

Online Application Procedure Instructions

After your Home University has nominated you for exchange studies at the Udmurt State University (UdSU), you can apply for admission.

Please mind the application deadlines! Online portal will be available only in the stated periods:

Fall semester/Full academic year: April 01 - May 31

Spring semester: September 01 - November 01

Please note that late applications will not be considered!

There are 6 steps in the application procedure:

STEP 1. Enter IIAS Portal

Once you read and understand the information provided at the UdSU page

STUDENT EXCHANGE PROGRAM (<http://udsu.ru/English/Study/Exchange-Credit-Mobility-Programmes/Student-Exchange-Program>), please, click the link: **Register Now!**

and you will be re-directed to the IIAS portal.

IIAS portal is an Integrated Information Analytical System portal of UdSU where you can create your own Personal Account of a Visiting student and complete your application for studies.

The screenshot shows the registration page of the IIAS portal. At the top, it reads 'Удмуртский государственный университет' and 'Управление Информационного Обеспечения'. There is a logo on the right. The page is divided into two main sections: Russian and English. In the Russian section, there is a login form with fields for 'Логин/Username' and 'Пароль/Password', and a 'Войти/Log in' button. Below the login form is a red-bordered box with the word 'Регистрация' and a 'Register' button. To the right of the login form, there is text explaining the program and listing required documents: 'свои личные данные', 'аппликационную форму', and 'необходимые документы для обучения в УдГУ'. In the English section, there is a 'Dear Visiting Student!' greeting, a welcome message, and instructions on how to complete the application form in the Personal Account. It lists the same required information: 'your personal information', 'application form', and 'required documents for studies at UdSU'. It also states that changes to the application form can be made until the 'deadline for submission of the completed application with supporting documents'. At the bottom, it says 'Login to the Personal Account is valid within 2 weeks upon completion of your studies at UdSU.'

Please read the information in the opened window (it is presented both in Russian and English), and then click on **Регистрация/Register** to proceed with the next stage of the online application procedure (Pre-registration)

STEP 2. Pre-register (Fill in the online registration form)

In the pre-registration form you provide your personal details.

All fields marked with * are obligatory.

Give your family name (surname) and name(-s) as they are given in your travel (foreign) passport.

Authorization

Username

Password

Registering for a Personal Account (RU/EN)

Upon completing this registration form your username and initial password for access to your Personal Account will be e-mailed to you within 2 working days.

* These fields are obligatory

Personal Information

Surname *

First name(s) *

Patronymic

Sex

Date of birth * Day: Month: Year:

Place of residence (country, city) *

Contact information

Personal e-mail address *

I agree to the processing of my personal data

After registering, **within 2 working days** you will receive a confirmation of the registration to the email account you provided with a personal username and a password to log into your IIAS account. You will be able to start your application, selecting the level and the field of study which you are interested in.

STEP 3. Enter your Personal account of a visiting student

Once you are e-mailed a login and a password for entering your Personal Account at the IIAS online portal, please enter your Personal Account. You can do this by:

1) clicking on **IIAS portal** or **Register now!** links at <http://udsu.ru/English/Study/Exchange-Credit-Mobility-Programmes/Student-Exchange-Program>

or

2) following the instructions given in the e-mail message you received.

The following window will open containing the **Information** section which you should read carefully before starting your application:

Now please start completing your application form by clicking on the [Application Form](#) in the left-side menu.

The following screen will open:

Please, *choose the type of your academic mobility* (either Exchange Program within Bilateral Agreement or Erasmus+)

STEP 4. Complete your Application, which consists of 4 sections:

Please read the instructions for the application procedure carefully before filling in the application form and check the available fields and the study opportunities. Before starting the application process, make sure you have information on your previous studies as this information must be given in the application form.

- **Complete Section 1: Personal Data**

In this section you will need to enter the details of:

- ✓ your Travel (foreign) passport,
- ✓ your Home address,
- ✓ the person you want to be contacted in case of emergency (e.g.: mother, father)
- ✓ the place of receiving a Russian visa.

