

Study in Russia

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SSEES/UCL KAZAN' COURSE SUMMER 2018 APPLICATION FORM NOTES

INTRODUCTION

The Kazan' summer course for students of SSEES, UCL is co-organised by SSEES and Dr Roy Bivon of *Study in Russia*. Dr Bivon organises summer courses for students at a number of British universities, as well as courses for students on their year abroad for RLUS Ltd.

Study in Russia will arrange a complete package consisting of your course and accommodation in homestay accommodation with breakfast. You will be responsible for booking and paying for your own air tickets.

Please see the preliminary information document given to you by SSEES for information on other important matters related to the Kazan' programme.

DATES OF COURSE

This year's course will run from **30th June to 28th July 2018**. You will receive a visa invitation for these exact dates and you are not allowed to enter Russia or leave Russia earlier or later than these dates.

APPLICATION FORM

Please fill in the enclosed application form and email it to courses@studyinrussia.co.uk by **15th December 2017 at the latest**, with a deposit payment of £50. The form is also available on the website www.studyinrussia.co.uk/appformkazan.doc. Handwritten forms will not be accepted. The address that you put on the form and your e-mail may be used to send you your visa invitation. Much of the correspondence will be by e-mail. Please read your e-mail on a regular basis. Please also send a scan of your passport and a deposit at the same time as your form (see below).

PASSPORT SCAN

IMPORTANT If you do not have a passport, it expires less than 21 months after the end of the course, or there aren't two blank pages in your passport, please apply NOW for a new one. *Study in Russia* cannot apply to Kazan' for your visa invitation, until we have a clear scan of the valid passport that you will use to travel to Russia. As visa invitations can take up to two months to arrive, if you delay sending us valid passport details, you may find yourself incurring considerable extra expense or, at worst, not able to attend the course.

When you email your application form please also attach a clear scan of the information pages of your passport in jpeg, Word or pdf format as an e-mail attachment. This means both the page with your photo and details, and the opposite page above or below it.

- 1) Scans should be done in high resolution and all the print should be clear when printed on A4 paper. Scans from a tablet or a mobile phone are not normally accepted. If you have problems, UCL will help to provide you with a suitable scan.
- 2) Please make sure that you do not cut off the numbers and letters on the bottom line of your passport.
- 3) Please include the complete page opposite the information page (photo and details) in the scan.

If your scan is rejected by Kazan, this may delay your visa invitation, which you will need to obtain a visa. This could either mean that you will not be able to get a visa in time to arrive at the start of the course. It may involve you in extra costs, if your visa invitation has to be sent separately from the group.

DEPOSIT

Please send your deposit of £50 to *Dr R Bivon* by internet banking:

Bank details: Bank name: First Direct; Account name: Dr R Bivon

Sort code: 40 47 62; Account number: 05508371

Please make sure that you put **your name as a reference**.

Cheques should be made payable to Dr R. Bivon and sent to Flint House, Lynn Road, Stoke Ferry, King's Lynn PE33 9SW.

SCHEDULE OF PAYMENTS

Study in Russia will in due course send you an invoice by e-mail. The balance (total minus deposit and the contribution from UCL) is payable **by 23rd March 2018** at the latest. If payment has not been received by that date, there is no guarantee that you will be able to attend the course. If you think you will have problems paying the balance by the due date, please talk to Ben Chatterley.

COSTS

SSEES will provide a travel grant of £450 towards the costs for SSEES-registered students. This will be paid directly to *Study in Russia* and deducted from your invoice.

The costs of the course are:

a) Payable to Study in Russia in advance

Course fee	£420
Homestay accommodation with breakfast	£283
Visa invitation and registration	£62
Meeting and train travel	£90
Administration charge	£45

TOTAL £900 (from which the UCL grant of £450 will be deducted).

b) Other costs

Other costs which you will pay include:

- i) the return airfare London-Moscow, which you will book directly with the relevant airline
- ii) visa application (around £90 for UK passports, different fees apply for other passports)
- iii) daily living costs in Kazan' (including lunch and supper) and travel from Kazan' to Moscow at the end of the course. Previous students have advised that £500-600 is adequate for the 4 weeks.

FLIGHTS

You are responsible for booking your own air tickets to Moscow and back. You should book your flight directly with the airline for the exact start and end dates of the course. Russian visa regulations do not allow you to enter the country even one day before your visa starts or leave one day later than the visa ends.

All students based in the UK in June should book on the following flight: BA233, leaving at 08.45 from Heathrow. Please check the times on the BA website, as they can change.

If you will not be living in UK in June, then please book the appropriate flights from your home country, but making sure that the inward flight arrives in **Moscow Domodedovo** (not Sheremetevo, which is a long way from Domodedovo) no later than 15.30. This is very important because all students will be met at Domodedovo and transferred to the railway station by coach.

TRAVELLING BACK TO MOSCOW AT THE END OF THE COURSE

At the end of the course, you can return to Moscow either by train (Friday night, arriving Saturday morning) or by air (at the time of writing there is a 10.10 flight from Kazan on S7 airlines). There are more details on the S7 website: www.s7.ru. Click on EN for the website in English. You will usually need to buy this ticket directly from the provider, although the Institute can help you if you get stuck.

