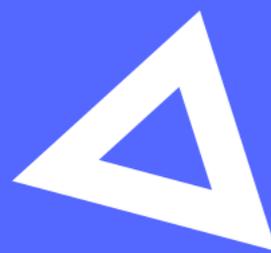


**EDUCATION
IN RUSSIA**



**Руководство
пользователя**

Абитуриент



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1 General usage

1.1 Registering for the site

To sign up, go to the main page of the website, <https://education-in-russia.com/> and click **Register**.

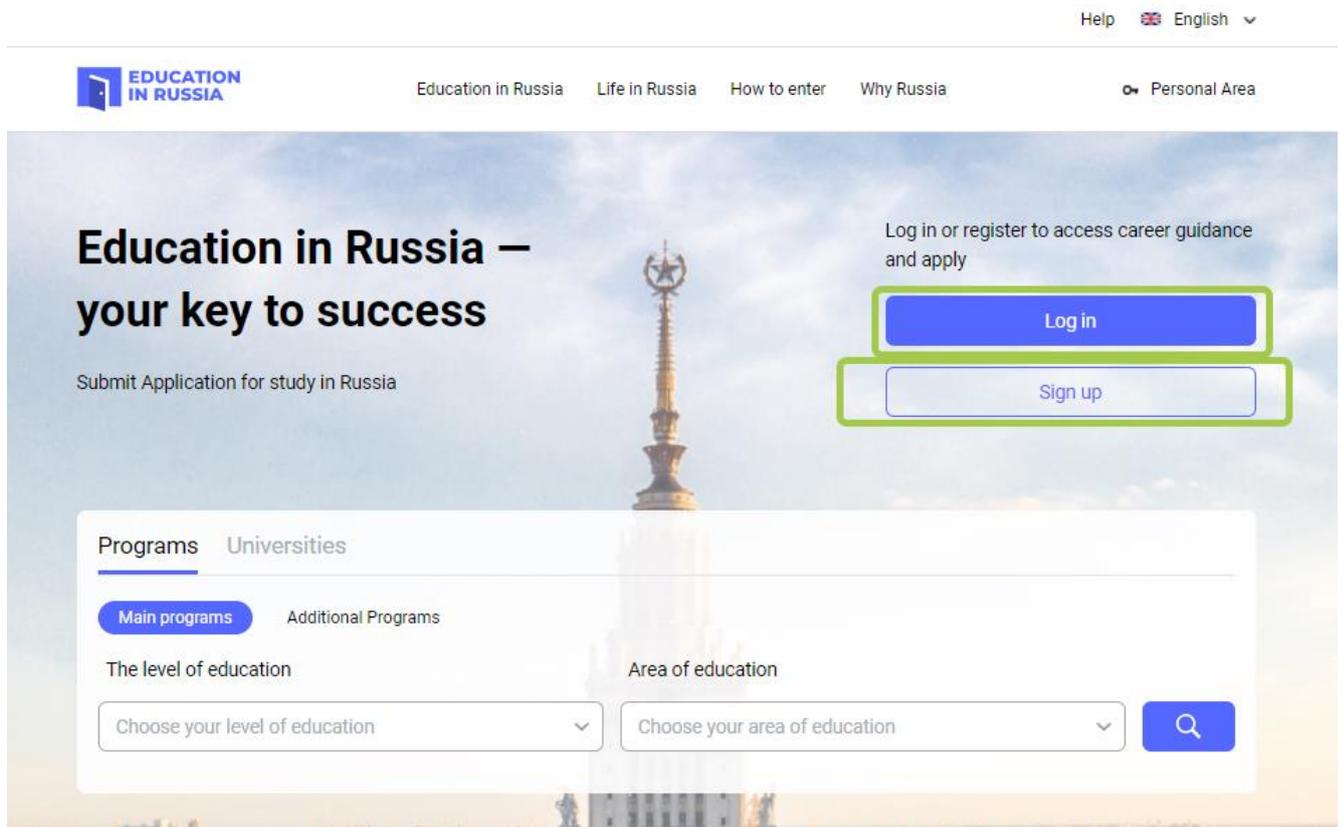


Figure 1.1— Education in Russia website

Complete each of the following fields on the registration form:

- Surname (in Latin letters)
- First name (in Latin letters)
- Select the country from which you are submitting your application
- Enter your email address
- Create a password
- Confirm your password
- Enter the code from the picture
- Tick the boxes that indicate your consent to the processing of your personal data and use of cookie files

Click **Register** (Figure 1.1)

After registering, you will receive a confirmation email. Click on the link in that letter.

Registration

Registration via Gosuslugi



Last name

First name

Country

Email

Password

Password confirmation

Enter code



Another code



Listen to code

I agree to the processing of my personal data

I agree to the use of cookies

Register

Figure 1.2 — Registering on the website

1.2 Logging in to your personal account

Only registered users can log into a personal account.

To enter your personal account, go to <https://education-in-russia.com/> (Figure 1.1) and click **Log in**. A login window will appear, allowing you to enter your email and password (see Figure 1.3).