Be sure to fill in true and correct personal information in the first section of the Application Form as we need these data for processing an **Invitation Letter (Letter of Acceptance)** for you. Invitation Letter is required to apply for a STUDENT VISA to enter the Russian Federation.

Once you have filled in the required information, please press the button “Continue”. After you do that, the provided information will be saved and you will automatically proceed with the Section 2 of the Online Application.

• **Complete Section 2: Academic Background**

In this section you will need to enter the details of:

- ✓ Home institution
- ✓ Faculty/Department:
- ✓ Field/Area of Study:
- ✓ Current degree/educational status
- ✓ Number of years of higher education study prior to academic mobility:
- ✓ Native Language:
- ✓ Level of Russian Language: Udmurt State University requires language skills in Russian that correspond to **Level B1-B2 on the CEFR scale** (Common European Framework of Reference).
- ✓ Other Language

Once you have filled in the required information, please press the button “Continue”. After you do that, the provided information will be saved and you will automatically proceed with the Section 3 of the Online Application.

• **Complete Section 3: Studying at UdsU**

In this section you will need to enter the details of:

- ✓ Host Faculty/Institute (Please select the Faculty you would like to study at UdsU)
- ✓ Academic Year
- ✓ Period of academic mobility: (Full academic year, Fall semester, or Spring semester. Check the application periods accordingly – in spring you can apply for the whole academic year or autumn semester. Spring semester applications are sent in the beginning of autumn).
- ✓ Start academic mobility
- ✓ End academic mobility
- ✓ Length of academic mobility in months
- ✓ Consent to participation in the Orientation Week at the beginning of the academic year:

REMEMBER! This Orientation Week is important for you to attend. It will help you adjust to the students life in the Udmurt State University and everyday situations that may vary from your country, as well as help you with practical issues you will face once arriving to Russia (e.g.: registration with the immigration, etc). If

you do not attend the Orientation Week, you agree to study the Orientation Handbook and deal with the practical issues on your own.

Statement of your study plan and purpose at Udmurt State University (your study motivation, up to a maximum of 1000 signs):

Key dates for application to the autumn semester/full academic year 01 April 2020 - 01 June 2020.
Key dates for application to the spring semester 01 September 2020 - 31 October 2020.

Section 1 Section 2 **Section 3** Section 4

Studying at UDSU

Host
Faculty/Institute: Institute of Arts and Design

Academic Year: 2020/2021

Period of academic mobility: *
Fall Semester

Start academic mobility: *
last week of August

End academic mobility: *
end of January

Length of academic mobility in months: *
5-6

I understand that I should attend Orientation Week, which is compulsory for all visiting students! (Otherwise I agree to study the **Orientation handbook** and deal with practical issues on my own)

Statement of your study plan and purpose at Udmurt State University (study motivation, up to a maximum of 1000 signs):

END OF SECTION 3
If you press «Continue» button, the provided information will be saved and you will automatically proceed with the Section 4 of the online application.

CONTINUE

Once you have filled in the required information, please press the “Continue” button. After you do that, the provided information will be saved and you will automatically proceed with the last section of the Online Application (Section 4).

- **Complete Section 4: Additional Information**

- ✓ Expected date of arrival in Russia:
- ✓ Expected date of arrival in Izhevsk:
- ✓ Expected date of departure from Izhevsk:
- ✓ Housing: (You should specify whether you would like to live in the dormitory or off-campus)
- ✓ Disability Statement: Note: You only need to complete this section if you require disability support during your study period at the Udmurt State University. If you have a disability that will affect your studies, please provide us with full details so that your needs can be assessed by the University. If you do not have a disability that will affect your studies, please don't complete this section

Online Application Form for Visiting Students (Exchange program)

Key dates for application to the autumn semester/full academic year 01 April 2020 - 01 June 2020.
Key dates for application to the spring semester 01 September 2020 - 31 October 2020.

