



UdSU Fact Sheet for International Students

Academic Year 2018-2019

University	full name	Federal State Budgetary Educational Institution of Higher Education "Udmurt State University"
	acronym	UdSU
Home page address:		http://udsu.ru/
Webpage for International Students:		http://udsu.ru/English/Admissions
Webpage for exchange students:		http://udsu.ru/English/Study/Exchange-Credit-Mobility-Programmes/Student-Exchange-Program

University's responsible areas for student exchange:

International and Public Relations Office		
Head of International and Public Relations Office	Ms Maria Beznosova	Phone +7 3412 917 357 E-mail: mariv@uni.udm.ru
International Exchange Services		
Head of International Cooperation Department	Ms Larisa Evseeva	Phone: +7 3412 916 480 E-mail: inter@uni.udm.ru
Student/Academic Staff Exchange Coordinator	Ms Ekaterina Lisitsyna	Phone: +7 3412 916 480 E-mail: interedu@udsu.ru
Other important contacts		
Head of International Education Center	Ms Tatiana Savchenko	Phone: +7 3412 916 181 E-mail: inec@udsu.ru
Assistant of International Education Center (Russian Language courses)	Ms Marina Kruchinina	Phone: +7 3412 916 181 E-mail: inec_rus@udsu.ru
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Mailing Address:	Udmurt State University International and Public Relations Office (IPRO) 1, Universitetskaya ul. (office 240), 426034 Izhevsk Russia	

ACADEMIC CALENDAR

Autumn semester	<i>1 September 1 – 31 January</i>
Spring semester	<i>1 February 1 – 30 June</i>

PLEASE READ THE INFORMATION BELOW CAREFULLY!



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APPLYING FOR ADMISSION

The application procedure at UdSU starts by registering online via IIAS portal http://io.udsu.ru/frg/portal_iias.present (UdSU Integrated Information Analytical System).

Before you begin, please READ the Online Application Procedure INSTRUCTIONS carefully at <http://udsu.ru/files/English/Online%20Application%20Procedure%20INSTRUCTIONS.pdf>

Application package must include:

1. Completed APPLICATION FORM with your photo and signature
2. Official ACADEMIC TRANSCRIPT (either in the original language and English translation or in English only)
3. PRELIMINARY LEARNING AGREEMENT signed by home university exchange programme coordinator
4. RUSSIAN LANGUAGE ASSESSMENT (self-evaluation)
5. Copy of the TRAVEL PASSPORT * (a two-page opening with a photo)

* Mind that the passport must be **valid for at least 6 months** from the expected date of the end of your studies at UdSU (e.g. if you finish your studies on June 30th 2019, your passport should be valid at least till December 31st 2019)!

For more detailed information concerning the Application Package, please visit: <http://v4.udsu.ru/english/exchange>

Nomination Deadlines <i>(submitted by partner university exchange coordinator)</i>	Fall semester/Full year: 15 April Spring semester: 15 September <u>Nominations must include:</u> 1) Full name of the nominee 2) Home Faculty and the level of education: Bachelor, Master, etc 3) Host Faculty 4) E-mail address	
Online Application Deadlines <i>(available only within the stated periods)</i>	Full academic year/ Fall semester: 1 April – 15 May Spring semester: 1 September - 15 October	
Course catalogue (in Russian)	As the language of instruction at all the UdSU degree programmes is Russian, the list of courses is available only in Russian at http://i.udsu.ru/04-education#07-programs Please contact us at interedu@udsu.ru if you fail to find necessary courses.	
Courses taught in English <i>(available only in the fall semester of each academic year)</i>	Non-degree programme: “ Russian and Regional Studies ” (free for exchange students) http://udsu.ru/English/Study/English-Taught-Programmes	
Registration at UdSU	Fall semester/ Full year 29-31 August 2018	Spring semester 29-31 January 2019
Classes Begin	1 September 2018	1 February 2019 <i>(varies depending on programmes)</i>
Classes End	30 December <i>(varies depending on programmes)</i>	31 May <i>(varies depending on programmes)</i>
Examination Period	10 January –31 January <i>(varies depending on programmes)</i>	1 June – 30 June <i>(varies depending on programmes)</i>



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VISA ISSUES

What type of visa do I need? To study in Russia you need to apply for a **STUDENT VISA**.

Where to apply for a student visa? Student visas are obtained through the Russian Embassy (Consular Department) or Russian Consulate in your country of residence. In certain countries there are authorised visa centres which provide such services.

Documents required for a student visa: Please check the list of the required documents with the Russian Embassy (Consular Department) or Russian Consulate in your country of residence. An **invitation letter** sent to you by UdSU is one of the documents you need to apply for a visa.

Obtaining an invitation for visa application: To obtain an invitation letter, you should complete the UdSU online application before the deadline (see the table above). After the deadline, UdSU submits documents to the General Administration for Migration Issues of the Interior Ministry of Russia. An electronic invitation is issued within 20 days upon submission of the documents and is sent to you by e-mail. You should print it out and apply for the visa with the printed document. The original document received by regular post is no longer required.