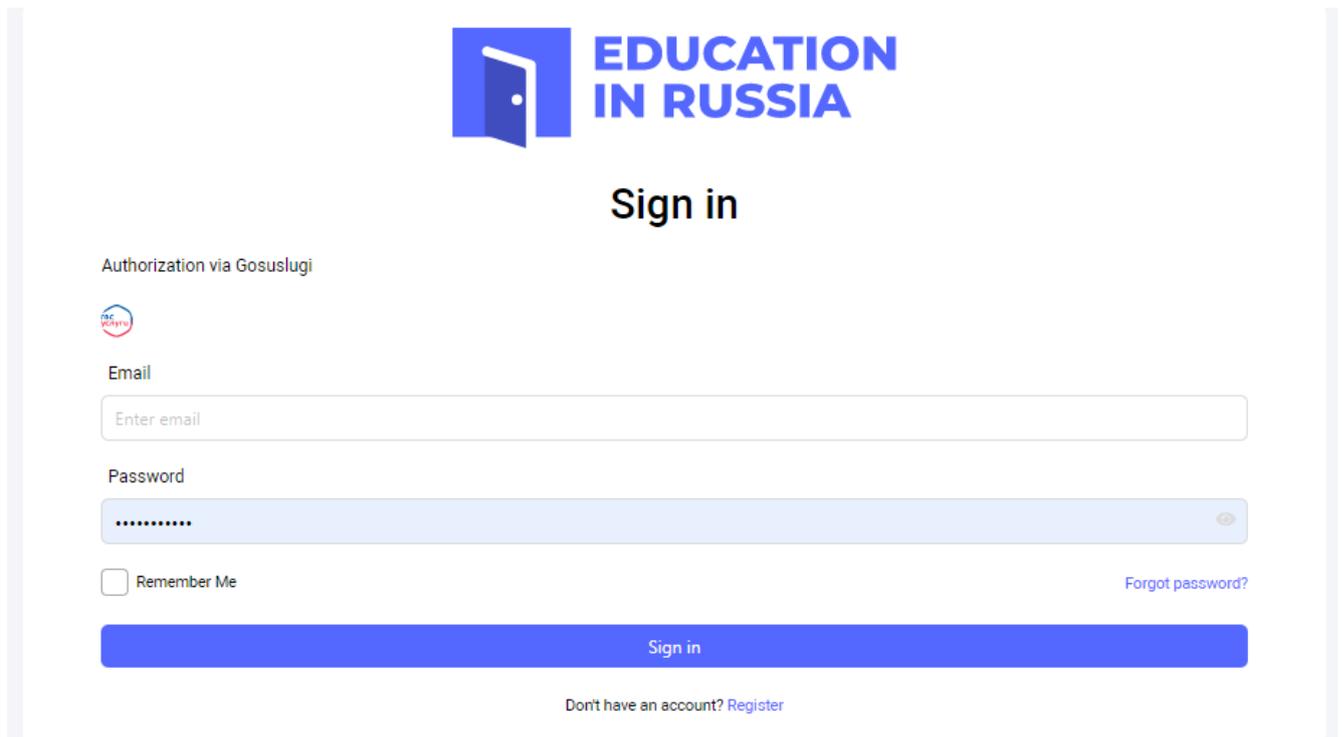


Figure 1.3 — Login and password window

After entering your email address and password, your user data will be displayed on <https://education-in-russia.com/>(Figure 1.4).

