



**Federal State Autonomous Educational Institution of Higher Education  
“Gubkin Russian State University of Oil and Gas» (National Research University)**

**GUBKIN UNIVERSITY**

# **Admission Guide for International Students**

**How to become a student of Gubkin Russian State University of Oil and Gas**

Moscow, 2024

## **Contents**

1. Learn Russian and prepare for studies .....	3
2. Prepare required documents and submit the application form .....	5
3. Pay tuition fee .....	6
4. Apply for visa and prepare for arrival .....	7
5. Join Gubkin University .....	8
After the preparatory course	
6. Choose the program .....	4
7. Check the admission deadlines .....	4
8. Pass entrance exams .....	7

## **1. LEARN RUSSIAN AND PREPARE FOR STUDIES IF NECESSARY**

The language of instruction at Gubkin University is Russian. To enter an academic program at Gubkin University it is required to pass a Russian proficiency test. There are several ways to study Russian language:

- take classes offered by the Preparatory Faculty (Department) of Gubkin University;
- study at home and pass the Test of Russian as a Foreign Language (TORFL) in the training and testing language center for foreigners in your country founded by Rossotrudnichestvo or in Moscow . <http://rs.gov.ru/ru/contacts> ).

Gubkin University offers the Preparatory Course for foreign citizens. The training period of the Preparatory Course continues for 12 months.

### **The language training program given by the Preparatory Department (programs of additional education)**

**Bachelor's program** applicants study:

- Russian Language
- Mathematics
- Physics
- Chemistry
- Computer Science

**Master's program** and **postgraduate** applicants study:

- Russian language
- Advanced Mathematics
- Physics
- Computer Science

Upon the completion of the preparatory course, students are required to take exams. When all the exams are passed successfully and the admissions office gives recommendation to enter, applicants are enrolled in a Bachelor's/ Master's / Postgraduate degree programs.

Keep it in mind that you must study diligently during the preparatory year and pass all exams to receive a Certificate.

If you do not pass all the credits and exams, the University will just provide you with a paper that says you have been a student but have not completed the Russian language course.

Be aware that only the certificate gives you the right to enroll in higher education programs.

Taking Preparatory Course enables applicants to integrate smoothly into life in the University and Russia, find out more information about the University, attend Open Days and choose the academic program.

### **Who does not need to take a Preparatory course to study Russian?**

If you are a citizen of Commonwealth of Independent States (CIS) countries, the Baltics (Estonia, Latvia, and Lithuania), the Ukraine or Georgia you are allowed to take entrance exam for the Russian language without the completion of the Preparatory course. As a rule, these countries speak Russian as they were a part of the USSR.

To apply for admission to the Preparatory Department applicants are requested to contact the International Students Office via email: [dis@gubkin.ru](mailto:dis@gubkin.ru) and submit the required documents (see Section 2).

### **Who can study for free?**

**Foreign citizens and stateless persons are entitled to obtaining higher education at the expense of budget allocations** in accordance with international treaties of the Russian Federation, federal laws or established by the Government of the Russian Federation with a quota for the education of foreign citizens and persons without citizenship (hereinafter referred to as the quota for the education of foreign citizens), as well as at the expense of individuals and legal entities in accordance with contracts for the provision of paid educational services.

Admission to study within the quota for the education of foreign citizens carried out in accordance with the directions of the federal body of the executive power, which performs the functions of developing state policy and legal regulation in the field of education. Enrollment for studies within the education quota for foreign citizens is carried out by a separate order (orders) of the Russian State University oil and gas named after I. M. Gubkin.

**Foreign citizens and stateless persons who are compatriots living abroad have the right to obtaining higher education on a par with citizens of the Russian Federations**, subject to their compliance with the requirements stipulated in the article 17 of the Federal Law of May 24, 1999 No. 99-FZ “On state policy of the Russian Federation regarding Compatriots Abroad” (hereinafter referred to as Federal Law No. 99-FZ).

For compatriots living abroad and who are not citizens of the Russian Federation, special rights do not apply when admission to bachelor’s (undergraduate) and specialty programs, provided in accordance with the Federal Law No. 273-FZ, unless otherwise provided by an international agreement of the Russian Federation.

