Ministry of Science and Higher Education of the Russian Federation

Federal State Autonomous Educational Institution of Higher Education "Immanuel Kant Baltic Federal University"

Approved by

the decision of the Academic Council

of the IKBFU

from \_\_ \_\_\_\_\_\_\_\_\_\_ 2019, protocol No.

Chairman of the Academic Council

Rector of the IKBFU

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A.P.Klemeshev

The Provision on the stay of foreign citizens and stateless persons at the Immanuel Kant Baltic Federal University

Kaliningrad, 2019

1. General Provisions

1.1 This Provision has been developed in accordance with the requirements of:

- the Federal Law of December 29, 2012 No. 273-FZ (as amended on December 25, 2018) "On Education in the Russian Federation"
- the Federal Law of 15.08.1996 No. 114-FZ "On the procedure for leaving the Russian Federation and entering the Russian Federation" (as amended and supplemented);
- the Federal Law No. 115-FZ of July 25, 2002 (as amended on December 27, 2018) "On the Legal Status of Foreign Citizens in the Russian Federation";
- the Federal Law No. 109-FZ of July 18, 2006 "On Migration Registration of Foreign Citizens and Stateless Persons in the Russian Federation" (as amended
and additions);
- the Agreement between the Russian Federation and the European Community on the facilitation of the issuance of visas to citizens of the Russian Federation and the European Union dated May 25, 2006;
- provisions on establishing the form of a visa, the procedure and conditions for its registration and issuance, extending its validity, restoring it in case of loss, as well as the procedure for canceling a visa, approved by the decree of the Government of the Russian Federation of July 09, 2003. No. 335 (with changes and additions);
- Decree of the Government of the Russian Federation dated July 4, 1992. No. 470 "On Approval of the List of Territories of the Russian Federation with Regulated Visits for Foreign Citizens" (with amendments and additions);
- the joint order of the Ministry of Foreign Affairs of Russia, the Ministry of Internal Affairs of Russia and Russia’s FSB Security Agency dated December 27, 2003. No. 19723A / 1048/922 "On approval of the List of "Purposes of travel "used by the authorized state bodies of the Russian Federation when issuing invitations and visas to foreign citizens and stateless persons" and its Appendix;
- order of Russia’s FSB Security Agency dated June 02, 2006. No. 238 "On the limits of the border zone on the territory of the Kaliningrad region";
- the charter of the Immanuel Kant Baltic Federal University;
- the provisions "On the application of disciplinary measures to students and the removal from students", approved by the order of the Ministry of Education and Science of the Russian Federation of March 15, 2013. No. 185.
1.2. In this Regulation, foreign citizens are classified as follows:
- foreign citizens (including citizens of the CIS countries) – individuals who are not citizens of the Russian Federation and who have proof of citizenship (nationality) of a foreign state, including those who have a residence permit in the Russian Federation;
- stateless persons – individuals who are not citizens of the Russian Federation and do not have proof of citizenship (nationality) of a foreign state, who have or do not have a residence permit in the Russian Federation.

2. The procedure for issuing invitations to foreign citizens and stateless persons arriving at the IKBFU:

2.1 An invitation to enter the Russian Federation (hereinafter referred to as the invitation) is issued to foreign citizens and stateless persons arriving at IKBFU in case of:
2.1.1 participation of a foreign citizen or stateless person in an event held by IKBFU
2.1.2 the partnership between the IKBFU and the educational institution from which the foreign citizen or stateless person comes;
2.1.3 training at the IKBFU (courses, included training, internship, etc.);
2.1.4 carrying out of teaching, research, scientific and other labor activities at the IKBFU
2.1.5 discussion of the prospects for business cooperation.

2.2 The invitation is drawn up in accordance with the List of "Purposes of Travel" used in the issuance of invitations and visas to foreign citizens and stateless persons, approved by a joint order of the Ministry of Foreign Affairs of Russia, the Ministry of Internal Affairs of Russia and Russia’s FSB Security Agency dated December 27, 2003. No. 19723A / 1048/922.

