

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

Foreign citizens and stateless persons have the right to receive higher education at the expense of budget allocations in accordance with international treaties of the Russian Federation, federal laws or the quota for education of foreign citizens and stateless persons established by the Government of the Russian Federation (hereinafter referred to as the quota for the education of foreign citizens), as well as at the expense of individuals and (or) legal entities in accordance with agreements on the provision of paid educational services.

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

Foreign citizens and stateless persons who are compatriots living abroad have the right to receive higher education on an equal basis with citizens of the Russian Federation, provided that they comply with the requirements provided for by Article 17 of the Federal Law of May 24, 1999 No. 99-FZ “On State Policy of the Russian Federation in respect of compatriots abroad” (hereinafter referred to as Federal Law No. 99-FZ).

When submitting documents for admission to study, a foreign citizen or a stateless person indicates in the application for admission the details of an identity document or a document proving the identity 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-FZ “On the Legal Status of Foreign Citizens in the Russian Federation”, and submits a copy of an identity document, citizenship, or a document proving the identity of a foreign citizen.

When enrolling in education in accordance with Article 17 of Federal Law No. 99-FZ, a compatriot also submits copies of the documents provided for in 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 quota established by Decree of the Government of the Russian Federation dated October 08, 2013 No. 891 “On establishing a quota for the education of foreign citizens and stateless persons in the Russian Federation”

also submit the instruction (direction) of the Ministry of Science and Higher Education of the Russian Federation.

1.1 PROCEDURE FOR SUBMISSION OF DOCUMENTS FOR MASTER'S PROGRAMS:

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

On July 29, ends the acceptance of documents from applicants entering **state-funded places (not according to the quota)**.

On August 23, ends the acceptance of documents from applicants **entering under contracts for the provision of paid educational services**.

*For applicants that apply within the quotas of the Ministry of Science and Higher Education of the Russian Federation, individual deadlines for receiving documents and enrollment are established.

1. Register on the [site](#) (from June 20 to see clause 1.1)
2. Submit an application (choose one competition group and priority programs within it)
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 1.2)

1.2 REQUIRED DOCUMENTS:

1) Original diploma(s)

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

2) A notarized copy of the diploma and all applications and a notarized translation into Russian (original)

3) Passport

4) Notarized translation of the passport into Russian (original)

5) Medical certificate* confirming that the candidate has no contraindications 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 the preparation for admission, you must contact the Office for Work with Foreign Students in advance by e-mail: dis@gubkin.ru and submit the necessary 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 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

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