

**MINISTRY OF SCIENCE AND HIGHER
EDUCATION OF THE RUSSIAN
FEDERATION**
**Federal State Autonomous Educational
Institution of Higher Education Kazan (Volga
Region) Federal University**

May 30, 2022
No. 0.1.1.67-08/35/22
Kazan

APPROVE
Acting Rector
/Signature/ D. A. Tayurskiy
May 30, 2022

/Seal/

REGULATIONS

**for provision of accommodation in dormitories of Federal State Autonomous
Educational Institution of Higher Education “Kazan (Volga Region) Federal
University” for non-local students**

APPROVED

with consideration of the opinion of the Coordinating Council of Student Organizations and Associations (Students Council) of Kazan (Volga Region) Federal University (Minutes No. 5 of 16.05.2022)

APPROVED

With consideration of the opinion of Trade Union Committee of the Primary Trade Union Organization of Students of Kazan (Volga Region) Federal University (Minutes No. 95 of 16.05.2022)

Regulations for Provision of Accommodation in Dormitories of Federal State Autonomous Educational Institution of Higher Education “Kazan (Volga Region) Federal University” for Non-Local Students

1. General provisions

- 1.1. The present regulations establish the procedure for provision of accommodation in dormitories of Kazan (Volga Region) Federal University for non-local students (hereinafter referred to as the Regulations and KFU respectively).
- 1.2. These Regulations are established in accordance with Federal Law No. 273-FZ of December 29, 2012 “On Education in the Russian Federation”, Housing Code of the Russian Federation, other normative legal acts of the Russian Federation, the Charter of KFU and other local normative acts of KFU.
- 1.3. Living accommodation in KFU dormitories are provided for those non-local students who need accommodation and studying on full-time main educational programs of secondary professional and higher education and for students studying on part-time programs for the period of midterm and final examination.
For international students studying on main professional educational programs on state-funding basis within the quota for international students set by the Government of the Russian Federation, living accommodation is provided on terms set for the citizens of the Russian Federation studying on a state-funding basis.
- 1.4. Living accommodation in KFU dormitories is provided if KFU has available accommodation in accordance with the order of priority under these Regulations.
- 1.5. In order to form priority lists to be placed in KFU dormitories among non-local students who need accommodation, structural subdivisions shall form housing committees, and their activities shall be regulated by local normative acts of KFU.
- 1.6. KFU campus shall ensure record-keeping of living accommodations in KFU dormitories according to number of housing bed spaces in dormitories, which granted to the structural subdivisions of KFU.
- 1.7. The number of bed spaces for students in KFU dormitories, which granted to the main structural subdivision of KFU, the Department of External Affairs, the Center for Advanced Training of the Education Department, is set by the order of the Rector of KFU.
- 1.8. Lists of students who need living accommodation in KFU dormitories shall be arranged within a joint waiting list for each main structural subdivision, the Department of External Affairs, the Center for Advanced Training of the Education Department, within granted number of bed spaces in KFU dormitories.
- 1.9. In case of unforeseen family, financial and other circumstances, a reserve fund of bed spaces shall be formed. The reserve fund is supervised by the Vice-Rector for Social Work and Student Affairs, the Vice-Rector for Academic Affairs, the Vice-Rector for International Affairs. The number of bed spaces in the reserve fund is set by the order of the Rector of KFU.

2. The procedure for submitting and reviewing Applications for accommodation in KFU dormitories by the first-year Bachelor/Specialist/Master students

- 2.1. Non-local applicants for the 1st-year of Bachelor/Specialist/Master programs who need living accommodation in KFU dormitories, shall mark a special field in the “Dormitory” section of the personal account in social and education network “Budu studentom!” (“I will be a student!”) and submit an Application for living accommodation in KFU dormitories for the period of studies to the Rector of KFU (hereinafter referred to as the Application). The Application should be filled out in

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accordance with the form in Appendix 1 hereto in the personal account in social and education network “Budu studentom!” until August 20, 23:59 (Moscow time).

2.2. Starting August 21 (on working days) based on publication of KFU enrollment orders, housing committees of main structural subdivisions shall form ranked waiting lists of non-local students, who need living accommodations in KFU dormitories, in accordance with the number of granted bed spaces. Based on these lists, since August 23 (on working days) the main structural subdivisions shall form submissions to the order for accommodation of non-local 1st-year students and send them to the Department of Youth Politics, Social Affairs and Development of Physical Education System.