2.3 The multiplicity of the requested visa depends directly on the purpose of the trip. An application with a request for a multiple-entry visa can be considered if there is a concluded agreement or a cooperation agreement, or an action plan signed by the head of the structural unit confirming the need for a multiple-entry visa request.
2.4 To issue an invitation, the head of the receiving structural unit sends completed application (questionnaire) for issuing a visa invitation (Appendix No. 1) to the email address visa@kantiana.ru .
The application specifies the specific purpose of the visit (name of the event, availability of a partnership agreement, etc.). The category of invited foreign citizens and stateless persons, as well as the multiplicity of the visa is determined in accordance with the established procedure (Appendix No. 3). An application signed by a foreign citizen and a stateless person, as well as by the head of the corresponding structural unit, is accepted in scanned form from the mail of the head of the structural unit or an authorized person.
Documents to be attached to the application:
• a copy of the pages of the passport of a foreign citizen, with the photograph, the date of birth, the date of issue and the expiry date of the passport;
• a document confirming the need to request a multiple entry visa;
• receipt of payment of the state fee for issuing an invitation to enter to the Russian Federation.

2.5 An employee of the structural unit responsible for inviting a foreign citizen or stateless person must make sure that the passport of the invited person expires no earlier than 1.5 years from the beginning of the requested visa (for a work / study visa) or 6 months after the expiration of the requested visa (for all other types of visas). Also, the passport must have at least 2 blank pages intended for visas.
2.6 An application for the issue of an invitation is drawn up by a responsible officer of the Visa Support Centre and submitted to the Kaliningrad Regional Office of the Ministry of Internal Affairs of Russia within 30 working days.
2.7 In case that a foreign citizen invited for humanitarian or business purposes is a citizen of the European Union, the responsible employee of the Visa Support Centre sends an application for approval within 10 working days.
2.8 The structural unit responsible for inviting foreign citizens and stateless persons assumes all obligations to pay the established state duty and then send the original invitation to foreign citizens and stateless persons, if the invitation is not made in electronic form.
2.9 State fee for issuing an invitation to a foreign citizen and stateless person arriving at the IKBFU from universities, with which a cooperation agreement has been concluded, is paid at the expense of the University.
2.10 Host structural unit of the IKBFU:
• ensures that the invited person observes the rules of stay of foreign citizens and stateless persons on the territory of the Russian Federation (including stay in the border zone on the territory of the Kaliningrad region and territories with regulated visits for foreign citizens), as well as their timely registration with migration registration;
• bears, if necessary and in agreement with the relevant official of the University, the costs associated with the entry, residence, movement and departure of foreign citizens and stateless persons outside the Russian Federation within the time limits established by law, as well as responsibility for non-compliance of the rules of stay on the territory of the Russian Federation by the invited foreign citizens and stateless persons.

2.11 The application is not accepted for consideration by the staff of the Visa Support Centre if:
• there are violations of the requirements for the form and content of the application;
• the information specified in the application does not meet the requirements for documents for issuing an invitation (the validity period of the document proving the identity of a foreign citizen or stateless person is less than that specified in clause 2.5 of the Provision);
• there are no documents, the submission of which is stipulated by this Provision

3. Procedure for issuing single and multiple-entry visas for foreign citizens and stateless persons arriving at IKBFU as undergraduates, graduate students and course listeners

