

**Memo for foreign applicants entering the programs of training of scientific and scientific-pedagogical personnel in the graduate school of the Russian State University of Oil and Gas named after I.M. Gubkin in 2023.**

**Citizens of the Russian Federations, foreign citizens and stateless persons** who have higher education, confirmed by a diploma of a specialist or master can enrol in postgraduate (PhD) programs.

Admission to postgraduate studies is carried out on a **full-time basis**.

A single selection committee is created for admission to graduate school chaired by the rector of the university. Members of the admission committee are appointed by the order of the rector of the university.

**The Admissions Committee conducts an admissions campaign in accordance with approved schedule (Appendix 1).**

For the consideration of appeals received on the decisions of the examination commissions, an appeal commission is created by the order of the rector. Members of the Appeals Commission are appointed by the order of the rector of the University.

**Foreign citizens are admitted** to the postgraduate studies of the university:

- to places financed from the federal budget, in accordance with approved acceptance targets;
- according to the instructions of the Ministry of Science and Higher Education of the Russian Federation;
- to places that provide for the payment of tuition fees, in accordance with contracts for the provision of paid educational services.

All questions related to admission to graduate school and not settled by the Rules are decided by the admission committee in accordance with the legislation of the Russian Federation.

\*For applicants who enter under the quotas of the Ministry of Science and Higher Education of the Russian Federation, individual terms of acceptance of documents and enrollment are established.

### **1.1. PROCEDURE FOR SUBMISSION OF DOCUMENTS:**

1. Register on the site (from June 20, see Appendix 1)
2. Submit an application (choose a scientific specialty 9-10 pages)
3. Upload scans of all required documents (see full list of documents clause 1.2)
4. Check the status of your application in the personal account of the applicant
5. Find yourself in the lists of people recommended for enrollment
6. Prepare documents for obtaining a study visa (see clause 1.3)

\*For applicants who enter under the quotas of the Ministry of Science and Higher Education of the Russian Federation, individual terms of acceptance of documents and enrollment are established.

## **1.2 DOCUMENTS PROVIDED BY THE APPLICANT FOR PARTICIPATION IN THE COMPETITION FOR POSTGRADUATE STUDIES OF THE UNIVERSITY:**

- 1) Application addressed to the rector (Appendix 6) with a request for recognition of foreign education and (or) foreign qualifications necessary for admission to postgraduate studies at the university; An applicant is allowed to pass entrance examinations in the event that documents submitted by them on foreign education and (or) foreign qualifications will be recognised as necessary for admission to postgraduate studies at the university.
- 2) Original document proving identity and citizenship (passport).
- 3) Notarized translation of the passport into Russian.
- 4) **Original bachelor's and master's diplomas indicating subjects studied, number of study hours/credits and received grades** (legalized in accordance with the established procedure (apostille or legalization at the Ministry of Foreign Affairs of your country + consulate of the Russian Federation).
- 5) **Medical certificate\*** proving the absence of contradictions for the candidate for study (the state of health) (original)
- 6) **Certificate of HIV test\* (original)**
- 7) **Certificate of analysis for syphilis\* (original)**
- 8) **Photos\* 3x4cm - 6 pieces**
- 9) CV
- 10) Essay on the proposed topic of the dissertation
- 11) Documents confirming individual achievements of the applicant (at the discretion of the applicant)
- 12) Direction (instruction) of the Ministry of Science and Higher Education of the Russian Federation.

\* These documents can be provided upon arrival. During preparation for admission, you must contact the Department for work with foreign students in advance by e-mail: [dis@gubkin.ru](mailto:dis@gubkin.ru) and submit the required documents.

## **1.3 HOW TO APPLY FOR A STUDY VISA:**

**To obtain a visa, a foreign citizen arriving for education at the Russian State University of Oil and Gas named after I.M. Gubkin at the expense of budget allocations of the federal budget needs an invitation letter to enter.**

**For foreign applicants applying for a quota**, an invitation letter is issued by the Ministry of Science and Higher Education of the Russian Federation. You must indicate the need for a visa in the section "Visa information" when filling out a questionnaire in your personal account on the site.

**For foreign applicants coming at the expense of funds of individuals or legal entities,** the invitation letter is issued in consulate of the Russian Federation.

\*The invitation is issued by the General Directorate for Migration of the Ministry of Internal Affairs of Russia. The invitation letter is issued at the request of the University only after the conclusion of the contract and the payment of tuition (the contract is signed after the successful passing of entrance examinations and recommendations of the admission committee for enrollment).

**To issue an invitation letter, send an email to the e-mail address of the Department for work with foreign students: [dis@gubkin.ru](mailto:dis@gubkin.ru)** and attach the following list of documents:

1. Scanned copy of the passport (validity of the passport is at least 1.5 years).
2. Fill out a visa application form in Russian (sent upon request).
3. Provide a scan of a notarized translation of diplomas of undergraduate and graduate programs in Russian
4. For students of the preparatory department, it is necessary to provide the original receipt of payment of the state duty for the issuance of invitation letters to enter the Russian Federation for a foreign citizen (115-FZ, art. 19.). Payment must be made strictly with the manager at Sberbank (payment through terminals and SBERBANK-online are not accepted by the Main Department for Migration of the Ministry of Internal Affairs of Russia).

During the admission campaign, applicants can live in Moscow in university dormitory (parents and relatives of applicants are not provided with the accommodation). An applicant must indicate if a dormitory will be necessary at the time of submission.

**Contacts:**

Address: 119991, Moscow, Leninsky Prospekt, 63/2

E-mail: [dis@gubkin.ru](mailto:dis@gubkin.ru)

**Working hours:**

Monday: 14:00-17:00

Tuesday: 14:00-17:00

Wednesday: 14:00-17:00

Thursday: 14:00-17:00

Friday: 10:00-16:00