

# User manual for SPbPU online application system for state-funded foreign applicants (Russian Governmental scholarship holders and Open Doors Olympiad winners)

TECHNICAL SUPPORT support@spbstu.ru

REGISTRATION <a href="https://enroll.spbstu.ru/sign-up">https://enroll.spbstu.ru/sign-up</a>

LOG IN <a href="https://enroll.spbstu.ru/sign-in">https://enroll.spbstu.ru/sign-in</a>

# INFORMATION ABOUT ADMISSION OF STATE-FUNDED APPLICANTS (RUSSIAN GOVERNMENTAL SCHOLARSHIP HOLDERS AND OPEN DOORS OLYMPIAD WINNERS):

https://english.spbstu.ru/education/admissions/scholarships/

# **CONTACT INFORMATION:**

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Degree programs	Master's degree programs and PhD
Degree programs  Anna Kolotaeva	Master's degree programs and PhD studies
Anna Kolotaeva	studies

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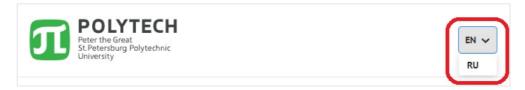
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# 1. INTERFACE LANGUAGE

The language switcher is located on the main page in the upper right corner. You can select one of these languages:

**RU** – Russian

EN - English



#### 2. REGISTRATION IN THE SYSTEM

#### 2.1. New applicant registration

Go to the main page <a href="https://enroll.spbstu.ru/sign-in">https://enroll.spbstu.ru/sign-in</a> and click the button "REGISTER".

It is recommended to fill in the online application form using a computer, not a phone.



In order to register, you should fill in the following mandatory fields in English (Latin characters): "Surname", "Name", "Date of birth", "Citizenship"<sup>1</sup>, "Email", "Create password"<sup>2</sup>. Leave the field

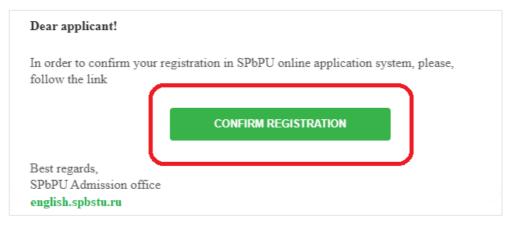
"Patronymic name" empty if you do not have it in your passport. Click on the checkbox above the 2 buttons and click the button "REGISTER" again.

<sup>&</sup>lt;sup>1</sup> Scroll down in order to find the country of your citizenship or type it

<sup>&</sup>lt;sup>2</sup> Password must contain minimum 6 characters (uppercase and lowercase Latin characters, numbers and special symbols)

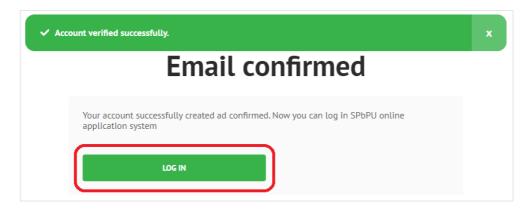
Basic data	Authorization
Surname in latin characters* Doe	Email* janedoe@gmail.com
Latin characters only	
Name in latin characters* Jane	Create password* JaneDoe100%
Latin characters only	Password must contain minimum 6 characters (uppercase and lowercase latin characters, numbers and special symbols)
Patronymic name (if applicable) in latin c	
Latin characters only	_
Date of birth* 01.05.2004	1
Citizenship*	
Australia	•
	o processing of the entered personal data in Russian Federation No. 152-Φ3 "On Personal REGISTER
27.00	1203121

After that you will receive and email with the account confirmation link. Please, check your "spam" or "promotions" folder just in case.



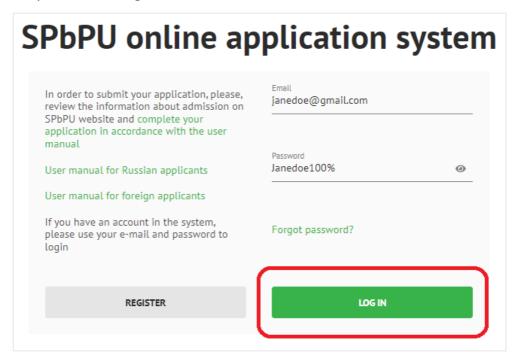
Click the button "CONFIRM REGISTRATION". Your account is confirmed. Click the button "LOG IN".

