

	Ministry of Culture of Russian Federation
	Federal State Budget Educational Institution of Higher Education «St.Petersburg State Institute of Culture»
	RULES
	OF STAY OF FOREIGN CITIZENS IN ST.PETERSBURG STATE INSTITUTE OF CULTURE
ПД-32/02-2023	

Approved by
SPbGIK order
 Of 15.08.2023
 N 653-O

SYSTEM OF QUALITY MANAGEMENT

RULES OF STAY OF FOREIGN CITIZENS IN ST.PETERSBURG STATE INSTITUTE OF CULTURE

№ 05

Version 02

Date of introduction August 15.2023

St.Petersburg

2023

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Developed by: Head of HR and Office Management Department,
Head of Military and Migration Registration Department

Completed by: Head of HR and Office Management Department,
Head of Military and Migration Registration Department

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1. General Provisions

These rules of stay of foreign citizens in Federal State Budget Educational Institution of Higher Education «St.Petersburg State Institute of Culture » (further – Rules SPbGIC, Institute) are developed to ensure compliance with the migration legislation of the Russian Federation by foreign citizens, who came to Russian Federation with referral from Ministry of Science and Higher Education of Russian Federation (further – Minobrnauki RF) and (or) by Institute invitation within the frames of educational activity implemented by SPbGIK.

1.2. These Rules are developed in accordance with the Constitution of Russian Federation, Federal Law of 29.12.2012 № 273-Ф3 “On the Education in Russian Federation”; Federal law of 25.07. 2002 № 115-Ф3 “On the legal status of foreign citizens in the Russian Federation” ; Federal Law of 15.08.1996 № 114-Ф3 “On the procedure of leaving Russian Federation and entering the Russian Federation”; Federal law of 18.07.2006 № 109-Ф3 “On migration registration of foreign citizens and stateless persons in the Russian Federation”; Decree of the Russian Federation government of 06.03.2013 N 186 06.03.2013 N 186 “On approval of the Rules for the provision of medical care to foreign citizens on the territory of the Russian Federation”; Charter of the Institute; local regulations of the institute.

1.3. Terms and definitions used in these Rules:

TERM	DEFINITION
Foreign citizen	studying persons (student, graduate student, trainee assistant, student), employee who is not a citizen of the Russian Federation, in the presence of evidence of citizenship (nationality) of a foreign state, who arrived in the Russian Federation with referral of Ministry of Education and Science of the Russian Federation and (or) by an invitation from an educational organization, (hereinafter referred to as the institute, SPbGIK)
Identity documents of a foreign citizen	Passport of a foreign citizen (further also national passport), identification card, temporary identity card of stateless person in the Russian Federation; other documents, provided for by federal law or being recognized in accordance with an international treaty of the Russian Federation as documents proving the identity of a stateless person
Visa regime of stay	Conditions (rules) for obtaining visa and special procedure for crossing the state border
Visa-free stay	Regime of relations (intergovernmental agreements) between countries, by which citizens of these states do not need obtaining visa to enter their territory
Invitation to enter Russian Federation	Document, including electronic one, which is the basis for issuing a visa or enter Russian Federation. Invitation to enter Russian Federation is issued by the federal

	executive body in charge of foreign affairs, or by the federal executive body in charge of internal affairs or its territorial body.	
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Issuing invitation to enter the Russian Federation for the purpose of studying at SPbGIK	Is issued by the internal affairs body on the basis of the institute's petition upon inclusion of a foreign citizen in the order on enrollment (on hiring)
Visa	Permission Issued (arranged - regarding the unified e-visa) by the authorized government agency to enter Russian Federation and stay in Russian Federation or transit through the territory of Russian Federation by the valid identity document of the foreign citizen or stateless person admitted by the Russian Federation in this kind.
Receiving party	<ul style="list-style-type: none"> • Person (particularly citizen of the Russian Federation, foreign citizen or stateless person permanently residing in the Russian Federation), providing to the foreign citizen housing or other kind of premises for living. • Organization where foreign citizen works or carries out other activities in accordance with the established procedure not prohibited by the legislation of the Russian Federation in case of actual residence, including temporary one, by the address of this organization or in its premises, not having address data (building).
Ordinary student visa	Ordinary student visa is issued for the period of up to 1 year to the foreign citizen entering Russian Federation in the purpose of study in educational or science organization.
Ordinary work visa	Ordinary work visa is issued to the foreign citizen entering Russian Federation in the purposes of work for the period of validity of work contract or civil contract for carrying out work (provision of services) but not more than 1 year. Foreign citizen entering Russian Federation in the purposes of work in the Russian Federation in compliance with chapters 13.2 or 13.5 of the Federal law "On the legal status of foreign citizens in the Russian Federation" and carrying out such kind of activity receives ordinary work multiple visa for the period of validity of work contract or civil contract for the

