



## **BROCHURE FOR INCOMING STUDENTS**

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## 1. APPLICATION PROCEDURE

Application Procedure at Saint-Petersburg State Polytechnical University (SPbSPU) starts from nomination of exchange students by international coordinator from partner-university by e-mail. **It is important to mention the title, full name, field of study and e-mail address of the suggested student(s).**

When nomination is approved by SPbSPU the following documents should be sent to the Academic Mobility Department:

1. Application Form (should be filled correct and clear in block letters).
2. Transcript of records.
3. Copy of passport (in case the student has more than one passport, he/she should send the copy of those passport he/she is going to travel to Russia with).
4. CV.
5. Motivation Letter.
6. One passport size photo.
7. Short note with the name of the place, where student will apply for visa.

The electronic copy of these documents is to be sent by e-mail to [interdep@imop.spbstu.ru](mailto:interdep@imop.spbstu.ru) (in copy to [acadmob@imop.spbstu.ru](mailto:acadmob@imop.spbstu.ru)).

The original documents are to be sent to the address:

**Dr. Natalia Stoliarova,**  
Head of Academic Mobility Department,  
Saint Petersburg State Polytechnical University,  
29, Polytechnicheskaya st., St. Petersburg,  
195251 RUSSIA

The deadline for the spring semester is **1<sup>st</sup> November**.

The deadline for the autumn semester is **1<sup>st</sup> June**.

The Spring Semester in 2012/2013 academic year starts on 4<sup>th</sup> February and lasts till 30<sup>th</sup> June.

Once the documents of the proposed student are approved by Academic Mobility Department, **the hostel is automatically booked** for the student and SPbSPU international coordinators apply for an official invitation.

## 2. INVITATIONS

Those students, who would like to study at SPbSPU for more than 3 months, need official invitations from Migration Services. To make these invitations, SPbSPU applies to Federal Migration Services. **It takes about a month for the invitation to be prepared.**

When the invitation is ready the international coordinators send the copy of it to student's e-mail and the original paper either to University post address or student's home address, indicated in the Application Form as "*Present mailing address*".

**Please, pay attention!**

**The invitation is always done for one time entrance visa for 90 days only. It would be prolonged and changed to a multi visa after student's arrival at SPbSPU.**

## 3. EDUCATION

Unfortunately, not every department at SPbSPU has the list of current courses on the web-site of the University. That's why most exchange students can't choose subjects in advance and form their Study Plan only after their arrival. **Students may choose any courses they like from the schedule of a particular Faculty.** However it is not allowed to combine courses from two or more different Faculties.

**All exchange students may attend Russian Language courses in amount of 8 academic hours per week during the whole exchange period.**

## 4. ECTS INFORMATION

All exchange students receive certificates after they pass the exams. The workload in certificates is given both in academic hours and ECTS credits, so the students' records can be recognized by the home University.

## 5. DURATION OF THE EXCHANGE STUDY PERIOD

The academic year at SPbSPU is divided into two semesters, **the autumn semester and the spring semester.** Each term is followed by the examination weeks at the end. **Autumn semester starts on 1 September and ends (including the examination weeks) late January. Spring semester starts on the first Monday of February and ends (including the examination weeks) at the end of June.** During the summer months some instruction is provided, and some departments are opened for Summer Schools and research work.

## 6. ACCOMMODATION

University offers a hostel to all exchange students. Students are usually accommodated in double rooms. Two rooms form a block. There is a shared kitchen and a bathroom in each block. Kitchen utensils are not provided with the apartments. Student buildings are also equipped with coin-operated laundry facilities.

Cable internet connection is available in the hostel. Otherwise it can be obtained with the help of Russian mobile companies and other wireless internet providers.

The monthly rate for shared-room in double room apartments with common kitchen facilities is approximately 150 EUR per month (is paid in Russian rubles). Students are required to pay accommodation fee upon signature of the rental contract. Students are asked to pay for the coming semester or for the whole period of staying in Saint-Petersburg if it is less than one semester.