3.1 Single-entry ordinary study visas for the purpose of entry "Study", "Courses", "Postgraduate studies" are issued at the Consular offices of the Russian Federation
abroad on the basis of invitations from the IKBFU and, if necessary, extended by issuing a multiple-entry visa for "Study", "Courses", "Postgraduate studies" purposes at the Kaliningrad Regional Office of the Ministry of Internal Affairs of Russia for the period of study of a foreign citizen or a stateless person.
3.2 Single-entry ordinary study visas for "Study", "Courses", "Postgraduate study" purposes are extended by issuing multiple ordinary study visas "Study", "Courses", "Postgraduate study" at the Kaliningrad Regional Office of the Ministry of Internal Affairs of Russia.
3.3 Multiple ordinary study visas for "Study", "Postgraduate study" purposes are issued for students enrolled in full-time and part-time studies, part-time students with the right to attend classes with full-time students, as well as graduate students studying full-time.
3.4 Undergraduate and postgraduate students of the correspondence form of study stay
in IKBFU on the basis of single-entry visas issued for the period of midterm certification, preparation and defence of the final qualification work, passing the final state exams.
3.5 For the extension of a student visa at the Visa Support Centre of the IKBFU, the following documents are submitted:
• passport of a foreign citizen or stateless person (copies of all pages filled);
• migration card (copy);
• a single-entry ordinary study visa issued by the Consular Office of the Russian Federation abroad or at the Kaliningrad Regional Office of the Ministry of Internal Affairs of Russia;
• agreement with the IKBFU for the provision of paid educational services;
• receipt of payment for tuition for the current semester (for undergraduate and graduate students studying on a paid basis, as well as students of paid courses);
• 2 photos (3x4 cm, matte);
• detachable part of the notification of the arrival of a foreign citizen at the place of stay, with a registration stamp (with a valid registration);
• a copy of the medical policy of voluntary medical insurance (VMI);
• a cash order confirming payment of the state duty for actions related to entry into the Russian Federation in accordance with Article 333.28 of the Tax Code of the Russian Federation;
• a questionnaire of the established form.
3.6 Documents for visa extension are submitted to the Visa Support Centre of the IKBFU no later than 45 days before the expiration date of the visa.
3.7 Responsible employee of the Visa Support Centre of the IKBFU presents a package of documents to the Kaliningrad Regional Office of the Ministry of Internal Affairs of Russia within 1-2 weeks from the date of its receipt.
3.8 If a foreign citizen or stateless person violates the terms and procedure for submitting documents to the Visa Support Centre of the IKBFU, all the risks associated with the refusal of a visa are borne by the applicant himself.
3.9 Documents are not accepted for consideration by the staff of the Visa Support Centre of the IKBFU in cases when:
• the form and content of the questionnaire (form) do not meet the established requirements;
- the information specified in the application does not meet the requirements for documents for issuing an invitation (the validity period of the identity document of a foreign citizen or stateless person is less than that specified in clause 2.5 of the Provision);
- there are no documents, the submission of which is stipulated by this Provision.

4. The procedure for migration registration and deregistration of foreign citizens and stateless persons who arrived at the IKBFU for the purpose of "Study", "Courses", "Postgraduate studies"

4.1 Foreign citizens or stateless persons who arrived at the IKBFU, in accordance with the current legislation of the Russian Federation, are obliged to register for migration.
The structural unit that receives foreign citizens or stateless persons ensures their attendance and submission of the documents provided for by this Provision to the Visa Support Centre of the IKBFU within 1 working day from the moment a foreign citizen or a stateless person crosses the state border of the Russian Federation.
4.2 Students of Russian language courses and preparatory courses for admission to the University must submit the following documents for migration registration:
• a filled form of notification of the arrival of a foreign citizen;
• copies of all pages of the passport of a foreign citizen or stateless person;
• a migration card (a copy) for the purpose of entry – "Study", or a ticket (for citizens of the Republic of Belarus);
• a copy of the agreement with the IKBFU on the provision of paid educational services;
• a copy of the receipt of payment for tuition, or an extract from the order for enrollment in courses;
• a copy of the agreement with the IKBFU’s dormitory (first and last pages);
• copy of the medical insurance policy.
4.3 Students and postgraduates must submit the following documents for migration registration:
• a filled form of notification of the arrival of a foreign citizen;
• copies of all pages of the passport of a foreign citizen and stateless persons;
• migration card for the purpose of entry – "Study" (a copy), or a ticket (for citizens of the Republic of Belarus);
• a copy of the agreement with the IKBFU’s dormitory (first and last pages);
• a copy of the medical insurance policy.
4.4 If a foreign student is granted an academic leave, he must leave the territory of the Russian Federation within 3 days from the date of the expulsion order (for the period of the academic leave). The exceptions are cases when a foreign citizen has a temporary residence permit or a constant residence permit in the Russian Federation.
For students who do not live in the IKBFU’s dormitory:
Students living at the address of the host, i.e. to the address of the person who provided, in accordance with the legislation of the Russian Federation, a residential or other premises for actual residence to a foreign citizen or a stateless person, as well as students living in a hotel (hostel), must submit a copy of the registration within 1 working day to the Visa Support Centre of the IKBFU or send a scan of registration to e-mail: visa@kantiana.ru.
4.5 Registration must be renewed 45 days in advance.
Documents for renewal of registration:
• a filled form of notification of the arrival of a foreign citizen;
• copies of all filled pages of the passport;
• a copy and the original of migration card or a copy of the ticket for citizens of the Republic of Belarus;
• a copy of the previous registration;
• for residents of the IKBFU’s dormitories: a copy of the first and last pages of the agreement with the hostel
• copy of the medical insurance policy.
4.6 Re-registration of a foreign citizen with migration registration is mandatory in the case of:
- crossing the state border of the Russian Federation (leaving the Kaliningrad region by any means of transport);
- change of place of stay (any move: to a hotel, from one dormitory to another, to a private apartment);
- changes in personal data and / or registration of a new passport.
4.7 For the renewal of migration registration, foreign citizens or stateless persons are required to submit the documents listed in paragraphs 4.2 – 4.3. of this Provision within 1 working day from the date of the jural fact.
4.8 In case of loss or damage of a national passport, a migration card, a detachable part of the notification of arrival form, a visa, as well as obtaining a temporary residence permit / constant residence permit / citizenship of the Russian Federation, foreign citizens or stateless persons are obliged to report it to the Visa Support Centre of the IKBFU within 1 working day.
4.9 In case of unauthorized departure of a foreign citizen or a stateless person, or in case iof granting a foreign citizen or stateless person an academic leave / parental leave, the head of the University structural unit must notify the Visa Support Centre of the IKBFU within 1 working day.

