

**Memo for foreign applicants entering the 1st year  
bachelor's degree at Russian State University of Oil and Gas named after I. M.  
Gubkin in 2023**

**Foreign citizens and stateless persons are entitled to obtaining higher education at the expense of budget allocations** in accordance with international treaties of the Russian Federation, federal laws or established by the Government of the Russian Federation with a quota for the education of foreign citizens and persons without citizenship (hereinafter referred to as the quota for the education of foreign citizens), as well as at the expense of individuals and legal entities in accordance with contracts for the provision of paid educational services.

Admission to study within the quota for the education of foreign citizens carried out in accordance with the directions of the federal body of the executive power, which performs the functions of developing state policy and legal regulation in the field of education. Enrollment for studies within the education quota for foreign citizens is carried out by a separate order (orders) of the Russian State University oil and gas named after I. M. Gubkin.

**Foreign citizens and stateless persons who are compatriots living abroad have the right to obtaining higher education on a par with citizens of the Russian Federations**, subject to their compliance with the requirements stipulated in the article 17 of the Federal Law of May 24, 1999 No. 99-FZ “On state policy of the Russian Federation regarding Compatriots Abroad” (hereinafter referred to as Federal Law No. 99-FZ).

For compatriots living abroad and who are not citizens of the Russian Federation, special rights do not apply when admission to bachelor’s (undergraduate) and specialty programs, provided in accordance with the Federal Law No. 273-FZ, unless otherwise provided by an international agreement of the Russian Federation.

**When accepting** foreign citizens and stateless persons for training in **bachelor’s (undergraduate) and specialty programs** in contracts for the provision of paid educational services University establishes a separate list of entrance examinations, different from the list of entrance examinations for other persons: upon admission to **the programs 40.03.01 "Jurisprudence" and 41.03.05 "International Relations", specialty 40.05.01 "Legal support of national security" - the entrance exam is the Russian language, when entering other programs - the entrance exam is mathematics.**

When submitting documents for admission to study a foreign citizen or stateless person indicates in the application for admission details of an identity document or a document identity card of a foreign citizen in the Russian Federation or the identity of a stateless person in the Russian Federation in accordance with Article 10 of the Federal Law of July 25, 2002 No. 115- Federal Law "On the legal status of foreign

citizens in the Russian Federation" and presents the original or a copy of the document proof of identity, citizenship, or a document identity card of a foreign citizen.

Upon admission to training in accordance with Article 17 of the Federal of Law No. 99-FZ, a compatriot also submits originals or copies documents provided for by Article 17 of Federal Law No. 99-FZ.

Foreign citizens who enter training on the basis of international treaties, also submit documents confirming their assignment to the number of persons specified in the relevant international treaties.

Foreign citizens entering within the established Decree of the Government of the Russian Federation of October 08, 2013 № 891 "On the establishment of a quota for the education of foreign citizens and stateless persons in the Russian Federation" quotas are also the direction of the Ministry of Science and Higher Education of the Russian Federation.

**Foreign citizens** eligible for admission for study at the expense of funds of the relevant budget and **are the winners and winners of the final stage of the All-Russian Olympiad for schoolchildren are accepted without entrance examinations** in University in the areas of training (specialties), corresponding to the profile of the All-Russian Olympiad for schoolchildren.

The results of the winners and prize-winners of the final stage of the All-Russian Olympiads for schoolchildren are recognized by the University as the highest results for entrance examinations ("100 points") for these general education subjects upon admission to the areas of training (specialties) that do not correspond to the profile of the Olympiad.

Foreign citizens - winners and prize-winners of Olympiads for schoolchildren are admitted to the University in accordance with the Procedure of Olympiads for schoolchildren, approved by the Ministry of Science and Higher Education education of the Russian Federation.

**Citizens of the Republic of Belarus have the right to use the results conducted in the Republic of Belarus of centralized testing, passed by applicants in the current or previous calendar year.** Results of centralized testing are submitted no later than the closing date for the receipt of documents and are recognized by the organization of higher education as results for general education entrance examinations, if the applicant did not pass the USE in the year in which the certificate was received.

## **1.1 APPLICATION PROCEDURE FOR BACHELOR'S PROGRAMS:**

**From June 20**, begins the acceptance of documents from applicants entering the full-time and part-time forms of education.

**On July 15**, ends the acceptance of documents from applicants entering with the results of entrance examinations conducted by the University.

**On July 25**, ends the acceptance of documents from applicants entering only by USE results.

**On August 19**, ends the acceptance of documents from applicants entering on the basis of contracts for the provision of paid educational services.

\*For applicants entering 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. Register on the [site](#) (from June 20 to see paragraph 1.1)
2. Submit an application (choose priority competition groups)
3. Upload scans of all required documents (see full list documents p.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 a study visa

## **1.2 REQUIRED DOCUMENTS:**

### **1) Original certificate of education**

Legalized in accordance with the established procedure (apostille or legalization in the Ministry of Foreign Affairs of your country + consulate of the Russian Federation)

For undergraduate applicants: certificate of complete secondary education indicating the subjects studied, the number of teaching hours and marks received.

- 2) A notarized copy of the certificate/diploma of education and all supplements and their notarized translation into Russian (original)
- 3) Passport
- 4) Notarized translation of the passport into Russian (original)
- 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

\* These documents can be provided upon arrival. During preparation for admission one must contact in advance the Office for Work with foreign students 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