**The university does not accept liability for loss of students' property.**

## 7. REGISTRATION AND VISA PROLONGATION

All international students should be registered within 3 working days after their entrance in Russian Federation. To make the registration one should have the following documents:

- passport,
- migration card,
- approximately 5 EUR (is paid in Russian rubles).

The registration can be done in the registration office of the University. But exchange students are advised to visit Academic Mobility Department first, where all the necessary documents would be picked up.

When the registration is ready international students can apply for a multi visa in the same registration office. Required documents are listed below:

- passport,
- registration,
- 6 passport size photos,
- approximately 40 EUR (is paid in Russian rubles).

Multi visa takes about a month to be issued. Therefore exchange students are kindly asked not to plan overseas trips in September and the beginning of November. Multi visa is valid till the end of student's educational period at SPbSPU.

## **8. MEDICAL INSURANCE**

All foreign students must have sufficient health and life insurance while they are studying at SPbSPU. It is also possible to obtain a Russian Insurance card that can be purchased at SPbSPU on arrival.

## **9. PHOTOS**

Exchange students are also advised to bring 6-8 additional passport-sized photos with them. Besides the registration, photos are needed for a student card, building entrance card etc. Still it is possible to make photos in St-Petersburg.

## **10. CLOTHING**

Russia has four distinct seasons and temperatures vary a lot depending on the season. If you are spending winter in Russia, please pack warm winter clothes with you or be prepared to buy them. In summer it can be rather hot weather with the temperature up to 30 Celsius. It is also a good idea to bring either an umbrella or raincoat with you.

## **11. CHECK UP LIST**

Check up all you need:

- valid passport,
- migration card,
- health insurance,
- photos.

## 12. HOW TO FIND US

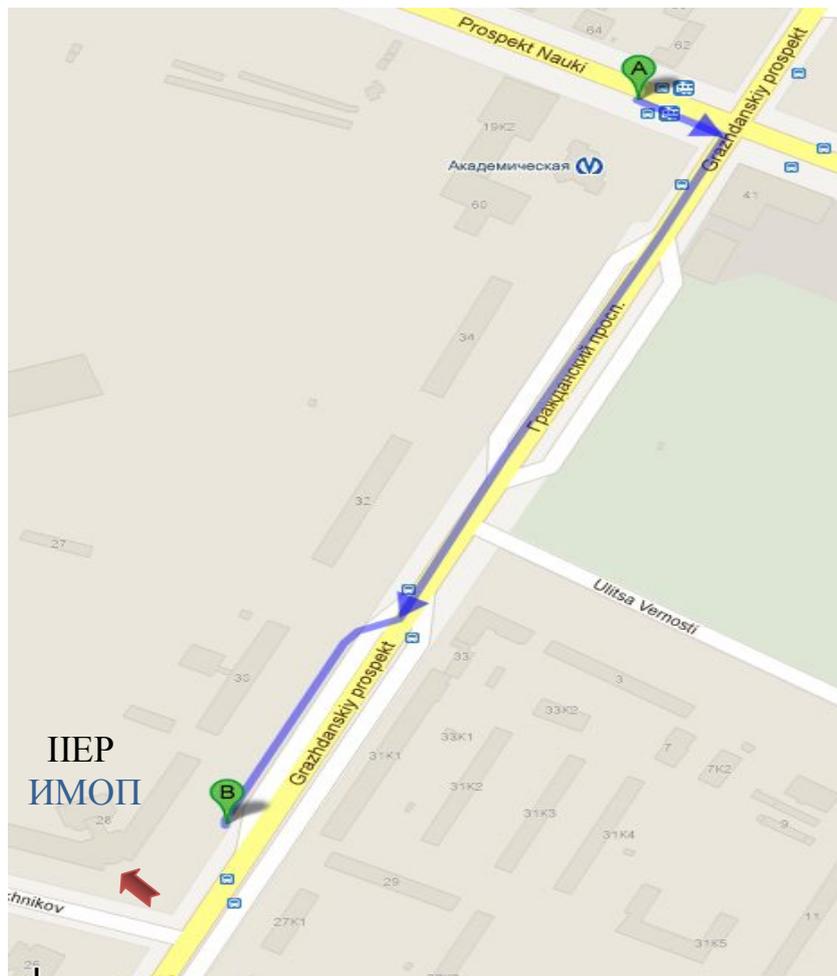
The official address of the University (for Official Correspondence):  
 Saint-Petersburg State Polytechnical University,  
 Polytechnicheskaya str. 29,  
 195251  
 RUSSIA