4.10 Removal of a foreign citizen or stateless person from migration registration is carried out in cases of:
- departure of a foreign citizen or stateless person from the Russian Federation;
- death of a foreign citizen or a stateless person in the Russian Federation;
- coming into legal force of a court decision on recognizing a foreign citizen or stateless person who was in the Russian Federation as missing or declaring him dead;
- expulsion of a foreign student from the University;
- termination of the employment contract.
To be removed from migration registration, a foreign citizen or a stateless person must come to the Visa Support Centre of the IKBFU and submit a copy of the passport of a foreign citizen or stateless person, registration and migration card.

5. The procedure for registration of the status of a highly qualified specialist

5.1 A highly qualified specialist (hereinafter referred to as HQS) is a foreign citizen who has work experience, skills or achievements in a specific field of activity, if the conditions for attracting him to work in the Russian Federation imply receiving a salary (remuneration).
5.2 The set of documents for submission to the Ministry of Internal Affairs of Russia in the Kaliningrad region contains the following documents:
• application of the established form;
• photographs of the invited foreigner, in accordance with the requirements;
• notarized copies of registration documents of the organization;
• copies of the original labor (or other) of contract with a prescribed VHI policy for the employee and his family;
• a bond of indemnity indicating the necessity for the employer to cover the costs associated with the expulsion of the HQS from the country, if there are grounds for this;
- a receipt for payment of the state duty for hiring a foreigner (3500 rubles);
• a copy of a notarized document proving the identity of a foreign specialist;
• power of attorney for a representative;
• copy of the medical insurance policy.

5.3 The deadline for issuing a work permit for a HQS is no more than 14 working days from the date of registration with the migration department of the inviting party's application, with the attachment of all necessary documents. The deadline for the invitation – 30 working days from the date of submission of documents.

6. The procedures of registration of single and multiple-entry visas for foreign citizens and stateless persons arriving at the IKBFU for the purpose of scientific, technical or cultural cooperation

6.1 Single and multiple entry visas for the purpose of the visit "Scientific and technical ties" and "Cultural ties" are issued at the Consular offices of the Russian Federation abroad, on the basis of invitations of the IKBFU.
6.2 For persons invited to the IKBFU as scientific or academic staff members, in the case of their invitation to engage in research or teaching activities, according to state accredited educational programs of higher education, a visa "Scientific and technical cooperation" is also issued.
6.3 Visa invitations are issued in the manner prescribed by section 2 of these Regulations.

7. The procedure for extending single and multiple-entry visas for foreign citizens and stateless persons who arrived at the IKBFU as teachers and for employment

