



**Federal State Budgetary Educational Institution of Higher Education
“Gubkin Russian State University of Oil and Gas (National Research University)”**

Admission Guide for International Students

How to become a student of Gubkin Russian State University of Oil and Gas

Moscow, May 2017

Contents

1. Learn Russian and prepare for studies.....	3
2. Choose the program.....	4
3. Check the admission deadlines.....	4
4. Prepare required documents and submit the application form.....	4
5. Apply for visa and prepare for arrival.....	6
6. Pass entrance exams.....	7
7. Pay tuition fee.....	8
8. Join Gubkin University.....	8

1. Learn Russian and prepare for studies if necessary

The language of instruction at Gubkin University is Russian except 2 Master's degree programs that are taught in English.

To enter an academic program at Gubkin University it is required to pass a Russian proficiency test. There are several ways to study Russian language:

- take classes offered by the Preparatory Faculty (Department) of a Russian university;
- study at home and pass the Test of Russian as a Foreign Language (TORFL) in the training and testing language center for foreigners in your country founded by Rossotrudnichestvo or in Moscow . <http://rs.gov.ru/ru/contacts>).

Gubkin University offers the Preparatory Course for foreign citizens. The training period of the Preparatory Course continues for 10 months.

The language training program given by the Preparatory Department (programs of additional education)

Bachelor's program applicants study:

- Russian Language
- Mathematics
- Physics
- Chemistry
- Drawing
- Computer Science

Master's program and **postgraduate** applicants study:

- Russian language
- Advanced Mathematics
- Computer Science

Upon completion of the preparatory course students require to take exams. When all the exams are passed successfully and the admissions office gives recommendation to enter, applicants are enrolled in a Bachelor's/ Master's / Postgraduate degree programs.

Taking Preparatory Course enables applicants to integrate smoothly into life in the University and Russia, find out more information about the University, attend Open Days and choose the academic program.

Who does not need to take a Preparatory course to study Russian?

If you are a citizen of Commonwealth of Independent States (CIS) countries, the Baltics (Estonia, Latvia, and Lithuania), the Ukraine or Georgia you are allowed to take entrance exam for the Russian language without the completion of the Preparatory course. As a rule, these countries speak Russian as they were a part of the USSR.

To apply for admission to the Preparatory Department applicants are requested to contact the International Students Office via email: dis@gubkin.ru and submit the required documents (see Section 4.).

2. Choose the program

Gubkin University has 11 Faculties which offer training in:

- 16 Bachelor's degree programs and 3 Specialist's degree programs,
- 92 Master's degree programs,
- 44 Postgraduate degree programs.

3. Check the admission deadlines for 2017

Bachelor's programs:

20 June	Call for applications
10 July	Application deadline
11 – 22 July	Entrance examinations
29 August	Final submission of original documents

Individual application and enrollment deadlines are set for prospective students applying through quotas allocated by the Ministry for Education and Science of the Russian Federation.

Master's programs:

20 June	Call for applications
30 June, 10 July and 21 July	Entrance examinations
20 July	Application deadline
29 August	Final submission of original documents

Postgraduate studies:

1 June – 31 August	Applications to be submitted as scheduled by departments
25 August – 1 September	Interviews with supervisors as scheduled by departments
4 September – 19 September	Entrance examinations: in the selected course of study, philosophy of science, Russian language

4. Prepare required documents and submit the application form

The following components of the application must be submitted.

General Components

1) Original of the Education Certificate legalized in a proper way. Often it can be done through the Ministry for Foreign Affairs of your country and in the Russian Consulate. If you are from countries of Latin America your documents require an Apostille.

To apply to Gubkin University Bachelor's programs: the Education Certificate that verifies Secondary School level (including academic transcript: the list of subjects studied and scores earned).

To apply to Gubkin University Master's programs: the Bachelor Degree Certificate (including academic transcript: the list of subjects studied and scores earned).

To apply to Gubkin University Postgraduate studies: the Bachelor Degree Certificate and the Master Degree Certificate (including academic transcript: the list of subjects studied and scores earned).

2) The copy of the legalized Education Certificate/ Diploma (including academic transcript) and the Education Certificate/ Diploma translated into the Russian language and certified by a notary.

3) The copy of national ID (passport) valid for travel to Russia (date of expire no later than in 18 months).

4) The national ID (passport) translated into the Russian language and certified by a Russian notary.

5) Six printed photos in the 3*4 cm format.

6) CV/ Resume (for Master's degree programs and Postgraduate studies).

