



# User guide for candidates

OFFICIAL WEBSITE FOR FOREIGN NATIONALS ENROLLMENT  
FOR STUDY IN RUSSIAN FEDERATION RUSSIA.STUDY

*RUSSIA*.study

## Contents

|   |          |
|---|----------|
| <b>1 Activity Description</b> .....   | <b>3</b> |
| 1.1 Applying for Quota Training.....  | 3        |
| 1.1.1 Finding the necessary universities and educational programs through the navigator ..... | 3        |
| 1.1.2 Registration in the system.....   | 5        |
| 1.1.3 Filling the personal information and application .....                                  | 8        |
| 1.1.4 Printing the application form.....  | 13       |
| 1.1.5 Sending the application for verification .....  | 13       |
| 1.1.6 Adding documents and modifying data after passing the qualification tests.....          | 14       |
| 1.1.7 Entering insurance policy data .....  | 15       |
| 1.1.8 Ordering and buying a transfer .....  | 17       |
| 1.1.9 Changing the year of study for the application .....                                    | 17       |
| 1.2 Applying for Contractual Education .....  | 18       |
| 1.2.1 Editing the application .....   | 18       |
| 1.2.2 Payment of the service fee and sending the application for contractual education.....   | 19       |

# 1 Activity Description

## 1.1 Applying for Quota Training

### 1.1.1 Finding the necessary universities and educational programs through the navigator

To find the necessary universities and educational programs, you should perform the following actions:

- open a web browser (for example, Google Chrome);
- enter the system address “http://russia.study” in the browser’s address bar and press the Enter button on the keyboard;
- the homepage will appear on the screen; in the “Educational Programs Search” block select the required level of education (for example, “Bachelor Degree”) and the scientific sphere (for example, “Social Sciences”) from the drop-down box (see Fig. 1);

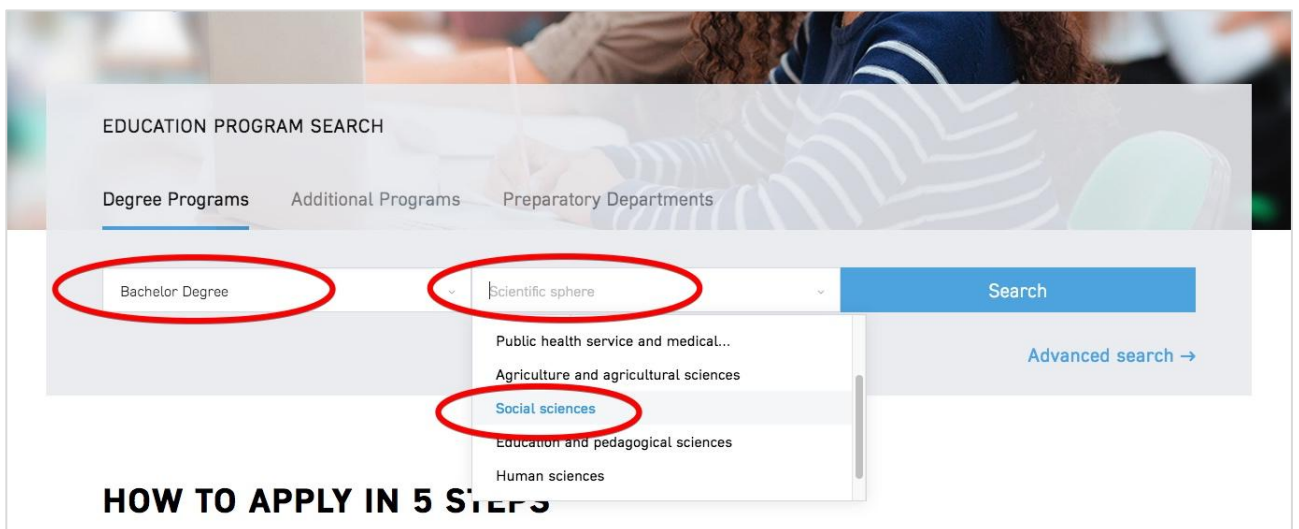


Figure 1. Selection of the level and scientific sphere through the navigator.

- press the “Search” button;
- the screen will display the search results and the form of advanced search (see Fig. 2);

- in the advanced search block select the group of educational program, educational program and city from the drop-down, specify the training cost range, if necessary (see Fig. 2);

The screenshot displays a search interface for educational programs. On the left, there is a sidebar with several filter categories, each with a dropdown menu. The 'Group of educational programs' and 'Educational program' filters are circled in red. The 'City' dropdown is also open, showing a list of cities with 'Nizhny Novgorod' highlighted. The main content area is titled 'SEARCH FOR EDUCATIONAL PROGRAMS' and features a pagination control (1, 2, →). Below this, three search results are listed, each for a 'Psychology' program. Each result includes the program name, level of education, city, free education status, and tuition fee, followed by a blue 'Select' button. The first result is for a program in Moscow with a tuition fee of 0 rub. per year. The second is for a program in Elista with a tuition fee of 66 620 rub. per year. The third is for a program in Togliatti with a tuition fee of 66 620 rub. per year.

