

Information for International Applicants to BMSTU

According to Federal Law № 115-FZ of 25.07.2002 "On the Legal Status of International Citizens in the Russian Federation" (last updated: December 30, 2015) foreign individuals are citizens of foreign states or stateless persons (hereinafter referred to as international citizens).

The members of the Commonwealth of Independent States (CIS) are Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Uzbekistan, Ukraine.

International citizens entitled to be enrolled at the university on a state-financed basis within admission quotas and/or on a fee paid basis, submit their applications to BMSTU June 20 through July 10. International citizens willing to attach the certificate of Unified State Examination, submit their documents June 20 through July 26.

Admission results: August 8.

Meetings on the admission results at the departments are held from July 27 (the exact date will be posted on the notice board of the Selection Committees).

The meeting for the international citizens recommended for admission as well as for the international citizens selected after the entrance examinations, is held after July 27 (the exact date is posted on the website for BMSTU applicants: <http://www.bmstu.ru/abitur>).

Applicants and their parents, custodians or legal representatives pass through entrance checkpoints of BMSTU to Admission Committee according to the following procedures:

- CIS citizens and stateless persons with residence permit or other documents recognized in Russia as identification certificates of foreign individuals can pass according to the procedures for Russian citizens;
- Citizens of other countries pass according to established procedure or according to the name list submitted by the Department of International Scientific and Educational Cooperation (hereinafter referred to as DISEC) to the entrance checkpoints.

1. Admission Procedure (for the 1st year)

1.1. International citizens come to DISEC to check the completeness of documents, fill the application forms and choose up to 3 Bachelor or Specialist programs for admission on a state-financed basis or on a fee paid basis.

Required Documents:

- Original of education certificate of state standard (or its certified copy) or original of education certificate, issued in a foreign country (or its certified copy) with certificate of its equivalence or originals of legalized and/or apostilled education documents (if necessary) of foreign country and supplements to these documents (if it is required by the laws of the country of issue);
- Certificate or statement on recognition of international education and (or) foreign qualification, complying with Article 107 of Federal Law № 273-FZ of 29.12.2012 «On Education in the Russian Federation»;
- Original or copy of the document, confirming identity and citizenship of the applicant, or original or copy of the document, confirming identity and citizenship of the international citizen or the stateless person in the Russian Federation in accordance with Article 10 of Federal Law № 115-FZ of 25.07.2002 "On the Legal Status of International Citizens in the Russian Federation";

- Copy of the entry visa to the Russian Federation, if the international citizen has entered the territory of the Russian Federation by visa;
- Medical certificate of general health status and medical certificate, conforming the absence of AIDS, issued at the place of permanent residence;
- Migration card, obtained on arrival in the Russian Federation;

Note! If required, the University provides assistance in migration registration according to the current migration legislation of the Russian Federation. BMSTU doesn't accept documents from international citizens illegally residing in the Russian Federation!

- 6 color photos (size 3x4 cm).

International citizens applying for studies on a state-financed basis within admission quotas as compatriots should submit the following documents:

- Original or copy of the applicant's birth certificate;
- Copy of birth certificate of the applicant's mother or father, confirming their birth in the USSR;
- Act of self-identification, confirming the opportunity of admission based on the compatriot status. This document is filled at BMSTU DISEC based on the submitted copies of the abovementioned birth certificates.

Note! All the documents, which have no information in Russian, and their supplements should be submitted with their notarized translation into Russian and notarized.

The applicant's name in the translations should correspond to the name indicated in the entry visa.

1.2. DISEC checks the accuracy of the data in the application form and completeness of the submitted documents and signs the direction for the Selection Committee of the Faculty.

1.3. After DISEC signs the direction for the Selection Committee:

- CIS citizens should confer to the Selection Committee of the faculty they have chosen as their top priority;
- International citizens from other countries should confer to the Selection Committee of Faculty of International Educational Programs (FIEP);

1.4. If an international applicant has no accommodation for the time of admission examinations, the University provides accommodation in the student dormitories on a paid basis and assistance in migration registration. International citizens willing to stay in the dormitory should ask the Selection Committee to give them the direction for BMSTU Dormitory Administration (hereinafter referred to as DA).