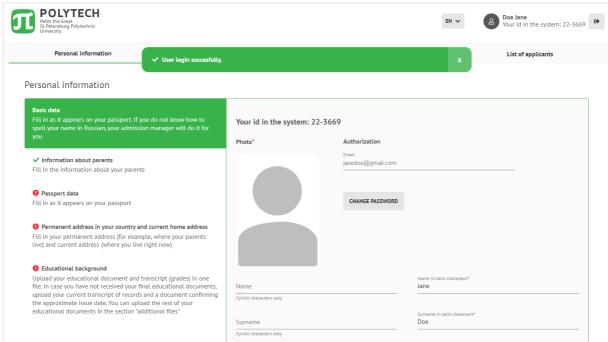
You will need the email that you used for registration and password in order to log in next time.



2.2. Log in after registration

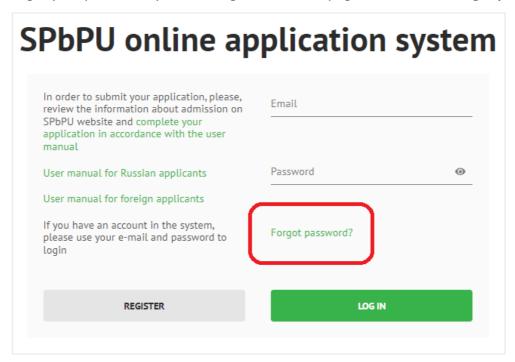
In order to log in you should go to the main page <a href="https://enroll.spbstu.ru/sign-in">https://enroll.spbstu.ru/sign-in</a>, enter the email and password that you used for registration and click the button "LOG IN".



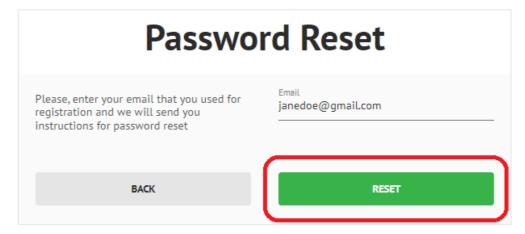


## 2.3. Password recovery

If you forgot your password, you should go to the main page and click on "Forgot password?"



You will be redirected to the password reset page. Enter your email address that you used for registration and click the button "RESET". You will receive a new temporary password that you can use in order to log in the system.



2.4. Problems with registration / login / password reset

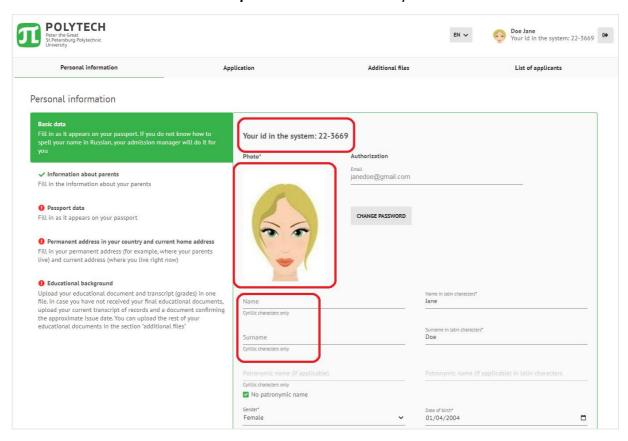
If you did not manage to register or if you have not received an email with the account confirmation link or you have other problems with the system, please, contact technical support via email support@spbstu.ru (please, write your full name and email that you used for registration).

# 3. APPLICATION

#### 3.1. PERSONAL INFORMATION

#### 3.1.1. Basic data

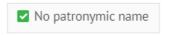
In this section you can see your **ID** in the system. Start filling in the online application form from the section "Basic data" and continue from top downward. Mandatory fields are marked with \*.



Field "Photo" is mandatory. This photo will be used for preparing entrance card<sup>3</sup>. You can see example in this manual. Without uploading your photo you will not be able to continue filling in this online application form.

Fields "Surname", "Name", "Patronymic name", "Date of birth", "Citizenship" and "Email" are copied from the registration step. You can edit these fields if necessary. If you do not have patronymic name in your passport, you should click "No patronymic name" checkbox.

Fields "Surname" (in Cyrillic characters), "Name" (in Cyrillic characters), "Patronymic name" (in Cyrillic characters) are not mandatory. If you do not know, how to write your full name in Russian (Cyrillic characters), leave these fields empty.



<sup>&</sup>lt;sup>3</sup> Photo requirements: official photo.

