

**PREPARATORY SCHOOL INTERNATIONAL STUDENTS
OF KAZAN FEDERAL UNIVERSITY**

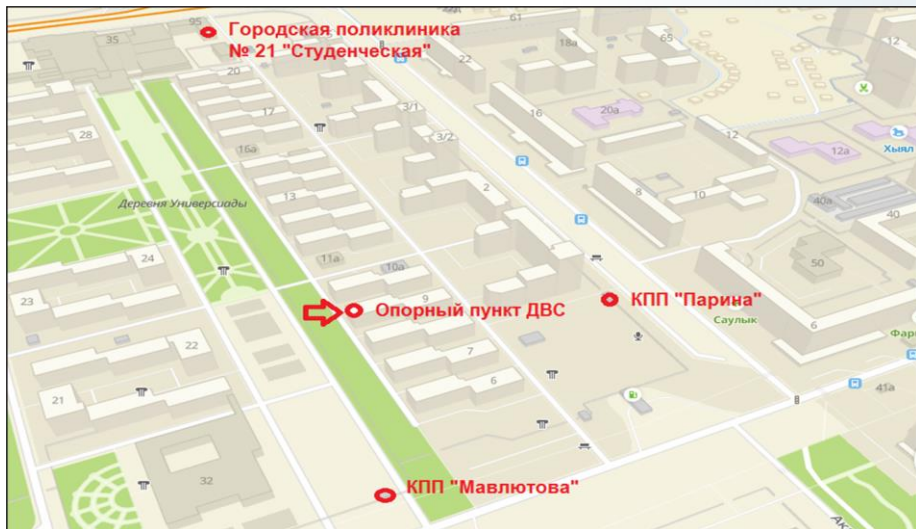
**DORMITORY CHECK-IN AND REGISTRATION
(PERMIT) FOR CLASSES**



Dear international students of the PrepSchool!

For checking in the dormitory, you should visit building No. 9 of the Universiade Village (The Adaptation Services Unit, KFU Department of External Affairs). **Entrance for the fresh students is from the side of Dubovaya Alley.**

NOTE the entrance for those living at the Universiade Village is carried out through the Mavlyutov checkpoint



Step 1. Get the medical documents ready :

1. Health insurance valid for the whole period of stay in Russia (the original and 1 copy, if available).
2. Blood test for RW (from the clinic at the place of residence, valid for 14 days).
3. The result of the fluorographic examination made over the recent year (2 copies).
4. Dermatovenerologist's certificate (from the clinic at the place of residence, valid for 3 days).
5. Conclusion from a medical doctor for dormitory placement (City Polyclinic No. 21, for students).

If you do not have the necessary medical documents, you can stay at the hostel while they are processed.

Information on hostels

<https://kpfu.ru/international/adaptation/prozhivanie/hostely-120106>



Medical Center of Universiade Village
City Polyclinic No. 21, for students

📍 Kazan, Orenburgsky Trakt Str. 95

☎ Registration Desk: +7 (843) 237-99-56

☎ Fee-based medical services: +7 (843) 237-55-14

Working hours:

Monday-Friday: 08:00 - 20:00

Saturday: 08:00 - 14:00



Step 2. Receive a registration sheet for international students of Preparatory School

1. Receive a registration sheet for international students of the Preparatory School
2. Attend a safety instruction training
3. Obtain an explanation on the check-in procedure
4. Provide a medical certificate for placement in the KFU dormitory
5. Provide COVID-19 test results (in case of arrival from abroad)

More information about COVID-19 test

<https://kpfu.ru/international/informaciya-o-vezde-inostrannyh-grazhdan-420233.html>