Figure 2. Advanced search for universities and educational programs.

- the advanced search result will be displayed on the right side of the screen;
- look through the results and click the “Select” button opposite the options you like;
- if you have chosen the wrong option, click the “Remove” button;
- when you select all the necessary combinations, click the “Your choice” button (see Fig. 3);
- press the “Proceed to application” button in the opened form (see Fig. 3);

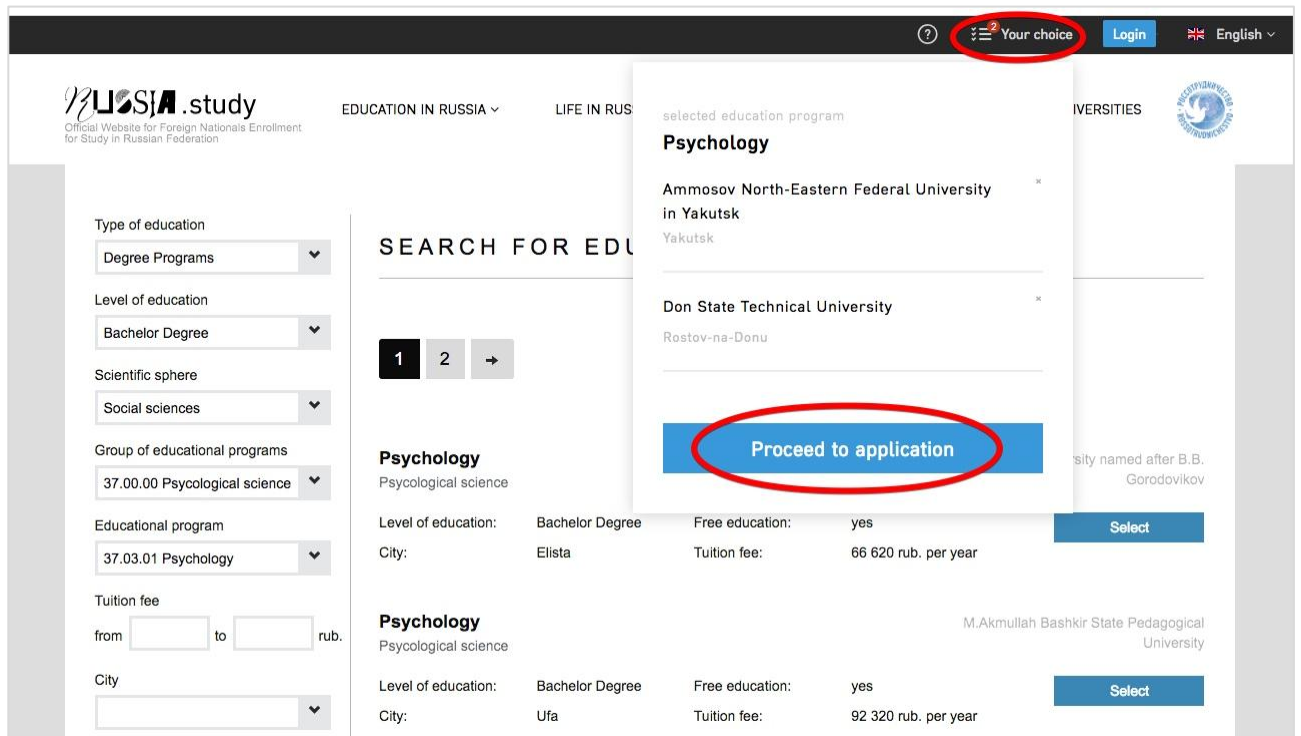


Figure 3. "Your Choice" and "Proceed to application" buttons

If you already have an account on russia.study and you choose the universities and program through the navigator without logging in, your choice will be saved and when you log into the website you will be able to transfer your choice to the application.

### 1.1.2 Registration in the system

To register in the system, you should perform the following actions:

- click the "Login" button (see Fig. 4) or follow the steps described in Section 1.1.1 to go to the registration form;