2.3. The waiting list for living accommodation in KFU dormitories for the 1st-year Bachelor/Specialist/Master students, who need accommodation in KFU's dormitories is ranked according to the following categories and in the following order:

2.3.1. Priority is given to students specified in paragraph 5 of Article 36 of the Federal Law No. 273-FZ of December 29, 2012 “On Education in the Russian Federation”:

- Students who are orphans and children without parental care;
- Students who are considered to be persons from the group of orphans and children without parental care;
- Students who have lost both parents or the only parent during the period of study;
- Students who are children with disabilities, persons with disabilities of groups I and II, persons with disabilities since childhood;
- Students who have been exposed to radiation as a result of the Chernobyl disaster and other radiation disasters, as a result of nuclear tests at the Semipalatinsk test site;
- Students who are disabled as a result of military trauma or illness received during military service, and veterans of military operations;
- Students among the citizens who served for at least three years under contract in military positions to be filled by soldiers, sailors, sergeants, petty officers, and dismissed from military service on the grounds specified in subparagraphs “б” – “г” of paragraph 1, subparagraph “а” of paragraph 2 and subparagraphs “а” – “б” of paragraph 3 of Article 51 of the Federal Law No. 53-FZ of March 28, 1998 “On Military Duty and Military Service”;
- Students receiving government social assistance as established in the constituent entities of the Russian Federation.

2.3.2. Students who belong to the following categories (the order is ranked by the date and time of submission of the Application and supporting documents (Moscow time)):

- Students who study under the quota for foreign citizens established by the Government of the Russian Federation No. 2150 of December 18, 2020 “On the establishment of quotas for foreign citizens and stateless persons studying in the Russian Federation” and on the basis of referrals by the Ministry of Science and Higher Education of the Russian Federation;
- Students specified in the Decree by the Government of the Russian Federation No. 434 of March 21, 2022 “On approval of specifics for admission to study on educational programs of higher education with state accreditation, programs for

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training of scientific and scientific-pedagogical personnel in postgraduate (postgraduate military) schools”.

2.3.3. Students in a difficult life situation (the order is ranked by the date and time of submission of the Application and supporting documents (Moscow time)):

- Students who are single parents with underage children;
- Students under the age of 20 with only one parent who has a group I disability;
- Students who have both parents or one parent with a group I or II disability;
- Students who have both parents who are retired or one such parent;
- Students who are members of a large family with three or more pre-school age children and/or students in educational organizations of general education, secondary vocational and higher education.

2.3.4. Students enrolled at KFU who belong to the following categories (the order is ranked by the date and time of submission of the Application and supporting documents (Moscow time)):

- Winners and prize winners of the final stage of the All-Russian Olympiad for School Students, winners and prize winners of Olympiads for school students, the list of which is approved by the Ministry of Science and Higher Education of the Russian Federation;
- Persons who have scored 100 points on the Unified State Exam on general education subjects and enrolled at KFU to study under the fields of study (specialty) that has an entrance test on this subject.

2.3.5. Next, the waiting lists are ranked according to the results of the individual achievements of students. The results of individual achievements of students shall be taken into account in accordance with the local normative act of KFU, which is accepted with the opinion of the Coordinating Council of public student organizations and unions and the Trade Union Committee of the Primary Trade Union Organization of students at KFU.

2.4. To confirm the status specified in paragraphs 2.3.1, 2.3.3, non-local applicants entering the 1st -year Bachelor/Specialist/Master program, who need living accommodation in KFU dormitories, should submit documents in accordance with Appendix 2 hereto in addition to the Application. International applicants should also submit a notarized translation of mentioned documents. These documents should be attached together with the Application in electronic format (pdf) in the personal account in social and education network “Budu studentom!” before the deadline specified in paragraph 2.1.

2.5. If applicants of the categories specified in paragraphs 2.3.1, 2.3.3. do not provide documents or provide incomplete set of documents, the housing committee of the main structural subdivision has the right to refuse to provide a bed space on the grounds specified in paragraphs 2.3.1, 2.3.3 hereof. Such Applications shall be reviewed in accordance with paragraph 2.3.5 hereof. After submission of the missing documents by students of the categories listed in paragraphs 2.3.1, 2.3.3, the Application shall be reviewed again in the framework of the housing committee of the main structural subdivision, respecting the order of priority of persons referred in paragraphs 2.3.1 - 2.3.3 hereof.