	performance of work (provision of services) but not more than 3 years of each such extension.
Ordinary humanitarian visa	Ordinary humanitarian visa is issued for the period of not more 1 year, or on the basis of reciprocity principle for the period of up to 5 years to the foreign citizen entering Russian Federation for the purpose of carrying out scientific or cultural activities.

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Extension of visa validity	<p>The period of validity of a visa during the stay of a foreign citizen in the Russian Federation can be extended if necessary - for no more than 10 days (if there are documents confirming the need for such an extension, and provided that the total period of stay of a foreign citizen in the Russian Federation does not exceed the period established by the current legislation of the Russian Federation; if it is impossible for a foreign citizen to leave the territory of the Russian Federation due to the need for his emergency treatment, serious illness or death of a close relative living in the Russian Federation - for the period necessary to take measures due to the circumstances and the departure of a foreign citizen from the Russian Federation (subject to the provision of a document confirming the existence of these circumstances); in the absence of an opportunity for a foreign citizen to leave the territory of the Russian Federation due to force majeure circumstances (extraordinary and unavoidable circumstances under the given conditions), as well as natural disasters character; in the event that it is impossible for a foreign citizen to leave the territory of the Russian Federation in connection with the introduction by the state of citizenship or permanent or predominant residence of this foreign citizen on its territory of restrictive measures (quarantine) in order to ensure the sanitary and epidemiological well-being of the population - for no more than 90 days from the possibility of repeated extension in case of acceptance of an application for a temporary residence permit in the Russian Federation or an application for a residence permit in the Russian Federation - for the period of consideration of these applications. Extension of the validity of a visa is carried out by the specified state bodies at the place of registration of a foreign citizen for migration registration at the place of stay, or at the place of his actual stay, or at the checkpoint across the state border of the Russian Federation. Extension of the</p>
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	validity of a visa is allowed while maintaining the category, type, number of permitted entries and the purpose of the trip of a foreign citizen.
Visa recovery	In case visa mechanical damage of a foreign citizen which led to the impossibility of its further use, or in case its loss visa has to be recovered after checking the grounds and confirming the fact of its issuance. Visa is recovered upon written request of a foreign citizen, or upon written petition of the organization, or citizen of the Russian Federation, or foreign citizen permanently residing in Russian Federation by whose invitation foreign citizen stay on the territory of Russian Federation.

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	If foreign citizen who has valid visa got new national passport, and old passport expired visa can be recovered in new passport upon written request of this foreign citizen or upon written petition of the organization.
Migration chart	Document containing information on entry of a foreign citizen to the Russian Federation and period of his/her temporary stay in the Russian Federation.
Migration registration of the foreign citizens and stateless persons (hereinafter referred to as migration registration)	State activities on fixing and summarizing information about foreign citizens and stateless persons and about displacement of foreign citizens and stateless persons.
registration of foreign citizens by the place of stay	Foreign citizens who are temporary staying in Russian reside, as well as those who constantly or temporary reside in Russian Federation, while staying not in their place of residence, are subject to registration at the place of stay.
temporary residence permit (TRP)	In the purposes of education TRP is issued to foreign citizens educating in state educational or state scientific organization on full-time, under bachelor's, specialist, master's and residency programs, assistantship- internships with state accreditation, or by the program for training scientific and scientific-pedagogical personnel in graduate school (adjuncture) in a state educational or state scientific organization.

	<p>TRP is issued for the duration of the training program and next 180 calendar days upon ending the study period, in case of a positive decision to issue TRP passport of a foreign citizen is stamped with appropriate stamp.</p> <p>Documents for the issuance of TRP are submitted by a foreign citizen personally or through Unified portal of state and municipal services to the migration department in which territory training takes place.</p>
residence permit	document confirming the right of a foreign citizen for residence on the territory of the Russian Federation without limitation of validity except that for stateless persons, highly qualified specialist and his family members.