**You can contact the Representative Office of the organization "Rossotrudnichestvo" in your state or the Embassy of the Russian Federation in your state and apply for a quota of the Government of the Russian Federation (scholarships, budget places). You can also indicate the need for a preparatory year of the Russian language in the application.**

**For more information about scholarship, please visit <https://education-in-russia.com/>**

## **2. PREPARE REQUIRED DOCUMENTS.**

### **General Components**

1) Original of the Education Certificate legalized in a proper way. Often it can be done through the Ministry for Foreign Affairs of your country and in the Russian Consulate. If you are from countries of Latin America your documents require an Apostille.

To apply to Gubkin University Bachelor's programs: the Education Certificate that verifies Secondary School level (including academic transcript: the list of subjects studied and scores earned).

To apply to Gubkin University Master's programs: the Bachelor Degree Certificate (including academic transcript: the list of subjects studied and scores earned).

To apply to Gubkin University Postgraduate studies: the Bachelor Degree Certificate and the Master Degree Certificate (including academic transcript: the list of subjects studied and scores earned).

2) The copy of the legalized Education Certificate/ Diploma (including academic transcript) and the Education Certificate/ Diploma translated into the Russian language and certified by a notary.

3) The copy of national ID (passport) valid for travel to Russia (date of expire at the time of visa application no later than in 18 months).

4) The national ID (passport) translated into the Russian language and certified by a notary.

5) 6 printed photos in the 3\*4 cm format.

6) CV/ Resume (for Master's degree programs and Postgraduate studies).

7) Summary of the proposed topic of the thesis (for Postgraduate studies).

8) The list of research publications (for Postgraduate studies).

### **Medical Components**

9) Medical Certificate that you have no medical restrictions to study abroad (statement of good health).

10) Medical Certificate with HIV test.

11) Medical Certificate with Tuberculosis test

12) Medical Certificate with syphilis test.

|All medical certificates should be translated into the Russian language and certified by a notary.

Please also make sure all the certificates are valid at the time you come to Russia.

In case you have any questions while preparing your application package contact the International Students Office via email: [dis@gubkin.ru](mailto:dis@gubkin.ru) and submit the required documents.

### 3. PAY TUITION FEE

For students of the preparatory department, it is necessary to provide the original receipt of payment of the state duty for the issuance of invitation letters to enter the Russian Federation for a foreign citizen (according to the federal law 115-FZ, art. 19.).

**ATTENTION! You may encounter some difficulties with paying tuition fees from abroad. Payment must be made via Russian bank. Please make sure you can find the way to do it.**

<b>Tuition Fees for Academic Year 2023-2024 year of study</b>	<b>RUB/year</b>
<b>Preparatory course</b>	236 000,00
The following prices are for your information, the approximate amount you will need per year after completion of the preparatory year.	
<b>Bachelors</b>	
Full-time study programs	
<b>18.03.01</b> Chemical engineering	432 900,00
<b>18.03.02</b> Energy and resource saving processes in chemical engineering petrochemistry and biotechnology	
<b>21.03.01</b> Petroleum engineering	
<b>38.03.01</b> Economics	437 300, 00
<b>38.03.02</b> Management	421 700, 00
<b>40.04.01</b> Jurisprudence	
Another programs	387 800,00
<b>Specialists</b>	
Full-time study programs	
<b>21.05.02</b> Applied Geology And other programs	432 900,00

#### 4. APPLY FOR VISA AND PREPARE FOR ARRIVAL

To enter the Russian Federation, international visitors are required to have the proper visa stamp in their passports.

Citizens of some countries do not require visa to enter the Russian Federation, but in most cases duration of their stay in Russia is limited. Applicants must check their visa requirements in Russian consulate in their home country.

Visas are obtained at the Russian embassy or consulate abroad. Visas cannot be obtained within Russia, because it is an “entry” document to the country.

For foreign applicants applying for a quota, an invitation letter is issued by the Ministry of Science and Higher Education of the Russian Federation. You must indicate the need for a visa in the section "Visa information" when filling out a questionnaire in your personal account on the site.

For foreign applicants coming at the expense of funds of individuals or legal entities, the invitation letter is issued in consulate of the Russian Federation.