IMPORTANT! *The General Administration for Migration Issues of the Interior Ministry of Russia sends the Invitation by telex to the Consulate/Embassy in the city that is indicated by the student in the application form as a "place of receiving Russian visa".*

Duration of stay under a student visa: Initially, a student visa is issued for three months. After this period you should apply for a visa extension through your Host University (contact UdSU exchange coordinator 30 or 40 days prior to the expiry date of your current visa). Currently visa extension costs **1 600 RUR**.

To finalize the enrolment procedure, as soon as you obtain your student visa, please send an electronic copy of it to us at interedu@udsu.ru.

INSURANCE

A medical insurance for 90 days is to be purchased in home country when applying for a visa. Upon expiry of 90 days international students are required to obtain medical insurances for the remaining exchange period in Russia at their own expenses. The estimated cost of insurance when purchased in Russia is 4 000 RUR (*subject to changes*).

MEDICAL EXAMINATION

Upon arrival all international students are required to undergo medical examination which includes chest photofluorography and a visit to dermatologist. The current fee is 500 RUR.

TRAVELLING TO IZHEVSK

You can get to Izhevsk by plane or train via Moscow. We recommend booking electronic airline/train tickets in advance. For details and on-line booking services go to: <http://www.rzd.ru/> (travelling by train) and <https://www.izhavia.su/> (travelling by air from Moscow).

MIGRATION RULES

To reside legally in Russia, international students need to:

- Fill out a Migration Card
- Register with the Migration Service (migration registration)

What is a migration card? A Migration Card is a certificate of your legal crossing of the Russian border. The Migration Card needs to be filled out by all foreign citizens, whether or not they arrive in Russia with a visa. Free forms are distributed on planes, trains, and before passport control at the airport (or



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railway station). A Migration Card is valid for the duration of your stay in Russia. If you leave the country, hand it over at border control and fill out a new form when you return.

What is migration registration? In accordance with the Russian migration law international visitors are required to undergo migration registration at the destination place. Thus, upon arrival in Izhevsk you should visit the International and Public Relations office (Campus Bld. 1 - **office 238**, Universitetskaya str., 426034 Izhevsk, Russia) to register. You need to bring your travel passport with a visa, a migration card and 2 passport-size photos with you.

What happens if I breach migration regulations? Failure to comply with migration requirements is punishable with a fine ranging between 2,000 and 5,000 roubles. In certain cases, if a foreign citizen does not have the necessary documents they may be deported from Russia. Two or more administrative violations are punishable by a three-year ban on entering the country.

IMPORTANT!

*All international students leaving Izhevsk for another city or even country for tourist purposes within the academic year at UdSU undergo a repeated **migration registration** at the destination place **AT THEIR OWN EXPENSES**. UdSU collects the fixed charge for the procedure which currently equals **550 RUR**. The same amount will be charged if a student decides to move from the UdSU dormitory and rent a apartment.*

HOUSING

The International and Public Relations Office arranges housing at the UdSU students dormitory. International students are accommodated in double rooms equipped with beds, a desk, chairs, lamps, a bookshelf, a wardrobe, blankets, bed sheets and pillows. There is a community kitchen, toilet, shower-room and laundry. Photos of the facilities are here: <http://udsu.ru/English/Admissions/Campus-Life/Accommodation>.

Currently the price for accommodation in the student dormitory is **2500-3000 RUR** per month (*subject to changes*) depending on the dormitory where the international student will be placed. The accommodation fee is charged upon arrival.

TUTOR/BUDDY

All international students coming to study at UdSU are assigned a personal student tutor (buddy). These voluntary Russian students are trained to assist international students with practical matters and to introduce them to the student life in Izhevsk. The contact information of your personal tutor will be sent to you by e-mail upon receipt of the application documents. The tutoring system is coordinated by the International and Public Relations Office.

ORIENTATION COURSE

UdSU offers an orientation course at the beginning of the each semester for new-comers to help international students understand Russia and adjust to the university and the local community. The orientation staff will discuss legal, health and safety issues; cultural adjustment; visas and regulations; enrollment and advising; language learning and other matters of personal concern. It lasts 3 days and international students have an opportunity to get to know each other, the staff of the International Office and their host institute.

All international students are strongly recommended to participate in the Orientation Course, which is held during the last week of **August (autumn term)** and the last week of **January (spring term)**.



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STUDYING AT UdSU

Every international student is enrolled to a certain institute depending on his/her field of study. International students attend courses in groups with Russian students. To study more about Institutes, please follow the link: <http://udsu.ru/English/About-Udsu/Institutes>

Learning Agreement: Upon arrival you should make changes to your Preliminary Learning Agreements that is downloaded as part of the UdSU online application.

The course load at UdSU equals 30 ECTS per semester (60 ECTS per year). The minimum requirement set for international students is 20 ECTS credits per semester (40 ECTS credits per year). 1 ECTS credit equals to 36 contact hours.

