federation of the granting of academic leave to an international student, completion of studies, or early termination of studies within three (3) working days from the date of issuance of the relevant administrative order.

The notification shall be submitted in the form and according to the procedure established by the Ministry of Internal Affairs of the Russian Federation in the following cases: granting of academic leave, completion of studies, early termination of studies (including expulsion on any grounds, including transfer).

3.2. On the date the administrative order is issued, the One-Stop Dean's Office shall notify the Youth Policy and Student Affairs Department thereof, including by incorporating the notification into the University's electronic document management system.

3.3. On the day the information is received from the One-Stop Dean's Office, the Youth Policy and Student Affairs Department shall: prepare the notification in the prescribed form, submit it for signature to the Vice-Rector responsible for international affairs, after signature, where the international student was registered through the Unified Portal of State and Municipal Services (Gosuslugi), submit the notification via the University's personal account on the Portal, where the notification is to be sent by post or

delivered by hand, forward the signed notification to the Information Support Department for dispatch.

The total period for preparation and submission of the notification shall not exceed two (2) working days from the date of issuance of the administrative order.

3.4. No later than the third working day following the issuance of the administrative order, the Information Support Department shall: send the notification to the territorial body of the Ministry of Internal Affairs of the Russian Federation by registered mail with acknowledgment of receipt or, in exceptional cases, deliver it personally, record the dispatch in the outgoing correspondence register and provide the Youth Policy and Student Affairs Department with information concerning: the date of dispatch, the method of dispatch, the postal tracking number.

3.5. On the day the dispatch information is received from the Information Support Department, or on the day the notification is submitted through the Unified Portal of State and Municipal Services (Gosuslugi), the Youth Policy and Student Affairs Department shall: record the relevant information in the Register of Notifications (Appendix 2), monitor confirmation of delivery by means of the postal tracking system or through the Unified Portal of State and Municipal Services.

4. PROCEDURE IN THE EVENT OF A FOREIGN CITIZEN'S FAILURE TO ARRIVE AT THE PLACE OF STUDY

4.1. A foreign citizen shall be deemed to have failed to arrive at the place of study in the following cases:

- where the foreign citizen fails to arrive at the place of study without a valid reason and it has not been possible to establish contact with them, upon the expiration of thirty (30) calendar days from the commencement date of the relevant educational programme or from the date of issuance of the administrative order on admission;
- where the foreign citizen has informed the University in advance of the expected date of arrival in the Russian Federation, upon the expiration of ten (10) working days following the declared date of arrival.

4.2. Within five (5) working days from the commencement of studies (or from the day following the expected date of arrival), the Youth Policy and Student Affairs Department (YPSAD) shall take measures to establish contact with the foreign citizen, including:

- sending notifications by e-mail;
- making telephone calls using the available contact numbers;
- where no response is received, submitting a request to the territorial body of the Ministry of Internal Affairs of the Russian Federation for information regarding the person's crossing of the state border, where necessary.

4.3. All actions taken shall be recorded by the Youth Policy and Student Affairs Department in the Log of Actions Taken to Establish Contact (Appendix 3), indicating: the date, the method of communication, the outcome of each attempt.

4.4. The Youth Policy and Student Affairs Department shall notify the One-Stop Dean's Office of the student's failure to arrive for the purpose of considering expulsion, where grounds for such action exist under the University's local regulations.

4.5. If the foreign citizen arrives after the prescribed period but before the notification has been sent to the Ministry of Internal Affairs, the Youth Policy and Student Affairs Department shall not submit a notification of failure to arrive. Instead, it shall arrange migration registration in accordance with the general procedure within two (2) working days from the actual date of arrival.

4.6. If the foreign citizen arrives after the notification has already been submitted, the Youth Policy and Student Affairs Department shall immediately notify the Ministry of Internal Affairs of the Russian Federation of the changed circumstances (by official letter or supplementary notification) and arrange the student's migration registration.

5. RIGHTS AND OBLIGATIONS OF INTERNATIONAL STUDENTS

5.1. International students shall have the right to:

1) Receive education at the University in accordance with the legislation of the Russian Federation and the University's local regulations.

2) Engage in employment during their free time without obtaining a work permit or patent, provided that they are enrolled full-time at the University in state-accredited primary educational programmes of: secondary vocational education, Bachelor's degree programmes, Specialist degree programmes, Master's degree programmes; postgraduate programmes for the training of researchers and academic staff.

