

For applying to study at KFU
(via the portal "Gosuslugi RuID"),

You need to perform the following steps:

A. Get RUID - this is a digital profile of a foreigner in the app "Gosuslugi RuID" / Registration in the system is not required for Belarusian citizens, children under 6 years of age, diplomats, holders of visas, RVPs and residence permits.

- Install the RUID Public Services app by downloading it from the app store available on your device.
- After starting the program, specify the e-mail or phone number, password, confirmation code sent to the specified contact. A basic account is being created, but you will need to expand it to get the QR code.
- In the "Profile" section, you must specify your full name, gender, date and place of birth, citizenship, passport data (number, series, validity period, country of issue), and address of actual residence.
- RuID requires a passport-type face photo: clear, no filters, and a uniform background.
- To confirm your identity, the app prompts you to take a live selfie with a head turn. You may need to record your voice.
- The system can request you to upload your passport, confirm your address (in some countries), and provide information about previous trips, if they are stored in the database. After checking your documents, your RuID gets the status "confirmed".
- Using RuID. After activating the profile, you can apply for admission or travel and receive a QR code. In the future, you can get SNILS, issue a SIM card online, and sign electronic documents.

B. On the State Services website, go to the "University admission" section –then fill out the profile:

- 1) "University admission" - the "Start" button.
- 2) **If you already have applications to other universities**– mark them.
- 3) **Citizenship of the Russian Federation:** if you have one, mark it and enter the data.
- 4) **Whether there is any of the documents – RVP, RVPO, residence permit:** if there is – we also enter the data of the document.

- 5) **Whether you have a national status:** if you have one, then mark " yes " and fill it out further. With the status of a national, you have the right to free education, if you successfully pass the entrance exams.
- 6) **What kind of education you are applying for:** mark your general secondary education if you are entering after school, lyceum, or gymnasium, and your secondary vocational education if you have already graduated from a college, college, or technical school.
- 7) **A document of education obtained from a non-Russian organization** - mark "yes" if you studied in your own country and "no" if you finished school in Russia. Next, enter its details.
- 8) **Add your individual achievements**, if available.
- 9) Citizens of 11 countries have the right to enroll in universities for state-funded places on a general basis on an equal basis with Russians. These include:
1. Citizens of Belarus, Kazakhstan, Kyrgyzstan and Tajikistan (in accordance with article 1 of the intergovernmental Agreement on Granting Equal Rights to citizens of the States parties to the Treaty on Deepening Integration in the Economic and Humanitarian Fields of March 29, 1996 for admission to educational institutions;
 2. Citizens of Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Uzbekistan and Ukraine permanently residing in the territory of the Russian Federation, if they have a valid residence permit in the Russian Federation (in accordance with the intergovernmental Agreement on Cooperation in the field of education of May 15, 1992);
 3. Citizens of Georgia permanently residing in the territory of the Russian Federation, if they have a valid residence permit in the Russian Federation (in accordance with the Agreement between the Government of the Russian Federation and the Government of the Republic of Georgia on cooperation in the field of culture, Science and education);
 4. Compatriots permanently residing abroad and meeting the criteria of item 6 of Article 17 of the Federal Law " On State Policy of the Russian Federation in relation to Compatriots Abroad " of 24.05.1999 No. 99-FZ.
- These categories of applicants can apply for the conclusion of a target contract and apply for admission to places within the target quota.
- 10) **Select a university:** enter the full name of the university – Kazan (Volga Region) Federal University and select it from the list that appears. **Check this box if you need a hostel.**
- 11) **If you want to change or add more universities for admission** – you can do it here, at this stage.
- 12) **Choose the subjects** that you will take the general education entrance tests for. They depend on the chosen training areas.
- 13) **Set priorities:** which specialty is the first priority out of the previously selected ones,

which one is the second priority, and which one is the third **priority**. Check your assigned priorities.

14) **Upload a certificate of passing state testing** in Russian as a foreign language, if available.

15) **Check the availability and upload** your education certificate.

16) **Upload your documents confirming the status of a national – the list is provided below.**

17) **Documents for entry to Russia** (if available) – passport, translation of passport, photo of visa, migration card, registration.

18) **If you have a study visa to enter Russia**, please check it if available.

19) **Specify the country and city for obtaining a visa (for citizens of Turkmenistan).**

20) Enter your **migration card, if available.**

21) Enter the details **of the preparatory faculty or Russian language courses, if available.**

22) Select cooperation **with recruitment agencies, if available.**

23) Upload **a photo of the applicant.**

For data corrections after submitting the application, you will need to enter all the data again!!!

24) **Upload your passport and international passport,** as well as their notarized translations.

25) **Upload the passport and its translation** that you plan to use to enter Russia. If you do not plan to visit Russia in the near future (possibly for citizens of Abkhazia who are enrolled in online training), check this item.

26) **Confirm your phone** number. If necessary, the admissions committee staff will contact you about it.

27) **Please confirm your email** address. If necessary, the admissions committee staff will contact you about it.

28) **Enter your registration address in Russia,** if available.

29) **Specify the registration address in your country of residence.**

30) **Please indicate** whether you actually reside at the registered address in your country of residence.

31) **Confirm that you accept the university's rules for providing the service and submit your application.**