



# Ural State Mining University

## INTERNATIONAL STUDENT'S GUIDE





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### International Student's Guide

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## Ekaterinburg arrival checklist

### Before you arrive:

- Make sure to take with you all the documents necessary:
- 1. Diploma or school certificate, supplement for diploma/certificate (list with grades);
- 2. Make sure to check prior to departure if legalization of the documents at the consulate of the Russian Federation in your country is required, if you are unsure – ask UrSMU International department;
- 3. If the legalization of the education documents in your country implies presence of apostille, make sure to also take it with you;
- 4. If translating the documents at the consulate and/or notarizing it there, make sure **to not** file the original to the translation (We recommend to make all the translations upon arrival);
- 5. Do not forget to make the legalization of documents on education in the Ministry of Foreign Affairs of your country, as well as in the consular office of the Russian Federation in your country, if required;
- 6. Make sure that 2 stamps of the consulate are present: official round stamp and a rectangular one (usually includes date and registration number).

**! Failing to properly prepare your documents or forgetting them at home will cause you to fail to enroll and you will have to go back to your country!**

- Bring 6 photos of 3x4 format;
- Dress appropriately, check the weather before arrival, it might be cold, so don't wear sandals;
- Make sure to take enough money with you – you are coming to study, not to work!



## Migration Card

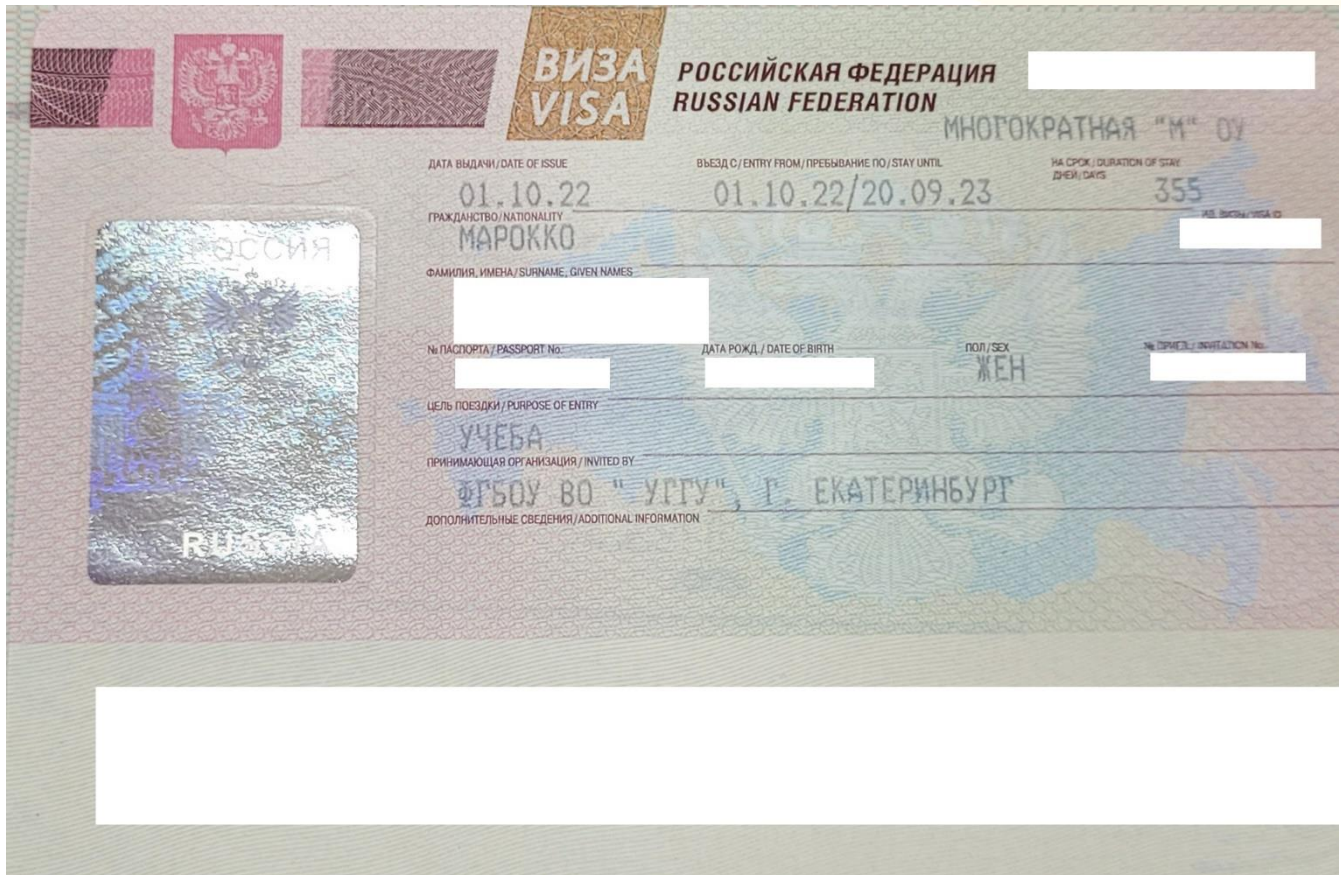
- Necessary for all international students (Except the citizens of the Republic of Belarus);
- Issued free of charge upon every entry to the Russian Federation at official border crossings;
- Necessary for legally staying in the Russian Federation;
- When your migration card is issued, check that all information is correct, e.g., that the purpose of your visit is «Education». If you are already on the territory of the Russian Federation and the purpose of the visit isn't studying – you will have to cross the border and have new migration card issued to you.