INVITATION AND VISA

There are three main processes, visa invitation, visa application, and visa registration in Kazan´:

i) Visa Invitation

You will need an official visa invitation before you can apply for the visa. *Study in Russia* will obtain the invitation from Kazan´ based on the passport scan that you send with your application. Please note that *Study in Russia* cannot be precise about when it will receive this document due to the complexities of Russian bureaucracy. Should there be any delay, you will be informed by e-mail. It is likely that you will receive electronic visa invitations, which will be sent to you by e-mail. Since an electronic invitation can be linked to only one specific visa agency, you must specify on the application form the exact VSF application centre where you plan to apply for your visa. Choices in the UK are London and Edinburgh. There is also a sub-office of the London agency in Manchester so if you specify London you can also apply to Manchester.

Your choice of application centre cannot be changed at a later date. Manchester is a sub-office of the London agency. You can therefore apply in Manchester or London (but not Edinburgh).

The visa invitation will only allow you to apply for a Student Visa. Any other visa, including the Tourist Visa, is not valid for the Kazan study course.

ii) Visa application

Once you receive your visa invitation you will then make your visa application in person at the VSF Global centre that you specified. At this stage it isn't possible to confirm exactly when you will receive it, but to be on the safe side please do not plan any travel for which you need your passport after the middle of May. At time of writing there is a 5-working day service and a next day service. If you cannot return in person to collect your visa, you can pay extra to have it sent to you by courier. Your passport will be with VSF Global throughout the visa application process, Please note that if you are not a UK citizen, the documents that you may have to submit to obtain a visa may be different from those listed at the end of this document.

iii) Visa Registration

All visas will be registered once you arrive. This will be done by the Institute. The only visa that is permitted to be registered is the official visa from the Kazan´ Institute. You cannot use any other visa for this purpose.

There are full details on how to obtain a visa at the end of this document.

MONEY

The easiest way of obtaining money in Russia is with your cash card. Debit cards are usually cheaper to use and any that have the Visa or MasterCard symbols should work. Please check with your bank for charges. You are advised to inform your bank that you will be using your card in Russia. Otherwise some banks may block the card. It would also be useful to set up internet banking. You can then check your bank account from an internet café and transfer funds.

You can buy roubles in the UK. Check with your local bank, travel agent or the post office. Roubles are also available at Heathrow. You are advised to obtain some before departure, as you will need them for the overnight train journey. You should also take some cash. US dollars and Euros can be changed easily, but **make sure that the notes are not torn and in pristine condition** or you may find them difficult to change. Pounds can also be changed, but there can sometimes be problems and the exchange rate is often not very good. Travellers' cheques are not recommended as they can be difficult to cash and very expensive, as you will be charged a high commission to change them and may also have to pay in UK.

AND FINALLY...

UCL will provide you with detailed information about the course and about the city of Kazan´.

If you have any other questions about the arrangements, visas, etc. please contact me by e-mail (courses@studyinrussia.co.uk) or phone (07894 221834). If I am not available, please leave a message on the answer phone and I will get back to you.

APPLYING FOR A VISA

Please note that the procedure can change without warning. If any of the information below is no longer accurate, please let Dr. Bivon know immediately.

Go to the VFS website <http://ru.vfsglobal.co.uk>. Select *Know your visa type* and from the next menu *Student visa*. From this menu you can get information about the visa fees, the documents required, processing time, and photo specifications. Then select *Online Application Form*. Select *Click Here* at the bottom of the page. Select *Registration* at the bottom of the page and sign up for a new account. Please keep a record of your ID number and password. Click on *Complete new application form* at the bottom of the next screen

You have to provide fingerprints to get a Russian visa. This means that you will have to go in person one of the visa agencies:

15-27 Gee Street, London EC1V 3RD
Peter House, Oxford Street, Manchester M1 5AN
16 Forth Street, Edinburgh EH1 3LH)

There now follows a large number of pages to fill in. You can save the application at any time and go back to them if you can remember your ID and password! Most questions are straightforward. Below you will find help with less obvious questions. If your answer is rejected, please make sure that you do not include spaces or punctuation marks in telephone numbers, etc.

VISA DETAILS

Purpose of visit (section)

STUDY

Purpose of visit

STUDY

Visa Category and type COMMON EDUCATIONAL

Number of entries

Single

Date of entry into Russia *Put start date of invitation*

Date of exit from Russia *Put finish date of invitation*

PERSONAL DETAILS

All answers should be obvious

PASSPORT DETAILS Type of passport Tourist

Issued by This is on UK passports under *Authority*

VISIT DETAILS

Russian institution to be visited:

Kazan Institute of Humanities and Social Sciences

TIN organization/ Directive (telex) number

Leave blank

Invitation number

Note that the second character is a letter. If it is O, it will be the letter O and not the numeral 0.

Itinerary (places of visit)

Moscow, Kazan

Have you ever been issued a MMI?

Answer *Yes* and put in *University* as your insurance provider

Who will pay for your trip and stay in Russia?

Choose company

Name of organization

your university

Do you plan to stay anywhere (hotel, individual) during your stay in Russia?