7.1 Single-entry ordinary work visas for the purpose of the visit "Teacher" and "Employment" are issued at the Consular offices of the Russian Federation on the basis of invitations to the IKBFU and are extended by issuing multiple-entry visas "Teacher" and "Employment" at the Russian MIA Administration for the Kaliningrad region.
Extension of visas is carried out for the period of conclusion of an employment contract, but not more than one year from the date of entry of a foreign citizen or stateless person into the Russian Federation.
7.2 To extend a work visa one must submit the following documents to the Visa Support Centre of the IKBFU:
• passport of a foreign citizen or stateless person;
• migration card, indicating the purpose of entry – "Employment" (copy);
• single-entry work visa issued by the Consular Office of Russia;
• a copy of the employment contract with the IKBFU;
• detachable part of the notification form of the arrival of a foreign citizen at the place of stay, with a registration stamp (with a valid registration);
• work permit for a foreign citizen or a stateless person;
• a cash order confirming payment of the state duty for actions related to entry into the Russian Federation in accordance with Art. 333.28 of the Tax Code of the Russian Federation;
• 2 photos (3x4, matte);
• a copy of the VHI policy.
7.3 Documents for visa extension are submitted to the IKBFU Visa Support Centre no later than 45 days before the expiration date of the visa.
7.4 The documents are submitted to the Russian MIA Administration for the Kaliningrad Region by the responsible officer of the IKBFU Visa Support Centre within 1-2 weeks.
7.5 In case of violation by a foreign citizen or stateless person of the deadlines for submitting documents to the Visa Support Centre of the IKBFU, the applicant himself bears the risks of visa refusal.

The documents are not accepted for consideration by the staff of the Visa Support Centre of the IKBFU in cases of:
• requirements for the form and contents of the official note are violated, and there is a discrepancy between the information specified in the official note and the information in the Provision;
• there are no documents, the submission of which is stipulated by this Provision;
• the validity period of the documents of a foreign citizen or a stateless person is less than 18 months from the date of expiry of the requested visa.

8. The procedure for migration registration and deregistration of foreign citizens and stateless persons who arrived at the IKBFU with the purposes "Employment", "Teacher", "Scientific and technical ties", "Cultural ties"

8.1 In accordance with the current legislation of the Russian Federation, foreign citizens and stateless persons who arrived at the IKBFU are obliged to register for migration.
The structural unit that receives foreign citizens or stateless persons ensures their attendance and submission of the documents provided for by this Regulation to the Visa Support Centre of the IKBFU within 1 working day from the moment a foreign citizen or stateless person crosses the state border of the Russian Federation.
8.2 Persons living in the IKBFU dormitories referred to in clause 8 of this Provision must submit the following documents for migration registration:
• a completed form of notification of the arrival of a foreign citizen;
• copies of all pages of the passport of a foreign citizen or a stateless person;
• a migration card (copy) for the purpose of entry – "Employment", or a ticket (for citizens of the Republic of Belarus);
• a copy of the employment contract;
• a copy of the agreement with the hostel (first and last pages);
• copy of the medical insurance policy.
8.3 Registration must be renewed 45 days in advance.
Documents for renewal of registration:
• a completed form of notification of the arrival of a foreign citizen;
• a copy of the passport of a foreign citizen or a stateless person (all filled pages);
• a copy + the original of the migration card / a copy of the ticket for citizens of the Republic of Belarus;
• a copy of the previous registration;
• for residents of the IKBFU dormitories: a copy of the first and last pages of the agreement with the hostel;
• labor contract;
• copy of the medical insurance policy.
8.4 Re-registration of a foreign citizen or stateless person for migration registration is mandatory in the case of:
- crossing the state border of the Russian Federation (leaving the Kaliningrad region by any means of transport);
- change of place of stay (any move: to a hotel, from one hostel to another, to a private apartment);
- changes in personal data and / or registration of a new passport.
8.5 For re-registration, foreign citizens or stateless persons are required to submit the documents listed in paragraphs. 8.2 – 8.3. of this Regulation within 1 working day from the date of the jural fact.
8.6 In case of loss or damage of a national passport, migration card, detachable part of the notification of arrival form, visa, as well as obtaining a temporary residence permit / constant residence permit / citizenship of the Russian Federation, foreign citizens and stateless persons are obliged within 1 working day report to the IKBFU Visa Support Centre.
8.7 In case of unauthorized departure of a foreign citizen or a stateless person, or on case of granting them leave / parental leave, the head of the structural unit of the University is obliged to report this fact to the Visa Support Centre of the IKBFU within 1 working day.

8.8 Removal of a foreign citizen or a stateless person from migration registration is carried out in the case of:
• departure of a foreign citizen or stateless person from the Russian Federation;
• death of a foreign citizen or a stateless person within the borders of the Russian Federation;
• coming into legal force of a court decision on recognizing a foreign citizen or stateless person who was in the Russian Federation as missing or declaring him dead;
• dismissal of a foreign worker from the University;
• termination of the employment contract.
To be removed from migration registration, a foreign citizen or stateless person must come at the Visa Support Centre of the IKBFU within 2 working days and submit copies of passport, registration and migration card.