"Б" (Выезд/Departure)	
Российская Федерация/ Russian Federation	
Республика Беларусь/ Republic of Belarus	
Миграционная карта Migration Card	Серия/ Serial 40 12 № 305784
Фамилия/Surname (Family name)	А Х М Е Д О В A K H M E D O V
Имя/Given name(s)	
Отчество/Patronymic	
Дата рождения/Date of birth	Пол/Sex
День/Day	Муж./Male <input checked="" type="checkbox"/>
Месяц/Month	Жен./Female <input type="checkbox"/>
Год/Year	Гражданство/Nationality
0 8 0 3 1 9 9	УЗБЕКИСТАН
Документ, удостоверяющий личность/ Passport or other ID	Номер визы/Visa number:
4 1 7	
Цель визита (нужное подчеркнуть)/ Purpose of travel (to be underlined):	Сведения о приглашающей стороне (наименование юридического лица, фамилия, имя, (отчество) физического лица), населенный пункт/Name of host person or company, locality:
<u>Учёба/Education</u> Работа/Employment, частный/Private, Транзит/Transit	РФ
Срок пребывания/Duration of stay:	Подпись/Signature:
С/From: 10.11.2013	До/To: 07.02.2014
Служебные отметки/For official use only	
Въезд в Российскую Федерацию/ Республику Беларусь/ Date of arrival in the Russian Federation/Republic of Belarus	Выезд из Российской Федерации/ Республики Беларусь/ Date of departure from the Russian Federation/Republic of Belarus
Пулково	267



## Visa

- Necessary for all international students whose country of origin doesn't have visa-free space with Russian Federation;
- An initial visa is issued by a consular services or Russian Visa Centre in your main country of residency (single-entry); this visa does not exceed 90 days;
- Necessary for legally entering and living in the Russian Federation;
- Must be extended 45 days before the date of expiration.



## Initial Migration Registration

- Obligatory for all foreigners in Russia;
- Necessary for legal residency in the Russian Federation;
- You must get registered every time you enter the Russian Federation or change your actual place of residence;
- We recommend submitting your documents for migration registration on the following working day after your arrival or the date when you actually change residence;

Procedures for getting registered at your place of residence:



- Living in a dormitory: students – contact international department;
- Living in a rented apartment – contact your landlord, get solicitation from UrSMU International department beforehand;

- Staying in a hotel or hostel – contact the hotel administrator.

**The migration registration is free of charge!**

Recommended(trusted) hostels: Pushkin Street, 2 (Пушкина, 2)  
<https://hostel-ekaterinburg.ru> 500 rub per night.