They should confer to DA to get a room in the dormitory. Address of Dormitory Administration: Gospitalniy per., 4/6 (walk along 2-ya Baumanskaya street in the direction of the metro station, then walk one block on Malaya Pochtovaya street).

1.5. At the Selection Committee the applicant signs the necessary documents as well as the application addressed to BMSTU Rector and gets more information about the entry examinations, competitive selection, appeal procedures, and results announcement.

International applicants should remember dates and time of the entry examinations, and take a close look at the layout of the Main Building (you can find the layout near the entrance to the hall of Admission Committee). Take notice of different ways leading to lecture rooms. Summer is the time of construction works and some ways can be closed.

International applicants should know the rules of entry examinations, that is, what actions are allowed, what can be used during the exam, what actions are prohibited, and what

consequences they may have.

You should come to examination room 30 minutes before the exam begins, so that you have extra time to settle unforeseen problems. External circumstances cannot be a reason for individual correction of examination rules!

You should understand where, how and when you can appeal against the results of the exams, if necessary.

You should pay special attention to the competitive selection procedure: date of results announcement, selection of candidates, who failed to get enough scores for the majors they have chosen and possible options for them.

1.6. International citizens, recommended for admission, should choose the form of studies and 1 major/field of training from several fields they have applied for and got enough scores. International citizens should inform the Selection Committee, where they have submitted their documents, about their choice up to August 2 in written form according to the standard pattern.

1.7. International citizens, who have applied for studies on a fee paid basis and successfully passed the selection, should come to DISEC to make a contract for studies and pay the first portion of the tuition fee. Students, who fails to make the contract and pay the tuition fee before August 18, are considered withdrawn from enrollment.

Note! Persons under the age of 18 years (completed 18 years) should be accompanied by a guarantor to make the contract. Near relatives such as mother, father, brother, sister or other persons with a proxy from the near relatives can act as guarantors. *The near relatives should present the documents confirming the kinship. The proxy from them should be notarized.* The proxy issued outside the Russian Federation may also require legalization or apostille. These formalities should be settled in advance.

1.8. International citizens, who have failed the entry examinations or haven't got enough scores, are offered preparatory training at BMSTU Faculty of International Educational Programs. The students willing to apply for a preparatory year should visit DISEC (hours: Monday – Friday, 10:00 am - 5:00 pm).

1.9. All the students admitted to BMSTU should come to faculty meetings for filling student documents and applying for scholarship card of Sberbank of Russia (for students admitted on a state-financed basis). The exact time and venue of the meetings will be posted near the Admission Committee, Selection Committees of the faculties and DISEC.

Note! Students admitted to the 1st year of studies at BMSTU should apply for a health passport to attend classes of physical education.

If you have any questions concerning admission, please, contact BMSTU Admission Committee, Selection Committees of the faculties and DISEC Monday – Friday, 10:00 am – 5:00 pm (Moscow time).

Phone of Admission Committee: +7-499-263-65-41,

Phone of DISEC: +7-499-263-64-62, +7-499-263-63-07, e-mail: orisa@bmstu.ru.

All information for international citizens, who have successfully passed the entry exams, including their further actions up to September 01, 2017, and organizational events, will be announced at the faculty meetings, BMSTU official website and information boards of DISEC.

Remember that ignorance of the laws of the Russian Federation and local acts of BMSTU is no excuse for their violation. International citizens who won't participate in the abovementioned meetings, will be responsible for the consequences of their absence.