For the purpose of concluding an employment contract or a civil-law contract, an international student shall provide the employer with a certificate issued by the University confirming their student status.

5.1.3. Apply to the territorial body of the Ministry of Internal Affairs of the Russian Federation for a Temporary Residence Permit for Educational Purposes (TRPEP) in accordance with Article 6.2 of Federal Law No. 115-FZ.

The University shall provide information regarding the advantages of obtaining a TRPEP and issue the documents required for the application process (including a certificate confirming enrolment).

5.1.4. Receive advisory and information support from the Youth Policy and Student Affairs Department and the One-Stop Dean's Office on matters relating to:

- migration status;
- extension of the period of temporary stay;
- visa processing;
- migration registration;
- other issues connected with lawful residence in the Russian Federation.

5.2. International Students Shall Be Obligated To:

5.2.1. On the day of arrival in the Russian Federation or on the next working day (excluding weekends and public holidays), notify a specialist of the Youth Policy and Student Affairs Department (YPSAD) of their arrival either in person or by e-mail, attaching scanned copies or photographs of:

- their passport;
- migration card indicating "Study" as the purpose of entry;
- where applicable, a Temporary Residence Permit (TRP), Temporary Residence Permit for Educational Purposes (TRPEP), Residence Permit, or other documents confirming their migration status.

5.2.2. Within two (2) working days of arrival:

a) if residing in a University residence hall, apply to a YPSAD specialist for migration registration and submit the agreement for occupancy of specialized residential premises;

b) if residing at a private address, contact the owner (or lawful tenant) of the residential premises to complete migration registration and, within three (3) working days, provide the YPSAD specialist with a copy of the notification confirming migration registration (the detachable part of the notification of arrival at the place of stay).

5.2.3. In the event of any change in:

- place of stay or residence;
- passport details;

- migration status (including obtaining a Temporary Residence Permit, Temporary Residence Permit for Educational Purposes, Residence Permit, citizenship of the Russian Federation, temporary asylum certificate, or other relevant status),
- the international student shall notify the Youth Policy and Student Affairs Department within two (2) working days and provide copies of the supporting documents.
- 5.2.4. Complete the mandatory state fingerprint registration, photographing, and medical examination within the following time limits:
 - within 90 calendar days after entering the Russian Federation (until 1 September 2026);
 - within 30 calendar days after entering the Russian Federation (from 1 September 2026 onwards).

A repeated medical examination shall be completed within 30 calendar days after one year has elapsed since the initial medical examination.

Documents confirming completion of the above procedures shall be submitted to the Youth Policy and Student Affairs Department within three (3) working days after they are issued.

5.2.5. Maintain a valid Voluntary Medical Insurance (VMI) policy throughout the entire period of stay in the Russian Federation.

A copy of the insurance policy shall be submitted to the Youth Policy and Student Affairs Department within three (3) working days after its issuance.

5.2.6. For the purpose of extending the permitted period of temporary stay, international students shall apply to the Youth Policy and Student Affairs Department within the following time limits:

- visa-free foreign citizens — no later than 30 calendar days before expiration of the period indicated in the migration card (taking into account that the University submits the relevant petition to the Ministry of Internal Affairs no later than 20 days before expiration);
- visa holders — no later than 45 calendar days before the expiration of their visa in order to obtain a multiple-entry visa.

Where objective circumstances prevent submission of documents within the prescribed period (including loss of documents, illness, delayed entry into the Russian Federation, etc.), the international student shall promptly notify the Youth Policy and Student Affairs Department and provide documentary evidence confirming such circumstances.

5.2.7. After obtaining a new visa or extending the permitted period of temporary stay, international students residing at private addresses shall, within three (3) working days, contact the owner of the residential premises for renewed migration registration reflecting the updated validity period of their migration documents and submit a copy of the new migration registration notification to the Youth Policy and Student Affairs Department.

5.2.8. In the event of loss of documents (including a national passport, migration card, visa, or other migration documents), the international student shall immediately:

- report the loss to the nearest police department;
- obtain an official acknowledgment of the report;
- notify the Youth Policy and Student Affairs Department on the same day or on the following working day.

Thereafter, the student shall apply to the diplomatic mission or consular office of their country for issuance of a new passport or a travel document authorizing departure from the Russian Federation.

5.2.9. Where the validity period of the national passport is approaching expiration (for students who entered the Russian Federation on the basis of a visa), the passport shall be renewed or replaced no later than nine (9) months before its expiration.