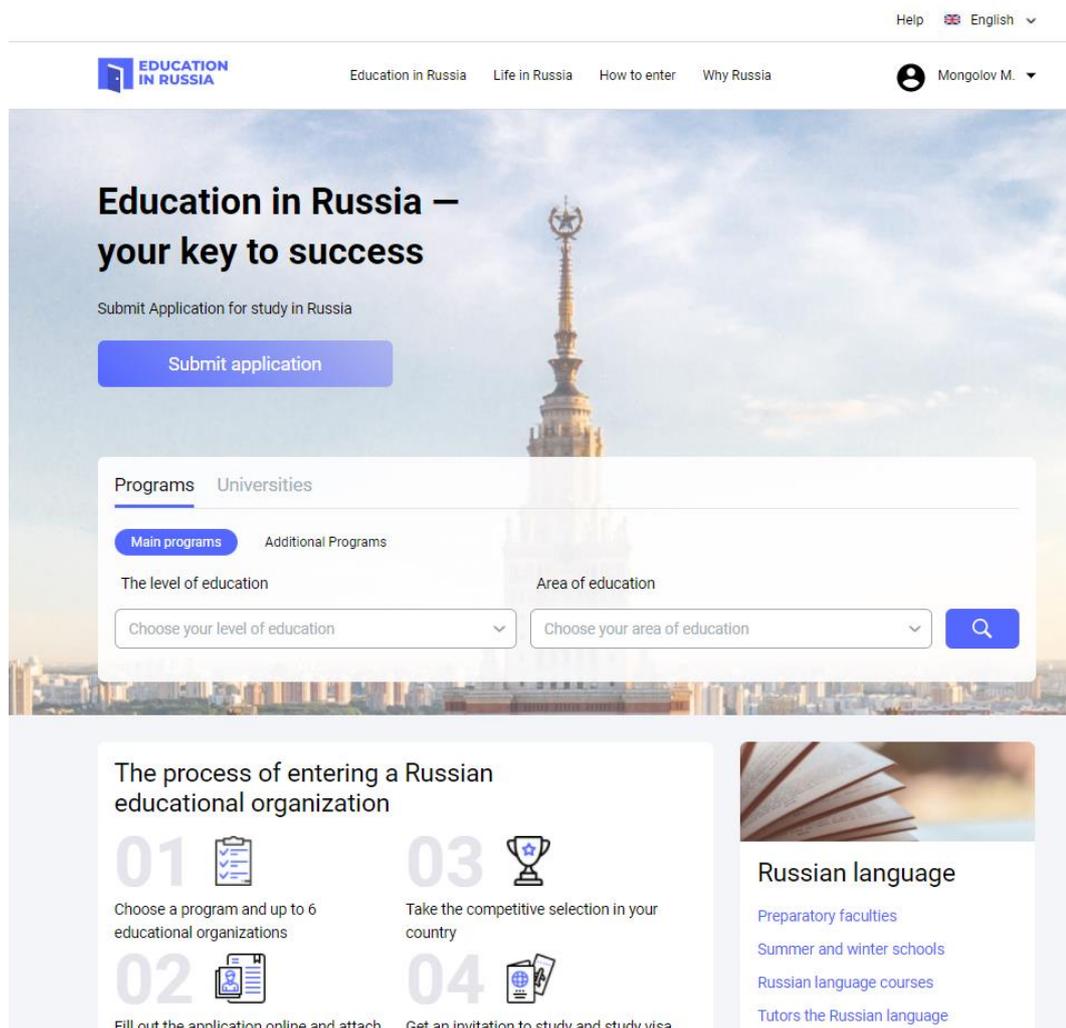


Figure 1.4 — EDUCATION IN RUSSIA after entering the personal account

1.3 Main menu of the personal account

Access the main menu of your personal account by pressing the ▼ button next to your surname and avatar on <https://education-in-russia.com/> (Figure 1.5 — Applicant main menu on **EDUCATION IN RUSSIA**)

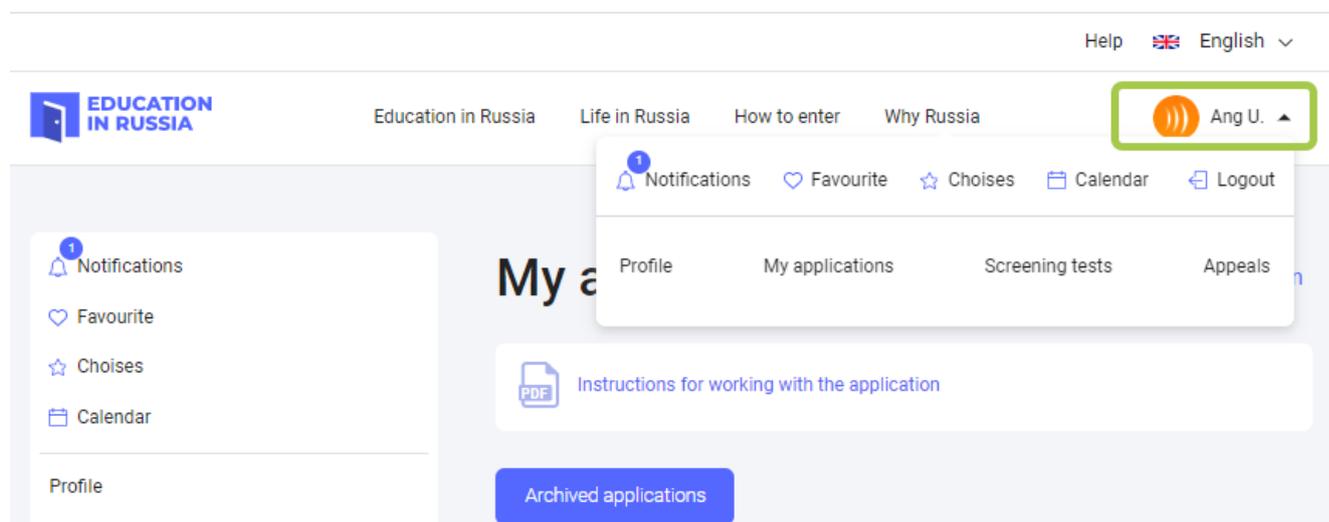


Figure 1.5 — Applicant main menu on **EDUCATION IN RUSSIA**

You can use the main menu of your personal account to access the following sections:

- My Profile
- My Applications
- Screening Tests
- Appeals
- Services

The main menu can also take you to the following pages:

- User notifications
- Favorite programs and universities
- Selected universities for your study program
- Calendar
- Inquiries

2 Creating an application

The following section describes the process for creating and submitting applications for those interested in studying at a Russian educational institution.

2.1 Viewing your applications

When you log in to the system you will be taken to the My Applications page (Figure 2.2).