Be prepared to spend at least 3 days in hostel, because for accommodation in the dormitory all the medical results are required, which takes time.

### Migration Registration after Changing Place of Residence in Russia

- All hotels and hostels in the Russian Federation are legally mandated to officially register foreign guests, even if they are staying for just one night. As such, if you stay in a hotel or hostel, your registration at a dormitory or privately rented apartment will be automatically cancelled. Upon returning, you will need to get registered again;
- If you require hospitalization, certain medical institutions will register you there as your temporary place of residence. Prior to signing out of the hospital, confirm with its staff whether you have been registered there – you should be provided with a new registration slip. After being discharged, you will need to get registered again at your subsequent place of residence;
- **Always** carry the originals of your migration documents on you at all times: passport, migration card, registration notification, and fingerprinting confirmation card;
- You **must** live at the place of your registration.

Настоящим подтверждается, что \_\_\_\_\_

Фамилия С М И Т

Имя Д Ж О Н

Отчество

Гражданство, подданство С Ш А

Дата рождения: число 0 1 месяц 0 4 год 1 9 6 0 Пол: Мужской  Женский

Документ, удостоверяющий личность: Вид П А С П О Р Т Серия \_\_\_\_\_ № 1 0 2 9 3 8 4 7 5

в установленном порядке уведомил о прибытии в место пребывания по адресу:

Область, край, республика, АО \_\_\_\_\_

Район \_\_\_\_\_

Город или населенный пункт М О С К В А

Улица М А Р О С Е Й К А

Дом \_\_\_\_\_ Корпус \_\_\_\_\_ Строение \_\_\_\_\_ Квартира \_\_\_\_\_ 7

Срок пребывания до: число 3 0 месяц 0 6 год 2 0 0 7

ОТРЫВНАЯ ЧАСТЬ К БЛАНКУ УВЕДОМЛЕНИЯ  
О ПРИБЫТИИ ИНОСТРАННОГО ГРАЖДАНИНА В МЕСТО ПРЕБЫВАНИЯ



## Ekaterinburg arrival checklist

### Extending your registration

#### For Visa-holders:

- Your visa may be extended for a maximum of one calendar year; further, it is necessary to extend a student visa each year until the end of your studies;
- Submit documents to extend your student visa no earlier than three months but no later than 45 calendar days prior to the date when the initial visa expires;
- For consultations on visa extensions, please contact the URSMU Visa and Registration Office;
- The state fee to extend your visa is 1600 rubles;
- The results of the HIV test must be provided to extend the visa;
- After receiving your new visa, you have only three working days to submit documents for migration registration.

**! IF you fail to make the procedure in time you will have to leave Russia before the expiration date of visa and request a new invitation from UrSMU International department.**

**! Failing to leave Russia in time will result in administrative fine and restrictions for entering Russia might be implemented.**

#### For persons residing in Russia visa free:

- Migration registration may be extended for a maximum of one calendar year during the course of your studies and shall expire along with the validity of your passport;
- Submission of documents to extend registration for student's from visa-free countries should take place no earlier than three months, and no later than 25 working days before the expiry of their initial migration registration;
- If you are from a visa-free country, to extend your registration you will need to receive a petition from URSMU University. Applications will be processed over a period of three days; after which you will receive a notification that it is ready by e-mail.

**! Failing to make procedure in time will result in administrative fine and restrictions for entering Russia might be implemented.**

Copies of all above mentioned documents must be provided to the UrSMU International department.



## Medical examinations, fingerprinting and official photographing

Owing to amendments to Federal Law “On the Legal Status of Foreign Persons in the Russian Federation” international students arriving in Russian for a period of more than 90 days must undergo a medical examination, fingerprinting and official photographing.

**! Failing to make procedure in time will result in administrative fine and the student is to leave Russia within 10 days. Other entry restrictions might be implemented.**



Who are exempt from the new procedures?