7) Summary of the proposed topic of the thesis (for Postgraduate studies).

8) The list of research publications (for Postgraduate studies).

Medical Components

9) Medical Certificate that you have no medical restrictions to study abroad (statement of good health).

10) Medical Certificate with HIV test.

While preparing your application package contact the International Students Office via email: dis@gubkin.ru and submit the required documents.

5. Apply for visa and prepare for arrival

To enter the Russian Federation, international visitors are required to have the proper visa stamp in their passports.

Citizens of some countries do not require visa to enter the Russian Federation, but in most cases duration of their stay in Russia is limited. Contact Russian consulate in your home country to check visa requirements.

Visas are obtained at the Russian embassy or consulate abroad. Visas cannot be obtained within Russia, because it is an “entry” document to the country.

Student visa application package includes the following:

- 1) The official Invitation Letter by the **Federal Migration Service**. This document is issued upon successful completion of entrance examinations and recommendations given by the admissions office.
- 2) Invitation Letter by Gubkin University
- 3) Enrolment Contract. This document is signed upon successful completion of entrance examinations and recommendations given by the admissions office.

To request the official Invitation Letter by the Federal Migration Service, submit via e-mail: dis@gubkin.ru Visa Support Form:

- the copy of national ID (passport). Passport validity – not less than 1,5 years,
- postal address in home country,
- for students: the name of educational institution, city / town / residential area where it is located;
- for employed: place of employment, city / town / residential area, telephone number;
- city / town / residential area of the Russian Consulate where visa will be claimed.

During the enrollment campaign applicants may stay in the University dormitory in Moscow. The cost of living in the University dormitory for applicants equals 430 - 650 rubles / day. If necessary, applicants are requested to inform the International Students Office via email: dis@gubkin.ru when submitting the documents.

For the whole period of studies international student are provided with accommodation. The cost of living in the University dormitory, including utilities (electricity is not included) for the academic year 2017-2018 is as follows:

540 rubles / month – for students financed by the federal budget,
1,367 rubles / month – for self-financed students.

Student campus includes 5 dormitory buildings and a sports complex.
http://www.gubkin.ru/info/sudents_and_magisters/studgorodok/

6. Pass entrance exams

The list of entrance examinations for Bachelor's programs:

Programs	Entrance examinations
Ecology and Environmental Management	Mathematics, Geography, Russian language
Chemistry related programs	Mathematics, Chemistry, Russian language
Technology related programs	Mathematics, Physics, Russian language
Jurisprudence related programs	Social Studies, History of Russia, Russian language
Economics and Management related programs	Mathematics, Social Studies, Russian language

Exam Schedules for 2017

Admission requirements for Bachelor's programs:

All exams start at **9:00**

- July 11 – Mathematics, History;
- July 13 – Physics, Chemistry, Social Studies, Geography;
- July 17 – Russian language;
- July 19 – extra day for those who missed exam for a sound reason.

Applicants are eligible to review examination papers in the presence of members of the subject examination boards according to the following schedule:

- July 12 – Mathematics, History;
- July 14 – Physics, Chemistry, Social Studies, Geography;
- July 18 – Russian language.

Reviewing of papers will be held **from 11:00 to 15:00**

The same dates **from 13:00 to 15:00**, the meetings of the appeal commissions take place where applicants are eligible to ask questions related to review of the examination papers.

For applicants taking exams during the extra day, the admissions office will organize review of the examination papers and the meeting of the appeal commissions according to individual schedule.

7. Pay tuition fee

By agreement with the University, tuition fee can be paid in Russia in the commercial bank or in the applicant's home country (in this case the applicant should provide a document from the bank confirming payment upon arrival to the University).

Tuition Fees for Academic Year 2017-2018

Program and year of study	RUB
Preparatory course	188 000
Bachelors	
Jurisprudence, Economics, Management	
1	315 700
2, 3, 4	311 200
Chemical Technology, Energy and Resource Saving Processes in Petrochemistry and Biotechnology, Oil and Gas Business	
1	212 300
2	209 200
3, 4	203 100
Other majors (annual indexation)	
1	206 000
2, 3, 4	203 100
Specialists	
Other majors (annual indexation)	
1	212 800
2, 3, 4	209 800
5	199 100
Masters	
Jurisprudence, Economics, Management	
1	309 100
2	304 700
Other majors	
1	212 800
2	209 800
PhD	
Full-time (RUB/year)	209 700
Part-time (RUB/year)	111 900

8. Join Gubkin University!

The academic year at the University begins September 1.