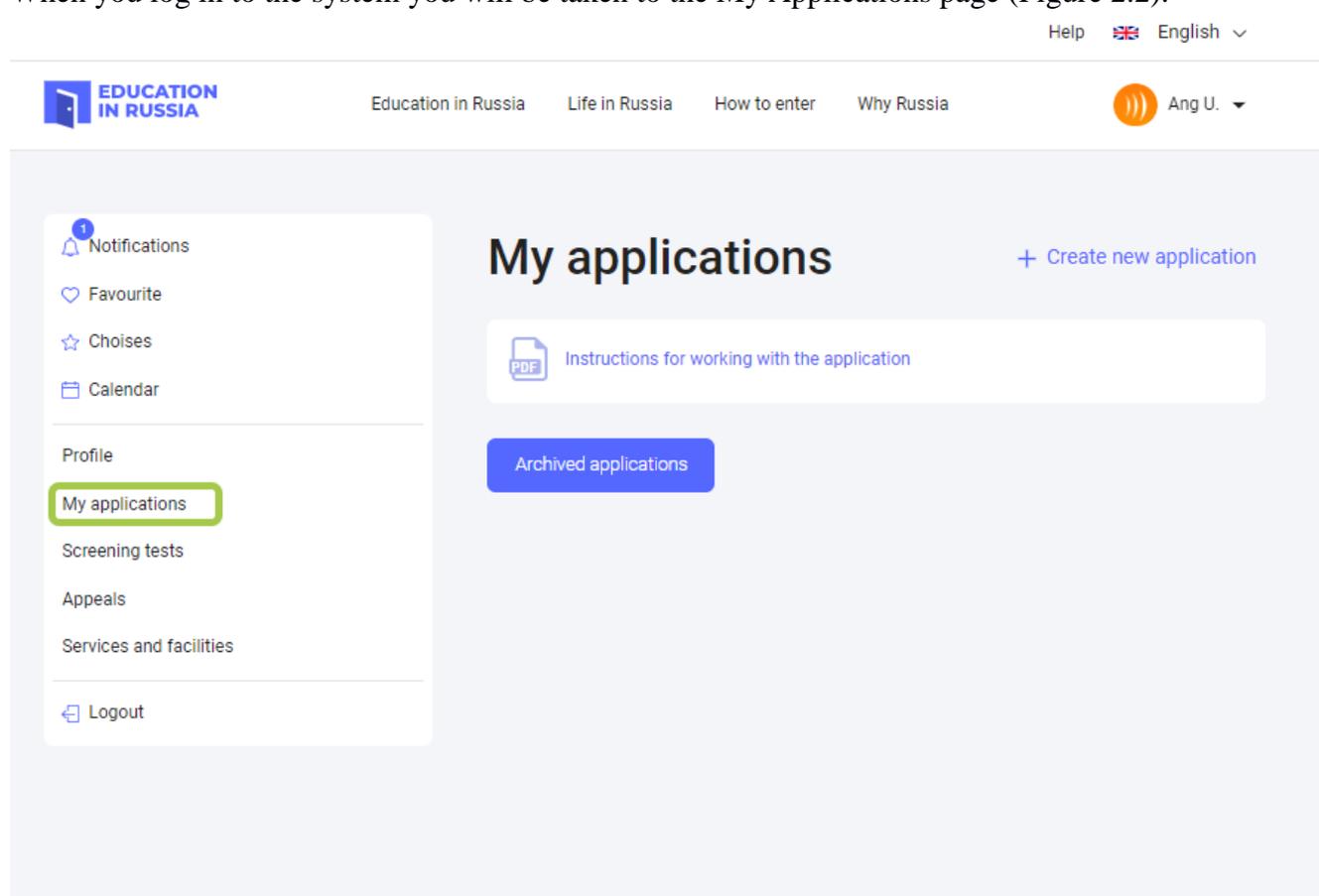


Figure 2.2 — The My Applications page

Your created applications will be displayed on the My Applications page. You can view your application by clicking on the Application ID (Figure 2.2).

Figure 2.2 — The application displayed in the My Applications section

You can also view your archived applications, but you will not be able to edit them (alter information, upload documents, or delete documents).

2.2 Creating an application

To apply for a Russian university:

1. enter your personal information;
2. complete an application and choose a preferred educational program and educational organizations;
3. print the completed application, sign it, scan it, and re-upload the signed application;

4. attach the required application documents and any additional documents;
5. submit the application for review.

You can create an application on the My Applications page <https://education-in-russia.com/settings/profile/applications>. To create an application, click "Create a new application" on the right side of page title (Figure 2.3).

If you have already created an application for tuition-free study, a notification will appear, saying that a similar application has already been created and you will only be allowed to submit one application for tuition-free study (Figure 2.3).

When you click "Create a new application", a new application is added to your My Applications screen. Each application has a unique Application ID. The application is marked as a Draft.

