OFFICIAL WEBSITE FOR THE SELECTION OF FOREIGN CITIZENS FOR EDUCATION IN THE RUSSIAN FEDERATION RUSSIA.STUDY
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1 Application for a scholarship

Applications for free education with state scholarship within the quota established by the Government of Russian Federation are processed free of charge. No service fee for processing such applications is charged.

The scholarship covers tuition fees for the entire period of education (including a year of preparatory faculty for those who need to study the Russian language), monthly payment (about $25) and visa processing. Tickets to Russia, medical insurance, fee for accommodation in the university campus and living expenses of the student are paid by himself.

The candidate for a scholarship has to be registered on the Russia.study portal and apply for free education with scholarship. Competitive selections take place in two stages. The first stage will take place in your country. For this purpose, it is necessary to contact the Russian center of science and culture (RCSC) for detailed information about the exact rules of scholarship, required documents, exams and other questions concerned to the program. If there is no RCSC in your country, it is necessary to contact the Embassy of the Russian Federation. The second stage consists in selection of suitable candidates by the Russian universities. Results of competitive selection will be known after consideration by higher education institutions of all received applications.

1.1 Search for targeted universities and educational programs in the navigator

To search for the targeted universities and educational programs you need to perform the following steps:

- open a web browser (for example, Google Chrome);
- enter the system address http://russia.study in the address bar of the web browser, and press the Enter key on the keyboard;
- the home page of the site will appear on the screen, select in the drop-down lists the required level of education (for example, “Bachelor’s degree”) and major (for example, “Engineering and technical sciences”) (see Fig. 1) in the “Educational programs search” block. Please notice that if you’re looking for educational
program to become full doctor of Medicine, you should choose Speciality Degree in the field "Level of Education";

- click the “Search” button;
- the screen will display the search results and the advanced search form (see Fig. 2);
- in the advanced search block, select the group of educational programs, educational program, city, specify the range of tuition fees in the drop-down lists, if necessary (see Fig. 2);

Figure 1. Select the level and major in the navigator.

Figure 2. Advanced search for universities and educational programs.
the result of the advanced search will be displayed on the right side of the screen;
review the results and click the “Select” button opposite the options you like;
if you have chosen the wrong option, click on the “Remove” button;
after you have selected all the necessary combinations, click on the “Your choice” button (see Fig. 3);
in the form that opens, click on the “Proceed to application” button (see Fig. 3).

Figure 3. “Your Choice” and “Go to filling out the application” buttons

If you already have a user account on the site and you select universities and a program in the navigator without logging in to the site, then your choice will be saved and upon logging in to the site you can transfer your choice to the application.

1.2 Logging in

To log in the system, you need to perform the following steps:
- click on the “Log in” button (see Fig. 4) or follow the steps described in section 1.1.1;
Figure 4. “Log in” button.

- on the login/registration form, select the “Registration” tab (see Fig. 5);
- fill in the registration form fields and click on the “Register” button (see Fig. 5);
Figure 5. Completed registration form.

- after clicking on the button, a message on the completion of registration process will appear;
- to complete the registration, click the link in the e-mail;
- after clicking the link, the account will be activated and a message will confirm activation.

1.3 Filling out personal information and application

1.3.1 Filling out personal information

To fill out personal information, you need to perform the following steps:
- follow the steps described in clauses 1.1.1 and 1.2.1;
- open a web browser (for example, Google Chrome);
- enter the system address http://russia.study in the address bar of the web browser, and press <Enter> key on the keyboard;
- the home page of the site will appear on the screen;
- click the “Login” button (see Fig. 6) on the top page of the site;

![Login button](image1.png)

Figure 6. Login button.

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

![Login form](image2.png)

Figure 7. Login form.

⚠️ **ATTENTION!** When entering the name and password, pay attention to the keyboard layout (Russian/English) and the case character (<CapsLock> key).
– after logging in, the personal data editing page will automatically open (see fig. 8);
– fill in the edit form fields (the required fields are marked with a red asterisk) (see fig. 8);

![Image of personal data editing form]

Figure 8. Fragment of the personal data editing form.

– after filling in your personal data, click “Next”;
– after pressing the button, the input of personal data will finish and the application form will open up.
1.3.2 Filling out the application

To fill out the application, you need to perform the following steps:

- follow the steps described in section 1.1.3.1;
- after pressing the “Next” button, the input of personal data will be completed and
  the application filling form will open (see Fig. 9), if you have already used the
  educational program navigator (see section 1.1.1), the application will already be
  partially filled with data from the navigator;
- fill in or edit the fields of the application form, if necessary (see Fig. 9);

![Application form](image)

Figure 9. Fragment of the completed application form.

- after filling in the fields, click on the “Save” button;
- after clicking on the button, the completed “Application” tab will open.