Within three (3) working days after obtaining the new passport or receiving an official extension stamp, the student shall submit a copy thereof to the Youth Policy and Student Affairs Department.

5.2.10. In the event of early termination of studies (expulsion), the international student shall, upon receipt of the notice of expulsion, appear at the One-Stop Dean's Office to review and acknowledge the expulsion order by signature.

If the student is outside the Russian Federation, they shall submit:

- a written confirmation acknowledging receipt and review of the expulsion order; and
- a copy of the passport page bearing the border control stamp confirming departure from the Russian Federation.

No later than two (2) working days from the date of issuance of the expulsion order, the international student shall contact the Youth Policy and Student Affairs Department (YPSAD) for the purpose of reducing the permitted period of stay and shall provide information regarding the planned departure from the Russian Federation (airline tickets or other documentary confirmation).

Failure to leave the Russian Federation within the prescribed period shall result in the foreign citizen being entered into the Register of Controlled Persons in accordance with the legislation of the Russian Federation.

5.2.11. International students shall conscientiously pursue their educational programme, comply with the requirements of the curriculum, attend classes, complete academic assignments, coursework, and final qualification works.

The status of a foreign citizen admitted to the Russian Federation for the purpose of education shall not be abused, and no activities other than those permitted by the legislation of the Russian Federation shall be carried out.

5.2.12. International students shall comply with:

- the migration legislation of the Russian Federation;
- this Procedure;
- the Charter of the University;
- other local regulations of the University.

Violation of the above requirements shall entail liability in accordance with the legislation of the Russian Federation.

5.2.13. International students shall independently pay:

- the state fee for extension of the permitted period of temporary stay;
- the state fee for visa processing;
- other fees and charges associated with the processing of migration documents.

Payment details shall be provided by the Youth Policy and Student Affairs Department.

5.2.14. Where an international student plans to leave the city of Tolyatti for a period exceeding seven (7) calendar days, the student shall notify the Youth Policy and Student Affairs Department in writing (either by e-mail to interoffice@tolgas.ru or in person), indicating:

- the date of departure; and
- the expected date of return.

5.2.15. Where an international student concludes an employment contract or obtains a work patent or work permit, the student shall submit a copy of the relevant document (employment contract, work patent, or work permit) to the Youth Policy and Student Affairs Department within three (3) working days.

5.2.16. Where an application for extension of the permitted period of temporary stay or for visa extension is submitted less than thirty (30) calendar days before the expiration of the current period of stay, the international student shall acknowledge that the University does not guarantee that the petition submitted to the Ministry of Internal Affairs of the Russian Federation will be processed before the expiration of the lawful period of stay.

If the competent authority refuses to extend the period of stay or issue a visa, the international student shall leave the territory of the Russian Federation before the expiration of the authorized period of stay.

6. LIABILITY

6.1. Liability of International Students

6.1.1. International students who violate the migration legislation of the Russian Federation shall bear liability in accordance with the Code of Administrative Offences of the Russian Federation (CAO RF), including, but not limited to, the following:

- Article 18.8 of the CAO RF — violation by a foreign citizen of the rules governing entry into the Russian Federation or the rules governing stay (residence) in the Russian Federation shall entail the imposition of an administrative fine, with or without administrative expulsion from the Russian Federation.

- Article 18.11 of the CAO RF — failure to comply with the obligation to submit notification confirming residence in the Russian Federation (for holders of a Temporary Residence Permit (TRP)) shall entail the imposition of an administrative fine.

- Article 19.27 of the CAO RF — submission of knowingly false information for the purposes of migration registration shall entail the imposition of an administrative fine.

6.1.2. Failure to comply with the prescribed time limits for mandatory state fingerprint registration, photographing and/or medical examination shall constitute grounds for:

- reduction of the permitted period of temporary stay in the Russian Federation; or
- refusal to extend the permitted period of temporary stay.

6.1.3. Where an international student fails to leave the Russian Federation following: expulsion from the University, completion of studies, or expiration of the permitted period of temporary stay, the foreign citizen shall be entered into the Register of Controlled Persons, which entails statutory restrictions on the legal status of the foreign citizen, limitations on the performance of certain legally significant actions, and may constitute grounds for a decision prohibiting entry into the Russian Federation for a period of up to five (5) years.