However, all international students should come to the Institute of International Educational Programs (IIEP) first to the address:

**Institute of International Educational Programs,  
 International Academic Mobility Department,  
 Grazhdanskiy prospect, 28,  
 195220  
 RUSSIA**

International Academic Mobility Department and Student hostel are situated in one building to the address: **Grazhdanskiy prospect, 28**. Hostel occupies the left part of the building, Administrative offices and lecture rooms – the right part (see the map below).

If a student travels by plane, he/she can take a public transport (bus №13) from the airport Pulkovo-2 to the metro station “Moskovskaya” (Blue line). Get in the train in the direction of “Parnas”. On the station “Technologicheskij Institute 2” change the line for Red one (Technologicheskij Institute 1) and go in the direction of “Devyatkino” till “Akademicheskaya” metro station. IIEP is situated in two bus stops from “Akademicheskaya” metro station. It is possible either work or take a public transport.



## APPLICATION FORM FOR EXCHANGE STUDENTS ADMISSION TO ST-PETERSBURG STATE POLYTECHNICAL UNIVERSITY, RUSSIA



Field of study at home University:
Degree to be obtained:
Number of years completed at home university:
Courses or department to study at SPbSPU
Period of study at SPbSPU:
<input type="checkbox"/> autumn semester <input type="checkbox"/> spring semester <input type="checkbox"/> academic year

### PERSONAL DATA

Please, type or use block letters

Family name \_\_\_\_\_

First name \_\_\_\_\_

Gender

Female     Male

Place and country of birth \_\_\_\_\_

Citizenship \_\_\_\_\_

Date of birth (dd/mm/yy) \_\_\_\_\_

Postal address \_\_\_\_\_

Passport # \_\_\_\_\_

Valid until \_\_\_\_\_

Telephone number \_\_\_\_\_

E-mail address \_\_\_\_\_

Visa application center

\_\_\_\_\_ (Please indicate the town/city where you will apply for visa)

**Please, submit a copy of your international passport.**

### EDUCATIONAL BACKGROUND

Please, list colleges, universities you have attended:

Institution	Years of attendance (from-to)	Degree or diploma received

Present studies

Institution \_\_\_\_\_

Degree Program/Major \_\_\_\_\_

**Please, submit an official transcript of your university records in English or Russian**

### LANGUAGE PROFICIENCY

Mother tongue \_\_\_\_\_

Other language skills (excellent, good, fair, basics):

Language	Reading	Speaking	Writing

**NAME OF PERSON IN CASE OF EMERGENCY**

Name \_\_\_\_\_

Address and telephone \_\_\_\_\_

**MY MOTIVATION FOR STUDYING (can be sent on separate sheet)****ANY OTHER INFORMATION YOU WISH TO GIVE**

Place and Date \_\_\_\_\_

Signature \_\_\_\_\_

**SENDING INSTITUTION**

Sending Institution		
Name and position of the contact person at home university		
Postal address		
E-mail		
Telephone	Fax	
Date	Signature	Stamp

*Please, return this application form to:*

Dr. Natalia A. Stoliarova  
 International Academic Mobility Department  
 St-Petersburg State Polytechnical University,  
 29, Polytechnicheskaya str., St. Petersburg,  
 195251, Russia  
 Tel.: +7 812 534 10 02;  
 Fax: +7 812 534 13 65;  
 E-mail: [interdep@imop.spbstu.ru](mailto:interdep@imop.spbstu.ru)