**Instructions for completing an application form**

**The form has to be completed in Russian!**

1. **Personal information:**

Please indicate your personal information (name and surname, passport and contact information). Don’t forget to indicate your email and phone number.

1. **Section 1 «Information about the client»:**
   1. **For foreign residents:** In section one you should indicate your name and surname in Latin letters, choose ‘other’ in the citizenship section and indicate your country, date and place of birth. In the line *«The document confirming the right to stay in Russia»* please indicate:

* Visa series and number and period of validity for countries with visa requirements.
* Temporary registration series and number (if applicable) and period of validity for other countries.

The ‘Number of the migration card" and the "Migration card validity’ must be indicated.

1. **Section 2 «Contact information»:**

‘Phone number at the place of permanent residence, ‘Phone number at the place of temporary registration’, ‘Phone number at the place of actual residence’ and ‘work phone number’ are not required.

The section ‘Place of permanent residence’ is filled in according to the information in passport (address should include zip code and period of registration).

The section ‘Place of actual residence’ is filled in in case it differs from place of permanent residence.

The ‘Place of temporary registration’ is not required in case it matches the place of actual residence.

1. **Sections *3*** *«Information about the family»,* ***4*** *«Employment information»,* ***and 5*** *«Income information»* **are not filled in**.
2. **Section 6 «Application»:**

In question 6.8 the student is required to indicate and remember the code word (e.g. mother’s maiden name).

1. In the last section of the application the student is required to write his full name, indicate the data and sign the document.

If you have any questions concerning the application, please contact

* 8-495-531-00-69;
* 8-495-772-95-90 \*115-76.

or:

* [std@hse.ru](mailto:std@hse.ru)