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compulsory fingerprint registration and photography	<p>Foreign citizens (except that for Belorussia Republic citizens) who came to the Russian Federation for the period not more 90 days, have to pass compulsory fingerprint registration and photography:</p> <ul style="list-style-type: none"> • within 90 days from the date of entry into the Russian Federation (for those arriving in the Russian Federation after December 29, 2021) • Not later December 31,2022 (for those arriving in the Russian Federation before December 29, 2021) <p>Fingerprint registration is carried out once.</p>
Medical examination	Foreign citizens who came to the Russian Federation for a long period of time (more than 90 days) for other purposes not related to the implementation of labor activity, have to pass medical examination during 90 days from the day of entry.
Medical insurance	Foreign citizen temporarily staying in the Russian Federation have to have contract (policy) of voluntary medical insurance valid in the territory of Russian Federation, or contract for the provision of paid medical services, or compulsory health insurance policy.

2. Invitation for a foreign citizen to enter the Russian Federation.

2.1	<p>Foreign citizen should submit to the department of military and migration registration through electronic communication system of institute «Common Reception of SPbGIK” or by other available means the following documents:</p> <ul style="list-style-type: none"> • application - questionnaire form for issuing an invitation (filled out in Russian block letters) (Application); • copy of passport of a foreign citizen (all pages), the validity period of which must expire not less than 1.5 years from the date of commencement of the expected period of stay in the Russian Federation and its notarized translation into Russian (all pages) (copy or scan copy of passport should satisfy the following demands: image scale must be not less 100%, image should be clear, contrast, readable, should contain no glares, foreign objects (black and white as well as color images can be provided).
2.2	<p>After receiving an invitation in electronic form, sent to the e-mail address of the foreign citizen being invited specified in the application form, foreign citizen applies to a consular office or diplomatic mission of the Russian Federation for a visa.</p>

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	<p>Deadline for issuing an invitation is not less 60 working days beginning from the date of representing all duly submitted documents to the department of military and migration registration.</p>
2.3	<p>Foreign citizen who comes to study in the institute by the quotas of Ministry of Science and Higher Education of the Russian Federation processes study visa on the base of relevant documents of Ministry of Science and Higher Education of the Russian Federation.</p>

3. Migration Registration

№	PROCEDURE FOR A FOREIGN CITIZEN
3.1	INITIAL REGISTRATION FOR MIGRATION OF THE FOREIGN CITIZENS LIVIG IN INSTITUTE DORMITORY
3.1.1	<p>In 2 working days upon arrival to St.Petersburg and accommodation in dormitory foreign citizen should personally come to the institute military and migration registration department and presents the following documents:</p> <ul style="list-style-type: none"> • Passport of the foreign citizen • Migration chart • Detachable part of the notification form on migration registration (in case of migration registration by another address of stay before arrival to the institute);

	<ul style="list-style-type: none"> • temporary residence permit, residence permit in the Russian Federation (if available); • agreement for tenancy in the institute dormitory
3.1.2	INITIAL REGISTRATION FOR MIGRATION OF THE FOREIGN CITIZENS IN THE PLACE OF ACTUAL RESIDENCE
3.2.1	Foreign citizen have to register in the place of actual residence: <ul style="list-style-type: none"> • within 1 day from the date of settlement in a hotel or hostel; • within 7 working days upon arrival of the foreign citizen to the place of residence in the Russian Federation (upon settlement to the individual (homeowner).
3.2.2	Within 1 working day upon migration registration by the place of actual residence foreign citizen must bring to the institute department of military and migration registration the following documents: <ul style="list-style-type: none"> • passport of the foreign citizen; • migration chart; • Detachable part of the notification form on migration registration; • Temporary residence, residence permit in the Russian Federation (if available); • agreement for tenancy in the place of residence (if available), certificate for the ownership of real estate or extract from the USRN (in case foreign citizen is homeowner of dwelling)