2. Expulsion from BMSTU and Resuming Studies

- 2.1. International citizens can be expelled from the University by the order of Rector in the following cases:
 - 2.1.1. Completion of studies;
 - 2.1.2. Academic failures;
 - 2.1.3. Violation of BMSTU Charter;
 - 2.1.4. Violation of BMSTU bylaws;
 - 2.1.5. Violation of Rules of Admission and Studies of International Citizens at BMSTU;
 - 2.1.6. Failure to complete the graduation thesis in due time;
 - 2.1.7. Students haven't attended the classes since admission;
 - 2.1.8. Students haven't resumed their studies after academic leave;
 - 2.1.9. Constant absence from classes;
 - 2.1.10. Breach of the Contract;
 - 2.1.11. Transfer to another university;
 - 2.1.12. Personal request of the student.
- 2.2. List of crude violations resulting in disciplinary actions in form of expulsion from the university:
 - 2.2.1. Violation of migration registration laws in force. Persons failing to present the document confirming migration registration in due time (see clauses 9.1 and 9.2 of the present Rules), are regarded violators of migration registration procedures and are subject to expulsion from the University.
 - 2.2.2. Leaving Moscow without informing BMSTU Migration Registration Office and bringing the detachable section of notification on migration registration.
 - 2.2.3. Failure to fulfill the study plan (or internship plan) without valid excuse. Constant absence from classes without valid excuse.
 - 2.2.4. Absence of medical insurance, issued according to the laws in force and present Rules.
 - 2.2.5. Card playing and other kinds of gambling on the territory of the university.
 - 2.2.6. Drinking alcoholic beverages on the territory of the university.
 - 2.2.7. Attend BMSTU under the influence of alcohol, drugs or other intoxicating substances.
 - 2.2.8. Destruction and theft of BMSTU property.
 - 2.2.9. Launching fireworks on the territory of the university.
 - 2.2.10. Violation of fire safety rules, which could result in severe consequences.
 - 2.2.11. Swearing, foul language (including filthy communication in information networks and local networks of departments and dormitories).
 - 2.2.12. Unauthorized access to the information network of the university (hack).
 - 2.2.13. Malicious disobedience to legal claims of security officers or fireguards.
 - 2.2.14. Giving your pass to the university or dormitory to another person.
 - 2.2.15. Falsification of documents, issued by the University (passes, academic records, directions, references, etc.).
 - 2.2.16. Repeated smoking in undesignated areas.
 - 2.2.17. Actions or comments, insulting personal honor and dignity of staff and students of the university as well as their national and religious feelings.

- 2.2.18. Submission of consciously forged documents, including medical documents.
- 2.3. The procedure of expulsion is stipulated in section 10 and section 11 of BMSTU bylaws.
- 2.4. Persons who studied on a state-financed basis and were expelled for academic failures and violation of BMSTU Charter and bylaws, fire safety rules, dormitory rules and the present rules, can resume their studies only on a fee paid basis.
- 2.5. Other cases of resuming studies/transfer are stipulated by BMSTU Regulation on Transfer and Resuming Studies.
- 2.6. Students who have completed the Specialist, Bachelor, Master or PhD program, are awarded the diploma of state standard according to the established procedures.

3. Medical Services

- 3.1. All international students should attend obligatory medical examinations by the direction of the university administration. The frequency of the examinations and the included procedures are determined by the laws in force. Students don't pay for the obligatory medical examinations.
- 3.2. All international students should have medical insurance. Medical services are provided by the insurance company, which has issued the medical insurance policy of the international student.
- 3.3. Medical insurance should be valid on the territory of Moscow and Moscow Region during the whole period of studies. The insurance conditions should comply with the laws in force and include the following:
 - 3.3.1. Outpatient treatment of a sudden illness.
 - 3.3.2. Accident insurance.
 - 3.3.3. Hospital stay.
 - 3.3.4. Transportation to the hospital if necessary.
 - 3.3.5. Transportation to the place of permanent residence for rehabilitation after hospital treatment (if necessary).
 - 3.3.6. Repatriation of remains to the place of permanent residence in case of death.
- 3.4. Aid in the abovementioned matters should be rendered during the whole validity period of the insurance contract. Coinsurance, copayments and deductibles are inadmissible. The insurance company should cover the abovementioned services in full.
- 3.5. Minimum insurance coverage for students from CIS countries should be at least 100 000 rubles. Minimum insurance coverage for students from other countries should be at least 450 000 rubles.
- 3.6. Medical insurance policies are purchased by students on their own account.
- 3.7. Medical services, not covered by the insurance policy and not obligatory according to the laws of the Russian Federation are covered by the students.
- 3.8. Students admitted to the 1st year of studies at BMSTU should apply for a health passport to attend classes of physical education.

4. Rights of International Students

As well as Russian students, international students are entitled to:

- attend laboratories, lecture rooms, reading halls, libraries open to international students

and sport facilities of the University (after they get health certificate in accordance with clauses 5.8 of section 5 of the present Rules);

- participate in research projects of departments and student clubs;
- take an academic leave according to the procedures for Russian citizens;
- join creative teams and sports groups;
- join student unions and other students organizations, enjoy the rights given by these organizations.