Section 1 | Section 2 | Section 3 | **Section 4**

Additional information

Expected date of arrival in Russia: *	<input type="text" value="29.08.2020"/>
Expected date of arrival in Izhevsk: *	<input type="text" value="30.08.2020"/>
Expected date of departure from Izhevsk: *	<input type="text" value="17.01.2021"/>
Housing: *	<input checked="" type="radio"/> UdsU Dormitory <input type="radio"/> Off-Campus Housing
I need housing in the UdsU dormitory: *	from: <input type="text" value="30.08.2020"/> till: <input type="text" value="17.01.2021"/>
Disability Statement:	<input type="text"/>

Note: You only need to complete this section if you require disability support during your study period at the Udmurt State University. If you have a disability that will affect your studies, please provide us with full details so that your needs can be assessed by the University. If you do not have a disability that will affect your studies, please don't complete this section.

I certify that the above information is correct and true. I understand that any false information will affect the decision on my application and make me ineligible for admission or enrollment in the Udmurt State University

END OF SECTION 4
Once you entered all the required information, please press the button "Save". It will cause no visual changes on the page, but the information you entered will be saved.

Now you can print out your Application form by pressing the button. Then sign your application form and attach a passport-size photo to it. After that scan the Application form to be uploaded to the section Upload documents.

Please check carefully the information you entered. **Once you press the button "Submit", you will not be able to make any modifications to the application form.**

NB! You should press the button "Submit" after you uploaded all the required documents in the section "Upload documents".

Once you entered all the required information, please press button. It will cause no visual changes on the page, but the information you entered will be saved.

Now you can print out your Application form by pressing the button. Then sign your application form and attach a passport-size photo to it. After that scan the Application form to be uploaded to the section Upload documents.

Please check carefully the information you entered. **Once you press button, you will not be able to make any modifications to the application form.**

NB! You should press button after you uploaded all the required documents in the section "Upload Documents".

STEP 5. Upload the application package to the section Upload documents at IAS online portal.

This section of the online application is designed for uploading scanned versions of the supporting documents required for your admission to the Udmurt State University as an Exchange student.



RU / EN

NEWS

VISITING STUDENT

Information

Application Form

Upload documents

Messages

MY DATA

Personal Information

Change the Password

FAQ (Portal IAS)

If you have any comments, complaints or suggestions, or you find any errors, please contact us at portal@as.u.udsu.ru.

Key dates for application to the autumn semester/full academic year 01 April 2020 - 01 June 2020.
Key dates for application to the spring semester 01 September 2020 - 31 October 2020.

Please upload the following documents:

Required documents		
Document	File	Date
Scanned Application form (with your photo and signature)		
Scanned travel passport		
Learning agreement *		
Russian language assessment *		
Transcript of records **		
Consent to personal data processing *		

* You can download forms of the required documents here

** This document must be a scanned version of the printed list of all courses you have taken to date at your home university and the grades you have received. The document can be presented in English or Russian and must be stamped and signed by officials at your home university.

Upload document	
Restrictions:	
<ul style="list-style-type: none"> File size should not exceed 100 MB. Supported file types: doc, docx, pdf. 	
Type of document	Scanned Application form (with your photo and signature) ▼
File	Выберите файл Файл не выбран
<input type="button" value="UPLOAD"/>	

Once you uploaded all the required documents to this section, please return to the section "Application Form" and press the button "Submit". Only then your application will be considered submitted to Udsu.

To upload any of the required documents you should first select the **type of document** at the foot of the page. Then press **VIEW** button to find the file of document you want to upload. Finally, press **UPLOAD** button to complete the process of uploading the required documents.

The Application Package consists of:

- Scanned Application form (with your photo and signature)
- Scanned travel passport
- Transcript of Records

This document must be a scanned version of the printed list of all courses you have taken to date at your home university and the grades you have received. The document can be presented in English or Russian and must be stamped and signed by officials at your home university.