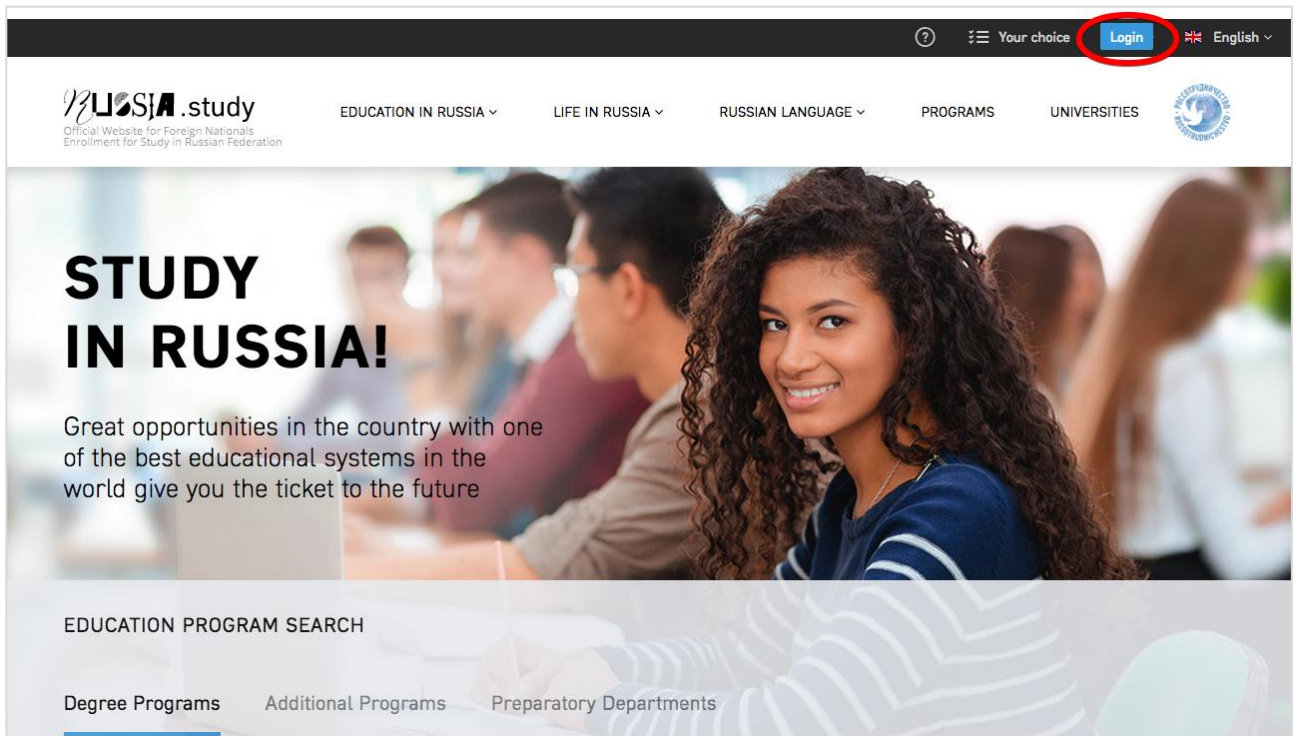


Figure 4. "Login" button.

- the login/registration form will appear (see Fig. 5);
- select the "Registration";
- fill in the fields of the registration form and press the "Register" button (see Fig. 5);

REGISTRATION | LOGIN

Family Name \*  
Ivanov

Name (Names) \*  
Ivan

Patronymic Name (if available)

Sex \*  
male

Country of Residence \*  
Algeria

E-mail address \*  
ezoteeva@yandex.ru

Password \*  
.....

Repeat the Password \*  
.....

If you have a promocode, please specify it:

I have read and agree to the Terms and Conditions of the present Offer \*

I hereby give my consent to the processing of my personal data by the Operator \*

Enter the following:  
good work  
Your Answer: 80LV6 media

**REGISTER**

**Medium-strength password.**

You can use this password, but we recommend to strenghten it by adding:

- uppercase letters
- non-alphabetical characters (i.e. !, \$, #, %)

Figure 5. The completed registration form.

- when you click the button, a message of complete registration will appear;
- to complete the registration, follow the link in the email you receive;
- when you follow the link, your account will be activated and you will be informed about that through a message.

### 1.1.3 Filling the personal information and application

#### 1.1.3.1 Filling the personal information

To fill in the personal information, you should perform the following actions:

- perform the actions described in paragraphs 1.1.1 and 1.2.1;
- open a web browser (for example, Google Chrome);
- enter the system address “http://russia.study” in the browser’s address bar and press the **Enter** button on the keyboard;
- the homepage will appear on the screen;
- click the “Login” button (see Fig. 6) at the top of the webpage;