\*The invitation is issued by the General Directorate for Migration of the Ministry of Internal Affairs of Russia.

The invitation letter is issued at the request of the University **only after the conclusion of the contract and the payment of tuition fee** (the contract is signed after the successful passing of entrance examinations and recommendations of the admission committee for enrollment).

To issue an invitation letter, send an email to the e-mail address of the Department of foreign students: dis@gubkin.ru and attach the following list of documents:

Student visa application package includes:

- 1) The official Invitation Letter by the **Federal Migration Service**. This document is issued upon successful completion of entrance examinations and recommendations given by the admissions office. It costs 800 roubles, make sure you can pay it via Russian bank.
- 2) Invitation Letter by Gubkin University
- 3) Enrolment Contract. This document is signed upon successful completion of entrance examinations and recommendations given by the admissions office.

To request the official Invitation Letter by the Federal Migration Service, submit via e-mail: dis@gubkin.ru Visa Support Form:

- the copy of national ID (passport). Passport validity – not less than 1,5 years,
- postal address in home country,
- for students: the name of educational institution, city / town / residential area where it is located;
- for employed: place of employment, city / town / residential area, telephone number;
- city / town / residential area of the Russian Consulate where visa will be claimed.

During the enrollment campaign applicants may stay in the University dormitory in Moscow (parents and relatives of applicants are not provided with the accommodation). An applicant must indicate if the dormitory will be necessary at the time of submission.

For the whole period of studies international student are provided with accommodation. The cost of living in the University dormitory, including utilities (electricity is not included) for the academic year 2024-2025 is approximately around 4 000 roubles per month.

## **8. JOIN GUBKIN UNIVERSITY!**

The academic year at the University begins on September 1.

### **Contacts:**

**Address:** 119991, Moscow, Leninsky Prospekt, 63/2

**E-mail:** [dis@gubkin.ru](mailto:dis@gubkin.ru)

### **Working hours:**

**Monday: 14:00-17:00**

**Tuesday: 14:00-17:00**

**Wednesday: 14:00-17:00**

**Thursday: 14:00-17:00**

**Friday: 10:00-16:00**

**Launchtime 13.00 – 14.00 daily**

**THE FOLLOWING INFORMATION IS FOR THOSE WHO ALREADY COMPLETED  
PREPARATORY COURSE, HAS A GOOD COMMAND OF THE RUSSIAN LANGUAGE  
AND CAN UNDERTAKE ENTRANCE EXAMS.**

Gubkin University has 11 Faculties which offer training in:

- 23 Bachelor's degree programs and 7 Specialist's degree programs,
- 28 Master's degree programs,
- 14 Postgraduate degree programs.

### **Submit the application form**

#### **1. Check the admission deadlines for 2024**

When accepting foreign citizens and stateless persons for training in bachelor's (undergraduate) and specialty programs in contracts for the provision of paid educational services University establishes a separate list of entrance examinations, different from the list of entrance examinations for other persons:

upon admission to the programs 40.03.01 "Jurisprudence" - the entrance exam is **the Russian language**,

when entering other programs - the entrance exam is **Mathematics**.

*Individual application and enrollment deadlines are set for prospective students applying through quotas allocated by the Ministry for Education and Science of the Russian Federation.*



## Bachelor's programs

<b>20 June</b>	Call for applications
<b>15 July</b>	Ends call for applications entering with the results of entrance examinations conducted by the University
<b>17 July – 22 July</b> <b>21 August – 26 August</b>	Entrance examinations EE for self-paid students
<b>25 July</b>	Ends call for applications entering only by USE results
<b>19 August</b>	Application deadline for self-paid students
<b>30 August</b>	Final submission of original documents for self-paid students

### 2. FOLLOW THE APPLICATION PROCEDURE

1. Register on the site <https://lk.priem.gubkin.ru/applicant-auth/registration/> (from June 20,2024)
2. Submit an application (choose priority competition groups)
3. Upload scans of all required documents (see full list documents)
4. Check the status of your application in the personal account of the applicant
5. Find yourself in the lists of people recommended for enrollment.
6. Prepare documents for a study visa (see point 4 in this document)