International students have the right to follow the traditions of their country and observe its customs, if it doesn't contradict the RF legislation in force, present Rules, bylaws of BMSTU, fire safety rules, dormitory rules.

5. Obligations of International Students

International citizens admitted for studies at BMSTU are obliged to:

- 5.1. Abide by the laws of the Russian Federation, respect the customs and traditions of the country of stay;
- 5.2. Observe the accommodation and migration rules for international citizens on the territory of the Russian Federation;
- 5.3. Respect the customs of students from other countries, if they comply with the current legislation of the Russian Federation, BMSTU bylaws and the present rules;
- 5.4. Abide by BMSTU Charter and bylaws;
- 5.5. Pass all the exams and tests in due time. Students having academic backlog for compelling reasons, can repeat the year. Students with failed examinations without valid excuses are subject to expulsion from BMSTU;
- 5.6. Execute the instructions of the university administration in due time.

6. Dormitory Rules

- 6.1. Students living in the dormitories are entitled to:
 - Use the amenity spaces, equipment, and services;
 - Request the replacement of collapsed equipment, broken furniture, worn out linens, etc. and removal of disadvantages of welfare services;
 - Ask to change the accommodation conditions;
 - Participate in the discussion of housekeeping and make suggestions;
 - Demand that other students abide by the dormitory rules;
 - Use their personal electronic devices and equipment with the permission of the dormitory administration and under condition of making additional payment for extra power consumption.
- 6.2. Students living in the dormitories are obliged to:
 - Abide by the rules of admission and studies of international citizens at BMSTU and dormitory rules;
 - Accept the room and the linens according to the record cards;
 - Pay the damages caused by the students to the property of the dormitory (damaged living space and equipment). The amount of the compensation is determined by an

additional agreement to the leasing contract, including the act of damage, made by the dormitory administration and the university administration and signed by both parties. If the student refuses to pay the damages, they will be legally recovered according to the laws of the Russian Federation;

- Share the responsibility with other students living in the block (room) for the damaged caused to the shared rooms of the block or shared equipment;
- Be fully responsible for the room and equipment while living alone, till a new roommate arrives.
- Be fully responsible for observance the rules of admission and studies of international citizens at BMSTU and dormitory rules by the visitors they have invited to the dormitory;
- Observe the dormitory pass regulations;
- Keep the room and the block clean and tidy;
- Keep the equipment in common areas in good order;
- Inform the appropriate services or the university administration about accidents and equipment failures, prevent the harmful consequences as far as possible;
- Observe the fire safety rules when using electric and gas appliances;
- Register additionally purchased electric appliances if their power consumption is more than 100 W (refrigerators, TV sets, etc.);
- Close all windows and doors, and turn off electric appliances, lights and water before leaving the room;
- Get the permission from the university administration to take the equipment out of the dormitory;
- Use the rubbish chute to dispose small and mid-size garbage, not large size garbage;
- Obey the legal claims of service officers and representatives of the university administration;
- Execute the orders of service officers and representatives of the university administration in full obedience in emergency situations.

6.3. Students living in the dormitories are not allowed to:

- Move from one room to another without permission;
- Use the provided accommodation areas for purposes other than intended (e.g. the rooms cannot be used as storage places, workshops, etc.). The storage of clothes and equipment is allowed in the amount necessary for personal use of the student living in the room. The maximum quantity of food stocks allowed should be enough for two weeks for all the students living in the room;
- Rearrange, fix and install the wiring system and electric appliances (including communication wiring like telephone, computer network, etc.) without permission, use the electric appliances (refrigerators, etc.) without their registration by the authorized representative of Dormitory Administration;
- Use electric cookers, kettles, heaters and other electric appliances outside the designated areas;
- Rearrange the rooms, install or remove the walls, doors, windows, plumbing fixtures;
- Install new shelves, entresols, fixtures; drill the walls, doors, drive nails, etc. without permission of the authorized representative of Dormitory Administration;