3. The procedure for submitting and reviewing Applications for accommodation in KFU dormitories by the second-year Bachelor/Specialist/Master students

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- 3.1. Non-local applicants for the 2nd-year and the following years of Bachelor/Specialist/Master programs, who need living accommodation in KFU dormitories, should submit an Application for living accommodation in KFU dormitories to the Rector of KFU through the personal account in the E-University system.
- 3.2. As student apply for accommodation in KFU dormitories (at least once a month) the housing committee of the main structural subdivision shall form lists of non-local students who need living accommodation in KFU dormitories. Based on these lists, main structural subdivisions, in accordance with granted number of bed spaces, shall form submissions to the order for accommodation of non-local students and send them to the Department of Youth Politics, Social Affairs and Development of Physical Education System.
- 3.3. The waiting lists of students, who need living accommodation in KFU dormitories, specified in paragraph 3.1., are ranked according to the categories in paragraphs 2.3.1 - 2.3.3 hereof, further - according to the results of the individual achievements of students.
- 3.4. To confirm the status specified in paragraphs 2.3.1, 2.3.3, non-local students, who need living accommodation in KFU dormitories, should submit documents in accordance with Appendix 2 hereto. Documents should be submitted to the housing committee of the main structural subdivision no later than 3 days from the date of submission of the application through the personal account in the E-University system. International applicants should also submit a notarized translation of these documents.
- 3.5. If applicants of the categories specified in paragraphs 2.3.1, 2.3.3. do not provide documents or provide incomplete set of documents, the housing committee of the main structural subdivision has the right to refuse to provide a bed space on the grounds specified in paragraphs 2.3.1, 2.3.3 hereof. Such Applications shall be reviewed in accordance with paragraph 2.3.5 hereof. After submission of the missing documents by students of the categories listed in paragraphs 2.3.1, 2.3.3, the Application shall be reviewed again in the framework of the housing committee of the main structural subdivision, respecting the order of priority of persons referred in paragraphs 2.3.1 - 2.3.3 hereof.
- 3.6. The results of individual achievements of students shall be taken into account in accordance with the local normative act of KFU, which is accepted with the opinion of the Coordinating Council of public student organizations and unions and the Trade Union Committee of the Primary Trade Union Organization of students at KFU.
- 3.7. In case the results of individual achievements of students are equal, the priority in providing accommodation in KFU dormitories is given to the Application with the earlier date and time of submission.
- 3.8. The Application for living accommodation in KFU dormitories submitted by students of the 2nd-year and the following years of study are valid during calendar year.
- 3.9. Applications of the 1st-year, the 2nd-year and the following years of study on Bachelor/Specialist/Master programs, who need living accommodation in KFU dormitories, are ranked within a joint waiting list for each main structural subdivision. The Deputy Director for Social and Educational Affairs of the main structural subdivision shall be responsible for maintaining waiting lists.

4. The procedure for submitting and reviewing Applications for accommodation in KFU dormitories by students of Preparatory School of KFU for provision