Light background. Light grey is suggested. No patterns.

<sup>•</sup> The head should be completely visible and needs to be centered.

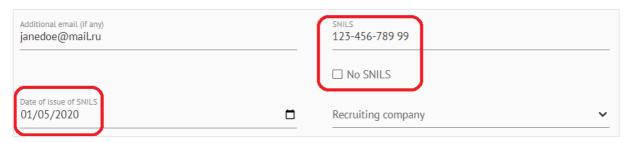
File size: maximum 1 MB

File format: JPG or JPEG or PNG format

Fields "Country code" and "Mobile phone" are mandatory. Please, enter your phone number that you use.

Field "Additional email" is not mandatory. Fill in this field if you have another email address.

Fields "SNILS" and "Date of issue" are mandatory in case you have SNILS<sup>4</sup>. If you have it, you should untick "No SNILS" checkbox and enter your SNILS number and its date of issue. If you do not have SNILS, you do not have to fill in these fields.



Fiend "Recruiting company" is not mandatory. If you apply as an individual applicant, leave this field empty. If you apply via one of our recruiting partners, please, select the partner name form the list.



In order to continue, please, click the button "CONTINUE".



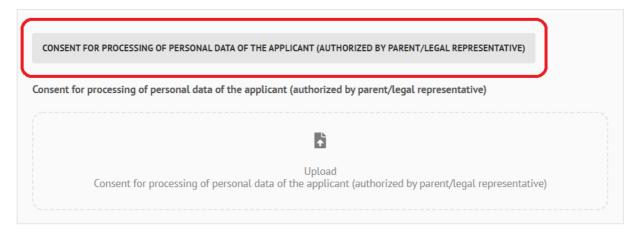
# 3.1.2. Information about parents (for applicants under 18 years old)

Section "Information about parents" is mandatory for applicants under 18 years old. Here you can enter information about one of your parents or legal guardian. If you are over 18 years old, this section is not mandatory.

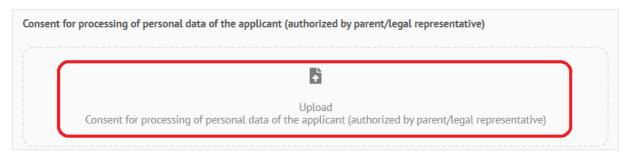
Basic data		
Surname	Name	
Doe	John ————————————————————————————————————	
Patronymic name (if applicable)	Date of birth 01/01/1970	Ċ
Patronymic name (if applicable)  Country code Mobile phone		c

Download the document "Consent for processing of personal data of the applicant (authorized by parent/legal representative". Your parent/legal guardian should sign it (second page is in English).

<sup>&</sup>lt;sup>4</sup> **SNILS (Individual insurance account number)** is a number issued and used by the Pension Fund of the Russian Federation to residents of Russia for the purpose of tracking their social security accounts.



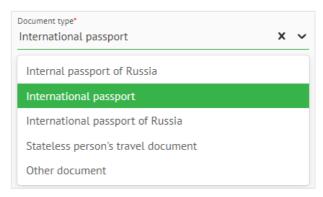
Scan the signed document and upload it at the bottom of the section "Information about parents".



# 3.1.3. Passport data

Section "Passport data" should be filled in as it appears on your passport.

Select type of your identification document in the field "Document type".

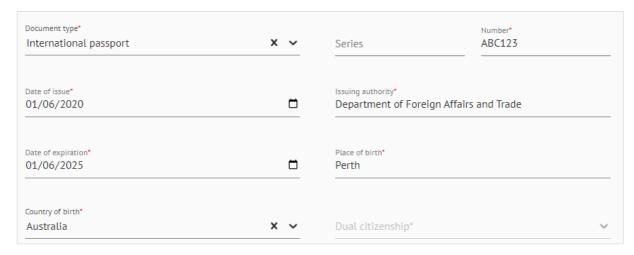


Leave fields "Series" empty. Enter your passport number in the field "Number".

Fill in the fields "Date of issue", "Issuing authority", "Date of expiration" should be filled in as it appears on your passport.

Enter the name of the city where you were born in the field "Place of birth".

Select the country where you were born from the list or type it in the field "Country of birth".



If you have dual citizenship, you should check the checkbox "I have dual citizenship" and select the country of your dual citizenship from the list in the field "Dual citizenship".