If you had not used the navigator before you started filling out the application, then
you can go to the navigator from the tab “Applications” on your card, for this you need to
click on the “Select program and university” button on the “Application” tab (see Fig. 10).
1.3.3 How to attach a document

You need to perform the following steps to attach a document:

– go to the “Documents” tab;
– guide the mouse to the document which scanned copy you are going to upload;
– the “+ Load files” icon will appear on the right in the row (see fig. 11);

– click on the icon, the add-document form will open (see Fig. 12);
– select the source language (language of the document);
– click on the “+ Load files” link;
- select the file in the upload form and click "Open";
- the document will be uploaded and displayed in the "Documents" tab.

If the document language is different from the Russian language, a line will appear under the document for uploading a notarized translation of the document.

⚠️ **ATTENTION!** For submission of documents at the first stage of selection, only the Education Certificate and Passport are required to be loaded into the system; notarized translations can be uploaded after passing the selection.

⚠️ **ATTENTION!** The minimum set of documents required for submitting an application is determined by Rossotrudnichestvo or the Russian Embassy in your country. The "Application Form" document is a copy of the electronic application, which can be obtained by clicking the "Print Application" button under your photo.

You will need to provide a notarized translation of these documents into Russian in the case of selection by quota or fee-paying education without fail.

For uploading a notarized translation, you need to perform the following steps:
go to the "Documents" tab;
pass the mouse to the line intended for uploading the scanned copy of a notarized translation (see Fig. 13);
click the one that appears on the right in the "Upload file" line;
click on the "+ Upload files" link;
select the file in the upload form and click "Open";
click on the "Save and close" button;
the document will be uploaded and displayed in the "Documents" tab in the corresponding line.

![Image of a notarized translation document]

Figure 13. Uploading a notarized translation

1.4 Printing the application form

One of the documents in the list of documents that needs to be attached to the application is an application form, the application form can be printed from your card. You need to perform the following steps to print an application form:

- log on a site and select My card;
- click on the "Print application" button (see Fig. 14) on the "Personal data" tab;
- the application form in .pdf format will open, you can save and attach it to your application.
1.5 Submitting application for review

In order to submit an application for review by the Rossotrudnichestvo or the Russian Federation Embassy employees, the following steps shall be performed:

- make sure all the necessary documents are uploaded, all data is entered (see clauses 1.1.1 — 1.1.3. of this manual);
- go to the “Personal data” tab;
- click the “Apply for free education with scholarship” button (see Fig. 15);
Please indicate your primary personal information

Cierio, the administration of the Russia. Study portal welcomes you! At present, you are at the first stage of applying to Russian institutions of higher education.

You have the opportunity to enroll tuition-free under the quota provided by the Government of the Russian Federation or on a fee-paying basis.

Press “Apply for free education with scholarship” if you wish to enroll tuition-free under the quota of the Government of the Russian Federation.

Press “Send an application for paid education” if you wish to enroll on the fee-paying basis.

Before sending the application, complete the mandatory fields: upload a photograph, the scanned pages of your passport, a scanned certificate of previous education, and enter your passport data and contact details of your parents or relatives.

Indicate the level of education, educational program (specialty, profession), and universities you wish to enter.

Please select universities on a matter of personal preference: their priorities will be considered during the allocation.

- **Apply for free education with scholarship**
- **Send an application for paid education**
- **Reject the application to study**

![Page with buttons for application options](image)

Figure 15. “Apply for free education with scholarship” button.

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

### 1.6 Adding documents and changing data after passing the admission tests

After passing the admission tests, you will be able to make the necessary changes to the data, application or to attach documents when your application goes to the “Selected by quota” state, for this you need to perform the following steps:
– open a web browser (for example, Google Chrome);
– enter the system address http://russia.study in the address bar of the web browser, and press <Enter> key on the keyboard;
– the home page of the site will appear on the screen;
– click the “Login” button (see Fig. 6) on the top page of the site;
– perform the actions described in clauses (1.1.3.1, 1.1.3.2, 1.1.3.3), save the changes if necessary.

1.7 Scroll through visa information

The Ministry of Science of Russia and the Ministry of Foreign Affairs of Russia issue visa telexes (invitations) for candidates who have been selected for state scholarships within quota. As soon as your documents are submitted for a visa, your page will display a corresponding message stating that your invitation is submitted for processing.

When the invitation is ready, the message will change to “Visa invitation is ready”. The message will also specify the number and date of the visa instruction, as well as the place of receipt of the visa (see Fig. 16).

![Visa invitation is ready](image)

Figure 16. The message on readiness of the visa invitation for a candidate entering the university by quota
1.8 Year of study change for the application

If you registered on the site before acceptance of applications for the desired year of study begins, or you registered late and want to participate in the selection of the next year, you can postpone the application to the desired academic year.