- Citizens of the Republic of Belarus;
- Persons with dual citizenship, one of which is Russian citizenship;
- Foreign citizens who hold temporary or permanent residency permits (RVP or VNZh) - we request that you inform the University by providing scanned copies of these documents to UrSMU International department;
- These procedures are obligatory for all international students (with the exception of the abovementioned categories) staying in the Russian Federation for more than **90 days**;
- Undergoing these procedures and receiving the respective documentations may take **up to three weeks**. As such, we recommend starting the process as a soon as possible (i.e., immediately upon arriving in the Russian Federation);
- Persons who do not undergo such procedures or fail to engage in them within 90 days of their arrival may be subject to the following sanctions: an administrative fine and/or reduction in the time of their stay in Russia(deportation).





### Step-by-step instructions for the new procedures:

1. Complete medical commission on the following hospital: Syromolotova Street, 19 (СЫРОМОЛОТОВА, 19), tel. +7-343-347-37-62, room №106 from 8 AM until 12:30 PM;
2. Provide the results of the medical commission to the UrSMU International department (room 2034);
3. Make Voluntary medical insurance;
4. Pass the procedure of the fingerprinting and official photographing by the following address: Department of Migration of Police Station No. 5 of the Department of the Ministry of the Internal Affairs (ОБМ ОП № 5 УМВД) – Frunze Street, 20 (Фрунзе, 20), room № 4 tel.: +7-343-294-16-01; working hours – Mon., Tue., Thu., Fri., from 9 AM till 10 AM; Wed.: from 11 AM till 12 PM. Or on Sulimova Street, 46 (СУЛИМОВА, 46), for 1500 rubles: working hours Mon-Fri from 9 AM till 5 PM (For this one you need to have the translation of the passport);
5. Provide the plastic card received to the UrSMU International department.

### Voluntary medical insurance for international students

- Voluntary medical insurance is a type of personal insurance policy, allowing its holder to visit a medical institution in Russia and receive qualified medical assistance;
- As of Federal law «ФЗ-114», «ФЗ-115», a voluntary medical insurance policy is one of the **obligatory** documents for international students, as it confirms their right to reside in the Russian Federation; every international student arriving in Russia must acquire a policy for the entire period of their stay;
- Medical policies should be acquired within 1 week from the entry in the Russian Federation;
- **Important!** Disciplinary measures, as per the University's internal bylaws, may be applied in regards to international students who fail to acquire a medical insurance policy.



## Student documents

### Student ID

- Required for all students;
- Issued by your programme's study office (See the contacts tab below);
- Confirms student status for receiving remaining documents and student benefits;
- If you have lost your student ID, you can request a replacement from the study office (Fine might be implemented).

### E-Pass

- Allows you access to all URSMU buildings;
- Only issued upon presenting your student ID or a notification from your study office or the order for moving into dormitory. Issued in the first building at security office («Управление безопасности»).

## Student dormitories

URSMU University's dormitory system is a network of buildings, providing comfortable residence for students;

General administration of dormitories, as well as the distribution and check-in of students, is the responsibility of the URSMU Office for Dormitory, located on the 8<sup>th</sup> of March street, 82.

### Before check in:

1<sup>st</sup> year students:

1. Get certificate 086-y at Belinskogo Street, 86 (Белинского 86), procedure is paid by the student (For CIS student the same certificate from their country of origin is valid);
2. Get medical check-up for pediculosis at Rozy Luksenburg Street, 54/2 (Розы Люксембург, 54/2);
3. Pay for the dormitory at Khokhryakova Street, 85 (улица Хохрякова, 85), in the hall of the 1st floor of the 3rd educational building from 9 AM till 4 PM.
4. Get special order from 8<sup>th</sup> of March Street, 82, 1<sup>st</sup> floor (building B);
5. Pass all the medical certificates received to the university's doctor at 8<sup>th</sup> of March Street 82, 1<sup>st</sup> floor (building A);
6. Bring all the documents necessary for the migration registration to the UrSMU International department (Migration card, Registration of the current place of staying, Passport, Order);



7. Get voluntary medical insurance;
  8. Move in to the assigned dormitory;
  9. Get E-pass.
- 2<sup>nd</sup> year students need to undergo the procedure again except the first and last steps (just get the fresh X-ray and pediculosis results);
  - Students for a program «Russian as a foreign language» pass the same steps except 1<sup>st</sup> step is to pass a medical commission at Syromolotova Street, 19 or Yasnaya Street, 46 (described previously).