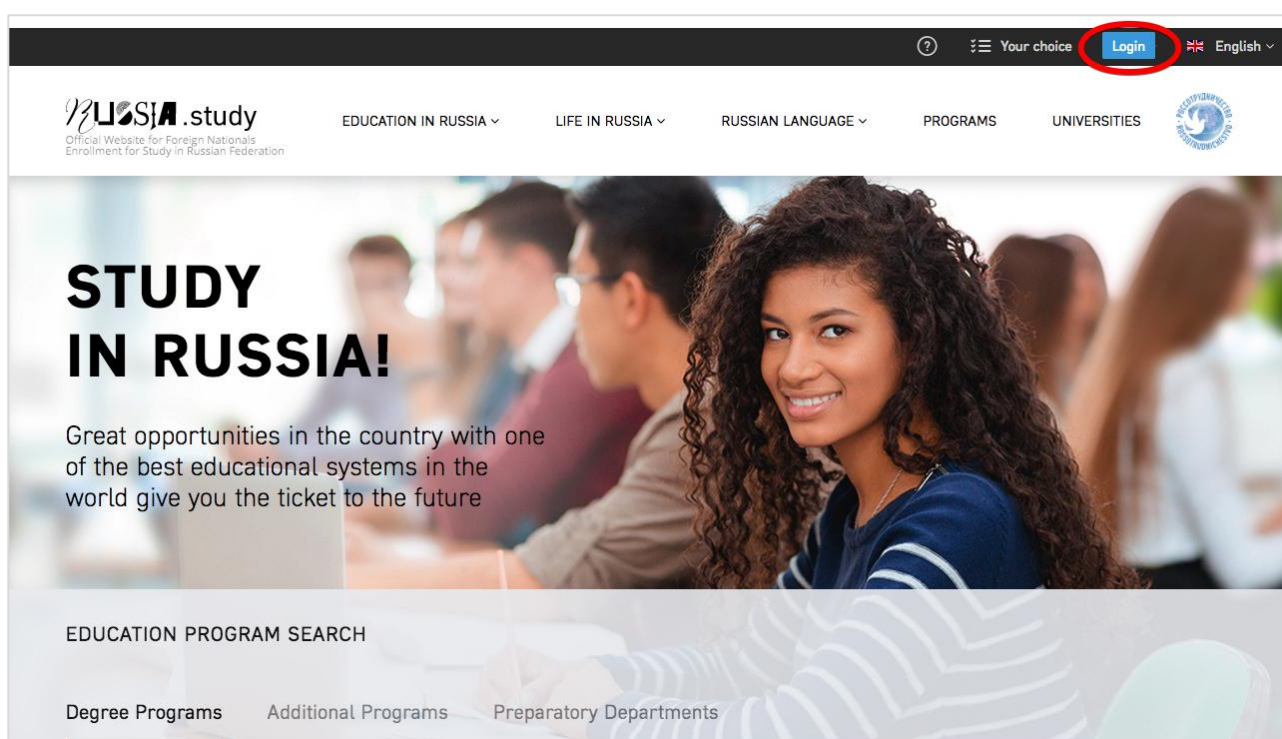


Figure 6. “Login” button.

- the login form will open, enter your email and password, click the “Sing in” button (see Fig. 7);



The image shows a login form with the following elements:

- Navigation tabs: LOGIN | REGISTRATION
- Email input field: 123sfg@gmail.com
- Password input field: masked with 10 dots
- Remember me checkbox:  Remember me
- Forgot your password? link
- SIGN IN button: highlighted with a red oval

Figure 7. Login form.



**ATTENTION!** When entering the name and password, pay attention to the keyboard layout (Russian/English) and the character case (<CapsLock> key).

- when you login, the personal information editing page will automatically open (see Fig. 8);
- fill in the fields of the editing form (the required fields are marked with a red asterisk) (see Fig. 8);

How did you know about selection or who did recommend you \*

Internet ▼

Place of visa receipt (country of permanent residence)  
Country

Algeria ▼

City

Algiers ▼

1. Family name, latin letters (according to passport) \*

Aalemi

2. Name (names), latin letters (according to passport) \*

Aadel

3. Family name, Cyrillic Russian transcription \*

Aalemi

4. Name, Cyrillic Russian transcription \*

Aadel

5. Father's name (if available), in Russian Cyrillic transcription

MohammadDawod

Figure 8. A fragment of the completed personal information editing form.

- when you fill in the personal information, click the “Next” button;
- after clicking the button, your personal information will be entered and the application form will appear.

### 1.1.3.2 Filling the application

To fill in an application, you should perform the following actions:

- perform the actions described in paragraphs 1.1.3.1;
- after clicking the “Next” button, your personal information will be entered and the application form will appear (see Fig. 9); if you have previously used the educational program navigator (see Section 1.1.1), your application will be partially filled with data from the navigator;

- if necessary, fill in and edit the fields of the application form (see Fig. 9);

Personal data

Application

Messages

- - IDN-7019/17

Edit candidate application

Select program and university

21. Mode of study \*

Full-time

22. Level of education that you want to obtain in Russia \*

Bachelor Degree

Probation

23. Educational program (specialty, profession) \*

38.03.02 Management

24. Topic of research (for PhD, assistantship-traineeship, residency training)

25. Educational organizations

1. Saint-Petersburg Electrotechnical University "L"

2. Moscow State University of Technology «STAN»

3. Peter the Great St.Petersburg Polytechnic Uni

4. Saint-Petersburg Mining University

5. Saint-Petersburg State Economic University

6. [not selected]

If I do not pass a competitive selection for a state scholarship, I may consider proposals of getting an education with paying fee

28. Languages (including native)

1. Russian [do not speak]

2. English Fluent

Figure 9. A fragment of the completed application form.

- when you fill in the fields, click the “Save” button;
- after clicking the button, the filled “Application” tab will open.

If you use no navigator before filling the application, you can get access to it through the “Application” tab on your card by clicking on the “Select the Program and University” button on the “Application” tab (see Fig.10).