9. The procedure for processing written applications to consulates of foreign states

9.1 In accordance with the provisions of the Agreement between the Russian Federation and the European Community on the facilitation of the issuance of visas to citizens of the Russian Federation and the European Union, the following can apply for a Schengen visa free of charge:
• teaching staff of the IKBFU;
• persons heading for study or internship;
• persons participating in scientific, cultural or creative activities, including university and other exchange programs;
• participants of youth international sports events and their accompanying persons.
9.2 To complete an appeal to the consulate, the following documents are submitted to the Visa Support Centre:
• a copy of an invitation from a scientific and / or an educational institution of a foreign state;
• a copy of the passport.
9.3 A written request is drawn up by a responsible employee of the IKBFU Visa Support Centre within 7 working days and transferred to the applicant.
9.4 Documents are not accepted for consideration in the following cases:
- absence of a complete list of documents provided for by this Regulation;
- the discrepancy between the information specified in the official note, the information in the Provisions and / or the applicant's identity documents is revealed.

10. The order of stay of foreign citizens and stateless persons who arrived at the IKBFU, in the border zone on the territory of the Kaliningrad region and the territory with a regulated visit for foreign citizens and stateless persons

10.1 In accordance with the decree of the Government of the Russian Federation of July 4, 1992 No. N 470 "On approval of the List of territories of the Russian Federation with regulated visits for foreign citizens", as well as by order of the Russia’s FSB Security Agency dated June 02, 2006. No. 238 "On the boundaries of the border zone on the territory of the Kaliningrad region", there are defined territories in the region for visiting of which foreign citizens need permission from the territorial body of the Russia’s FSB Security Agency (see Appendices No. 3, 4).
10.2 The order of visiting and the procedure for obtaining a permit to stay in such territories are determined by the requirements of the order of the FSB of Russia dated August 7, 2017. 455 "On approval of the Administrative Regulations of the FSB Security Agency of the Russian Federation for the provision of public services for the issuance of passes for the entry of persons and vehicles into the border zone, permissions for economic and business and other activities, the conduct of social, political, cultural and other activities, keeping and grazing livestock in the border zone, fishing, research, prospecting and other activities in the Russian part of the waters of border rivers, lakes and other water bodies where the border regime is established. "
10.3 If there is a necessity to visit the territory with a regulated visit for foreign citizens and stateless persons, the receiving structural unit of the IKBFU must draw up the necessary documents and coordinate them with the Visa Support Centre of the IKBFU and the Border Department of the FSB of Russia in the Kaliningrad region.
10.4 If there is a necessity to visit the territory with a regulated visit for foreign citizens and stateless persons in the Kaliningrad region, foreign citizens and stateless persons (employees and students) are obliged to notify the Foreign Student Support Service of the IKBFU about this(e-mail: international-study@kantiana.ru) 7 working days before the visit.
10.5 An application for visiting of the above territories by foreign citizens and stateless persons (employees and students) is drawn up by the responsible employee of the receiving structural unit in the form of an application on the University letterhead, signed by the rector and sealed with the official seal.
10.6 Responsibility for the stay of foreign citizens and stateless persons in the border zone on the territory of the Kaliningrad region and the territory with regulated visits for foreign citizens is borne by the receiving structural unit of the IKBFU, obliged to ensure that the invited persons comply with all the rules of stay.

