|  |  |
| --- | --- |
|  | **PACIFIC NATIONAL UNIVERSITY** **ADMISSION PROCEDURE** **for foreign citizens** **2013-2014 academic year** |

**To apply for admission to Pacific National University (PNU) in 2013-2014 academic year**

**a foreign citizen has to prepare and submit to the University the following documents:**

**1. a completed Application form for foreign students;**

**2. a notarized copy of the educational document, legalized in the country of issue, including a copy of the page with the legalization mark – THE LAGALIZATION MARK IS NOT REQUIRED FOR THOSE, WHO APPPLY FOR THE RUSSIAN LANGUAGE PROGRAM or WHOSE EDUCATIONAL DOCUMENTS ARE ISSUED IN RUSSIA;**

**3. a Russian translation of the educational document, certified by translator;**

**4. a copy of the first page of foreign passport – PASSPORT MUST BE VA­LID AT LEAST UNTIL MAY 25th, 2015;**

**5. a copy of previously obtained Russian visa – CHINESE CITIZENS ARE NOT REQUIRED TO SUBMIT IT;**

**6. a Russian translation of the first page of foreign passport, certified by translator – CHINESE CITIZENS AND THOSE WHO HAVE A COPY OF THE PREVIOUSLY OBTAINED RUSSIAN VISA ARE NOT REQUIRED TO SUBMIT IT;**

**7. a copy of the payment document confirming transfer of the application fee to PNU – HAS TO BE PAID IN RUBLES TO THE UNIVERSITY BANK ACCOUNT.**

**NOTE:** Foreign citizens who apply for Bachelor’s degree, Master’s degree or PhD program must legalize their educational documents if they are issued in a foreign country, not in Russia. The legalization mark can be obtained only in a country of issue of educational documents. ***To consult on legalization of educational documents, please, contact staff of the office # 113 left of the Department for International Affairs of PNU ( phone number: +7-4212-730649, 375265).***

**The mentioned above documents have to be either e-mailed at** [**aes@mail.khstu.ru**](mailto:aes@mail.khstu.ru) **or submitted by**

**a foreigner representative to the office # 241 center of the Department for International Affairs of PNU.**

**Application deadline:**

**July 15th, 2013 (for fall semester);**

**November 30th, 2013 (for spring semester).**

***Within 2 weeks after receiving the full set of the mentioned above documents the admission committee of PNU informs a foreigner about the decision on the possibility of admission or rejection of such a possibility indicating the cause of rejection.***

***In case of admission, the PNU admission committee informs the foreigner about the entrance exams and sends a draft of the contract on study at PNU in 2013-2014 academic year, as well as visa supporting documents (for details, please, refer to “PNU. Visa support and registration of foreign students. 2013-2014 academic year”).***

**Classes start:**

**fall semester - on September 9th, 2013**

**(Bachelor’s degree program and Russian language programs)**

**and on September 16th, 2013 (Master’s degree program);**

**spring semester - on February 09th, 2014.**

**Periods of arrival and registration at PNU:**

**fall semester - from August 26th till September 04, 2013**

**(Bachelor’s degree program and Russian language programs)**

**and from August 28th till September 11th, 2013 годя (Master’s degree program);**

**spring semester – from January 26th till February 04th, 2014.**

**UPON ARRIVAL AT THE UNIVERSITY**

**a foreign applicant must submit the following documents:**

**1. an** **original educational document of the Russian national standard or an original educational document with the awarded degree and an official transcript to it issued in a foreign country** (the transcript shouldinclude: list of studied subjects, total amount of class hours, credits, number of study weeks, received final grades, explanation for grading system, list of practical trainings, course papers and final qualification theses):

***-*  the document of full secondary general education or secondary professional education – FOR THOSE APPLYING FOR BACHELOR or SPECIALIST DEGREE PROGRAM (from the first year of study);**

**- the document of full secondary general education or secondary professional education, as well as academic transcript on unfinished higher education or diploma on the finished four-year education without awarding the Bachelor degree - FOR THOSE APPLYING FOR BACHELOR or SPECIALIST DEGREE PROGRAM (from the second or third year of study);**

***-* Bachelor or Specialist degree diploma – FOR THOSE APPLYING FOR MASTER DEGREE PROGRAM;**

**- Master or Specialist degree diploma – FOR THOSE APPLYING FOR PhD PROGRAM.**

**2. a notarized copy of the educational document and the official transcript to it, legalized in the country of issue, including a copy of the page with the legalization mark – THE LAGALIZATION MARK IS NOT REQUIRED FOR THOSE, WHO APPPLY FOR THE RUSSIAN LANGUAGE PROGRAM or WHOSE EDUCATIONAL DOCUMENTS ARE ISSUED IN RUSSIA;**

**3. a Russian translation of the educational document and the official transcript to it, certified by translator;**

**4. a Certificate of successful completion of the pre-university training course or the pre-university department** – **NOT REQUIRED FOR THOSE WHO APPLY FOR THE PRE-UNIVERSITY LANGUAGE PROGRAM*;***

**5. a copy of payment document** confirming the transfer of **the tuition fee** for 2013-2014 academic year or for one semester **– HAS TO BE PAID IN RUBLES TO THE UNIVERSITY BANK ACCOUNT;**

**6. a copy of the first page of foreign passport;**

**7. a copy of previously obtained Russian visa – CHINESE CITIZENS ARE NOT REQUIRED TO SUBMIT IT;**

**8. medical certificate,** certifying absence of medical contraindications for studying (including the results of blood test for Anti-HIV (AIDS) and Syphilis (VDRL); results of Chest X-Ray test), **with Russian translation, certified by a translator of the Russian Consulate in home country or a translator of the Chamber of Commerce and Industry in Khabarovsk – THE MEDICAL CERTIFICATE MUST BE ISSUED AFTER JULY 01, 2013;**

**9. copy of health and life insurance**valid in Khabarovsk region **– INSURANCE MUST BE VALID UNTILL JULY 10, 2013;**

**10. 4 color photos** sized 3x4 cm.

**ENROLLMENT TO THE UNIVERSITY is carried out on basis of documents presented by a student (the list of documents, please, see above), successfully passed entrance exams (not required for those applying for the Russian language program and for 2nd, 3rd, 4th years of study of Bachelor or Specialist degree programs), signed study contract and paid tuition fee.**

***To consult on admission procedure for foreign citizens, please,***

***contact the staff of the Department for International Affairs of PNU.***

**Address: 136, Tikhookeanskaya Street, office 241 centr, Khabarovsk, Russia**

**Phone: (+7-4212)720712**

**E-mail:** [**aes@mail.khstu.ru**](mailto:aes@mail.khstu.ru)

**Working hours: Monday thought Friday from 8:30 a.m. till 12:00 p.m.,**

**from 1:00 p.m. till 5:30 p.m., Friday – till 4:00 p.m.**