**Multiple entry visa issue and prolongation of stay in the Russian Federation**

For multiple entry visa issue and prolongation of your stay in the Russian Federation for the purpose of education (in MEPhI), you should contact the Department of International Cooperation (G-106) 8 weeks prior to the termination of the current visa and submit the following documents:

1. Passport

**IMPORTANT!**

* Passport must be in proper condition (if there is any blot, dirt, patches, it is considered invalid and must be replaced).
* If you damaged your passport and did not replace it in time with a new one, you may be denied a visa.
* The passport must contain at least one blank sheet intended for visas.
* If the validity of your passport is expiring, you have at least 6 months prior to the expiry of your passport to extend it or receive a new one by contacting the Embassy Consular Section of your country.
* Validity of passport at the time of its submission to the Department of International Cooperation should be at least 1 year.

Please see to the proper condition of your documents, as well as prolong your passport in advance in order to avoid serious problems.

2. Migration Card

3. Migration registration ticket

4. 1 photo (3 × 4 cm) on matte paper (color or black and white)

5. Receipt of registration fee payment for a multiple entry visa (1600 rubles).

**Sending down, academic leave formulation or transfer to another educational institution**

If you **are expelled** from the University, or you have **an academic leave** you should contact the Department of International Cooperation (G-106) **for transit visa** and submit:

1. Passport.

2. Migration card.

3. Migration registration ticket.

4. 2 photos (3 × 4 cm) on matte paper (color or black and white).

5. Receipt of registration fee payment for a transit visa (1000 rubles).

6. Ticket copy.