- 4.1. Applicants / students of Preparatory School for International Students of KFU, who need living accommodation in KFU dormitories, shall mark a special field in the “Dormitory” section of the personal account on official website of KFU and submit an Application for living accommodation in KFU dormitories for the period of studies to the Rector of KFU. The Application should be filled out in accordance with the form in Appendix 1 hereto in the personal account of the applicant of Preparatory School for International Students on official website of KFU.
- 4.2. Based on KFU orders on enrollment of international students to the Preparatory School of KFU, the Department of External Affairs shall form waiting lists of students, who need living accommodation in KFU dormitories. Based on these lists, in accordance with granted number of bed spaces, submissions to the order for accommodation of non-local students shall be formed and sent to the Department of Youth Politics, Social Affairs and Development of Physical Education System.
- 4.3. The waiting list of students of the Preparatory School for International Students of KFU, who need living accommodation in KFU dormitories, specified in paragraph 3.1., is ranked according to the categories in paragraphs 2.3.1 - 2.3.3 hereof, further – according to the date of submission of Application (Moscow time).
- 4.4. To confirm the status specified in paragraphs 2.3.1, 2.3.3, applicants of the Preparatory School should submit documents in accordance with Appendix 2 hereto or similar supporting documents or similar supporting documents adopted in the country of residence of the applicant. These documents should be attached along with the Application in the personal account on official website of KFU. Applicants of the Preparatory School should also submit a notarized translation of these documents.
- 4.5. If applicants of the categories specified in paragraphs 2.3.1, 2.3.3. do not provide documents or provide incomplete set of documents, the Department of External Affairs has the right to refuse to provide a bed space on the grounds specified in paragraphs 2.3.1, 2.3.3 hereof. Such Applications shall be reviewed in accordance with date of submission in order of priority. After submission of the missing documents by students of the categories listed in paragraphs 2.3.1, 2.3.3, the Application shall be reviewed by the Department of External Affairs respecting the order of priority of persons referred in paragraphs 2.3.1 - 2.3.3 hereof.
- 4.6. Applications from students of the Preparatory School, who need living accommodation in KFU dormitories, are ranked within a joint waiting list of the Department of External Affairs. The Head of Division for Adaptation Services of the Department of External Affairs shall be responsible for maintaining waiting lists.

5. The procedure for submitting Applications for accommodation by students arriving at KFU under international academic mobility agreements

- 5.1. Students arriving at KFU under international academic mobility agreements, who need living accommodation in KFU dormitories, should submit an Application for living accommodation in KFU dormitories to the Rector of KFU through the personal account in the E-University system.

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5.2. As student apply for accommodation in KFU dormitories (at least once a month) the Department of External Affairs shall form lists of students arriving under international academic mobility agreements, who need living accommodation in KFU dormitories. Based on these lists, in accordance with granted number of bed spaces, submissions to the order for accommodation of non-local students shall be formed and sent to the Department of Youth Politics, Social Affairs and Development of Physical Education System.

6. The procedure for submitting Applications for accommodation by students studying on postgraduate programs for training of scientific and scientific-pedagogical personnel and residency programs

6.1. Non-local students studying on postgraduate programs for training of scientific and scientific-pedagogical personnel should submit an Application for living accommodation in KFU dormitories for the period of studies to the Rector of KFU. The Application should be filled out in accordance with the form in Appendix 3 hereto and sent to the housing committee of the Center for Advanced Training of the Education Department.

6.2. Non-local students studying on residency programs should submit an Application for living accommodation in KFU dormitories for the period of studies to the Rector of KFU. The Application should be filled out in accordance with the form in Appendix 3 hereto and sent to the housing committee of the Institute of Fundamental Medicine and Biology.

6.3. As student apply for accommodation in KFU dormitories (at least once a month) housing committees of the Center for Advanced Training and the Institute of Fundamental Medicine and Biology shall form lists of students, who need living accommodation in KFU dormitories. Based on these lists, in accordance with granted number of bed spaces, the Center for Advanced Training and the Institute of Fundamental Medicine and Biology shall form submissions to the order for accommodation of non-local and sent them to the Department of Youth Politics, Social Affairs and Development of Physical Education System.

6.4. The waiting lists of students, who need living accommodation in KFU dormitories, specified in paragraph 6.1., 6.2. are ranked according to the categories in paragraphs 2.3.1 - 2.3.3 hereof, further - according to the results of the individual achievements of students.

6.5. To confirm the status specified in paragraphs 2.3.1, 2.3.3, applicants of the Preparatory School should submit documents in accordance with Appendix 2 hereto. These documents should be submitted to the housing committees of the Center for Advanced Training and the Institute of Fundamental Medicine and Biology. International students should also submit a notarized translation of these documents.

6.6. If applicants of the categories specified in paragraphs 2.3.1, 2.3.3. do not provide documents or provide incomplete set of documents, the housing committees of the Center for Advanced Training and the Institute of Fundamental Medicine and Biology have the right to refuse to provide a bed space on the grounds specified in paragraphs 2.3.1, 2.3.3 hereof. Such Applications shall be reviewed in accordance with paragraph 2.3.5 hereof. After submission of the missing documents by students of the categories

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listed in paragraphs 2.3.1, 2.3.3, the Application shall be reviewed again in the framework of the housing committee, respecting the order of priority of persons referred in paragraphs 2.3.1 - 2.3.3 hereof.