Yes

Type of place of visit:

hotel

Please note that you will be in homestay accommodation. However you must choose “hotel” for this question. Don’t select the private option, because you will be required to provide details of the person you will be staying with and their tax details!

Name, address and phone of person or hotel that you plan to stay with in Russia? c/o Kazan Institute of Humanities and Social Sciences, ul. Profsoyuznaya 13/16, Kazan 420111, phone 8432983605 (if an alternative address is shown on the visa invitation then use that one)

STUDY INFORMATION**Why did you decide to study in Russia?**

University course

Did you attend any place of study since you were 11 years old?

You will need to list schools attended and your current study at university. If you don't have precise details, make them up!!

Have you studied in Russia before?

Provide any information or answer “no”.

Name of place of study

Details are above

Why did you choose this place of study?

On advice from UK university

Course (faculty)

Russian as a foreign language

What qualifications are you going to acquire?

UK university requirement

Most of the other questions in this section are obvious.

Name of the person who made a decision to enrol you at this course

Dr Rachel Morley

What is the monthly cost of your study?

£420

Who will pay for your tuition?

UK University

Will your tuition be sponsored?

I am not sure what answer is expected – you can answer *Yes* and put your university

LAST VISIT DETAILS**Have you ever been issued a Russian visa?**

If you answer *Yes*

Where

Probably London or Edinburgh – it is where your visa was issued in the UK (or abroad)

When

This will be on the visa stuck in your passport

List all countries you have visited in the last ten years and indicate the date of visit

List any countries that have stamped your passport. If you wish to include other countries and don't know the precise date, make up a date!

Is this your first British passport?

If the answer is no, provide details. If you don't have them, make something likely up!

Please check that all the information is correct and amend if necessary by going back to the appropriate page

Current/latest place of work

Other

Student

You only have to answer questions which have a red star next to them. You can leave the others blank,

APPOINTMENT DETAILS

Select London or Edinburgh.

You don't have to make an appointment. You just go to the visa agency. If you select London, you also go to Manchester.

VISA DETAILS

Please check that all the information is correct and amend if necessary by going back to the appropriate page

APPLICATION SUCCESSFULLY COMPLETED

You must have Adobe Acrobat on your computer. Select A4 (bottom left) and print the form.

Don't forget to sign and date the form. Make sure that your signature is the same as in your passport. Stick a passport sized photograph in the box.

DOCUMENTS TO SEND WITH YOUR APPLICATION

As a student, you are not unemployed and do not need to send the documents listed on the VFS Global website for unemployed persons.

If you do not hold a UK passport, please check the VFS Global website to find out the documents that you have to send. If you hold a UK passport, these, according to the website, are the documents that you should send:

This is what the website currently states:

1. Current passport which should be valid for a minimum of six months after visa's expiration date and has at least 2 blank pages which do not need to be consecutive.
2. Visa application form filled in and printed out from this website only. Kindly ensure that the dates of your entry and exit, as entered in the application form, match with or fall within the period specified in the supporting documents.
3. One recent passport size photo glued to the indicated space on the application form.
4. A letter of invitation issued by a Russian Federal Migration Service agency or a telex from the Russian Ministry of Foreign Affairs.
5. Introductory letter from your College/University giving full details of the traveller, destinations, dates and purpose of the visit as well as stating the name of inviting

organization, contact details of the responsible person in Russia and explaining who will take financial responsibility of the trip.

Please note that this is no longer listed on the website. However, VFS Global have informed me that they may give students a visa without the letter, but that they may ask for the letter. Therefore, I think it wise to continue to obtain a letter and include it with your application.

6. When applying for student visa you must additionally submit HIV Test (AIDS) Certificate taken in last three months. HIV Test (AIDS) Certificate should still be valid for 15- 30 days on the day of your application.
7. The visa fee -- the details are on the VFS Global website.

Item 4 Study in Russia will send you your letter of invitation issued by the Russian Federal Migration Service agency 3 to 8 weeks before departure.

Item 5 Ben Chatterley will provide the letter. This should state that you are a full time student and indicate where you are studying in Russia and the course dates.

Item 6 HIV TEST

All you require is a letter from your GP or a clinic stating that you are HIV negative. As long as it is on official headed notepaper, it will be acceptable. The nearest GUM clinic to UCL is the Camden Mortimer Market Clinic, where a free test is done, with results given while you wait.

The addresses of the visa agency are:

15-27 Gee Street, London EC1V 3RD

Peter House, Oxford Street, Manchester M1 5AN

16 Forth Street, Edinburgh EH1 3LH)

If you ask for your passport to be returned by post, it will be returned to you by courier. You will be informed of the total cost including postage at the end of the application process. The agency accept credit cards.

Your visa will be stuck in your passport. Your visa invitation and any documents you have sent will be retained and not returned to you. When you receive your visa, you must check that there are no mistakes and, if necessary, return it for corrections. Check that the start date for the visa is the date of your flight or earlier.

Your visa will be a single entry one (однократная виза). You are responsible for applying for your visa in time. Do not leave it until the last moment, as sudden unpredictable changes in regulations can cause delays.