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3.3	MIGRATION RE-REGISTRATION OF THE FOREIGN CITIZENS LIVIG IN INSTITUTE DORMITORY
3.3.1	Within 2 working days upon stay in medical organization providing medical care in a hospital or in the organization of the social care providing social services for stateless persons, stay in hotel, hostel, sanatorium, preventative clinics etc. (despite time of residence in the above organizations;) staying in dwelling which is not the address of his migration registration which is specified in detachable part of the notification form on migration registration – above 7 working days; relocation from one dormitory of institute to another one – from the moment of signing contract for rent of dwelling in dormitory of new address foreign citizen has to come to the institute department of military and migration registration and represent the following documents: <ul style="list-style-type: none"> Passport of the foreign citizen; Migration chart; Detachable part of the notification form on migration registration (in case of migration registration by another place of residence before arriving in the institute dormitory); Temporary residence, residence permit in the Russian Federation (if available); Agreement for tenancy in the institute dormitory by the new address.
3.4	EXTENSION OF MIGRATION REGISTRATION FO R THOSE WHO LIVE IN DORMITORY DUE TO REGISTRATION EXPIRY

3.4.1	Not later 50 working days before expire date of visa-free entry foreign citizen must come personally to the institute department of military and migration registration and bring the following documents: <ul style="list-style-type: none"> • passport of the foreign citizen; • migration chart; • Detachable part of the notification form on migration registration; • Temporary residence, residence permit in the Russian Federation (if available);
3.5	EXTENSION OF MIGRATION REGISTRATION AFTER VISA EXTENSION
3.5.1	Within 1 working day after obtaining new visa foreign citizen must come personally to the institute department of military and migration registration and bring the following documents: <ul style="list-style-type: none"> • passport of the foreign citizen; • migration chart; • Detachable part of the notification form on migration registration; • agreement for tenancy in the institute dormitory
3.6	MIGRATION REGISTRATION UPON DEPARTURE OF FOREIGN CITIZEN FROM THE PLACE OF RESIDENCE WITHIN TERRITORY OF THE RUSSIAN FEDERATION OR OUT OF BOUNDS OF THE RUSSIAN FEDERATION
3.6.1	Not later 1 day before departure foreign citizen must send to the department of military and migration registration and to the director of the Student Campus (in case living in dormitory) through electronic communication system of institute "Unified reception SPbGIK" the following: notification of the exact date of departure, estimated date of arrival, indicating if departure is in the territory of Russian Federation or outside borders of Russian Federation; <ul style="list-style-type: none"> • on the change of period of stay

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3.6.2	Within 2 working days upon arrival in St.-Petersburg foreign citizen must come personally to the institute department of military and migration registration and bring the following documents: <ul style="list-style-type: none"> • passport of the foreign citizen; • migration chart; • Detachable part of the notification form on migration registration (in case migration registration was made by another place of stay before arrival in St.Petersburg); • Temporary residence, residence permit in the Russian Federation (if available);
3.7	MAKING CHANGES TO THE INSTALLATION DATA OF A FOREIGN CITIZEN IN THE MIGRATION REGISTRATION OF THE INSTITUTE
3.7.1	Within 1 working day from the date of changing the installation data (family name, name, surname, date and place of birth, gender, citizenship), aim of arrival in Russian Federation, announced period of stay (residence) in the Russian Federation, requisites of passport, migration chart, visa, migration

	status (receiving temporary residence or residence permit in Russian Federation) foreign citizen shall personally come to military and migration registration department of the institute having originals of the documents.
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4. Visa

4.1	EXTENSION OF VISA
4.1.1	Not later than 2 months before expiration of validity of visa foreign citizen shall personally come to the military and migration registration department of the institute and bring the following documents: <ul style="list-style-type: none"> • passport of the foreign citizen; • migration chart; • Detachable part of the notification form on migration registration; • Temporary residence, residence permit in the Russian Federation (if available); • receipt of payment of state duty; • 1 personal photo of 3x4 (3,5x4,5) cm, black-white or color on matte paper.
4.2	VISA REINSTATEMENT
4.2.1	On the day of discovery of the fact of mechanical damage of the visa, on the day or the next day of obtaining a new national passport foreign citizen shall personally come to the department of military and migration registration of the institute and bring the following documents: <ul style="list-style-type: none"> • New passport of the foreign citizen; • Migration chart; • Detachable part of the notification form on migration registration; • receipt of payment of state duty; • 1 personal photo of 3x4 (3,5x4,5) cm, black-white or color on matte paper.
4.3	TRANSIT VISA PROCESSING

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4.3.1	Not later than 10 days before the date of visa annulment foreign citizen shall personally come to the department of military and migration registration of the institute and bring the following documents: <ul style="list-style-type: none"> • Passport of the foreign citizen; • Migration chart; • Detachable part of the notification form on migration registration • receipt of payment of state duty; • 1 personal photo of 3x4 (3,5x4,5) cm, black-white or color on matte paper
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5. OBLIGATORY FINGERPRINT REGISTRATION AND PHOTOGRAPHY