Who is the contact person at the host institute? The contact person at the host university is the Vice-Director for International Relations of the host institute. (you will be sent his/her contact details upon submission of the application). He/she coordinates international student's academic load, efficiency and attendance.

Udsu attendance policy: ATTENDANCE OF ALL THE CHOSEN ACADEMIC COURSES AT UDSU IS OBLIGATORY!

REMEMBER!

Exchange students must take most of the courses at the host institute and in accordance with his/her major. That should make more than 50 % of the total ECTS load. Students can only complement the Learning Agreement with the Russian language courses.

RUSSIAN LANGUAGE COURSES

As the language of instruction at UdSU is Russian, you are required to have at least the intermediate level of the Russian language competence which equals to the **level B1-B2 in accordance with the CEFR** (Common European Framework of Reference for Languages).

All exchange students are offered the course of RUSSIAN AS A FOREIGN LANGUAGE. Students take the course in groups with other international students. Upon successful completion of this course international students are awarded ECTS credits that are included into their Transcripts of Records.

To be enrolled to the group of Russian of a certain level (from A0 to C2 level) every international student must do the **on-line Admission test of Russian** (for more details please visit: <http://udsu.ru/English/Study/Russian-as-a-Foreign-Language-Programmes>).

As a benefit for exchange students from partner universities, UdSU applies the tuition fee waiver for the course of Russian. The maximum workload depends on the level of the Russian language competence:

Russian language competence in accordance with the Admission test result	Maximum workload provided on a free-of-charge basis for a semester
Level A0-B1	10 ECTS
Level B2-C1	4 ECTS

Each exchange student is entitled to a tuition fee waiver **only once** during his/her period of study (usually, for a semester) at UdSU. In the event that a student is enrolled to a certain institute at UdSU for the whole academic year, he/she can go into further study at the Russian as foreign language courses at his/her own expenses.



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NON-DEGREE PROGRAMME “RUSSIAN AND REGIONAL STUDIES”

UdSU offers bilateral exchange students an opportunity to attend in the fall semester a non-degree programme “Russian and Regional Studies” with the language of instruction in English. The courses of the programme can be integrated into Learning Agreement in addition to your study programme at the host institute. The tuition fee waiver policy is applied for exchange students.

The webpage of the programme: <http://udsu.ru/English/Study/English-Taught-Programmes>

TRANSCRIPT ISSUANCE

UdSU issues Transcripts of Records according to the European Credit Transfer and Accumulation System (ECTS) which includes a list of the courses taken and grades earned by the international student throughout his/her stay at UdSU. The transcript also describes the duration of course units, institutional grading system and ECTS grading scale.

When can I get my transcript of records?

Semester 1:
after exam period

Semester 2:
after exam period

Full Year:
after the second exam period

Whom should I contact to get my transcript of records? To get Transcript of Records international students should submit EXAMINATION RECORD SHEET from the host institute to **Ms. Ekaterina Lisitsyna, Exchange Student Coordinator** of the International and Public Relations Office, – **Campus Bld. 1, office 240**:

The International and Public Relations Office issues Transcript to an exchange student only if he /she is in good standing with the mentioned below services (has no debts or any other open commitments):

- Host Institute
- International and Public Relations Office
- UdSU Dormitory
- UdSU Library

The original of the Transcript (issued in English) is either given to the student or sent to the Home University by post.

ESTIMATED EXPENSES (valid for 12/10/2017)

Estimated Costs of Housing (per month)	
<i>On-Campus Housing:</i>	free (for some exchange students in accordance with bilateral agreements) or currently 2500-3000 RUR (subject to changes)
<i>Off-Campus Housing:</i>	over 15 000 RUR (at student's expense)
Food (per month):	approx. 5000 RUR
Local Transportation:	currently 20 RUR per trip
Academic (books etc):	free
Personal (entertainment etc):	sport activities at university campus: approx. 600 RUR and over
Medical examination	approx. 500 RUR
Visa extension	1 600 RUR
Insurance from a Russian company	4 000 RUR



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UNIVERSITY FACTS

Location:	UdSU is located in the center of Izhevsk city. The university campus consists of 7 buildings with classrooms, laboratories, cafeterias and sport facilities. Student Dormitories are located at a walking distance from all the campus buildings.
City Population:	about 700 000 people
Student Population:	about 15 000 (<i>full and part time</i>), international students – about 500

BENEFITS FOR THE INCOMING INTERNATIONAL STUDENTS

Bilateral exchange students:

- Tuition fee waiver (*for all bilateral exchange students*)
- Free accommodation (*for some students in accordance with partnership agreements*)
- Scholarship (*for some students in accordance with partnership agreements*)
- Free Russian language courses (see details above)
- Free attendance of sport facilities, leisure clubs - <http://uvvr.udsu.ru/clubs>

Commercial students (free movers):

- Low tuition fees for Russian language courses
- Opportunity to learn subjects that are not studied at Home University
- Study culture of the multiethnic region
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WELCOME TO UDSU!