### **Accommodation rules:**

1. The entry is allowed from 6 AM till 1 AM;
  2. Respect other residents and dormitory personnel;
  3. Maintain cleanliness of your room and common space;
  4. Dispose of garbage and waste in specially designated containers;
  5. Carefully and with respect treat common property;
  6. Do not eat food in beds;
  7. Smoking, consumption of alcoholic beverages and use of narcotic substances are strictly forbidden in dormitories;
  8. Observe silence between 11PM and 8AM;
  9. It is forbidden to give your pass card to another person;
  10. It is forbidden to move into one room from another;
  11. It is forbidden to move common property or the property of other students from one room to another;
  12. It is forbidden to place property or personal belongings in the corridors;
  13. It is forbidden to change or add additional locks to the room's door;
  14. It is forbidden to use sources of open fire;
  15. It is forbidden to get or to bring pets or any other animals.
- ! Breaking the rules may cause eviction from the dormitory and/or compensation for damaged property.**



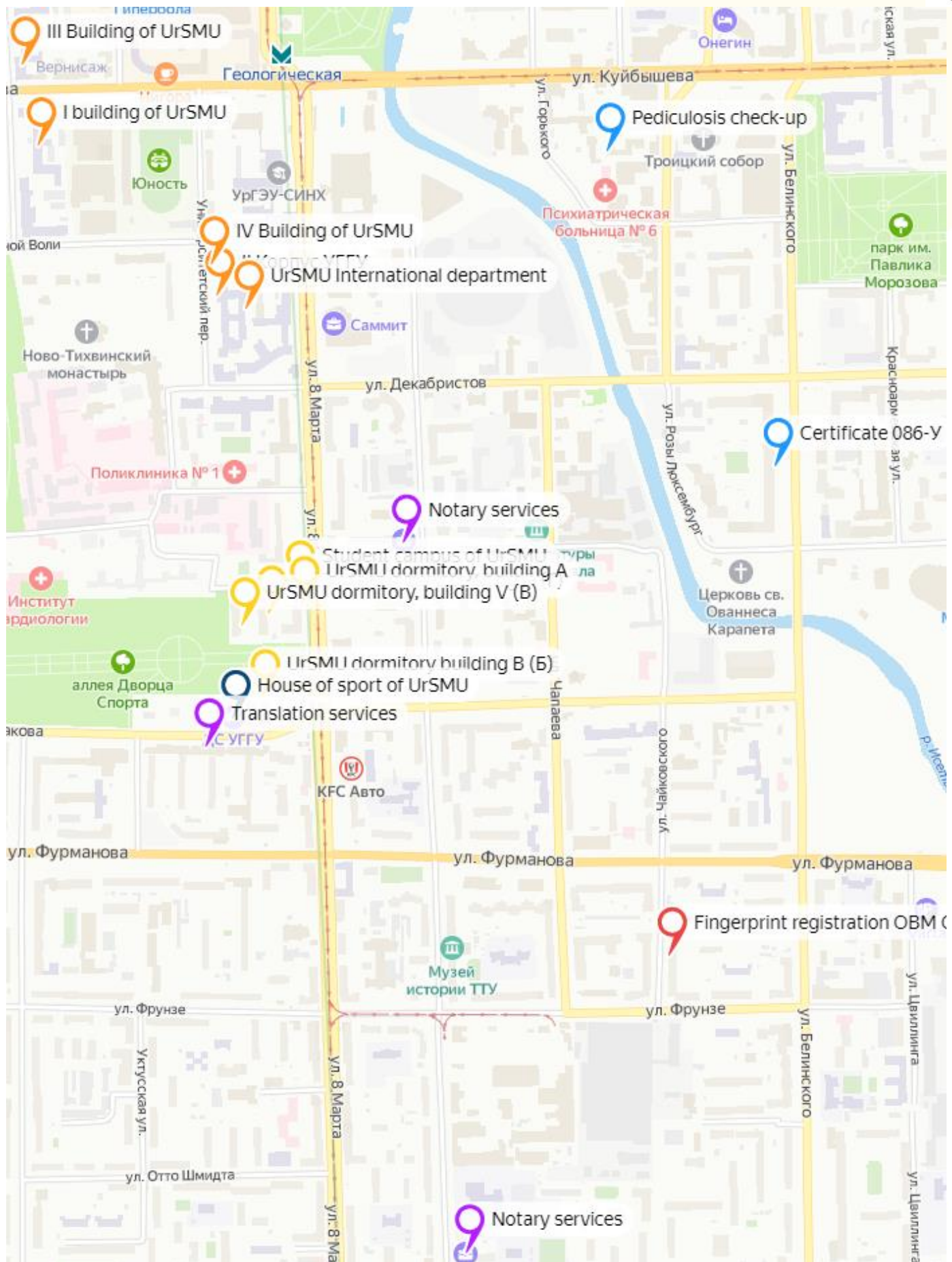
## URSMU university infrastructure

- I Building (University administration, Faculty of Mining and mechanical engineering, Faculty of municipal economy) – Kuybisheva Street 30 (Улица Куйбышева, 30).
- II Building (Faculty of mining and technology, International department) – University Lane 9 (Университетский переулок, 9).
- III Building (Faculty of Geology and Geophysics, University's cash register) – Khokhryakova Street 85 (улица Хохрякова, 85).
- IV Building (Faculty of engineering and Economics, Faculty of world economy and business) – University Lane 7 (Университетский переулок, 7).
- The house of Sports – 8<sup>th</sup> of March Street 84А (улица 8 Марта, 84А).