- 6.7. The results of individual achievements of students shall be taken into account in accordance with the local normative act of KFU, which is accepted with the opinion of the Coordinating Council of public student organizations and unions and the Trade Union Committee of the Primary Trade Union Organization of students at KFU.
- 6.8. In case the results of individual achievements of students are equal, the priority in providing accommodation in KFU dormitories is given to the Application with the earlier date and time of submission.
- 6.9. The Application for living accommodation in KFU dormitories submitted by students studying on postgraduate programs for training of scientific and scientific-pedagogical personnel and residency programs are valid during calendar year.
- 6.10. Applications from students studying on postgraduate programs for training of scientific and scientific-pedagogical personnel are ranked within a joint waiting list of the Center for Advanced Training. The Head of the Center for Advanced Training shall be responsible for maintaining waiting lists.
- 6.11. Applications from students studying on residency programs are ranked within a joint waiting list of residency students of the Institute of Fundamental Medicine and Biology. The Deputy Director for Social and Educational Affairs shall be responsible for maintaining waiting lists.

7. Provision of living accommodation in KFU dormitories

- 7.1. The Director of the KFU Student Campus together with the Director of the Department of Youth Politics, Social Affairs and Development of Physical Education System, on the basis of submissions to the order received from main structural subdivisions, the Department of External Affairs and the Center for Advanced Training, shall prepare a draft order for providing accommodation in KFU dormitories to non-local students of KFU and submit it for approval in accordance with the procedure established at KFU.
- 7.2. The order of the Rector/authorized person of KFU shall be the basis for the provision of beds spaces in KFU dormitories and the conclusion of a contract for rent of dormitory accommodation with each student in accordance with the procedure established by the housing legislation of the Russian Federation.
- 7.3. University notifies students on the provision of living accommodation in KFU dormitories via publishing such information:
 - in the personal account in the in social and education network “Budu studentom!”- for applicants for the 1st -year of the Bachelor/Specialist/Master programs;
 - in the personal account in the E-University system - for students of the 2nd-year and the following years of Bachelor/Specialist/Master programs;
 - in the personal account of the applicant to the Preparatory School for International Students of KFU on the official website of KFU – for students of Preparatory School for International Students;

Students studying on postgraduate programs for training of scientific and scientific-pedagogical personnel and residency programs shall be notified by the Center for

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Advanced Training and the Institute of Fundamental Medicine and Biology via e-mail specified in the personal file or by informing personally against signature.

7.3.1. If a student within 14 calendar days from the date of receipt of notice has not concluded a contract for rent of specialized accommodation in the dormitory and has not informed in writing the Deputy Director for Social and Educational Affairs of the main structural subdivision (for Bachelor/Specialist/Master students) / the Head of Division for Adaptation Services of the Department of External Affairs (for students of Preparatory School for International Students of KFU) / the Head of the Center for Advanced Training (for students studying on postgraduate programs for training of scientific and scientific-pedagogical personnel) / the Deputy Director for Social and Educational Affairs of the Institute of Fundamental Medicine and Biology (for residency students) using the officer's personal e-mail specified on the official website of KFU about valid reasons for not concluding a contract for renting specialized accommodation within the period specified in this paragraph, such a student may be refused accommodation in KFU dormitories.

7.4. Non-local students of KFU who check-in at dormitories must have the necessary set of documents, specified in Appendix 4 hereto, with them.

7.5. Tenants of living accommodations in KFU dormitories under the contracts for rent of specialized accommodation in a dormitory pay a fee for the use of living accommodation (rent payment) and utility charges.

7.6. The fee for the use of living accommodation (rent payment) in a dormitory is set by KFU depending on the quality, amenities, location and layout of accommodations in a dormitory.

The fee for the use of living accommodation (rent payment) in a dormitory is set by local normative act of KFU accepted considering the opinion of the Coordinating Council of public student organizations and unions and the Trade Union Committee of the Primary Trade Union Organization of students at KFU.

The fee for the use of living accommodation (rent payment) in a dormitory shall not exceed the maximum fee established by the Ministry of Science and Higher Education of the Russian Federation.