11. Obligations of foreign citizens and stateless persons on the territory of the Russian Federation

All foreign citizens who arrived at the IKBFU are instructed on the observance of migration legislation during which they get acquainted with the Rules for the stay of foreign citizens on the territory of the Russian Federation. The briefing is held at the IKBFU Visa Support Centre.
A foreign citizen is obliged to:
• have an identity document, a migration card, a notification of arrival, a voluntary health insurance (VHI) covering the entire period of stay in Russia.
In accordance with paragraph 5 of Art. 27 of the Federal Law of August 15, 1996. No. 114-FZ "On leaving the Russian Federation and entering the Russian Federation", a foreign citizen or a stateless person is not allowed to enter the territory of Russia if they have not submitted a health insurance policy valid in the territory of the Russian Federation. Not having of a health insurance policy valid on the territory of the Russian Federation by a foreign citizen or stateless person constitutes an administrative offense provided for in Part 1 of Article 18.8 of the Administrative Code of the Russian Federation – violation of the rules for entering the Russian Federation.
• renew the for the VHI next year or until the end of the period of study / performance of work if the educational program or employment contract lasts more than 1 (one) year;
• comply with the Internal Curriculum Rules governing the academic schedule at the university;
• leave the Russian Federation within 3 (three) days if the temporary residence permit or the constant residence permit issued to a foreign citizen or stateless person is canceled;
• personally arrive at the Visa Support Centre for the resumption of migration registration and submit a package of documents: passport, migration card, notification of migration registration within 2 working days after returning from a trip to the Russian Federation, hotel accommodation (including in Kaliningrad region), as well as after discharge from a medical institution in which a foreign citizen underwent inpatient treatment.
• inform the Visa Support Centre and the management of your Institute about changes in the personal data, including a change in status (obtaining a temporary residence permit / constant permit in the Russian Federation, citizenship of the Russian Federation) within 1 working day day.
The University is not responsible for the migration registration of relatives and acquaintances of foreign citizens and stateless persons who came to visit them.

12. Rights of foreign citizens studying at the IKBFU

A foreign citizen or stateless person studying at the IKBFU full-time on the main educational program which has state accreditation, and who has reached the age of eighteen, has the right to work on the basis of a work permit or patent. The exception is the cases of performance of work (rendering of services) at the IKBFU during the holidays, as well as work in his free time.
Foreign citizens have the right to freedom of movement for personal and educational purposes within the Russian Federation on the basis of documents issued by them in accordance with the current legislation of the Russian Federation, with the exception of visiting territories, organizations and objects, for entry into which, in accordance with federal laws, a special resolution.
Foreign citizens and stateless persons have the right to change their place of residence without fail notifying the staff of the IKBFU Visa Support Centre.

13. Responsibility of foreign citizens and stateless persons

13.1. Foreign citizens and stateless persons staying at the IKBFU who committed an administrative offense or violation of this Provision, as well as other local regulations of the University, may be brought to administrative and / or disciplinary liability.

Disciplinary measures, in accordance with current legal norms, are applied to foreign students in the event of:

- non-fulfillment or violation of the Charter of the University;

- violation of the University internal regulations;

- violation of the Rules of Residence in the University dormitories;

* violation of the The Provision on the stay of foreign citizens and stateless persons at the IKBFU;
* violation of other local regulations on the organization and implementation of educational activities.

13.3. For the commission of a disciplinary offense, the following disciplinary measures may be applied to a University student:

- a remark;

- a reprimand;

* an expulsion.

 Appendix No. 1

**Visa invitation application form**

Анкета для оформления визового приглашения

|  |  |
| --- | --- |
| **Surname** Фамилия |  |
| **First name** Имя |  |
| **Date of birth** dd/mm/yyДата рождения дд/мм/гг |  |
| **Sex** Пол |  |
| **Nationality**Гражданство |  |
| **Country of birth, place**Страна рождения, место |  |
| **State of residence, place**Страна постоянного проживания, место |  |
| **Place of obtaining the visa**Место получения визы |  |
| **Place of work**Место работы |   |
| **Employer’s address**Рабочий адрес |  |
| **Job position**Должность |  |
| **Passport number**Номер паспорта |  |
| **Date of issue**…… .. dd/mm/yyДата выдачи дд/мм/гг |  |
| **Date of expiration** dd/mm/yyДействителен до дд/мм/гг |  |
| **Purpose of the visit**Цель визита |  |
| **Date of the visit** dd/mm/yyСроки визита дд/мм/гг |  |
| **Period of stay**Период пребывания |  |
| **Cities in Russia to visit**Города, которые собираетесь посетить в РФ |  |

***The fact of my transborder transfer of personal data to Immanuel Kant Baltic Federal University staff members shall be construed as a automatic consent for the use, transfer and storage of this data for the purpose of applying for the Russian Federation entry invitations or for visa extension, or for the purpose of other actions stipulated by the migration legislation of the Russian Federation.***

*Факт трансграничной передачи мною своих персональных данных сотрудникам БФУ им. И. Канта является автоматическим согласием на их использование, передачу и хранение с целью оформления приглашения на въезд в* Российскую Федерацию, продление визы и других действий, предусмотренных миграционным законодательством РФ.

|  |  |
| --- | --- |
| **Date**Дата  | **The Form was filled out by myself on**Форма заполнена мною лично\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/**Signature**/Подпись |

***Копия главной страницы заграничного паспорта иностранного гражданина и подтверждение с его места работы прилагаются (в формате pdf или jpeg).***

С «Положением о пребывании иностранных граждан в БФУ им. И. Канта» ознакомлен.