6.1.4. Violation of this Procedure may result in the international student being subject to disciplinary measures in accordance with the University's local regulations, including expulsion from the University.

6.2. Liability of University Officials

6.2.1. University officials, including heads of structural units, employees of the Youth Policy and Student Affairs Department, and staff of the One-Stop Dean's Office, shall be responsible for the improper performance of duties relating to the registration and migration and visa support of international students in accordance with:

- the labour legislation of the Russian Federation; and
- the University's local regulations.

6.2.2. University officials may incur administrative liability under the legislation of the Russian Federation for violation of the established procedure for notifying the territorial body of the Ministry of Internal Affairs of the Russian Federation regarding: granting academic leave, completion of studies, early termination of studies, failure of a foreign citizen to arrive at the place of study, including cases involving, late submission of notifications, submission of incomplete information, submission of inaccurate information.

6.2.3. Where violations committed by University employees are identified, an internal administrative investigation shall be conducted, and the persons found responsible shall be subject to disciplinary liability in accordance with the labour legislation of the Russian Federation and the University's local regulations.

7. FINAL PROVISIONS

7.1. This Procedure shall enter into force on the date of its approval and shall remain in effect until repealed or replaced by a new Procedure.

7.2. Amendments and supplements to this Procedure shall be introduced by order of the Rector of the University.

Such amendments shall enter into force on the date specified in the relevant order, but not earlier than the date of their publication on the official website of the University.

7.3. This Procedure shall be published on the official website of the University in open access: in the Russian language; and in foreign languages, in accordance with Clause 2.2.10 of this Procedure.

Application 1

INTRODUCTION SHEET with the registration procedure for foreign citizens and stateless persons studying at the Federal State Budgetary Educational Institution of Higher Education "Volga State University of Service"

(last name, first name, patronymic (if any))

(citizenship)

student(s) of the educational program

(field of study / specialty)

I got acquainted with the Registration Procedure for foreign citizens and stateless Persons studying at the Federal State Budgetary Educational Institution of Higher Education "PVGUS", approved by the rector's order from "___" _____ 2026 year no. ____.

It has been clarified to me that:

1. 1. Violation by a foreign citizen of the migration legislation of the Russian Federation, including the procedure for entry, stay and exit from the Russian Federation, entails liability in accordance with Article 18.8 of the Administrative Code of the Russian Federation in the form of an administrative fine with or without administrative expulsion from the Russian Federation.
2. 2. Violation of the regime of the State Border of the Russian Federation (part 2 of Article 18.1 of the Administrative Code of the Russian Federation) entails the imposition of an administrative fine with or without administrative expulsion from the Russian Federation.
3. 3. Violation of the rules of entry (passage) into the border zone, temporary stay, movement of persons and (or) vehicles in the border zone (Article 18.2 of the Administrative Code of the Russian Federation) entails a warning or the imposition of an administrative fine with or without administrative expulsion from the Russian Federation.
4. The commission of two or more administrative offences entails a ban on entry into the Russian Federation.
5. In case of non-compliance with the requirements for mandatory state fingerprint registration, photographing and (or) medical examination within the established time limits, the territorial bodies of the Ministry of Internal Affairs of Russia may decide to refuse to extend or shorten the period of temporary stay.
6. In case of early termination of studies (expulsion), it is necessary to leave the Russian Federation within the prescribed period. Otherwise, the data about the citizen will be entered in the register of controlled persons, which entails restrictions and may become grounds for not allowing entry into the Russian Federation for up to 5 years.

A copy of the Procedure and a copy of the Familiarization Sheet were received by hand.

(Date)

(signature)

(decryption of the
signature)

Application 2

LOG OF NOTIFICATIONS SENT TO THE TERRITORIAL BODY OF THE MINISTRY OF INTERNAL AFFAIRS OF RUSSIA

Nº	Date	Full name of the foreign student	The basis for notification (expulsion, academic vacation, non- arrival)	Order number and date	Sending method	Postal ID (for registered mail)	Date of receipt of the confirmation / mark of the refund	Responsible employee

THE LOG OF RECORDING ACTIONS TO ESTABLISH CONTACT WITH A FOREIGN CITIZEN, THOSE WHO DID NOT ARRIVE AT THE PLACE OF STUDY

Nº	Full name of the foreign student	Start date of training / expected arrival date	Date of the communication attempt	Способ связи (e-mail, телефон, иное)	Communication method (e-mail, phone, other)	Responsible employee	Note