N	PROCEDURE FOR A FOREIGN CITIZEN
5.1	OBLIGATORY FINGERPRINT REGISTRATION AND PHOTOGRAPHY
5.1.1	Not later 90 days from the date of entering Russian Federation foreign citizen (except citizens of Belorussia Republic) who came to the Russian Federation

	for a period of more 90 days shall pass obligatory fingerprint registration and photography.
5.1.2	<p>Within 1 working day upon passing fingerprint registration and photography a foreign citizen shall send to the department of military and migration registration through electronic communication system of institute “Unified reception SPbGIK” the following:</p> <ul style="list-style-type: none"> • Copy of document confirming that the foreign citizen has undergone compulsory state fingerprint registration and photography

6. MEDICAL EXAMINATION

6.1	MEDICAL EXAMINATION UPON ARRIVAL
6.1.1	Not later 90 days from the date of entering Russian Federation foreign citizen (except citizens of Belorussia Republic) who came to the Russian Federation for a period of more 90 days shall pass medical examination and submit its results to the internal affairs authorities.
6.1.2	<p>Within 1 working day upon passing medical examination a foreign citizen shall send to the department of military and migration registration through electronic communication system of institute “Unified reception SPbGIK” the following:</p> <ul style="list-style-type: none"> • Copy of medical report on the absence of fact of using drugs or psychotropic substances without a doctor's prescription or new potentially dangerous psychoactive substances; • Copy of medical report on the presence (absence) of infectious diseases that pose danger to others; • Copy of a certificate on the absence of HIV infections
6.2.	ANNUAL MEDICAL REPEATED EXAMINATION
6.2.1	Not later 30 days before expiration of validity of medical documents a foreign citizen (except citizens of the Belorussia Republic) shall pass annual repeated medical examination and submit its results to the internal affairs authorities.
6.2.2	<p>Within 1 working day upon passing medical examination foreign citizen shall send to the department of military and migration registration through electronic communication system of institute “Unified reception SPbGIK” the following:</p> <ul style="list-style-type: none"> • Copy of medical report on the absence of fact of using drugs or psychotropic substances without a doctor's prescription or new potentially dangerous psychoactive substances;

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	<ul style="list-style-type: none"> • Copy of medical report on the presence (absence) of infectious diseases that pose danger to others;
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7. MEDICAL INSURANCE

N	PROCEDURE FOR A FOREIGN CITIZEN
7.1	MEDICAL INSURANCE
7.1.1	Not later 2 days from the date of arrival in the Russian Federation a foreign citizen sign voluntary health insurance contract or contract on the provision of paid medical services, or contract on compulsory medical insurance (hereinafter referred to as a medical insurance contract).
7.1.2	Within 1 working day after signing medical insurance contract a foreign citizen send to the department of military and migration department of the institute

	<p>through electronic communication system of institute “Unified reception SPbGIK” the following:</p> <ul style="list-style-type: none"> • Copy of contract (policy) of voluntary medical insurance or contract on the provision of paid medical services or contract on compulsory medical insurance
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8. OBLIGATIONS OF A FOREIGN CITIZEN

N	FOREIGN CITIZEN IS OBLIGED TO:
8.1	<p>comply with federal laws and other normative legal acts of the Russian Federation regulating among other things:</p> <ul style="list-style-type: none"> • Relations between foreign citizens on one hand and government authorities, local authorities, officials of the said authorities on the other hand, arising in connection with the stay (residence) of foreign citizens in Russian Federation and carrying out work, educational and other activities by them; • Relations arising in the process of recording relocations of foreign citizens connected with their entry to the territory of the Russian Federation when choosing and changing the place of stay or residence within the territory of Russian Federation or relocation out of territory of RF.
8.2	Follow the rules of stay of the foreign citizens in St. Petersburg State Institute of Culture;
8.3	Pass obligatory fingerprint registration and photography on time and submit copy of document confirming pass of fingerprint registration and photography to the department of military and migration registration;
8.4	Pass medical examination on time (primary and annual) and submit results to the inner affairs authorities and to the department of military and migration registration;
8.5	Sign contract of voluntary medical insurance, or contract on the provision of paid medical services, or contract on compulsory medical insurance on time (hereinafter referred to as a medical insurance contract) and submit copy to the department of military and migration registration.
	<p>Submit on time to the department of military and migration registration reliable data including the following:</p> <ul style="list-style-type: none"> • Requisites of the identity document recognized as such by the Russian Federation (name, series, number, date and place of issue, period of validity, and in case of availability – biometrical data of this document); • Type and requisites of document, confirming the right for stay (residence) in the Russian Federation;