Registration sheet for international students of PrepSchool

ЛИСТ оформления для студентов подготовительного факультета 2022 – 2023 г.г. № _____ Registration sheet for Preparatory School students 2022 - 2023		
Дата прибытия в Университет Date of arrival	Телефон Phone	E-mail
Фамилия, Имя Family name Prep Name		
Гражданство Citizenship		Дата рождения Date of birth
Учебное подразделение Academic Unit (Faculty)		
Уровень обучения Level of Study		
Форма обучения Mode of study		
Программа обучения Field of Study		Подготовительный факультет
Срок обучения Period of Study		
Имя прибытия Name		Контракт – Гослиния
Адрес регистрации Residence Address		
Куда обратиться Where to apply	Зачем Purpose	Отметка персоналом дата For official use only date
Шаг 1 Step 1 Департамент внешних связей Деревня Университетская д.9 Department of External Affairs Universitetskaya Village, bld.9 osa@kpfu.ru	Отметка о прибытии Arrival confirmation	<input checked="" type="checkbox"/>
	Выдача направления на повторные тестирования COVID-19 COVID-19 test assignment	<input checked="" type="checkbox"/>
1.1 Городская поликлиника № 21 (Студенческая) ул. Оренбургский тракт 95 City clinic №21 (Student clinic), 95 Orenburgskiy tract st	Прожидание медицинского осмотра для зачисления в общежитие Medical examination for dormitory accommodation	<input checked="" type="checkbox"/>
	Получение направления на зачисление Dormitory check-in permission	<input checked="" type="checkbox"/>
Шаг 2 Step 2 Дома подготовительного факультета в Деревне Университетской/ Проживание на квартире Prep School buildings at the Universitetskaya Village / Apartment living	Прожидание инструктаж по технике безопасности Safety training procedure	<input checked="" type="checkbox"/>
	Страховой медицинский полис Health Insurance Policy	<input checked="" type="checkbox"/>
	Контроль результата повторного теста на COVID-19 COVID-19 test control	<input checked="" type="checkbox"/>
2.1 Департамент по обеспечению внутреннего режима, ГО ОУ в домах Деревни Университетской Department for internal regime, civil defence and labor protection in the Universitetskaya Village buildings	Получение пропуска в общежитие Permit pass to the dormitory	<input checked="" type="checkbox"/>
Шаг 4 Step 4 Подготовительный факультет, кабинет 5 ул. Кривоносова 25 KFU Preparatory school Krivonosovskaya str., 25 room 5 preparatory@kpfu.ru, 8 (843) 292-26-23	Сдача документов для формирования личного дела Student profile completion	<input checked="" type="checkbox"/>
Шаг 5 Step 5 Паспортно-визовый сектор Департамента внешних связей КФУ ул. Таврическая 9 ЗАЛ В Passport and visa unit, Department of External Affairs, 9 Степанаков ст. Office 8	Миграционный инструктаж Migration procedures orientation	<input checked="" type="checkbox"/>
	Постановка на миграционный учет Migration procedures (registration) Выдача ходатайства КФУ (для проживающих на квартире) KFU solicitation for Migration Service	<input checked="" type="checkbox"/>
Шаг 6 Step 6 Подготовительный факультет КФУ, кабинет 5 ул. Кривоносова 25 KFU Preparatory school Krivonosovskaya str., 25, room 5 preparatory@kpfu.ru, 8 843 292-26-23	Получение доступа к очному учебному процессу Permission to the full-time educational process	<input checked="" type="checkbox"/>

ЛИСТ оформления с отметкой о допуске к очному учебному процессу хранится в деканате подготовительного факультета.

Step 3. Check-in at the Universiade Village

After receiving the registration sheet, you need to:

1. Sign a rental agreement at the Adaptation Services Unit of the Department of External Affairs KFU (building No. 9 of the Universiade Village)
2. Receive keys from the building manager, do a room inspection, fill out an inventory sheet
3. Get bedding items from the linen keeper
4. Get a permanent pass (present passport (original), rental agreement and 1 photo 3x4)



Step 4. Attend a migration information briefing, get the migration registration, extend your visa

At the Multifunctional Center for International Students, HALL A
(Department of External Affairs, Gvardeyskaya Str. 9)

Please, bring with you the following documents:

- ✓ Passport (original + 1 copy of the main page);
- ✓ Visa (if any): original + 2 copies
- ✓ Migration card: original + 2 copies
- ✓ Education contract (for those studying under contract) or referral for studies (for state-funded students): original + 2 copies
- ✓ Previous Migration Registration Notification Form (if you stayed in a hotel or hostel before dormitory check-in)

NOTE if you do not register on time, you may be deported from the country



Step 5.

Contact the Dean's Office of the Preparatory School

1. Submit the registration sheet to the Dean's Office
2. Take photos for the student ID card, student record book, and library card
3. Get information on your academic group number and schedule
4. Get username and password



Information support for international students

You can get the most up-to-date information on social networks:

Vkontakte

Клуб интернациональной дружбы КФУ

(KFU Club of international friendship);

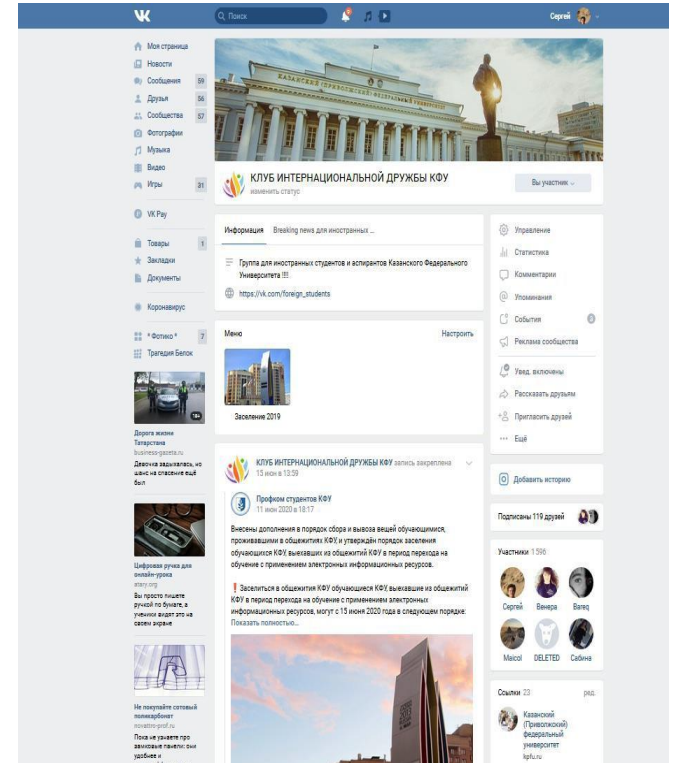
as well as via the telegram channel

<https://t.me/oiskpfu>

If you have any additional questions, please contact the Adaptation Services Unit at the Department of External Affairs of KFU

Tel. +7 843 590 17 54

Email : oiskpfu@gmail.com





Thank you for attention!