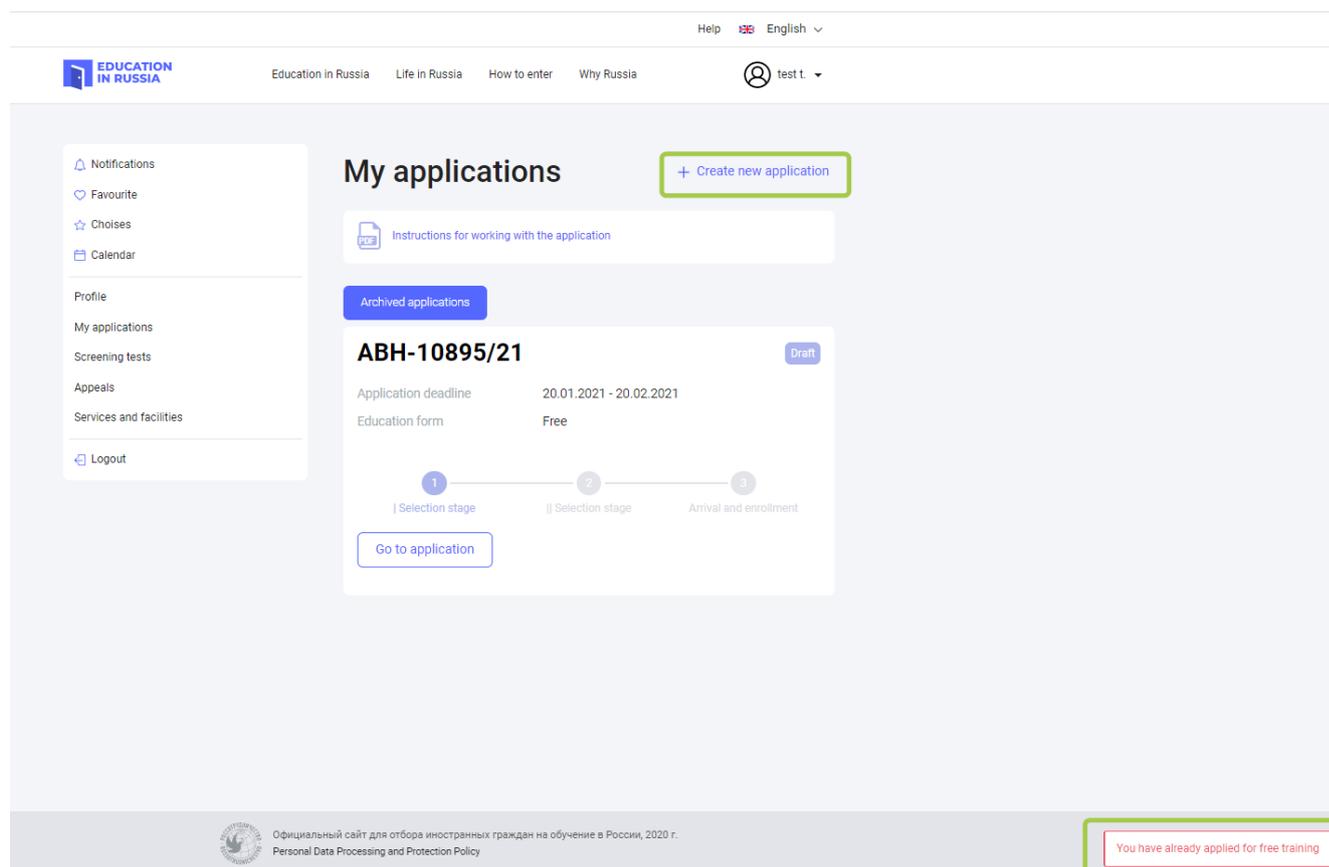


Figure 2.3 — Creating a new application on the My Applications page

If you click "Withdraw application", you are choosing to remove yourself from the competitive selection process.

Clicking on the Application ID (Figure 2.2) will take you to the Form tab, where detailed information about your application is displayed (Figure 2.4).

2.3 Editing information in the Form section

The Edit button in the Form section can only be used for drafts and applications that have been "returned for revision".

To edit the form, open the Form tab in the application and click the Edit button (see Figure 2.4).

 Notifications Favourite Choices Calendar

Profile

My applications

Screening tests

Appeals

Services and facilities

 Logout**Worksheet
filling**Statement
fillingDocuments
attachmentSending a request for
verification

Worksheet

[Edit](#)

Personal data

Surname, in Latin letters (in accordance with the passport) -

Surname, Cyrillic in Russian transcription -

Name(s), in Latin letters (in accordance with passport) -

Name (s), Cyrillic in Russian transcription -

Patronymic (if any), Cyrillic in Russian transcription -

Place of birth (according to passport) -

Birthdate -

Gender -

Family status -

Figure 2.4 — Editing the application

If you haven't entered any data in your profile, the form in the application will be empty. Pressing the Edit button will allow you to edit the form (Figure 2).

