

Study in Russia

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SSEES/UCL KAZAN' COURSE SUMMER 2012

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 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.

APPLICATION FORM

Please fill in the enclosed application form and let me have it by **13th January 2012** at the latest, with a cheque for £50 payable to "Study in Russia". You can either post it or download it from the website (www.studyinrussia.co.uk/word/appformkazan.doc), fill it in and return it to Dr Bivon as an e-mail attachment. The address that you put on the form may be used to send you your visa invitation. Much of the correspondence will be by e-mail. Please make sure that you write your e-mail address very clearly on the application form and read your e-mail on a regular basis.

DATES OF COURSE

This year's course will run from **09th June to 7th July 2012**. 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.

SCHEDULE OF PAYMENTS

Study in Russia will in due course send you an invoice by e-mail. The balance (total minus deposit) is payable by 23rd March, 2012 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.

We should have your visa invitation (without which you cannot apply for your visa – see below) by early May.

COSTS

UCL will provide a travel grant towards your costs. You will be told the amount of this grant in due course. This will be paid directly to *Study in Russia* and deducted from your invoice.

The costs of the course that are payable to Study in Russia are:

Course fee	£385
Homestay accommodation with breakfast	£283
Visa invitation and registration	£62
Meeting and train travel	£75
Administration charge	£45

TOTAL £850 (from which the UCL grant of £400 will be deducted)

Other costs include the return airfare London-Moscow (around £220-£250), visa application (around £75), living costs in Kazan´ and return travel from Kazan´ to Moscow.

FLIGHTS

Every student flying from London will be in a group and must be on the same flight. You will be responsible for booking your own air tickets to Moscow so please book the flight below. You will be met in Moscow and taken by train from Moscow to Kazan´. This involves a 12 hour overnight train journey and you should have some supplies for the journey. Please note that your visa will not allow you to enter Russia before the start date of the course or leave Russia later than the end date of the course. Russian bureaucracy means that these dates cannot be changed.

LONDON TO MOSCOW

You should book the following flights for the dates of the course:

Out: BD891 dep. London Heathrow at 09.15, arr. Moscow Domodedovo 16.15

Return BD894 dep. Moscow at 18.05, arr. London Heathrow at 19.20

Flights can be booked online at www.flybmi.com.

If there is no availability on this flight (and for this reason only), please book yourself onto the British Airways flight BA0233, departing London at 08:55 and the return flight BA0232, departing Moscow at 17:20, available from www.ba.com.

All these times are subject to change.

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 an official visa invitation from Kazan´ and send it on to you about one month before the start of the course. Please note that we cannot be precise about when we will receive this document due to the complexities of Russian bureaucracy. Should there be any delay, you will be informed by e-mail.

ii) Visa application

You will make your visa application to VSF Global once you receive your visa invitation and they can take two weeks to return it to you. Therefore please note that you should not plan any travel outside UK after the middle of May. It can be done more quickly, but it will cost more.

IMPORTANT If you do not have a passport or it expires less than six months after the end of the course, apply NOW for a new one. *Study in Russia* cannot apply to Kazan´ for your visa invitation until we have a copy of a valid passport. 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.

iii) Visa Registration

All visas must be registered once you arrive. The only visa that is permitted to be registered is the official visa from the Kazan´ Institute. So 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. 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 now buy roubles in the UK. Check with your local bank, travel agent or the post office. Roubles are usually also available at Heathrow. You are advised to obtain some before departure, as you will need then 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. Some students have taken travellers' cheques. They 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 Kazan'. You should talk to your tutor if you have any questions about them.

If you have any other questions about the arrangements, visas, etc. please contact me by e-mail (courses@studyinrussia.co.uk) or phone (01366 501445). 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 *All about your visas* and from the next menu *Student*. From this menu you can get information about the visa fees, the documents required, processing time, and photo specifications. Then select *Visa Application Form*. Select *Click Here* at the end of the second paragraph. 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 *New Application* at the bottom of the next screen.

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.

- 1) The Purpose Section is *Study*. The Purpose is also *Study* and the visa category and type is *Common Educational*.
- 2) You are applying for a single entry visa. You will be given a visa only for the dates on the visa invitation, whatever dates you put here
- 3) Your passport type is *Tourist*
- 4) Leave the section *Directive number* blank
- 5) Name of Employer is SSEES-UCL, Gower Street, London WC1E 6BT
- 6) Insurance: click *Yes* and put *university* in the box, labelled document.
- 7) Route of journey: *Moscow, Kazan*
- 8) Your university is paying for your course.
- 9) Russian institution or organisation to be visited: *Kazan Institute of Humanities and Social Sciences*
- 10) Where do you plan to stay in Russia: *To be arranged by Kazan Institute of Humanities and Social Sciences*
- 11) List all countries you have visited in the last ten years and indicate the years of visit: (When and where?): If there is not enough room, just list the most recent with approximate dates.
- 12) If you have been to Russia before, the dates should be in your passport. If you have a new passport, put in an estimated date.
- 13) Appointment date: this is the approximate date when you plan to send or take your visa application to VFS Global

DOCUMENTS TO SEND WITH YOUR APPLICATION

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.
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 your letter of invitation issued by a 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.

Please note that on arrival in Russia, you may be required to take another HIV test. As the rules change unpredictably, it is not possible to say whether this will be necessary. The authorities will not normally accept a UK one. You can, if you wish, bring a sterile needle pack. However, some clinics will insist on using their own. They do not reuse needles and you will be able to check that they are using a sealed pack.

You should send your application by post to:

Russia Visa Application Center
PO Box 64391
London,
EC1P 1NJ

If you are applying by post, your passport will be returned to you by courier. You will be informed of the total cost including postage at the end of the application process.

If you prefer to apply in person, rather than by post, you can currently do so in London or Edinburgh. The addresses are:

15 - 27 Gee Street, London EC1V 3RD
16 Forth Street, Edinburgh EH1 3LH

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.