To change the academic year, you need to perform the following steps:

− enter your profile on the website;
− in the block at the top of the page containing the text “Dear applicant, admission cycle of 20__ year is finished ...” click on the “Apply for education” (see Fig. 17);
− Your registration number will change to the number of the new academic year, your application will go to the “Filling in application” state.

![Figure 17. Year of study change.](#)
2 Applying for paid education

2.1 Application editing

You need to perform the following steps to apply for fee-paying education:

- open a web browser (for example, Google Chrome);
- enter the system address http://russia.study in the address bar of the web browser, and press <Enter> key on the keyboard;
- the home page of the site will appear on the screen;
- click the “Login” button (see Fig. 5) on the top page of the site;
- click the “Send an application for paid education” button on the “Personal data” tab (see Fig. 18);
Please indicate your primary personal information

Cierio, the administration of the Russia.Study portal welcomes you! At present, you are at the first stage of applying to Russian institutions of higher education.

You have the opportunity to enroll tuition-free under the quota provided by the Government of the Russian Federation or on a fee-paying basis.

Press "Apply for free education with scholarship" if you wish to enroll tuition-free under the quota of the Government of the Russian Federation.

Press "Send an application for paid education" if you wish to enroll on the fee-paying basis.

Before sending the application, complete the mandatory fields: upload a photograph, the scanned pages of your passport, a scanned certificate of previous education, and enter your passport data and contact details of your parents or relatives.

Indicate the level of education, educational program (specialty, profession), and universities you wish to enter.

Please select universities on a matter of personal preference: their priorities will be considered during the allocation.

- Figure 18. “Apply for fee-paying education” button.

⚠️ ATTENTION! Press this button only if you have decided to accept paid education for one reason or another!

- write a comment and click “Ok” button in the appeared window, if necessary;
- after clicking on the “Ok” button, the application editing form will open (see section 1.1.3.2);
- if necessary, edit the application and click “Save”;
- go to the “Personal data” tab;
– make sure all data is correct and edit it, if necessary.

When filling out an application for a fee-paying education, you will see the cost of the program and the Preparatory Faculty for your program at selected universities, if the university specified the cost of the educational program (see Fig. 20).

2.2 Payment of service fee and submission of application for a fee-paying education

In order to apply for a fee-paying education, you have to pay a service charge, for this purpose you need to perform the following steps:
– click the “Pay” button (see Figure 19) in the “Service charge” block, the payment form will open;
– fill in the form and click on the “Pay” button;
– click on the “Submit application” button (see Fig. 21);
Yuwanita Ciero  IDN-5531/19

Filling in the contract application

1. Filling in the contract application
2. Contract application accepted
3. On universities approval
4. Distributed
5. Enrolled into training faculty

Please indicate your primary personal information

Enter the information based on the application: fill in personal information, contact details of parents or relatives, upload a photograph, attach a file of your scanned passport and certificate of previous education. Select the education level and educational program (specialty, profession). Select universities where you wish to study as a matter of personal preference. Priorities of university selection will be considered during the allocation process.

If you have any questions, please contact our consultant.

Submit Application  Return for editing  Reject the application to study

Registration data

Country: Indonesia
Registration date: 21.11.2018 12:32
How did you know about selection or who recommended you: Rosistrudni箸vosti representative
Place of visa receipt: Indonesia, Jakarta

Service fee

30000₽  Paid paid

What is the service fee charged for?

Figure 19. “Pay” button on the card.

ATTENTION! You can send an application for paid education only if among the universities you have chosen at least one of them specifies the tuition fee and in which the enrollment of candidates for fee-paying education is not completed (see Fig. 20).
25. Educational organizations

<table>
<thead>
<tr>
<th>#</th>
<th>Organization</th>
<th>Federal district, city</th>
<th>Selected profile</th>
<th>Tuition fee, rub. per year</th>
<th>Preparatory faculty, rub.</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Saint-Petersburg University</td>
<td>Northwestern, Saint Petersburg</td>
<td></td>
<td>315 000</td>
<td>272 000</td>
<td></td>
</tr>
</tbody>
</table>

Warning! This university has already closed online applications acceptance for the year 2018.

| 2  | National Research Tomsk State University | Siberian, Tomsk | not specified |                         |                          |                 |

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.

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Figure 20. The cost of the educational program and the warning about the no admission on the “Application” tab in the list of organizations when applying for a fee-paying education.

Yuhanata Ciero | IDN-5531/19

Filling in the contract application

1. Filling in the contract application
2. Contract application accepted
3. On universities approval
4. Distributed
5. Enrolled into training faculty

Please indicate your primary personal information

Enter the information based on the application: fill in personal information, contact details of parents or relatives, upload a photograph, attach a file of your scanned passport and certificate of previous education. Select the education level and educational program (specialty, profession). Select universities where you wish to study as a matter of personal preference. Priorities of university selection will be considered during the allocation process.