- Disassemble and reassemble the furniture without permission;
 - Install additional door locks. The locks are changed only due to the loss of function and with the permission of the university administration. After installing the new lock the new key should be given to the authorized representative of Dormitory Administration within 1 day;
 - Store and use explosive and inflammable items and materials, fireworks, chemical substances and devices dangerous to health;
 - Throw or hang various items out of the windows;
 - Keep and feed animals in the living quarters and common areas;
 - Turn on audio systems at volume disturbing the students outside of the room;
 - Infringe on the rights of other students and prevent them from studying;
 - Invite visitors for staying overnight without permission of Dormitory Administration;
 - Give their dormitory pass to other persons;
 - Bring and consume alcoholic beverages, be drunk, play cards and gamble;
 - Smoke in the dormitory.
- 6.4. Visitors are allowed only by the invitation of the students living in the dormitory. Representatives of embassies and other officially accredited organizations of students' countries are allowed with appropriate documents. Visiting hours are from 10:00 pm to 11:00 pm. The abovementioned persons can enter the dormitory in accordance with the established procedure. The students who have invited the visitors are responsible for their observance of the bylaws and timely departure.
- 6.5. Visitors are not allowed in the absence of the students who have invited them.
- 6.6. From 11:00 pm the students should observe silence. The entrance for the students living in the dormitory is open till 01:00 am. The entrance is closed from 01.00 am to 06:00 am.
- 6.7. Students of different genders are not allowed to live in the same room of block, consisting of one or several rooms, toilet room and bathroom. The exception is made for near relatives: husband and wife, brother and sister, father and daughter, mother and son.
- 6.8. Violation of the rules set forth in this section and dormitory rules results in:
- Reprimand (with a written statement);
 - No visitors for the period determined by the administration (in case of violation of clauses 8.4 section 8 of the present rules);
 - Reprimand and strong warning about expulsion;
 - Eviction from the dormitory;
 - Expulsion from the university.
- 6.9. Students can submit a request for changing the accommodation conditions in July and August if vacant rooms are available.
- 6.10. International citizens can live outside the dormitory in other places at their own option. They should inform the university administration about their address within 3 days.

7. Migration Registration of International Students, Travelling to other Cities of the Russian Federation and Abroad

- 7.1. International citizens coming to the Russian Federation for studies are obliged to apply for migration registration at the place of stay within 3 working days from the date of arrival in

Moscow (20 days for citizens of Kazakhstan, 80 days for citizens of Ukraine). The list of the documents and the migration registration procedure are determined by the laws in force.

- 7.2. Within 3 working days from the date of the first entry to the Russian Federation (20 days for citizens of Kazakhstan, 80 days for citizens of Ukraine) international students should confer to Department of International Scientific and Educational Cooperation (DISEC) and apply for migration registration. They should bring the following documents: passport, entry visa, migration card.
- 7.3. International citizens, whose national documents (passports, etc.) expire in the period of their studies at BMSTU, should extend them or get new documents not later than 30 days before they expire. After getting the documents the students should submit them to DISEC in due time for updating the registration details.
- 7.4. International citizens, whose migration registration expires, should extend the permit for temporary stay on the territory of the Russian Federation. No later than 14 days (for citizens of the countries maintaining a visa-free regime with Russia), or not later than 21 days (for citizens of other countries) before their migration registration expires international students should come to DISEC and submit the documents necessary for the extension. The list of the documents is determined by the laws in force. The students, who have obtained the permission to extend the permit for temporary stay on the territory of the Russian Federation, should apply for migration registration at the place of stay.
- 7.5. Students, who fail to submit all the documents necessary to extend their stay on the territory of the Russian Federation before their migration registration expires, fail to apply for migration registration, or fail to submit the notification on migration registration according to the current legislation of the Russian Federation, are subject to expulsion from BMSTU.
- 7.6. International citizens should inform DISEC about changing the place of temporary residence and about their new address within 3 working days.
- 7.7. International citizens who complete their studies at BMSTU should fill the inventory clearance list and bring their student ID to DISEC. The filled inventory clearance list and returned student ID provide the evidence that the students have fulfilled all obligations to the university.
- 7.8. International students should immediately inform DISEC about losing their passports or other ID cards, the students.
- 7.9. If international citizens have to go abroad (for holidays, for family reasons or after completion of studies), they should confer to the university administration to write an appropriate notification. They should also write the notifications for travelling to other cities and regions of the Russian Federation.

