**Onboarding check list**

**for Preparatory course students**

**Dear students, we are glad to welcome you at Udmurt State University!**

**To start your education successfully please visit the following places:**

1. **International Education Center (room 128, 2nd bld)**

* sign educational contract;
* Apply for medical insurance (4000 RuR per 1 year).
* Bring the receipt of your payment\* (prior to 30.09.2019).

1. **Photoshop (Lomonosova street, 9, «Univer-photo»)**

* make 6 mat photos 3x4.

1. **Dormitory administration UdSU (Udmurtskaya street, 226)**

* receive a confirmation and dormitory occupation form.

1. **Passport and visa office (room .238, 1st bld)**

* Apply for registration and id-card;
* get acquainted with Rules of stay in Russia;
* Check the date of visa prolongation. Date::
* Receive registration and id-card. Date:
* Apply for multiple visa. Documents required:
* passport + copies of all filled pages;
* copy of passport first pages (with photo) and page with visa (on 1 page).
* migration card;
* confirmation of multiple visa payment (1 600 RuR);
* 1 photo (3х4 sm);
* Valid medical insurance policy. Date:

1. **Dormitory administrator (number of your dormitory is written in dormitory occupation form)**

* Settle in dormitory.

1. **UdSU library (General section)**

* Make a library ticket (45 Rubles).

\* You can make a payment for your contract by cash to UdSU cash desk, 1st build. (working hours from Monday till Thursday – from 8 am till 3 pm, Friday – from 8 am till 3 pm).

**Don’t forget to join orientation week for international students and professors!**

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