

Application for ITMO Exchange program			
ESSENTIAL CONTACTS			
International Admission Office	Head of Admission Office Alvina A. Kiseleva aakiseleva@mail.ifmo.ru	Manager of Admission Office Tatiana P. Banderova tpbanderova@corp.ifmo.ru international@mail.ifmo.ru	
IMPORTANT DATES			
Nomination deadline	Fall Semester – April 30 Spring Semester – September 30		
Application deadline	Fall Semester – June 30 (August 1 – for visa-free applicants) Spring Semester – November 15 (December 15 – for visa-free applicants)		
Semester period	Fall semester: beginning of September – 31 January Spring semester: beginning of February – 30 June		
Examination period	Fall semester: end of December – January Spring semester: June		
STUDENT ADMISSION REQUIREMENTS			
General Requirements	<ul style="list-style-type: none"> • at least 3rd year Bachelor student at home university • good academic performance 		
Language requirements	B1 level of English is required B2 level is recommended		
APPLICATION STEPS			
Nomination	Sending university nominates its students for the program providing nomination letters and the students' contacts at tpbanderova@corp.ifmo.ru	Fall semester	Spring semester
		1 January – 30 March	1 July – 30 September
Online application and submission of documents	ITMO sends the students the link to online application form. Upon application, the students will be requested to upload the following application documents in the PDF-format: <ul style="list-style-type: none"> • Passport (should be valid for at least 18 months from the expected date of arrival in Russia) • Transcript of Records in English or translated into Russian • English proficiency certificate (required if studies at the home university are delivered not in English) 	Up to 30 June	Up to 15 November
Confirmation	ITMO considers the submitted applications and confirms if the students are admitted.	Within two weeks upon the documents acceptance.	

Invitation procedure	ITMO starts the invitation procedure. Generally, it takes up to 40 days. After the Invitations are issued, ITMO sends them to the students via e-mails.	Up to 15 July	Up to 30 December
Visa application	Upon reception of the Invitations, the students should apply for student visas. IMPORTANT: <ul style="list-style-type: none"> • The first entry visa is valid for 90 days • The students should apply for visa extension (at ITMO Migration Services Office) at least 40 days before the first visa expiration date • Visa extension fee is 1,600 rubles 	Up to 25 July	Up to 10 January
Upon arrival procedures	Upon arrival, the students should: <ol style="list-style-type: none"> 1. Visit ITMO Migration Services Office within 3 days to get the migration registration document (for the students staying at ITMO dormitory) IMPORTANT: if the students stay at a hotel/hostel or rent an apartment, they must get the migration registration document from the hotel/hostel administration or the apartment's owner and submit the copy to ITMO Migration Services Office within 5 days upon arrival. The registration is only valid if made on the actual address of the hotel/hostel/apartment. 2. Submit the following original documents: <ul style="list-style-type: none"> • Copy of the medical insurance certificate (may be purchased in Saint Petersburg upon arrival) • 1 photo (passport size) for the student ID-cards • Chest X-RAY report (must be done upon arrival) Each student will be provided with tutor's assistance to undergo all the above-mentioned procedures	Up to 1 September	Up to 10 February
OTHER IMPORTANT INFORMATION			
Accommodation	Two options are available: <ol style="list-style-type: none"> 1. Student dormitory (shared rooms for 3-4 persons) Accommodation fee is 3,000 rubles per one month 2. ITMO partner hostel/hotel (single or twin rooms) Accommodation fees vary from 10,000 rubles (twin room at a hostel) to 40,000 rubles (single apartment) per one month 		
Average monthly living expenses	Approximately 20,000 rubles per one month More information is available on the web-site		