Figure 10. Button for getting access to the navigator through the “Application” tab.

### 1.1.3.3 Attaching documents

To attach documents, you should perform the following actions:

- scroll down to the “Documents” block (see Fig. 11) on the “Application” tab;
- move your mouse over the document, whose scan copy you are going to download;
- the “+” icon will appear on the right in the line (see Fig. 11);

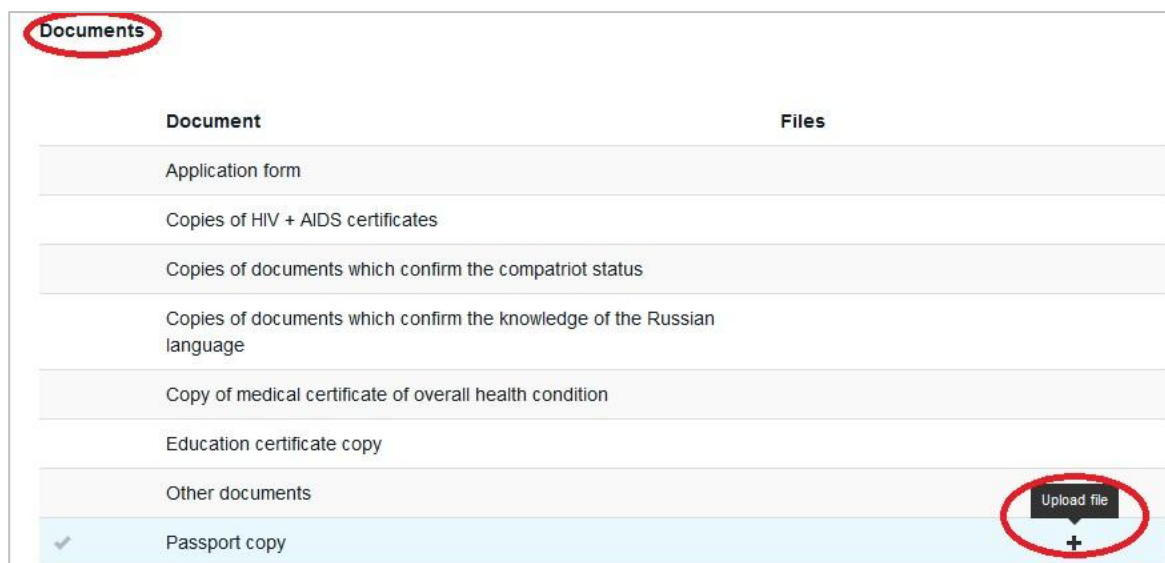


Figure 11. “Documents” block and “+” icon on the right of the document title.

- click the “+” icon and the file download form will appear;
- select the file and click the “Open” button;
- the document will be loaded and displayed in the “Documents” block.



**ATTENTION!** The minimum set of documents required for filing an application is determined by Rossotrudnichestvo (Federal Agency for CIS Affairs, Compatriots Living Abroad and International Humanitarian Cooperation) or the Russian Embassy in your country. The "Application form" is a copy of the electronic application, you can get it by clicking the "Print Application" button under your photo.

#### 1.1.4 Printing the application form

The first document in the list of documents to be attached to the application is the application form, which can be printed out from your card. To print the application form, you should perform the following actions:

- enter the website to your card;
- click the "Print Application" button on the "Personal data" tab (see Fig. 12);
- the application form will be opened in .pdf format, which you can save and attach to your application.

The screenshot shows a web interface for an application form. On the left, there is a sidebar with three tabs: "Personal data", "Application", and "Messages". The "Personal data" tab is selected. The main content area displays the following information:

- Country: Turkey
- Status: Filling in the application
- Application status options:
  - ✓ Application for free educational with scholarship (highlighted in green)
  - ✎ Send an application for paid education (highlighted in blue)
  - ✗ Reject the application to study (highlighted in red)
- Country: Turkey
- Registration date: 01.09.2017 11:41
- How did you know about selection or who did recommend you
- Place of visa receipt
- Personal data section:
  - 1. Family name, latin letters
  - 2. Name, latin letters

On the right side, there is a placeholder for a photo. Below the photo, a green button labeled "Print Application" is circled in red.

Figure 12. Print the application form.

#### 1.1.5 Sending the application for verification

To send the application for verification to employees of Rossotrudnichestvo (Federal Agency for CIS Affairs, Compatriots Living Abroad and International Humanitarian Cooperation) or the Russian Embassy, you should perform the following actions:

- make sure that all the necessary documents are uploaded, all information is entered (see paragraphs 1.1.1 – 1.1.3 of the present guide);

- go to the “Personal data” tab;
- click the “Application for free educational with scholarship” button (see Fig. 13).