- Student Dormitory Building А – 8<sup>th</sup> of March Street 82 (улица 8 Марта, 82).
- Student Dormitory Building В (Б) – 8<sup>th</sup> of March Street 84 (улица 8 Марта, 84).
- Student Dormitory Building G (Г) – 8<sup>th</sup> of March Street 82В (улица 8 Марта, 82Б).
- Student Dormitory Building D (Д) – Lenina Lane 54/6 (Проспект Ленина 54/6).



Link for the map: [yandex.ru/maps/](https://yandex.ru/maps/) ; or scan the code:







## Everyday safety

### Safety at URSMU university

Pass system and campus security:

- Access to campus building require e-passes;
- If you feel you are unsafe while on campus, immediately go to the nearest security post;
- All URSMU campuses are monitored 24/7 by its professional security services.

Medical assistance:

- If you need immediate medical assistance, phone Russia's emergency number 112 (calls are free of charge, the service is free of charge if you have medical policy);
- Contact your insurance company about medical issues or paid urban clinics in Ekaterinburg;
- You must have a valid insurance policy to receive qualified medical assistance;
- Acquire medical insurance;
- First aid post is located at 8<sup>th</sup> of March Street 82, 1<sup>st</sup> floor (building A), where you can receive immediate medical assistance;
- All URSMU buildings are also equipped with sanitary stations with first aid kits.
- Only consume food and beverages that you are sure about;
- regard unknown products with caution;
- Do not drink water from the tap; boil or filter your water, or use a bottled water delivery service;
- Always bear in mind climate conditions; dress appropriately.

## Life in Ekaterinburg

### Getting the documents translated:

To properly use the service, you need to get translation of your passport (1<sup>st</sup> page) and notarize it:

