

**Important Information for Foreign Citizens, Arriving in the Russian Federation,**  
**According to the extracts from Federal Law № 115-FZ of July 25, 2002 “On the Legal  
Position of Foreign Citizens in the Russian Federation” and the Russian Federation  
Government Regulation № 335, adopted June 9, 2003**

1. Foreign citizens in the Russian Federation enjoy the rights and discharge the duties on a par with the citizens of the Russian Federation.
2. Within 2 days upon the arrival a foreign citizen is obliged to present to the University International Relations Office a Passport, a Migration card, a Visa, Residence documents to be registered in the Federal Migration Service (as required by the legislation of the Russian Federation). In case of violation of terms of the registration a foreign citizen is considered to be illegally staying on the territory of the country and in accordance with Russian law can be brought to administrative responsibility (a fine of 2,000 to 7,000 rubles), while the University also bears administrative responsibility for breaking the rules (a fine of 500,000 to 900,000 rubles).
3. Foreign citizens enjoy the right for free travel within the bounds of the Russian Federation for personal and business purposes on the grounds of the documents issued for them in conformity with the present Federal Law. When departing from Rostov-on-Don it is necessary to inform the University International Relations Office about the departure and return date in advance.
4. Every time after returning to Russia / Rostov-on-Don the foreign citizen within two working days must provide International Relations Office with passport and migration card for the new migration registration.
5. During the stay on the territory of the Russian Federation a foreign citizen must permanently carry the documents identifying the foreign citizen in the Russian Federation: a valid foreign citizen's Passport with a Visa, a Migration card, and a Registration Certificate.
6. If the residence location in Rostov-on-Don / Taganrog is changed, a foreign citizen must inform the University International Relations Office within 2 working days for the migration registration at the new place of residence.
7. Foreign citizens must monitor the validity period of their documents and duly make an extension, since they are personally liable for them.
8. An ordinary visa is issued to a foreign citizen, as a lecturer/ researcher, entering the Russian Federation, for a period not exceeding 90 days with the extension option by issuing a multi-entry 1-year visa. For procurement, extension or reissuance of visas it is necessary to pay the state duty: – 1,000 rubles for single entry visa extension, 1,600 rubles - for the extension of a multiple entry visa.
9. To apply for a visa extension an original passport and a copy of the employment contract must be submitted to the University International Relations Office. (The original passport is required to mark the documents' admission and to put the new visa label in the passport when ready). Within three working days the re-registration with the introduction of new visa data must be carried out.
10. A foreign citizen, who did not leave the territory of the Russian Federation upon the date of the visa expiry or did not apply for its extension, can be brought to administrative responsibility (money penalty amounting for 2,000 up to 5,000 rubles) up to and including deportation from the Russian Federation and the sequential 5-year exclusion.

*I am aware of the general issues of the legislation of the RF on staying in Russia:*

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*Signature, Date*