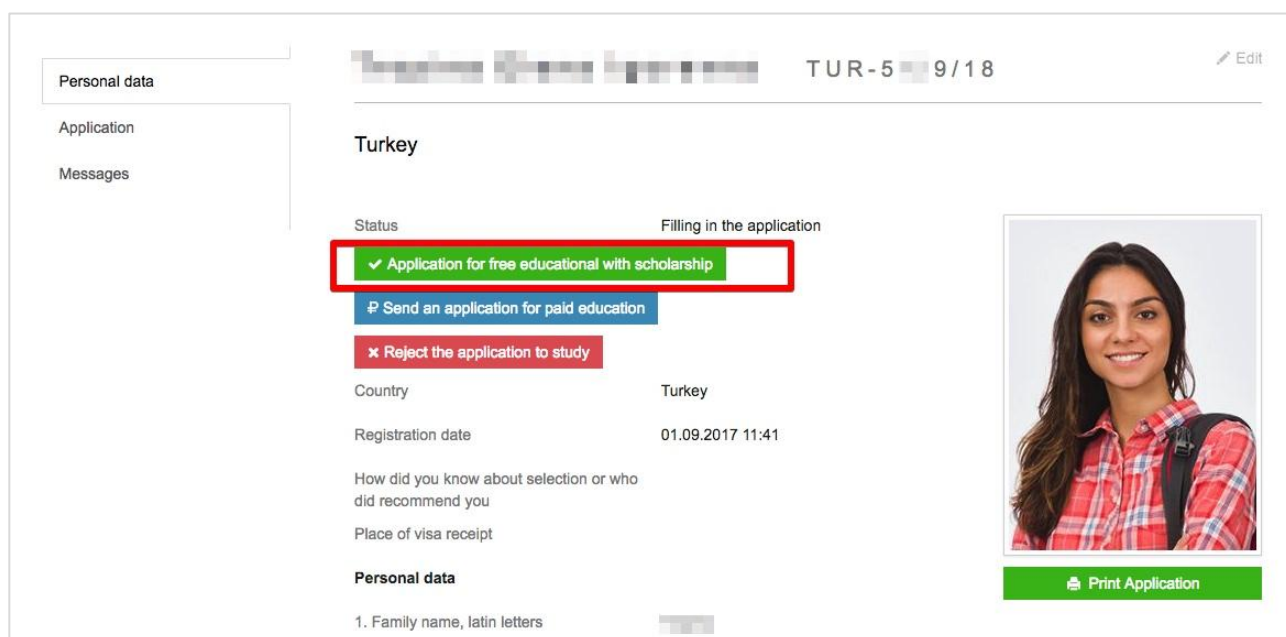


Figure 13. “Application for free educational with scholarship” button.

- if necessary, write a comment and click the “OK” button in the opened window;
- the application status will change to “Checking”.

### 1.1.6 Adding documents and modifying data after passing the qualification tests

After passing the qualification tests, you will be able to make the necessary changes to the data, application or attach documents when your application goes into the “Selected for quota” status, you need to do the following:

- open a web browser (for example, Google Chrome);
- enter the system address “http://russia.study” in the browser’s address bar and press the **Enter** button on the keyboard;
- click the “Login” button (see Fig. 6) at the top of the webpage;
- perform the actions described in paragraphs 1.1.3.1, 1.1.3.2, 1.1.3.3; if necessary, save the changes.

### 1.1.7 Entering insurance policy data

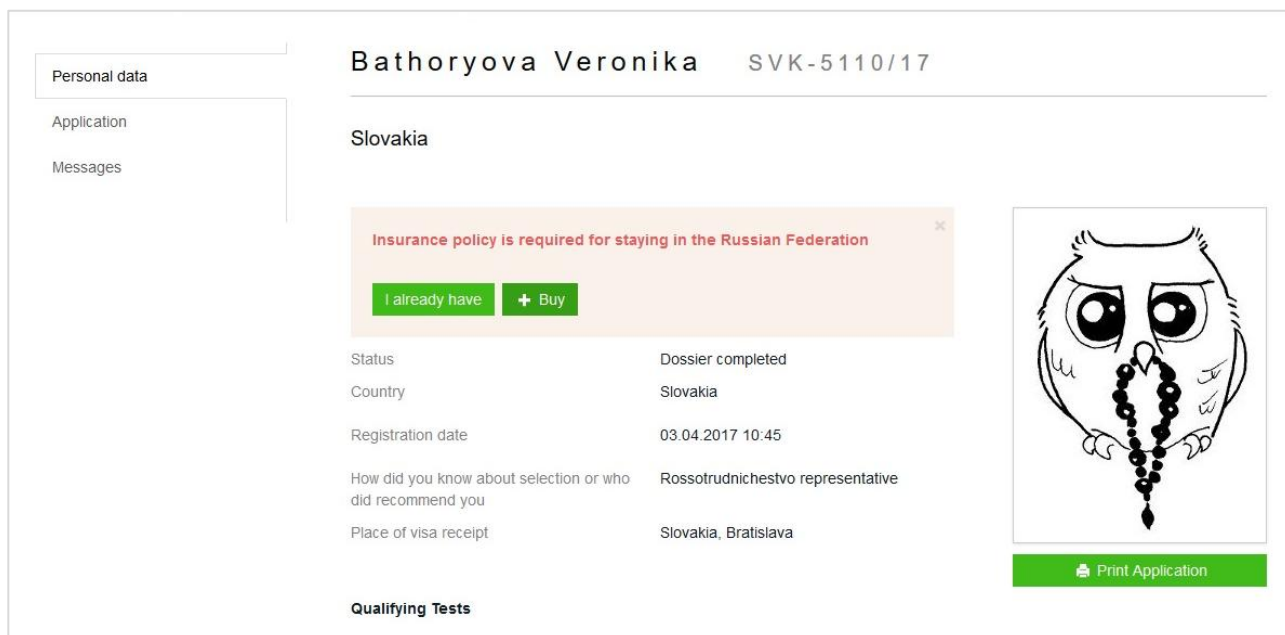
To stay in the Russian Federation, you should have a voluntary medical insurance policy.