KFU may reduce the fee for the use of living accommodation (rent payment) and/or the utility charges in the dormitory for students or not charge such fee to certain categories of students taking considering the opinion of the Coordinating Council of public student organizations and unions and the Trade Union Committee of the Primary Trade Union Organization of students at KFU. The persons specified in Clause 5 of the Article 36 of the Federal Law No. 273-FZ of December 29, 2012 “On Education in the Russian Federation” are exempted from payment of fees for the use of living accommodation (rent payment) in a dormitory.

8. Relocation of students living in KFU dormitories

8.1. Non-local KFU students who live in KFU dormitories and wish to relocate to another room/ dormitory shall submit application specifying reasons for relocation to the housing committee of the main structural subdivision for Bachelor/Specialist/Master students) / the Department of External Affairs (for students of Preparatory School for

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International Students of KFU) / housing committee of the Center for Advanced Training and the Institute of Fundamental Medicine and Biology (for students studying on postgraduate programs for training of scientific and scientific-pedagogical personnel and residency programs) in accordance with the form in Appendix 5 hereto. The application should be submitted to the Deputy Director for Social and Educational Affairs of the main structural subdivision (for Bachelor/Specialist/Master students) / the Head of Division for Adaptation Services of the Department of External Affairs (for students of Preparatory School for International Students of KFU) / the Head of the Center for Advanced Training (for students studying on postgraduate programs for training of scientific and scientific-pedagogical personnel) / the Deputy Director for Social and Educational Affairs of the Institute of Fundamental Medicine and Biology (for residency students), who organize meeting of housing committee to review submitted applications.

- 8.2. As students submit applications (but (not at least once in a month), the housing committee of the main structural subdivision / the Department of External Affairs / housing committee of the Center for Advanced Training and the Institute of Fundamental Medicine and Biology shall decide to approve or refuse relocation in accordance based on the availability of accommodation.
- 8.3. Relocation of a student to another dormitory is carried out based on the order, which is formed in accordance with the submissions of the structural subdivisions specified in paragraph 8.2 hereof, prepared by the decisions of the housing committees of these structural subdivisions/Department of External Relations.
- 8.4. Relocation of a student to another room within same dormitory is carried out based on the decisions of the housing committees of these structural subdivisions/Department of External Relations.
- 8.5. The application for relocation is valid during calendar year.
- 8.6. The information on relocation to another room/ dormitory of KFU shall be published in the personal account of a student in the E-University system.

9. Final provisions

- 9.1. If, after all the applications of the students who are eligible for first-priority provision of accommodation in KFU dormitories and the students on the waiting list are approved, there is still available accommodation, the KFU Student Campus shall inform the housing committees of main structural subdivisions of KFU about the availability of accommodation.

10. Amendments to the Regulations

- 10.1. Amendments and Addenda to the Regulations shall be made by drafting a new version of the Regulations and its approval by the Rector of KFU in accordance with the established procedure.

11. Distribution of the Regulations

- 11.1. These Regulations must be mailed by the Department of Document Management and Control (hereinafter referred to as DDC) in accordance with the procedure established by the KFU Records Management Instruction.

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- 11.2. The Regulations shall be posted on the website of the Department of Youth Politics, Social Affairs and Development of Physical Education System, website of KFU Student Campus of the KFU web portal.

12. Registration and maintenance of the Regulations

- 12.1. The Regulations shall be registered with the DDC. The original copy of these Regulations shall be kept at the DDC until it is replaced by a new edition of the Regulations. A copy of these Regulations shall be kept as part of the organizational documents of the KFU Student Campus.

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Appendix 1

FORM

To the Rector of the FSAEI HE

“Kazan (Volga Region)” Federal University”

from applicant _____

(Full name)

(date, month, year of birth)

Passport: serial number _____ № _____

(issuing authority)

Citizenship _____

Address of registration _____

(index number)

Phone: _____

APPLICATION

In case of my admission to Kazan (Volga Region) Federal University, I would like to request a place in the dormitory of FSAEI HE Kazan (Volga Region) Federal University.

I undertake to conclude a contract of rent of specialized accommodation in the dormitory, to be registered at the place of residence in the manner prescribed by the legislation of the Russian Federation, as well as to comply with the internal regulations of the dormitories of Kazan (Volga Region) Federal University, the requirements of fire and electrical safety of KFU, and other local regulations of KFU.

