

THE RULES of Stay at the UdsU for Foreign Citizens and Stateless Persons.

1. General Provisions

1. 1. The present rules are made up in compliance with:

- the federal law “On legal status of foreign citizens in the RF” #115-FL of July, 25 2002;
- the federal law “On migration registration of foreign citizens and stateless persons in the RF” #109-Fl of July, 18 2006;
- the federal law “On alterations into tax code and several acts of law” # 203 of July, 23 2013;
- the government regulation of the Russian Federation “On order of migration registration of foreign citizens and stateless persons in the RF” #9 of January,15 2007
- the federal law “On obligatory health insurance in RF” of November, 29 2010;
- code Of Administrative Offences Of The Russian Federation;
- the rules of enrolment and study for foreign students and stateless persons at the UdsU;
- the rules of internal regulations at the UDSU of December, 03 2013;

1.2. A foreign citizen must:

1.2.1. Attend(give) classes in accordance with an educational timetable, arrive at the fixed time for passing traineeship.

1.2.2. Get theoretical and practical skills in chosen specialization, make all kinds of tasks in time according to a curriculum and educational programme, seek to fulfill task successfully.

1.2.3. Keep the rules of Stay at the UdsU for Foreign Citizens and Stateless Persons, keep the rules of internal regulations, demands of the Statue of the UdsU and other local acts; accepted standard of conduct, in particular, show regard for professors and staff of the University.

2. Legal Status of Foreign Citizens and Stateless Persons Coming to the UdsU

2.1. Procedure of Migration Registration at the Place of Stay.

2.1.1. A foreign citizen or a stateless person arrived in the Russian Federation (RF) must be registered at the place of stay (hereinafter referred to as migration registration) during 7 working days from the day of the arrival in the place of stay.

The Reason for migration registration is:

- the fact of arriving in the RF;

2.1.2. Migration registration of the foreign citizen, who arrived in the RF to study or teach at the UdsU, is fulfilled through the UdsU International Relations Office (hereinafter referred to as UdsU IRO) in local migration offices at the place of stay.

2.1.3. Migration registration is fulfilled with the following documents:

- Identity card (documents, identifying the personality of foreign citizen in the RF, are passport of the foreign citizen or another document, established by the federal law or assumed in compliance with the international contract of the RF as a document identifying the personality of foreign citizen);
- Migration card, which has a mark of the border control about the date of arrival in the RF;
- Visa (in case of visa regime);
- the international certificate on AIDS (for those who stay on the territory of the Russian Federation for more than 90 days)
- 1 photo (for those who stay on the territory of the Russian Federation for more than 90 days)
- Valid health insurance

2.1.4. Confirmation of the migration registration of the foreign citizen in the Udmurt Federal Migration Service in the Udmurt Republic is an indented part of notification of his/her arrival with a mark of local migration office (herein after referred to as indented part of notification).

2.1.5. Migration registration of the foreign citizen, who has lost the documents with which he/she arrived in the RF during the temporary residence in the RF, is not fulfilled. In this case the foreign citizen must leave the RF in not later than 10 days from the day of getting temporary document given after writing a notice on the loss of the documents.

2.2. The procedure of Foreign Citizens and Stateless Persons' registration prolongation.

2.2.1. Visa extending for the foreign citizen, who arrived in the Russian Federation in purpose of study at educational institution by ordinary educational visa or in purpose of labour activity realization by ordinary working visa, is fulfilled through making a multi visa for a period of contract validity but no more than for a year for each following visa.

2.2.2. For visa extending in IRO Foreign citizen should provide following documents such as:

- visa application form;
- valid foreign passport;
- valid visa;
- indented part of notification;
- the receipt of state due payment for multiple crossing of the State border of the RF in accordance with legislation of the RF;
- 1 photo, 3x4 size (black-and-white ones or colour ones made on mat paper).

3. Conditions on the participation of foreign citizens and stateless persons in labour relations

3.1. A foreign citizen has the right to fulfill labour activity only with a proper permission issued by the Federal Migration Service in the Udmurt Republic. This rule does not apply to the foreign citizens who:

- a) study in the RF at educational establishments of professional education and fulfill work (services) during holidays;
- b) study at the RF educational establishments of professional education and work in their free time as teacher assistants in educational institutions where they study;
- c) are invited to the Russian Federation as professors for lecturing at educational institutions.

4. Federal migration law responsibility

4.1. A foreign citizen, staying at the UdSU (student, trainee, professor), intending to leave Izhevsk for personal affairs, must come to UdSU IRO (1 building of UdSU, 238 office) and fill in the an application form in the name of the Head of IRO with an indication of the date and purpose of leaving. The application form should be coordinated with the faculty where the foreign citizen studies or works.

4.2. On return to Izhevsk at the day of arrival, in exceptional circumstances by 10.00 am. the next day, the foreign citizen must come to UdSU IRO for migration registration. The foreign citizen should provide following documents such as:

- Passport,
- Visa,
- migration card,
- indented part of notification of the registration received outside of Izhevsk.

4.3. In case of stay of the foreign citizen in a hospital, the foreign citizen must inform the Head of IRO in advance or in the day of being taken to hospital by writing application in his name. In the day of release from medical institution or the next working day the foreign citizen must come to UdSU IRO for migration registration.

4.4. A foreign citizen, recorded at the place of stay in Izhevsk, who intends to change his/her place of stay, must come to UdSU IRO and fill in the application form in the name of the Head of IRO.

4.5. A foreign citizen must inform UdSU IRO in due time about alterations referring to migration registration (a change of place of stay, documents, identifying the personality; getting residence permit; getting registration certificate; getting the RF nationality; change of surname; getting a new migration card and etc.). In this case the indented part of migration registration should be submitted with a personal form in IRO for annulment of migration registration and following migration registration with the changed information.

4.6. In case of unintentional spoiling or losing of the migration card during stay in the RF, the foreign citizen must come to UdSU IRO and fill in the application form. The foreign citizen must apply to the Federal Migration Service in the Udmurt Republic with the form and the document, identifying the personality of the

foreign citizen, for getting a duplicate of the migration card.

4.7. The last day of staying in the RF is the day indicated at the notification of migration registration in the Federal Migration Service of the RF in the Udmurt Republic. This day the foreign citizen must cross the State border of the RF through a check point.

4.8. In case of the period of stay in the RF reduction (because of violation of the rules of residence by the foreign citizen in the RF, sending down from the UdSU, etc.), the foreign citizen must leave the RF during 3 days. The foreign citizen, who violates this responsibility, is deported in accordance with the RF legislation.

5. Responsibility for Law Violation by the Foreign Citizens or Stateless Persons

5.1. The foreign citizen, who has violated the RF law, must be called to account in accordance with the RF law.

5.2. The following administrative penalties can be enforced for administrative violations:

- warning;
- administrative fine;
- administrative deportation from the RF.

5.3. The foreign citizen, who has violated the Statue of UdSU, internal regulations and other local acts of UdSU, bears discipline responsibility up to sending down from the University.