 Notifications Favourite Choices Calendar

Profile

My applications

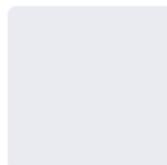
Screening tests

Appeals

Services and facilities

 LogoutWorksheet
fillingStatement
fillingDocuments
attachmentSending a request for
verification

Worksheet



Personal data

Surname, in Latin letters (in accordance with the passport)*

SMIRNOV

Surname, Cyrillic in Russian transcription

СМИРНОВ

Name(s), in Latin letters (in accordance with passport)*

IVAN

Name (s), Cyrillic in Russian transcription

ИВАН

Patronymic (if any), Cyrillic in Russian transcription

ИВАНОВИЧ

Figure 2.5 — Inserting information

You must provide your personal information. Fields marked with an asterisk (*) are required. Press "Save" or "Next" at the bottom of the page to save any completed fields (see Figure 2.).

mobile phone number*

Contacts of the representatives

Relation degree*

Last name*

First name*

Patronymic

Mobile phone number*

Email address*

Stateless person

Citizenship (place of permanent residence)*

Birthdate*

[+ Add representative](#)

Figure 2.6 — Continue filling out the application

The Save button saves the applicant's information.

The Next button, saves your completed information and takes you to the next stage of the application in the Preferences and Achievements tab (see Figure 2.).

2.4 Completing the Preferences and Achievements section

The Edit button in the Form section can only be used for drafts and applications that have been "returned for revision". If the application has a different status, only the preferential order of universities can be changed.

When the applicants click "Edit", they will be able to edit their preferences (Figure 2.).

The screenshot displays the 'Statement filling' interface. At the top, there are four tabs: 'Worksheet filling', 'Statement filling' (highlighted with a green box), 'Documents attachment', and 'Sending a request for verification'. Below the tabs, the main heading is 'Statement'. Underneath, there is a section titled 'Education program' with three required dropdown menus: 'Education form *', 'Education level *', and 'Direction of training (specialty, profession) *'. Below this is a section titled 'University list' which contains an information box with instructions on how to rank universities and two numbered dropdown menus for selecting university names.

Figure 2.7 — Preferences and Achievements

General procedure for completing the preferences section:

- select the learning format from the drop-down menu;
- select the education level from the drop-down menu.

If selecting postgraduate studies, assistant internship, or residency, you must also complete the Research Subject field.

If selecting Additional Vocational Training, the following fields will appear:

- semester — drop-down menu;
- duration of program.

General steps for all education levels:

- select the field of study;
- select 1 to 6 universities;
- indicate your foreign language proficiency. You must provide information on your Russian language proficiency;
- tick the box if you will need to apply for a preparatory course;
- provide information about any achievements in student competitions that might give you a competitive advantage (press +Add);
- attach a file confirming your achievement. This file will also appear on the Documents tab in the Other Documents section;
- provide information about your athletic achievements (press +Add);
- attach a file confirming your achievement. This file will also appear on the Documents tab in the Other Documents section;
- indicate whether or not you will accept a tuition-paying placement if you are not provided a tuition-free placement by quota.

After providing all of the necessary information, press "Next". Your data will be saved and you will proceed to the Documents tab. You can also press "Save" to save and view the information that you have provided.