I guarantee timely payment under the contract of rent of specialized accommodation in the dormitory.

I am notified and agree that if within 14 calendar days from the date of receipt of notice I will not conclude a contract for rent of specialized accommodation in the dormitory and will not inform in writing the Deputy Director of the Institute/Dean of the Faculty for Social and Educational Affairs Work via the officer's personal e-mail specified on the official website of KFU about valid reasons for not concluding a contract for renting specialized accommodation within the period specified in this paragraph, I may be denied accommodation in the KFU dormitory.

_____ 20__ . _____

(signature of the applicant)

I have read the Regulations for Provision of Accommodation in Dormitories of Federal State Autonomous Educational Institution of Higher Education “Kazan (Volga Region) Federal University” for Non-Local Students.

_____ __, 20__.

(signature of the applicant)

LIST
of documents required to confirm the statuses,
specified in paragraphs 2.3.1, 2.3.3 of this Regulations

1. Students who are orphans and children without parental care shall submit: scanned/copy documents from the guardianship and custody authorities, confirming the category, scanned/copy of the court decision on the deprivation of parental rights, or a scan/copy of the parents' death certificate, or a scan/copy of the documents on the establishment of guardianship (custody), on the transfer of an orphan or a child left without parental care to a foster family.
2. Students who are considered to be persons from the group of orphans and children without parental care shall submit: a scan/copy of documents from the guardianship and custody authorities, confirming the category, a scan/copy of the court decision on the deprivation of parental or scanned/copied copy of the parents' death certificate, or scanned/copied copy of documents about the establishment of guardianship (custody), about the transfer of an orphan or a child left without parental care to a foster family.
3. Students who have lost both parents or the only parent during the period of study shall submit: a scan/copy of the student's birth certificate, a scan/copy of the parents' death certificate.
4. Students who are children with disabilities, persons with disabilities of groups I and II, persons with disabilities since childhood shall submit: a scan/copy of the certificate of expert examination of labor capacity, medical and social assessment about disability.
5. Students who have been exposed to radiation as a result of the Chernobyl disaster and other radiation disasters, as a result of nuclear tests at the Semipalatinsk test site shall submit: a scan/copy of a document certifying that the individual belongs to the categories of citizens who suffered as a result of the disaster at the Chernobyl nuclear power plant disaster and other radiation disasters.
6. Students who are disabled as a result of military trauma or illness received during military service, and veterans of military operations shall submit: a scan/copy of a disability certificate, a combat veteran's certificate.
7. Students among the citizens who served for at least three years under contract in military positions to be filled by soldiers, sailors, sergeants, petty officers, and dismissed from military service on the grounds specified in subparagraphs “б” – “г” of paragraph 1, subparagraph “а” of paragraph 2 and subparagraphs “а” – “б” of paragraph 3 of Article 51 of the Federal Law No. 53-FZ of March 28, 1998 “On Military Duty and Military Service” shall submit a scan/copy of a military service record confirming completion of military service under contract.
8. Students receiving government social assistance as established in the constituent entities of the Russian Federation, shall submit a scan/copy of the document confirming the assignment of state social assistance, issued by the social protection authorities of the population at the place of residence.
9. Students who are single parents with underage children shall submit: a scan/copy of the parent's passport, a scan/copy of the child's birth certificate.

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10. Students under the age of 20 with only one parent who has a group I disability shall submit: a scan/copy of the student's birth certificate, disability certificate of the sole parent, death/divorce certificate/single mother's certificate, passport of the sole parent (pages with photo and marital status).
11. Students who have both parents or one parent with a group I or II disability shall submit: a scan/copy of the student's birth certificate, certificates of the sociomedical assessment about the disability of the parents/parent.
12. Students who have both parents who are retired or one such parent shall submit: a scan/copy of the student's birth certificate, the parent's/parents' pension. The student's parent's/parents' pension certificates or a certificate from the Pension Fund.
13. Students who are members of a large family with three or more pre-school age children and/or students in educational organizations of general education, secondary vocational and higher education shall submit: a scan/copy of birth certificates of all children in the family, including the student himself/herself, original confirmations from the place of study of the children.