Note! The notification should be submitted in advance before leaving;

In case of an urgent leave, students can contact DISEC by the phone (in working days): +7-495-632-22-13, +7-499-263-64-62, +7-499-263-63-07, +7-499-263-69-77; or by E-mail: orisa@bmstu.ru.

- 7.10. Students are allowed to travel to their home countries or other cities and regions of the Russian Federation only with consent of their department.
- 7.11. Departures during term time due to extraordinary circumstances (death or serious decease of a near relative, accession to estate, etc.) should be coordinated with DISEC.
- 7.12. Students apply for migration registration every time they enter the territory of the

Russian Federation regardless of the validity of the previous registration.

- 7.13. After completion of their studies or expulsion from the university international citizens should leave the territory of the Russian Federation within 2 weeks (this period is established by the university administration).
- 7.14. International students, having the status of university student are not allowed to engage in commercial activity or be employed. These restrictions do not cover employment at BMSTU in their free time and during the holidays.
- 7.15. International citizens, who have obtained the permit for temporary stay on the territory of the Russian Federation of for permanent residence on the territory of the Russian Federation (residence permit), registered in Moscow and Moscow Region, should submit the appropriate documents to DISEC within 10 days from the date of registration. If the documents are not submitted in due time and the students have no migration registration, they are subject to expulsion from BMSTU for violation of migration registration rules according to clauses 7.1 and 7.2 of section 7 of the present rules.
- 7.16. International citizens, who have obtained the permit for temporary stay on the territory of the Russian Federation of for permanent residence on the territory of the Russian Federation (residence permit), registered outside Moscow and Moscow Region, should apply for migration registration according to clauses 7.1 and 7.2 of section 7 of the present rules. Responsibility for the absence of migration registration is stipulated by clause 7.5 of section 7 of the present rules.
- 7.17. Violation of the rules of migration registration, residence and travelling mentioned in this section results in administrative responsibility according to the laws in force.

8. Rules of Transfer of International Citizens Becoming the Citizens of the Russian Federation

- 8.1. If international students acquire the citizenship of the Russian Federation they are transferred for studies as Russian citizens.
- 8.2. International students should inform BMSTU about acquiring the citizenship in written and submit the RF passport within 10 days from its issue.
- 8.3. The university makes all the necessary arrangements to transfer the persons mentioned in clause 8.1 of section 8 of the present rules, for studies as Russian citizens in the established order before the beginning of the next semester after acquiring the citizenship.
- 8.4. Students are not entitled to change the form of studies because of the transfer. Persons who studied on the fee-paid basis as international continue to study on the fee-paid basis as Russian citizens.
- 8.5. International citizens, studying by the direction of the Ministry of Education and Science of the Russian Federation, continue to study by this direction after becoming the citizens of Russia.
- 8.6. Persons who studied under the academic mobility agreements as international citizens can be transferred only for studies on the fee-paid basis.
- 8.7. A student, who has concluded a contract with university for studies as an international citizen, continues to study and fulfills all the obligations under this contract before the next semester after acquiring the citizenship of the Russian Federation.
- 8.8. If a person applies for admission as an international citizen and acquires the citizenship of the Russian Federation before the university issues the enrollment order, the person follows the admission procedures for international citizens and gets enrolled as a citizen of

the Russia Federation.

- 8.9. If a person applies for admission as an international citizen and acquires the citizenship of the Russian Federation after the university issues the enrollment order, but before the beginning of the first semester, the university applies the rule stipulated by clause 8.3.
- 8.10. If a person acquires the citizenship of the Russian Federation after the beginning of the first semester, the university applies the rule stipulated by clause 8.3.
- 8.11. If international students studying by contract acquire the citizenship of the Russian Federation in the last semester of their final year, they continue their studies as international citizens. The university doesn't transfer the students for studies as Russian citizens. The diploma is issued according to the rules applied to the citizens of the Russian Federation.

The violation of these rules by the students results in:

- Reprimand (with a written statement);
- Reprimand and strong warning about expulsion;
- Expulsion from the university.