



# UdSU Factsheet for International Students

## *Academic Year 2021-2022*

<b>University</b>	full name	Federal State Budgetary Educational Institution of Higher Education “Udmurt State University”
	acronym	<b>UdSU</b>
<b>Home page address:</b>		<a href="http://udsu.ru/">http://udsu.ru/</a>
<b>Webpage for International Students:</b>		<a href="http://udsu.ru/English/Admissions">http://udsu.ru/English/Admissions</a>
<b>Webpage for exchange students:</b>		<a href="http://udsu.ru/English/Study/Exchange-Credit-Mobility-Programmes/Student-Exchange-Program">http://udsu.ru/English/Study/Exchange-Credit-Mobility-Programmes/Student-Exchange-Program</a>
<b>Mailing Address:</b>		Udmurt State University International and Public Relations Office (IPRO) 1, Universitetskaya ul. (office 240), 426034 Izhevsk Russia

*University's responsible areas for student exchange:*

<b>International and Public Relations Office</b>		
Head of International and Public Relations Office	<b>Ms Maria Beznosova</b>	Phone +7 3412 917 357 E-mail: <a href="mailto:mariv@uni.udm.ru">mariv@uni.udm.ru</a>
<b>International Exchange Services</b>		
Head of International Cooperation Department	<b>Ms Larisa Evseeva</b>	Phone: +7 3412 916 480 E-mail: <a href="mailto:inter@uni.udm.ru">inter@uni.udm.ru</a>
<b>Student/Academic Staff Exchange Coordinator</b>	<b>Ms Nadezhda Khrantsovskaya</b>	Phone: +7 3412 917 358 E-mail: <a href="mailto:interedu@udsu.ru">interedu@udsu.ru</a>
<b>Other important contacts</b>		
Head of International Education Center	<b>Ms Ekaterina Gorbunova</b>	Phone: +7 3412 916 181 E-mail: <a href="mailto:inec@udsu.ru">inec@udsu.ru</a>
Assistant of International Education Center (Russian Language courses)	<b>Ms Marina Kruchinina</b>	Phone: +7 3412 916 181 E-mail: <a href="mailto:inec_rus@udsu.ru">inec_rus@udsu.ru</a>

### ACADEMIC CALENDAR

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

**PLEASE READ THE INFORMATION BELOW CAREFULLY!**

## APPLYING FOR ADMISSION

The application procedure at UdsU starts with registering online at the UdsU's intranet IAS portal (UdsU Integrated Information Analytical System) [http://io.udsu.ru/frg/portal\\_ias.present](http://io.udsu.ru/frg/portal_ias.present).

Before you begin, please READ the Online Application Procedure INSTRUCTIONS carefully at [https://udsu.ru/files/English/003105-Online%20Application%20Procedure%20INSTRUCTIONS\\_update%2004.2020.pdf](https://udsu.ru/files/English/003105-Online%20Application%20Procedure%20INSTRUCTIONS_update%2004.2020.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. LEARNING AGREEMENT signed by home university exchange programme coordinator (at the application stage only the "Before mobility" section should be completed)
4. RUSSIAN LANGUAGE ASSESSMENT (self-evaluation)
5. Copy of the TRAVEL PASSPORT \* (two pages with the holder's personal details and photo)
6. CONSENT to personal data processing (bearing applicant's signature, full name and date)

It is at discretion of UdsU exchange coordinators to require THE SUBMISSION OF ANY ADDITIONAL DOCUMENTS with the application.

\* 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 30<sup>th</sup> 2021, your passport should be valid at least till December 31<sup>st</sup> 2021)!

For more detailed information concerning the Application Package, please visit: <https://udsu.ru/English/Study/Exchange-Credit-Mobility-Programmes/Student-Exchange-Program/Application-Package-for-Incoming-Students>