The VHI policy can be purchased in advance, when applying for training at russia.study, or immediately upon arrival in Russia. Since 2016, the VHI policy for foreigners is mandatory for a legitimate stay on the territory of the Russian Federation. According to the law, the policy must be issued on the first day of stay in the country, regardless of the purpose of entry into the territory of the Russian Federation.

Since 2016, a fine has been imposed for foreigners without policy. If finding no VHI policy when checking the documents, you will be fined from 2,000 to 7,000 rubles (approximately \$35 - \$115).

When your application passes into the “Your Dossier completed” status, you will be able to enter the data of the already existing policy on your Russia.study webpage. For this:

- click the “I already have” button (see Fig. 14);



The screenshot shows a user profile for Bathoryova Veronika (SVK-5110/17) from Slovakia. A notification banner states: "Insurance policy is required for staying in the Russian Federation". Below the banner are two green buttons: "I already have" and "+ Buy". The user's application status is "Dossier completed". Other details include: Country: Slovakia; Registration date: 03.04.2017 10:45; How did you know about selection or who did recommend you: Rossotrudnichestvo representative; Place of visa receipt: Slovakia, Bratislava. A cartoon owl logo is visible on the right, and a "Print Application" button is at the bottom right.

Figure 14. Buttons for entering the policy data or its purchase.

- fill in the policy data;
- click the “Save” button (see Fig. 15);

## Bathoryova Veronika SVK-5110/17

**Enter the data of the Insurance policy**

Insurance Company \*  
SOGAZ

Number of Insurance Policy \*  
010238123

Date of issue \*  
01.01.2018

Valid from \*  
01.01.2018

Valid until \*  
31.01.2018

Sum Insured, rub. \*  
12000

Outpatient care

Figure 15. Filling the existing policy data.

- when the policy period ends, you will receive a message informing you to buy a new policy.

If you have no valid policy, then you can purchase the policy on our website. For this purpose:

- click the “+Buy” button (see Fig. 14);
- select the tariff plan;



- select the insurance company;
- check the accuracy of the insured person data;
- click the “Pay” button and you will go to the payment page;
- fill in the card details and click the “Pay” button.

### 1.1.8 Ordering and buying a transfer

Russia is the largest country in the world, and a newcomer gets lost easily. To get to the place for study quickly and safely, we recommend pre-ordering the transfer service using the RUSSIA.STUDY website.

When your application passes to the “Distributed by quota” or “Distributed” status, a block for your transfer registration will appear on your page.

To order a transfer, you should perform the following actions:

- log in the website;
- click the “Reserve a Transfer” button in the “Transfer” block (see Fig. 16);
- fill in the card details and click the “Pay” button.