2.5 Attaching documents to the application

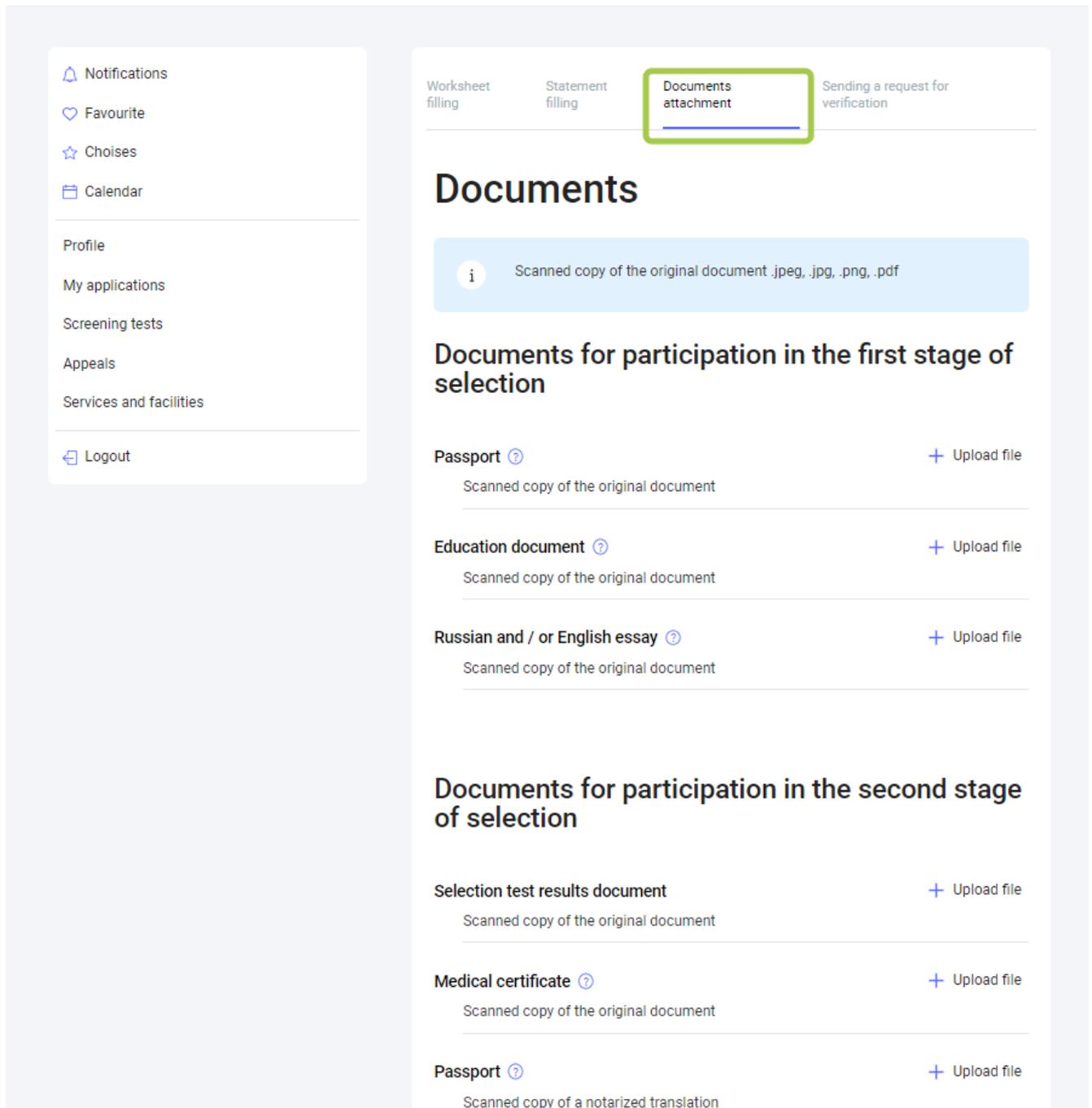


Figure2.8 — The Documents tab

The Documents tab allows you to attach or delete documents (see Figure2.).

Document requirements:

- files cannot be larger than 10 Mb;
- acceptable formats: .jpeg, .png, .pdf.

To attach a document, click on the corresponding field, then select the file on your computer. If you have already submitted an application, you can attach documents from your previous application. This will only work for documents used in a previous application.

To delete a file, click on the X next to the file name. When you click on the X, you will be asked to confirm that you'd like to delete the file or cancel your action.

After uploading all of the necessary documents, press "Next". Your data will be saved and you will be redirected to the Submit for Review tab (Figure 2.).

2.6 Submitting an application for review

You will be able to print your application once:

- all required fields have been completed;
- all required documents have been uploaded;
- applications are open for your country.

When you proceed to the Submit for Review tab, the system will automatically verify that you have completed all of the required fields:

The screenshot displays the 'Submit for Review' tab in the Education in Russia portal. The page features a navigation menu on the left with options like Notifications, Favourite, Choises, Calendar, Profile, My applications, Screening tests, Appeals, Services and facilities, and Logout. The top navigation bar includes the 'EDUCATION IN RUSSIA' logo and links for 'Education in Russia', 'Life in Russia', 'How to enter', and 'Why Russia'. The main content area has tabs for 'Worksheet filling', 'Statement filling', 'Documents attachment', and 'Sending a request for verification' (highlighted with a green box). Below the tabs is a large red error message: 'The application is not ready for printing and sending for verification. You need: - Personal data not added to the application, - Choose a form of study, - Choose your education level, - Choose the direction of training, - Indicate the degree of proficiency in Russian, - At least one university must be selected, - Download Passport. Original document, - Download Certificate of education. Original document, - Download abstract'. Below the error message is a blue information box: 'Application deadline in your country: 20.01.2021 – 20.02.2021. Print the application, check it, put your signature, then upload a scanned copy of the application and send it for verification'. There is a 'Print application' button, a 'Scanned copy of the original document' upload field, and 'Back' and 'Send application' buttons at the bottom.

Figure 2.9 — The **Submit for Review** tab

You will be allowed to print your application once all of the required documents have been uploaded and the required fields have been completed.

You can download a PDF version of your application by clicking the Print Application button on the Submit for Review tab. The Print Application button will generate a completed application, which can then be printed or downloaded.

Click "Scanned Copy of the Original Document" to upload the signed document.

When you click "Submit Application", you will be asked to confirm your submission. Once you confirm your submission, the application status will change to "Under review".

2.7 Application revision

When the Russian foreign mission reviews your application, they may choose to send it back for revision. If so, the application status will change to "Returned for revision".

When editing the application, you will be able to see comments regarding why your application was returned for revision (Figure 2.).

The screenshot displays the 'My applications' interface. On the left is a navigation sidebar with options like Notifications, Favourite, Choises, Calendar, Profile, My applications, Screening tests, Appeals, Services and facilities, and Logout. The main header includes the 'EDUCATION IN RUSSIA' logo, navigation links for 'Education in Russia', 'Life in Russia', 'How to enter', and 'Why Russia', and a user profile 'Ang U.'. The main content area is titled 'My applications' with a '+ Create new application' link. Below this is a PDF icon and the text 'Instructions for working with the application'. A blue button labeled 'Archived applications' is present. The main application card is for 'JAM-10000/21' with a status of 'Returned for revision'. An orange notification box states: 'You have comments in the following sections: Worksheet'. Application details are listed in a table-like format: Application deadline (20.01.2021 - 20.02.2021), Education level (Bachelor's degree), Direction of training (specialty, profession) (51.03.02 Folk art culture), and Education form (Free). A progress bar at the bottom shows three stages: 1. Selection stage (active), 2. Selection stage (inactive), and 3. Arrival and enrollment (inactive). A 'Go to application' button is located at the bottom of the card.

