RUSSIAN FOREIGN TRADE ACADEMY
MINISTRY OF ECONOMIC DEVELOPMENT

Procedures required for international students (applicants) upon arrival to the Russian Federation

International students

Visa countries / Non-visa countries

SNILS (СНИЛС) registration and registration on the Public Services Portal of the Russian Federation (Gosuslugi)

Provide the following documents: passport and its notarized translation, email address
1. Visit the MFC (My documents) office or visit the Public Services Portal of the Russian Federation website (gosuslugi.com)
2. After document verification, you will receive an email with a password for your first login on the gosuslugi website. The login can be: your SNILS number or the email that you've used when registering on the website.

SNILS are issued immediately, in exceptional cases it may take up to 5 days (when additional checks are carried out).

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Biometric authentication

Provide the following documents: passport and its notarized translation, SNILS, confirmed verified account on the Public Services Portal of the Russian Federation website
1. Go to the Portal of the Unified Biometric System "Where to make biometrics"
2. Choose the address of an office listed where biometric authentication is possible

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Apply for a SIM card

Provide the following documents: passport and its notarized translation, verified biometric data stored in your Gosuslugi account, provide a phone
1. Contact the service center
2. Sign an agreement

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Undergo registration procedure

Provide the following documents: passport and its notarized translation, 6 photos (3x4 cm), migration card, visa (for countries requiring a visa)
1. Provide the necessary documents to the RFTA International Office (1 day after arrival)
2. Pay the government fee (500 rubles)

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Undergo medical examination

Provide the following documents: passport and its notarized translation, migration card, registration, visa (for countries requiring a visa)
1. Schedule a doctor's appointment in one of the medical institutions listed on the Academy website, Migration accounting page or schedule an appointment at the Multifunctional Migration Center (MMC), Varshavskoe highway, 64th kilometer, domovladenie 1, Sakharovo, Moscow

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Undergo biometric identification (fingerprints and photo)

Provide the following documents: passport and its notarized translation, migration card, registration, medical documents
1. Schedule an appointement at the Migration center on Bakhrushina St, 18, 1 (ул. Бахрушина д. 18, стр. 1)

Visa Extension

Provide the following documents: passport and its notarized translation, registration, visa

Contact the RFTA International Office Room №2.103 **no later than 30 days prior to the expiration date of your student visa** during office hours (Monday - Friday) from 10 am to 4 pm.
Government fee for visa extension - 1920 rubles.

Extension of temporary stay

Provide the following documents: passport and its notarized translation, registration

Contact the RFTA International Office Room №2.103 **no later than 30 days prior to the expiration date of your Temporary Residence Permit** during office hours (Monday - Friday) from 10 am to 4 pm.
Government fee for extension of Temporary Residence Permit- 1000 rubles.