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	<ul style="list-style-type: none"> • Family name, name, surname (last – if available), date and place of birth, gender, citizenship (partiality); • Date of registration at the last place of residence and its address, dates of registration and deregistration at previous places of residence and their addresses; • Date of registration at the last place of stay and its address, dates of registration and deregistration at previous places of residence and their addresses; <p>In relation to individual acting as host:</p>
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	<ul style="list-style-type: none"> • Family name, name, surname; • Type and requisites of the identity document (series, number, date of issue, period of validity); <p>Address of place of residence.</p>
8.6	Take timely actions to prolong or change passport in case expiration its validity, to prolong study visa and migration registration;
8.7	<p>Promptly notify department of military and migration registration, in time specified by these rules:</p> <ul style="list-style-type: none"> • On changing their migration status on the territory of the Russian Federation (receiving of temporary residence, residence permit, citizenship of the Russian Federation); • On damage, loss, theft of passport, migration card, detachable part of the form of notification of arrival of a foreign citizen or stateless person to the place of stay; • On changing of the national passport;
8.8	Retreat from the territory of the Russian Federation upon expiration or shortening of period maintained for eligible stay on the territory of the Russian Federation, upon annulling temporary residence for education or residence permit, as well as for another cases provided for by law;
8.9	Foreign citizens perform other duties provided for by legislation of the Russian Federation, Charter of SPbGIK and local regulations of SPbGIK.

9. Obligations of the foreign citizens

9.1	For violation of these Rules foreign citizens possess disciplinary responsibility in accordance with the legislation of the Russian Federation.
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10. Approval, storage and distribution, changes

10.1	Base for changes and additions to these Rules is introduction of new amendments and additions to regulatory legal acts having the force of law, changing of Charter, as well as resolutions of Scientific Council of the Institute, approved according to established order. Development, formalization, agreement, approval and making changes to these Rules are made in accordance with DP-01/01-2012 SMK of the Institute.
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Addition

APPLICATION-QUESTIONNAIRE

ON ISSUING THE INVITATION TO ENTER THE RUSSIAN FEDERATION

Aim of entry (study/courses/ employment)	
For a period of (days)	
Proposed data of entry to the Russian Federation	

Family name (with letters of Russian alphabet)	
Family name (with letters of Latin alphabet)	
Name (with letters of Russian alphabet)	
Name (with letters of Latin alphabet)	
Surname (if available) (with letters of Russian alphabet)	
Date of birth (in format DD MM YYYY (year fully))	
Gender (male/female)	
Citizenship (patriality) (if second citizenship (patriality) is available – both are indicated separated by comma)	
Previously available installation data (are indicated separated by comma)	
Family name (with letters of Russian alphabet)	
Family name (with letters of Latin alphabet)	
Name (with letters of Russian alphabet)	
Name (with letters of Latin alphabet)	
Surname (if available) (with letters of Russian alphabet)	
Date of birth (in format DD MM YYYY (year fully))	
Gender (male/female)	
State of birth (country)	
Place of birth (exact place of birth)	
State of permanent residence (country) (with letters of Russian alphabet)	
State of permanent residence (country) (with letters of Latin alphabet)	
Region of the country of residence (with letters of Russian letters)	
Region of the country of residence (with letters of Latin letters)	
Full address of residence (with letters of Russian letters)	
Full address of residence (with letters of Latin letters)	
Passport series	
Passport number	
Passport issue date (date, month, year)	
Period of validity of passport (date, month, year)	
Passport issuing authority	

Place of obtaining visa (country, city) with letters of Russian alphabet)	
Place of obtaining visa (country, city) with letters of Latin alphabet)	
Invitation mailing address (with letters of Russian alphabet)	
Invitation mailing address (with letters of Latin alphabet)	
Proposed address of stay in RF (city, district, street, house, building, flat)	
Telephone Number (with the city code)	
E-mail address	

Electronic version of application-questionnaire is sent to e-mail address of the institute

“ _____ ” _____ 20__ Signature