We recommend to go to Bolshakova Street, 99A (Большакова, 99А),

Office 6, +7-982-727-00-70, From 9 AM till 6 PM

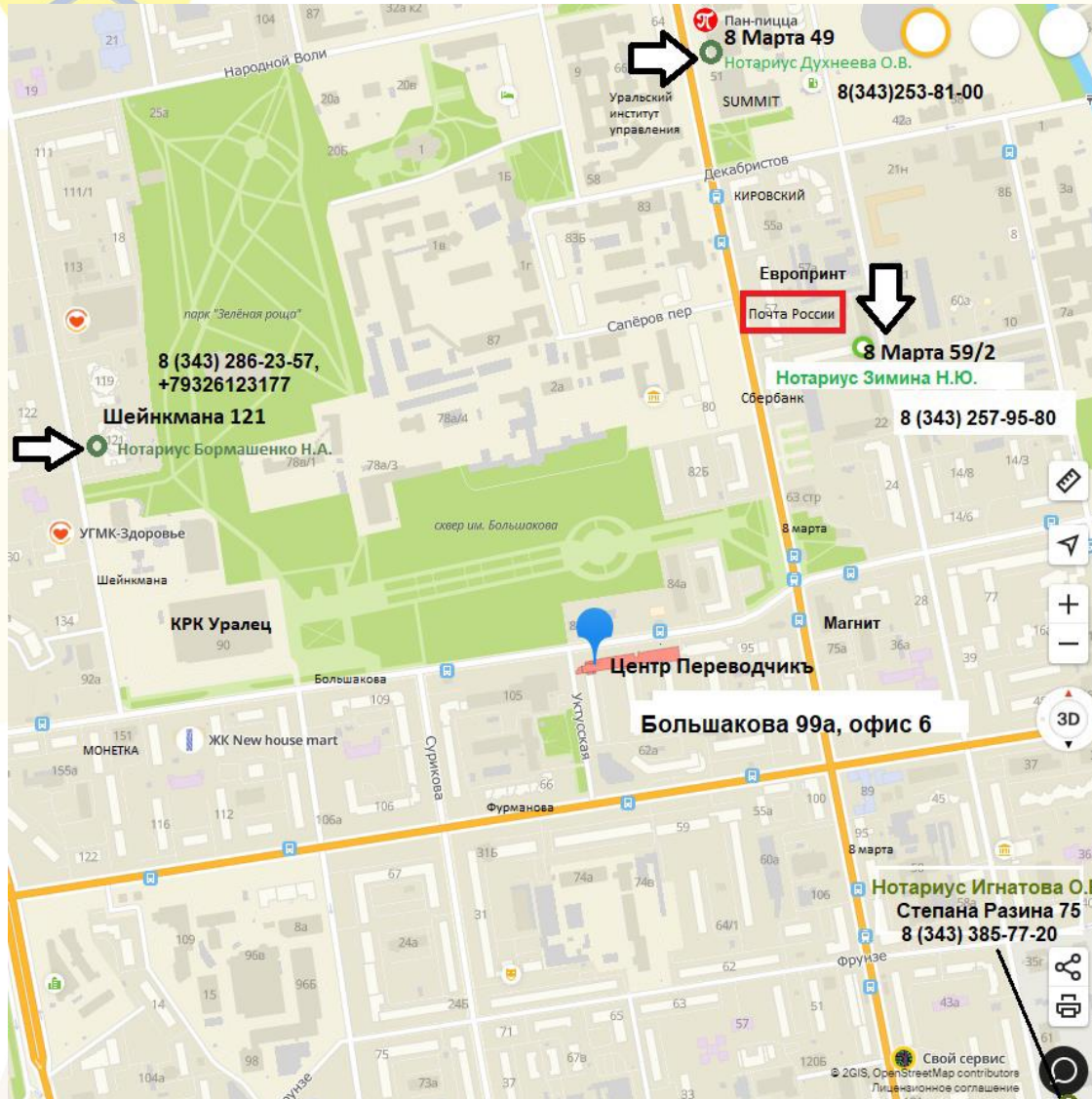


Please, translate other documents as well if translation is needed (Diploma or school certificate, supplement for diploma/certificate (list with grades); Apostille if present).



When making the translation, if you are the holder of the visa, **make sure** to show it to the translator so it is the same in visa and in translation.

Make sure that translator or notary **DO NOT** file the original of your document to the translation, but it's copy.



### Cellular communication:

Cellular and online services can cost between 300 to 1000 RUB a month.

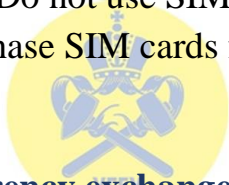
Leading cellular operators in Ekaterinburg:

- Tele2 ([Tele2.ru](http://Tele2.ru));
- Beeline ([Beeline.ru](http://Beeline.ru));
- Megafon ([Megafon.ru](http://Megafon.ru));
- MTS ([Mts.ru](http://Mts.ru));



- Yota ([Yota.ru](http://Yota.ru)).

