Deadline: To: Dr. Vasilyev,

Head, Office of International Affairs

From:

Full name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address in Kazan:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application for a visa**

*(Apply at least 1,5 month prior to your current visa expiration date)*

I would like to apply for my student visa extension with the following documents:

* Passport and two copies (passport must be valid for 6 months after the expiry date of the new visa)
* Visa and two copies
* Two copies of all the “dirty” pages of the passport (with visas and seals)
* Migration Card and two copies
* 1 photo (3x4 cm)
* Registration slip and two copies
* Copy of medical insurance card valid in the Russian Federation (in case it was arranged not in our office)
* 2 copies of study agreement or Russian Ministry of Education referral
* Visa Fee Receipt
* *Two copies of Dormitory contract (for students living in a university)*
* *Three weeks after submitting your documents bring the study certificate for the new registration*

***IMPORTANT:***

1. **The processing of the visa will begin on the date when ALL documents are received by the Immigration Department of the Russian Ministry of Internal Affairs and not when the application is first received by our office.**
2. **Visa applicant is not allowed to leave Kazan or change residence address while Visa Application is being processed.**
3. ***Students who rent a private apartment should notify their apartment’s owner that the owner is responsible for obtaining a new registration from the Migration Department within 3 business days after a new student visa is issued.***

I am aware, that in order to apply for visa extension in time, above mentioned documents should be submitted not later than\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_

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| **МИНИСТЕРСТВО**  **ОБРАЗОВАНИЯ И НАУКИ**  **РОССИЙСКОЙ ФЕДЕРАЦИИ**  **федеральное государственное бюджетное**  **образовательное учреждение**  **высшего образования**  **«Казанский национальный**  **исследовательский технический**  **университет им. А.Н. Туполева-КАИ»**  **(КНИТУ-КАИ)**  **ул. К.Маркса, д. 10, Казань, 420111**  **Тел.: (843) 238-41-10 Факс: (843) 236-60-32**  **E-mail:** [**kai@kai.ru**](mailto:kai@kai.ru) **http://kai.ru**  **ОКПО 02069616, ОГРН 1021602835275,**  **ИНН/КПП 1654003114/165501001**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_от \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |

Уважаемые сотрудники банка!

Управление по вопросам миграции МВД по РТ принимает квитанцию об оплате госпошлины за оформление визы только если в квитанции **ФИО иностранного гражданина, номер паспорта и страна выдачи паспорта указаны полностью и в соответствии с визой.**

В связи с этим просим указывать вышеперечисленные данные в квитанции СТРОГО В СООТВЕТСТВИИ С ВИЗОЙ.

С уважением,

|  |  |
| --- | --- |
| Извещение  Kассир | Наименование получателя платежа \_УФК по РТ (МВД по РТ)  Налоговый орган ИНН \_1654002946\_\_\_\_\_\_\_ КПП \_\_\_\_165501001\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Номер счета получателя платежа \_40101810800000010001\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Наименование банка \_\_\_в ГРКЦ НБ РТ г.Казани\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Бик \_\_049205001\_\_\_\_\_\_\_\_\_ корсчет \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Наименование платежа \_\_\_\_\_\_\_\_Госпошлина\_за многократную визу\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  КБК \_\_18810806000010011110\_\_\_\_\_\_\_\_\_\_ ОКТМО \_\_\_\_92701000\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Плательщик (Ф.И.О.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Адрес плательщика \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ИНН плательщика \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Сумма платежа \_\_\_\_1600\_\_\_ руб. \_\_00\_\_\_коп.  Подпись плательщика \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_дата \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Управление международной деятельности КНИТУ-КАИ