If you have any questions, please contact our consultant.

Submit Application

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Figure 21. “Submit application” button.

- write a comment and click “Ok” button in the appeared window, if necessary;
- the application will change the status “Contract application accepted”;

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then you need to contact your admission counselor, his/her contact details will appear on your profile on the left (see Fig. 22). The counselor will help you with further actions.

![Personal data]

- Application
- Documents
- Messages

![Kristina Bakhmudova]

**Kristina Bakhmudova**  
Your Admissions Counselor

Phone in Russia  
+7 499 648 88 99

Email  
kbakhmudova@russia.study

Speaks languages  
english, russian, spanish

[Ask a question]

Figure 22. Admission adviser contact details.

2.3 Scroll through Visa information

The visa invitation for fee-paying education candidates (paid education) is provided by the educational institution in which the candidate will study.

You can see data on visa information in this case on your profile on the “Personal data” tab in the “Visa information” block (see Fig. 23).
Figure 23. Visa information for fee-paying education applicant
3 Other services on the Russia.Study portal

3.1 Ordering a notarized translation of documents on the website

If, while uploading a passport and academic credentials, the language of the document is different from Russian, then a line appears for uploading a notarized translation of this document, as well as the possibility to order a notarized translation on Russia.Study website.

You will need to provide a notarized translation of these documents into Russian in the case of selection by quota or fee-paying education without fail.

You need to perform the following steps to order a notarized translation on the website:

- you can order a notarized translation on the Russia.Study website immediately while uploading documents by clicking on the “Order translation and certification” link in the upload form (see Fig. 24);
- you can order scanned copies of a notarized translation from the uploading line by clicking on “Order translation and certification” link (see Fig. 13);
- you can likewise click on a link in the form of a notarized translation uploading;
- after clicking on the link, the order form will open, fill it out;
- click on the “Purchase and pay” button;
- enter the bank card details in the form of payment;
- when the translation is ready, it will automatically be attached to the documents tab of your application and a scanned copy will be sent to you by e-mail;
- the originals will be kept in the Russia.Study office in Moscow, where you can get them if necessary.
3.2 Insurance policy data entry

A voluntary health insurance policy is required for your stay in the territory of the Russian Federation.

You can purchase a voluntary health insurance policy in advance, when applying for education at russia.study, or immediately upon arrival in Russia. Since 2016, a voluntary health insurance policy for foreigners is mandatory for legal stay within the territory of the Russian Federation. Under the law, foreign citizens shall take out an insurance policy on the first day of their stay in the country, regardless of the purpose of entry.

Since 2016, a penalty has been introduced for the absence of a policy for foreigners. If during the verification of the documents it will turn out that you don’t have voluntary health insurance policy, you will get a fine in the amount of 2,000 to 7,000 roubles. (about 35$ - 115$).
After your application has been transferred to the “Dossier completed” state and then on your page on Russia.study, it will be possible to enter the data of the existing policy, for this:

press the button “I already have” on the alert under the full name or on the link “I have it” in the alert at the top of the page (see Fig. 25);

![Image](image_url)

Figure 25. Buttons for entering data of the policy or its purchase.

- fill in the policy data;
- press the “Save” button (see Fig. 26);
Figure 26. Filling in the existing policy data.

- when the policy is expiring, you will receive a message that you need to buy a new one.

If you do not have a valid policy, then you can purchase a policy on our website. To purchase for this purpose:
- press the “Buy” button on the alert under the full name or on the “Buy insurance → link on the alert at the top of the page (see Fig. 25);
– select a service plan;
– select an insurance company;
– make sure the insured person data is correct;
– click the “Pay” button, you will go to the payment page;
– fill in the bank card details and click the “Pay” button.

3.3 Ordering and paying 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.

After your application is in the status “Distributed by quota” or “Distributed”, a block will appear on your page for ordering a transfer.

You need to perform the following steps to order a transfer:
– enter your profile on the site;
– click on the “Check prices and book” button in the “Transfer” block (see Fig. 27);
– select the transfer option you need in the window that opens;
– click on the “Order transfer” button;
– fill in the bank card details and click the “Pay” button.
Transfer to the university in Rostov-na-Donu

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.

What is included in the service? Check prices and book

- Transfer by train to Rostov-na-Donu
  Meeting and transfer in Moscow, ticket for Moscow - Rostov-na-Donu, meeting in Rostov-na-Donu and transfer to the university

- Transfer by plane to Rostov-na-Donu
  Meeting and transfer in Moscow, ticket for Moscow - Rostov-na-Donu, meeting in Rostov-na-Donu and transfer to the university

- Transfer only to Rostov-na-Donu
  Meeting at Rostov-na-Donu and transfer to the university

Service cost: 20 000 ₽

Order transfer

Figure 27. Transfer reservation