Do not use SIM card sold in underground passages or near Metro entrances, only purchase SIM cards from official cellular outlets.



### **Currency exchange and getting bank card:**

We recommend taking cash funds for your time in Russia.

In Ekaterinburg airport, as well as in the city itself, you can find currency exchange offices, where you can change foreign currency for Russian roubles (usually USD or EUR).

Major banks:

- Sberbank;
- Gazprombank;
- VTB;
- Alfa Bank.

**Do note** that you need notarized translation of your passport, registration and migration card in order to get a bank card.

### **Public transport:**

#### **Metro**

Hours of operation: every day, from 6.00am till 12am;

Payment: with any transport card (E-card), or your bank card;

- Follow the safety rules of the Ekaterinburg Metro:
- Watch out for your belongings and pockets, especially during rush hour;
- While on escalators, keep to the right side facing forward;
- you can ascend or descend on the left side, holding onto to railing;
- At metro stations: do not stand at the edge of the platform; after your train stops, stand clear of the doors so that passengers can enter and exit;
- While riding in metro cars, don't lie against doors or try to open them while in transit; try not to block the movement of other passengers boarding or leaving the metro car; do not place your bags on seats; hold onto the handles when the train is moving;
- Use the emergency intercom to report emergencies to the metro operator.





## Street Transport

Ekaterinburg's urban transportation system uses buses, electric buses and trams;

- Hours of operation: every day, 6am till the late evening;
- Transport payment: with E-card, or with your bank card;

## Taxis

We highly recommend only using official taxi services. This guarantees safety and quality services. Private or unofficial car services may be unsafe.

The following services are recommended:

- Yandex GO;
- Uber;
- Citimobil;
- Vezet.

We also recommend using official taxi apps to order rides effectively and quickly.

## Useful apps

- «Yandex.Maps» – online maps, transport timetable and location;
- «2GIS» – offline maps;
- «Google Translate» – Translator (make sure to download language pack for offline translation);
- «Microsoft.Teams» – The app for online meetings and classes.



## Contacts:

- **International department:**

Head of the department – Evgenia Dakhieva, room 2034 (2<sup>nd</sup> study building).

Tel.: +7-343-283-04-30;

<https://www.ursmu.ru> – Russian website;

[https://vk.com/ursmu\\_ru](https://vk.com/ursmu_ru) – official VK group;

<https://en.ursmu.ru/#close> – English website.

- **Migration questions** (visa extension, registration) – Natalya Yurevna

Tel.: +7-912-271-57-51; E-mail: [kornat\\_2000@mail.ru](mailto:kornat_2000@mail.ru)

Please, contact only during working hours – 8:30 AM to 17:00 PM.

- **Mining-technology faculty** (II building, room 2102)

Tel.: +7-343-283-04-00; E-mail: [gtf.dep@m.ursmu.ru](mailto:gtf.dep@m.ursmu.ru);

- **Mining-mechanical faculty** (I building, room 1230)

Tel.: +7-343-283-09-57; E-mail: [gmf.dek@ursmu.ru](mailto:gmf.dek@ursmu.ru);

- **Faculty of engineering and economics** (IV building, room 4315)

Tel.: +7-343-283-06-41; E-mail: [ief@m.ursmu.ru](mailto:ief@m.ursmu.ru);

- **Faculty of geology and geophysics** (III building, room 3227)

Tel.: +7-343-283-05-65; E-mail: [igg@ursmu.ru](mailto:igg@ursmu.ru);

- **Department of master and training of higher staff qualifications** (III building, room 3143); Tel.: +7-343-283-05-45; E-mail: [magistr@m.ursmu.ru](mailto:magistr@m.ursmu.ru).

## How to find appropriate room?

The room number consists of 4 digits:

1 – The first number is the number of the studying building 1-4;

2 – The second number is the floor on which the room is on;

34 – The last 2 digits are the room number.

E.g.: Room 2324 is located in the second building on the third floor.