Forms for the three remaining documents stated can found at <http://udsu.ru/English/Study/Exchange-Credit-Mobility-Programmes/Student-Exchange-Program/Application-Package-for-Incoming-Students>

- Learning Agreement
- Russian Language Assessment
- Consent to personal data processing

Please download these forms and fill them **in electronic form (not in handwriting)** following these guidelines:

Learning agreement:

As the language of instruction for all the UdSU degree programmes is Russian, the list of courses is available only in Russian at <http://i.udsu.ru/04-education#table-6> (use the left menu to select the Educational Programmes - Образовательные программы - section and the level of the target programme, then go to the upper link in the third column - аннотация дисциплин – for the description of the programme). **Please contact us at interedu@udsu.ru if you fail to find necessary courses.** The Learning Agreement must always be approved by a member of staff (often either academic or administrative) of your home university. Please note that this Learning Agreement is a preliminary plan and must often be made on the basis of the previous year's course information, so changes are possible. You can change some courses together with the UdSU Academic Supervisor upon your arrival in Izhevsk. The majority (50% minimum) of the courses chosen for the LA should correspond to your study field/area at home university.

Please, fill in the form electronically (not in handwriting), print it out, have it signed by the Program Coordinator at your university and stamped by your university, then upload a scanned copy of it in the section “UPLOAD DOCUMENTS”

Russian language assessment:

For the most part, the study programmes at Udmurt State University are delivered in Russian. There are only a few courses/disciplines where English is the language of instruction. It is therefore extremely important that your Russian is good enough to take courses from the beginning of the semester you apply for. Whether the language of delivery is Russian or English, we strongly recommend that your **level of proficiency is at least B1** (according to the Common European Framework of References for Languages).

In the event that your language level is insufficient at the time of application, you should make every effort to improve before you come to Izhevsk. Udmurt State University offers *several Russian Language Courses* <http://udsu.ru/English/Study/Russian-as-a-Foreign-Language-Programmes> including short-term summer courses <http://udsu.ru/English/Study/Summer-Schools>.

IMPORTANT: Russian Language Assessment describes Russian Language skills and competences acquired in the course of life and career but not necessarily covered by formal certificates and diplomas. In other words, this document should give a complete picture of your Russian Language skills and competences.

Once you upload all the stated above documents, go to the Section 4 of the Application Form and press SUBMIT button. Now your admission application is considered completed and submitted for evaluation by UdSU Incoming Mobility Office.

If your application will be submitted successfully, you will receive a message to the e-mail address you have given in the application.

It is very important to verify that all the information provided is correct.

STEP 6. Wait for an Invitation Letter (Letter of Acceptance) from UdsU.

Application acceptance and Invitation letters (Letters of Acceptance)

Applying for a full academic year/fall semester	Applying for a spring semester
Up to the start of <u>May</u> , we aim to respond within 5-10 working days after receiving your complete application and all of the supporting documents we have requested.	Up to the start of <u>October</u> , we aim to respond within 5-10 working days after receiving your complete application and all of the supporting documents we have requested.
From the start of <u>May</u> and up to your application deadline, the response time may increase up to 15 working days from the date we receive your complete application and all of the supporting documents we have requested.	From the start of <u>October</u> and up to your application deadline, the response time may increase up to 15 working days from the date we receive your complete application and all of the supporting documents we have requested.

Duration of issuing an invitation letter depends on the students' citizenship:

- For citizens from the EU-countries invitations are prepared by the university within a week and are sent by e-mail as scanned copies.
- For non-EU citizens invitations are issued by the General Administration for Migration Issues of the Interior Ministry of Russia within 20 working days upon submission of the documents by the university. Electronic invitations are sent to international students via e-mail by the university.

In both cases students are required to print out the invitation and to apply for the visa with this document. The original document received by regular post is no longer required.

IMPORTANT! The General Administration for Migration Issues of the Interior Ministry of Russia sends the Invitation by telex to the Consulate/Embassy in the city that is indicated by the student in the application form as a "place of receiving Russian visa".

Duration of stay under a student visa: Initially, a student visa is issued **for three months** (90 days). After this period you should apply for a visa extension through your Host University (contact UdsU exchange coordinator 45 days prior to the expiry date of your current visa). Visa extension fee equals **1 600 RUR.** (*subject to changes*).

ATTENTION! To finalize the enrolment procedure, as soon as you obtain your student visa, please send us a scan copy to interedu@udsu.ru.

Contact us

For any questions regarding the application procedure or in case of difficulties completing the form or any of the supporting documents, please contact the Incoming Academic Mobility Coordinator by e-mail: interedu@udsu.ru