Figure 2.10 — Commentary for the applicant and reason for the return.

Comments from the Russian foreign mission will be displayed on the tab(s) that require revision. Sections with comments are marked by an exclamation sign (!) (see Figure 2.).

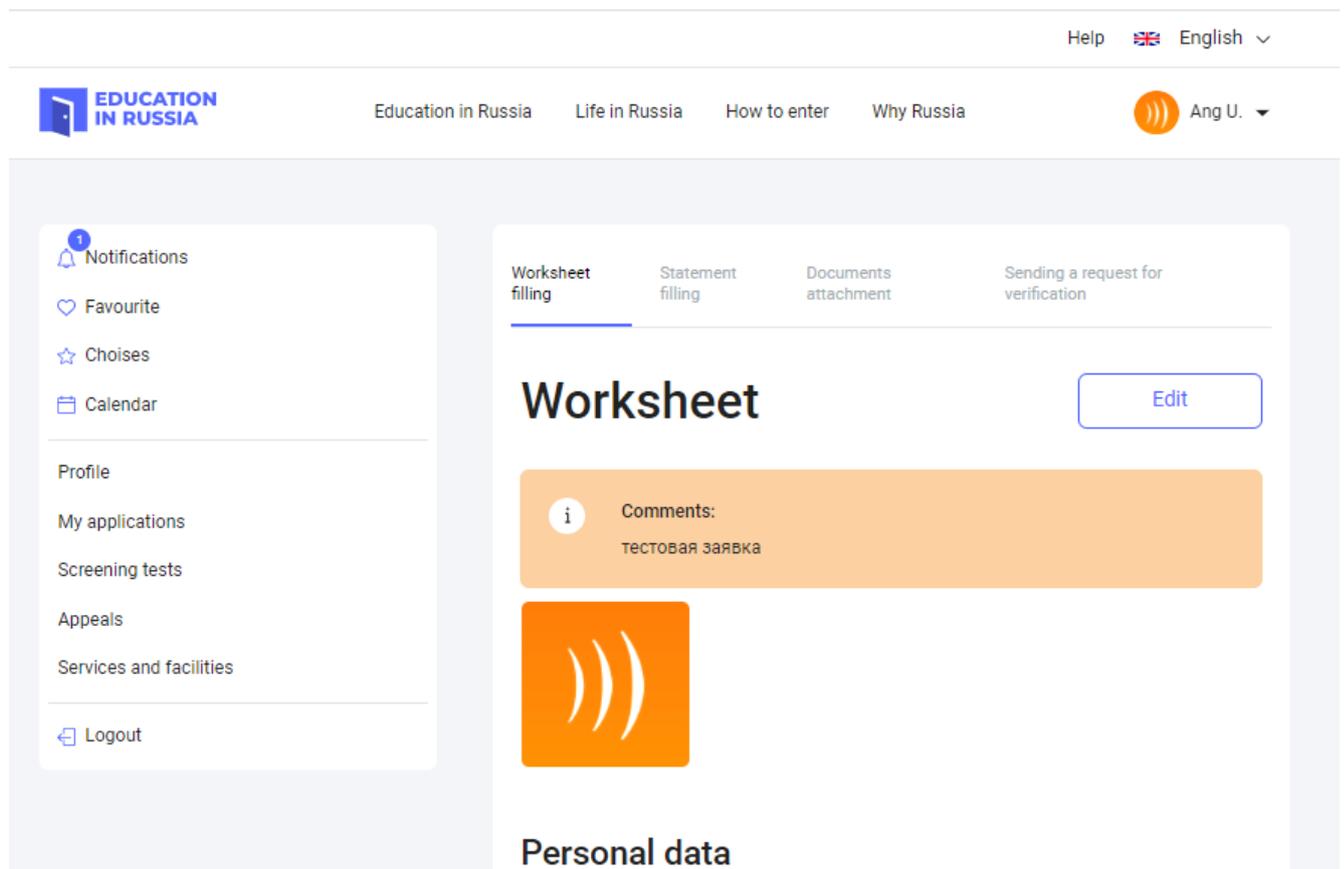


Figure 2.11 — Sections with comments

If your application has been returned for revision, you may edit your application and resubmit it for review.

2.8 Withdrawing an application from competitive selection

On the My Applications section, you can withdraw an application by clicking "Withdraw Application" on any application that has not already been withdrawn.

When you click "Withdraw", you will be asked to confirm your action and will also receive information about the consequences of withdrawing an application.

If a foreign citizen still chooses to withdraw their application, their application status will be changed to "Withdrawn". The application will still be available on My Applications.

If a foreign citizen decides not to withdraw their application, the application status will not change.

If you withdraw your application, you will no longer be allowed to edit that application (documents can no longer be uploaded or deleted, the form and application cannot be changed).