Regulations for Provision of Accommodation in Dormitories of Federal State Autonomous Educational Institution of Higher Education “Kazan (Volga Region) Federal University” for Non-Local Students

Appendix 3

FORM

To the Rector of the FSAEI HE
“Kazan (Volga Region)” Federal University”

from postgraduate/ resident student _____
(Full name)

(date, month, year of birth)

Passport: serial number _____ № _____

(issuing authority)

Citizenship _____

Address of registration _____
(index number)

Phone: _____

APPLICATION

Hereby I request a place in the dormitory of FSAEI HE Kazan (Volga Region) Federal University.

I undertake to conclude a contract of rent of specialized accommodation in the dormitory, to be registered at the place of residence in the manner prescribed by the legislation of the Russian Federation, as well as to comply with the internal regulations of the dormitories of Kazan (Volga Region) Federal University, the requirements of fire and electrical safety of KFU, and other local regulations of KFU.

I guarantee timely payment under the contract of rent of specialized accommodation in the dormitory.

I am notified and agree that if within 14 calendar days from the date of receipt of notice I will not conclude a contract for rent of specialized accommodation in the dormitory and will not inform in writing a responsible officer of the Center for Advanced Training/ the Institute of Fundamental Medicine and Biology via the officer’s personal e-mail specified on the official website of KFU about valid reasons for not concluding a contract for renting specialized accommodation within the period specified in this paragraph, I may be denied accommodation in the KFU dormitory.

_____ 20__ . _____
(signature of the student)

I have read the Regulations for Provision of Accommodation in Dormitories of Federal State Autonomous Educational Institution of Higher Education “Kazan (Volga Region) Federal University” for Non-Local Students.

_____, 20__.

(signature of the student)

LIST
of documents required for non-local students
to be admitted to KFU dormitories (citizens of the Russian Federation)

1. Passport (original and two copies of pages 2-3, 5).
2. Taxpayer Identification Number (INN) (original and one copy, if any).
3. Insurance Individual Account Number (SNILS) (original and one copy, if available).
4. Health Insurance Policy (original and one copy).
5. Blood test for RW (from your local clinic, valid for 14 days).
6. The result of the fluorographic examination for the last year (two copies).
7. Dermatovenerologist's certificate (from the local clinic, valid for three days).
8. Medical conclusion of a therapist for admission (to be made at the time of admission to the dormitory).
9. Certificate of Instruction (given when you move into the dormitory).
10. Photo 3 x 4 cm - 3 pieces.

LIST
of documents required for non-local students
to be admitted to KFU dormitories (international students)

1. Passport (original and two copies of pages 2-3, 5).
2. Taxpayer Identification Number (INN) (original and one copy, if any).
3. Migration card (original and one copy)
4. Blood test for RW (from your local clinic, valid for 14 days).
5. The result of the fluorographic examination for the last year (two copies).
6. Dermatovenerologist's certificate (from the local clinic, valid for three days).
7. Medical conclusion of a therapist for admission (to be made at the time of admission to the dormitory).
8. Certificate of Instruction (given when you move into the dormitory).
9. International student registration sheet (given at check-in in the dormitory).
10. Bypass sheet (for graduates of the Preparatory School for International Students of KFU).
11. Certificate of Migration Instruction (issued when moving into the dormitory).
12. Photo 3 x 4 cm - 3 pieces

Regulations for Provision of Accommodation in Dormitories of Federal State Autonomous Educational Institution of Higher Education “Kazan (Volga Region) Federal University” for Non-Local Students

Appendix 4

FORM

To the Rector of the FSAEI HE
“Kazan (Volga Region)” Federal University”

From the student _____
(Full name)

(date, month, year of birth)

Passport: serial number _____ № _____

(issuing authority)

Citizenship _____

Address of registration _____
(index number)

Phone: _____

APPLICATION

I request to be relocated from the room _____ of the dormitory No. _____ of the FSAEI HE Kazan (Volga Region) Federal University in room _____ of the dormitory No. _____ of the FSAEI HE Kazan (Volga Region) due to _____.
(denote reason)

I undertake to get registered at the new place of residence in accordance with the legislation of the Russian Federation, as well as to comply with the internal regulations of dormitories of Kazan (Volga Region) Federal University, the requirements of fire and electrical safety of KFU, other local regulatory acts of KFU.

I guarantee timely payment under the contract of rent of specialized accommodation in the dormitory.

_____, 20____.

(signature of the student)