#### ***A copy of the main page of the foreign passport of a foreign citizen and confirmation from his place of work are attached in format PDF or JPEG.***

#### I have read the "Regulations on the stay of foreign citizens and stateless persons in the Immanuel Kant Baltic Federal University"

 «\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_ г.

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **(Должность руководителя структурного подразделения)** | **(Подпись)** | **(Ф.И.О.)** |

Appendix No. 2

Official for registration of a written appeal to the consulate of a foreign state

|  |  |
| --- | --- |
| Surname |  |
| Given name |  |
| Patronym |  |
| Date of birth dd / mm / yy |  |
| Sex |  |
| Citizenship |  |
| Country and place of birth |  |
| Place of obtaining a visa |  |
| Place of work |  |
| Work address |  |
| Position |  |
| Passport ID |  |
| Date of issue dd / mm / yy |  |
| Valid up to dd / mm / yy |  |
| Purpose of the visit |  |
| Dates of the visit dd / mm / yy |  |
| Cities you intend to visit |  |

|  |  |
| --- | --- |
| Date«\_\_\_\_»\_\_\_\_\_\_\_\_\_\_\_\_20 г. | **The Form was filled out by myself on**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ signature Full name |

#### ***A copy of the main page of the foreign passport of a foreign citizen and confirmation of their invitation are attached in format PDF or JPEG.***

#### I have read the "Regulations on the stay of foreign citizens and stateless persons in the Immanuel Kant Baltic Federal University"

«\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_ г.

Appendix No. 3

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Категория** | **Purpose of the visit** | **Visa type** | **Multiplicity and time periods** | **Period of stay** | **State duty** | **Consular fee** |
| **Invited specialist** | Scientific and technical ties / lecturing / seminars | Ordinary humanitarian visa | Single entry visa(for up to 3 months)Multiple entry visa(for up to 12 months) | Single entry for the duration of the visa90 days | For EU citizens: freeFor other citizens:800 RUB | **No** |
| **Invited****teacher** | Teaching | Ordinary work visa | Однократная (на срок до 3-х месяцев)с последующим продлением до 12 месяцев | For the entire duration of the visa | **800 RUB** | **Yes** |
| **Scientific cooperation** | Seminar/Congress/Symposium | Ordinary humanitarian visa | Single entry visa(for up to 3 months)Multiple entry visa(for up to 12 months) | Single entry for the duration of the visa90 days | For EU citizens: freeFor other citizens:800 RUB | **No** |
| **Business****cooperation** | Discussion of cooperation prospects | Ordinarybusiness visa | Single entry visa(for up to 3 months)Multiple entry visa(for up to 12 months) | Single entry for the duration of the visa90 days | For EU citizens: freeFor other citizens:800 RUB | **Yes****Yes** |
| **Student** | Education | Ordinary study visa | Single entry visa for up to 3 months, with subsequent extension up to 12 months | For the entire duration of the visa | **No** | **No** |
| **Exchange student** | Internship / Exchange education | Ordinary study visa | Single entry visa for up to 3 months, with subsequent extension up to 12 months | For the entire duration of the visa | **No** | **No** |
| **Course listener** | Russian language courses / other courses | Ordinary study visa | Single entry visa for up to 3 months, with subsequent extension up to 12 months | For the entire duration of the visa | **No** | **No** |
| **Participation in the event** | Sport / cultural activities | Ordinary humanitarian visa | Single entry visa(for up to 3 months)Multiple entry visa(for up to 12 months) | Single entry for the duration of the visa90 days | For EU citizens: freeFor other citizens:800 RUB | **No** |
| **Partnerships** | Cooperation within the framework of the concluded agreement | Ordinary humanitarian visa | Single entry visa(for up to 3 months)Multiple entry visa(for up to 12 months) | Single entry for the duration of the visa90 days | For EU citizens: freeFor other citizens:800 RUB | **No** |

Term for issuing of invitations:

For EU citizens (visa types - business and humanitarian) - up to 30 days.

For all other citizens - 45 working days