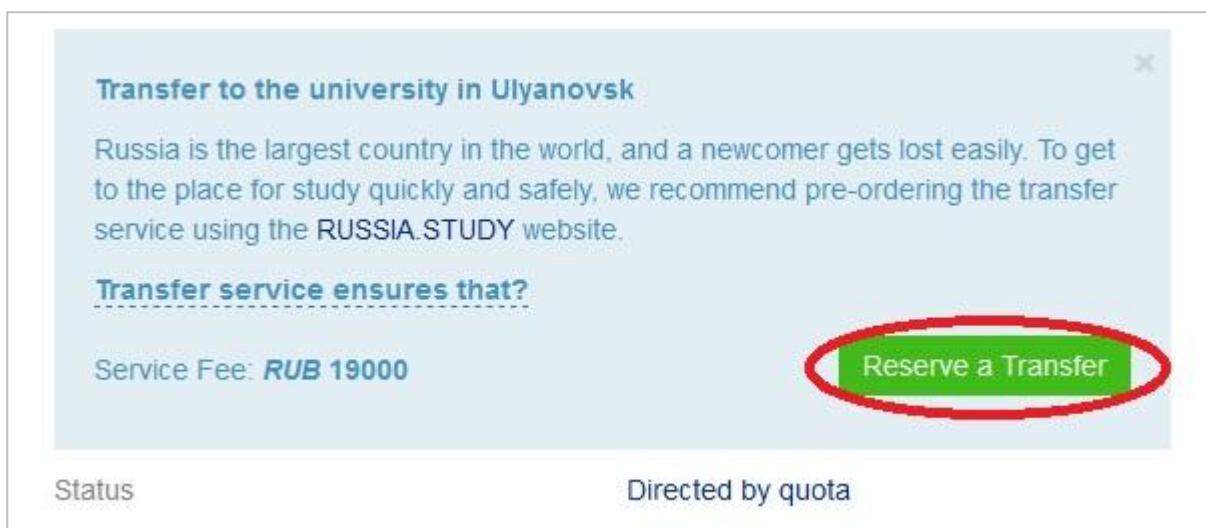


Figure 16. Reserving a transfer

### 1.1.9 Changing the year of study for the application

If you have registered on the website before the acceptance of applications for the required year of study started, or you registered late and want to participate in the selection of the next year, then you can transfer the application for the year you need.

To change the year of study, you should perform the following actions:

- log in the website;

- click the “Participate” button in the block at the top of the webpage containing the following text: “Dear Applicant! The admission cycle of 20\_\_ is finished. You can apply for education in 20\_\_”. (see Fig. 17);
- click the “Apply for education” button in the warning window that appears;
- your registration number will be changed to the number of the new year of study, your application will pass into the “Filling application” status.



Figure 17. Changing the year of study.

## 1.2 Applying for Contractual Education

### 1.2.1 Editing the application

To apply for contractual education, you should perform the following actions:

- open a web browser (for example, Google Chrome);
- enter the system address “http://russia.study” in the browser’s address bar and press the **Enter** button on the keyboard;
- the homepage will appear on the screen;
- click the “Login” button (see Fig. 5) at the top of the webpage;
- click the “Send an application for paid education” button on the “Personal Information” tab (see Fig. 18);

Figure 18. “Apply for Contract” button.



**ATTENTION!** You should click this button only if you made the decision to agree to a fee-based training for one reason or another!

- if necessary, write a comment and click the “Ok” button in the opened window;
- after clicking the “Ok” button, the application editing form will appear (see Section 1.1.3.2);
- if necessary, edit the application and click the “Save” button;
- go to the “Personal data” tab;
- make sure that all the information is correct and edit, if necessary.

When filling the application for the contractual education, you will see the cost of the program and preparatory faculty for your program in the selected universities, if the university has specified the cost of the educational program (see Fig. 20).

### 1.2.2 Payment of the service fee and sending the application for contractual education

To apply for a contractual education, you need to pay a service fee. For this purpose, you should perform the following actions:

- click the “Pay” button in the “Service Fee” block (see Fig. 19) and the payment form will appear;
- fill in the payment form and click the “Pay” button;

- click the “Submit Application” button (see Fig. 21).
- if necessary, write a comment and click the “Ok” button in the opened window;
- the application will pass into the “Contract application accepted” status.

Personal data

Application

Messages

Alena Dvornikova  
Your Admissions Counselor

Ask a question

TUR-5 5 / 18

Turkey

Status: Filling in the contract application

Submit Application

Reject the application to study

Country: Turkey

Registration date: 19.01.2018 01:13

How did you know about selection or who did recommend you: Internet

Place of visa receipt: Turkey, Istanbul

Service fee: not paid

Pay

Personal data

Figure 19. “Pay” button on the card.

**⚠ ATTENTION!** You can send an application for a contractual education only if among the universities you have chosen there is at least one university with a tuition fee and which acceptance of contractual candidates is still incomplete (see Fig. 20).

- if necessary, write a comment and click the “Ok” button in the opened window;
- the application will pass into the “Contract application accepted” status.

Personal data

Application

Messages

## AABOUL ATIK DRISS AABOUL MAR-5076/17

**Edit candidate application**

Select program and university

21. Mode of study \*

Full-time

22. Level of education that you want to obtain in Russia \*

Bachelor Degree

Probation

23. Educational program (specialty, profession) \*

37.03.01 Psychology

24. Topic of research (for PhD, assistantship-traineeship, residency training)

25. Educational organizations

1. National Research University Higher School of Ec 250 000 rub. per year. Preparatory faculty – 108 000 rub.

2. Perm State University 92 000 rub. per year. Preparatory faculty – 68 000 rub.

Warning! Online application to contract acceptance via russia.study is not available now or already closed. Processing of the application may take a long time.

Figure 20. The training program cost and warning about the absence of acceptance in the list of organizations when applying for a contractual education on the “Application” tab.

Personal data

Application

Messages

TUR-5 5 / 18

## Turkey

Status

Submit Application

Reject the application to study

Filling in the contract application

Country

Turkey

Registration date

19.01.2018 01:13

How did you know about selection or who did recommend you

Internet

Place of visa receipt

Turkey, Istanbul

Service fee

Alena Dvornikova  
Your Admissions Counselor

Ask a question






Figure 21. “Submit Application” button.