

**ADMISSION AND ENROLLMENT PROCEDURES FOR
INTERNATIONAL APPLICANTS FOR MASTER'S PROGRAMS
(English-Taught Master's Programs)**

1. Receiving an official invitation for studying.

To receive an **official invitation for studying** in Russia an applicant must submit the following supporting documents and send them to the e-mail address of the Faculty of International Education tstu04@yahoo.com :

- a scanned copy of your international passport. Your passport must be valid for at least 1.5 year (18 months) after the intended date of entry. The period of validity is calculated from August, 1 of the year of admission to Master's program;
- a scanned copy of your original degree certificate (Bachelor's degree certificate or diploma);
- a completed application form (see Application Form).

All scanned copies must be sent by e-mail to the Faculty of International Education 2.5 months (75 days) prior to the intended date of entry to Russia but not later than July, 10 of the year of admission.

If copies of the submitted documents comply with the requirements, the Faculty of International Education will prepare a set of documents for the Department of Federal Migration Service to request a formal invitation (a standard waiting period for invitation to be issued by the Department of Federal Migration Service is 1 month on receipt of all required documents).

During the waiting period you must submit by e-mail the following documents to the Faculty of International Education:

1. a scanned copy of the original certified degree (Bachelor's certificate or diploma) translated into Russian and certified by the Russian consulate;
2. a scanned copy of completion of the nostrification procedure. Nostrification is required if the Bachelor's degree certificate (diploma) is issued in a country indicated in the attached list (see Procedure of Nostrification). General guidelines for submitting applications for the nostrification procedure are detailed in Procedure of Nostrification.

Under exceptional circumstances, upon the approval of the Admissions Office, acknowledgment of documents' registration for nostrification procedure issued by the Nostrification Center can be submitted .

3. scanned copies of medical documents, including HIV (AIDS) Test Certificate and chest X-ray results
4. Please note that for formal enrollment in Master's Degree Programs you must have both original documents and translated copies certified by the Russian Consulate. A checklist for supporting documents is below:
 - a valid passport;
 - a Bachelor's degree certificate;
 - medical documents, including HIV (AIDS) Test Certificate and chest X-ray results;
5. a scanned copy of the English proficiency level certificate, in case English is not your mother tongue or the official language of the country of permanent residence.

On receipt of the formal invitation from the Federal Migration Service, the Faculty of International Education will send to you a short invitation form by e-mail.

2. Obtaining a Student Visa in the Consulate of Russia.

On receipt of the short invitation form, you must submit a printed version of the form and other required documents to the Russian Consulate to request a student visa. The period of obtaining a student visa usually takes from 3 to 20 days.

3. Arrival in Russia.

An applicant should submit a pick-up request form 7 days prior to the arrival in Russia (see Pick-up Request). The pick-up request from the airport Moscow or Tambov or the railway station in Tambov should be sent to the e-mail address (tstu04@yahoo.com) of the Faculty of International Education.

For admission to Master's programmes at TSTU an applicant should arrive in Russia before September, 25. Please note that you must enter the country at least 25 days before your entry visa issued by the Russian Consulate is expired.

Upon arrival at the airport, you must receive a Migration Card for further registration in Tambov (see Migration Card).

The pick-up service at the airport is arranged by the Faculty of International Education (transport reservation, housing arrangements). A facilitator (a lecturer of the department where an applicant is planning to study) will meet you at the airport in Moscow and arrange your accommodation in the hostel.

4. Hostel accommodation

Upon arrival in Tambov, you will be accommodated in the university hostel. An appropriate place to live is chosen by the Faculty of International Education. The facilitator who meets an applicant at the airport will provide help and support in hostel accommodation.

5. Signing a contract in the office of the Faculty of International Education.

Upon completion of the accommodation procedure, you should come with your facilitator to the office of the Faculty of International Education and submit the following documents:

- 1 an original passport;
- 2 an original education certificate (Bachelor's degree certificate or diploma);
- 3 an original medical certificate;
- 4 an original chest X-ray results;
- 5 an original HIV-test certificate;
- 6 2 color photographs (3x4 cm size);
- 7 an original document of recognition (nostrification) of foreign education in Russia (only for countries indicated in the attached list);
- 8 copies of the original documents indicated in 1-5 (certified by the Russian Consulate) and their translations into Russian (certified by the Russian Consulate).

After submitting all the required documents and completing all the forms, the staff member of the Faculty of International Education will draw up a Tuition and Accommodation Fees Payment Contract (3 copies).

6. Registration of international students in the Department of Visas and Migration

For registration in the Department of Visas and Migration the student must submit the following documents:

- an original passport;
- a migration card (to be obtained at the airport on the arrival in Russia);
- 2 color photographs (3x4 cm);
- a copy of Tuition and Accommodation Fees Payment Contract.

7. Tuition fees payment

After signing the contract, you must pay tuition fees at the university Cash Office and put a stamp confirming payment in the Finance Department of the University. A facilitator will help you to complete the payment procedure and exchange foreign currency into Russian rubles in the bank, if necessary.

Then you must submit the copies of the contract to:

- the Faculty of International Education -1 copy;
- the Admission Office – 1 copy;

You must keep 1 copy of the contract in your files.

8. Submitting documents to the Admission Office of the university

You must submit the following documents to the Admission Office of the University:

- an original passport and its translation into Russian (certified by the Russian Consulate or by notary);
- Bachelor's degree certificate or diploma and its translation into Russian (certified by the Russian Consulate or by notary);
- an original document of nostrification (only for countries indicated in the attached list);
- a copy of Tuition and Accommodation Fees Payment Contract;
- an original medical certificate and its translation into Russian (certified by the Russian Consulate or by notary);
- 4 color photographs (3x4 cm);

The facilitator will assist you in submitting the required documents to the Admission Office.

9. Interview in the chosen Master's program.

Confirmation of enrollment in Master's program.

10. The Department of Master's Programs is in charge of forming study groups and organizing the educational process.