<b>Nomination Deadlines</b>	Fall semester/Full year: <b>15 April</b> Spring semester: <b>15 September</b> <u>Nominations are to be submitted on-online at <a href="https://goo.gl/forms/IspZ4JwGD1QLFYo13">https://goo.gl/forms/IspZ4JwGD1QLFYo13</a></u>	
<b>Online Application Deadlines</b> <i>(available only within the stated periods)</i>	Full academic year/ Fall semester: <b>1 April – 15 May</b> Spring semester: <b>1 September - 15 October</b>	
<b>Course catalogue</b> (in Russian)	As the language of instruction for all the UdsU degree programmes is Russian, the list of courses is available only in Russian at <a href="http://i.udsu.ru/04-education#table-6">http://i.udsu.ru/04-education#table-6</a> (use the left menu to select the Educational Programmes - Образовательные программы - section and the level of the target programme, then go to the upper link in the third column - аннотация дисциплин – for the description of the programme)  Please contact us at <a href="mailto:interedu@udsu.ru">interedu@udsu.ru</a> if you fail to find necessary courses.	
<b>Registration at UdsU</b>	<b>Fall semester/ Full year</b>	<b>Spring semester</b>
	29-31 August 2021	29-31 January 2022
<b>Classes Begin</b>	1 September 2021	1 February 2022 <i>(varies depending on programmes)</i>
<b>Classes End</b>	30 December 2021 <i>(varies depending on programmes)</i>	31 May 2022 <i>(varies depending on programmes)</i>
<b>Examination Period</b>	10 January –31 January 2022 <i>(varies depending on programmes)</i>	1 June – 30 June 2022 <i>(varies depending on programmes)</i>
<b>Public Holidays</b>	4 November 2021 1-8 January 2022*	23 February 2022 8 March 2022 1-3 May 2022 9-10 May 2022 12 June 2022*

\*for public holidays in 2022 the given dates are approximate (to be confirmed later in Fall 2021)

## 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). Duration of issuing an invitation letter depends on the students' citizenship:

- For citizens from the EU-countries invitations are prepared by the university within a week and are sent by e-mail as scanned copies.

- For non-EU citizens invitations are issued by the General Administration for Migration Issues of the Interior Ministry of Russia within 20 working days upon submission of the documents by the university. Electronic invitations are sent to international students by e-mail by the university.

In both cases students are required to print out the invitation and to apply for the visa with this 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** (90 days). After this period you should apply for a visa extension through your Host University (contact UdSU exchange coordinator 45 days prior to the expiry date of your current visa). Visa extension fee equals **1 600 RUR**. (*subject to changes*).

***ATTENTION!*** *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](mailto:interedu@udsu.ru).*

## INSURANCE

A medical insurance for at least 90 days is to be purchased in your 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 600 RUR. International students are also required to bring one of the following: **a certificate of measles live immunization (two are required at least one month apart), past disease certificate or measles titer results**.

## 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/> or <https://www.aeroflot.ru/> (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

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 within 7 working days upon arrival 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 and with/without administrative expulsion from the Russian Federation. 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 five-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 within 7 working days** upon returning to the destination place.. The same procedure is applied if a student decides to move from the UdsU dormitory and rent an 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 and description of the facilities can be found here: <https://udsu.ru/English/About-UdsU/Campus-Life/Accommodation>

Currently the price for accommodation in the student dormitory is **3000 RUR** per month (*subject to changes*). 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)**.

### **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 learn more about Institutes, please follow the link: <http://udsu.ru/English/About-UdsU/Institutes>

***Learning Agreement:*** Upon arrival you should complete the During the Mobility section of your Learning Agreement in case there have been any changes to your preliminary Learning Agreement.

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. Duration of classes is 90 min (equals 2 academic 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 in a 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: <https://udsu.ru/English/Study/Language-courses>).

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 <b>A0-B1</b>	<b>12 ECTS</b>
Level <b>B2-C1</b>	<b>4 ECTS</b>

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.

**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 exchange students should submit EXAMINATION RECORD SHEET from the host institute **to Exchange Programmes 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

Estimated Costs of Housing (per month)	
<i>On-Campus Housing:</i>	currently <b>3000 RUR</b> ( <i>subject to changes</i> )
<i>Off-Campus Housing:</i>	<b>over 15 000 RUR</b> (at student's expense)
Food (per month):	approx. <b>5 000 RUR</b>
Local Transportation:	currently <b>25 RUR</b> per trip
Academic (books etc):	<b>free</b>
Personal (entertainment etc):	sport activities at university campus: approx. <b>600 RUR</b> and over
Medical examination	approx. <b>600 RUR</b>
Visa extension	<b>1 600 RUR</b>
Insurance from a Russian company	<b>4 000 RUR</b>

## 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 Dormitory for international students is 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 – over 500 For more information go to: <a href="https://udsu.ru/English/About-UdSU">https://udsu.ru/English/About-UdSU</a>

**WELCOME TO UdSU!**





# Checklist for international students

## Steps of your exchange programme at UdSU