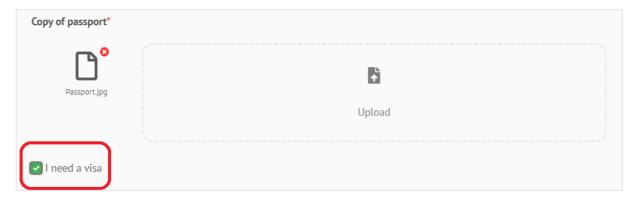


**Upload a copy of your passport** at the bottom of the section "**Passport data**" (pages with personal data and photo). You can upload several JPG images (they will be merged in one PDF file) or one PDF document.

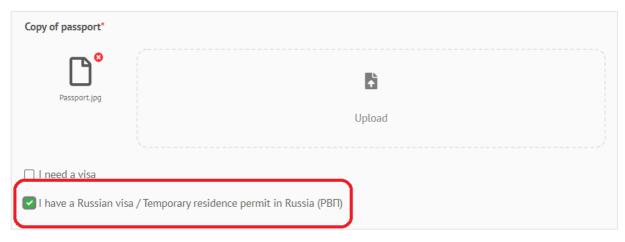


If you have **notarized translation into Russian of your passport**, please, upload it as well (here or in the section "Additional files").

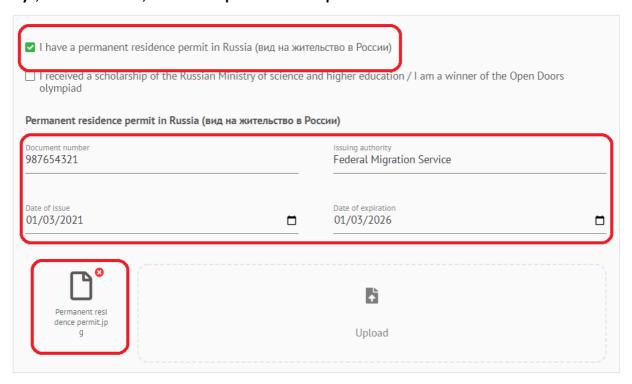
If you need a study visa, you should check the checkbox "I need a visa" after you upload a copy of your passport.



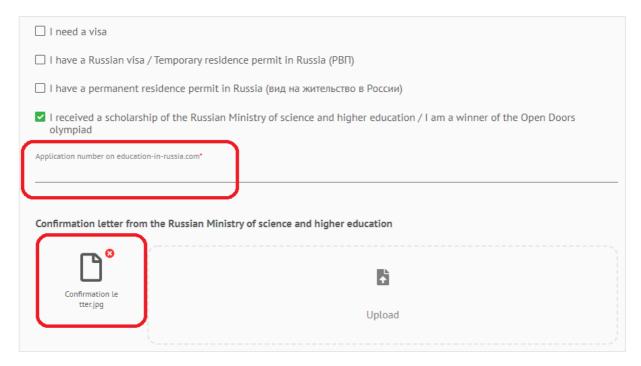
If **right now** you have a visa or a temporary residence permit in Russia (PBΠ), you should check the checkbox "I have a Russian visa / Temporary residence permit in Russia" and upload it in the section "Additional files".



If **right now** you have a permanent residence permit in Russia (BHЖ), you should check the checkbox "I have a permanent residence permit in Russia", fill in the fields "Document number", "Issuing authority", "Date of issue", "Date of expiration" and upload it in the section "Additional files".

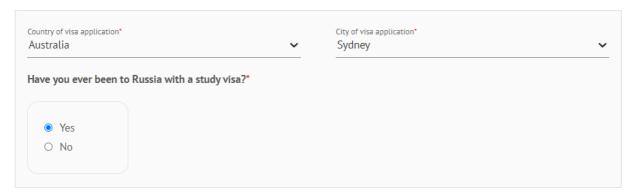


Since you received a Russian government scholarship or won the Open Doors Olympiad, you should check the checkbox "I received a Russian government scholarship / I am a winner of the Open Doors Olympiad". You should put your registration number from the website education-in-russia.com in the field "Application number on education-in-russia.com". The field "Confirmation letter from the Russian Ministry of science and higher education" is not mandatory. Upload the document if you have it. If you have not yet received it, leave this field empty.



#### 3.1.4. Visa

Section "Visa" appears if you indicated that you need a visa (in the section "Passport data"). Select the country and the city where you will apply for visa in the fields "Country of visa application" and "City of visa application".



Please, pay attention that your passport should be valid at least for 18 months from the future date of arrival in Russia.

# 3.1.5. Permanent address in your country and current home address

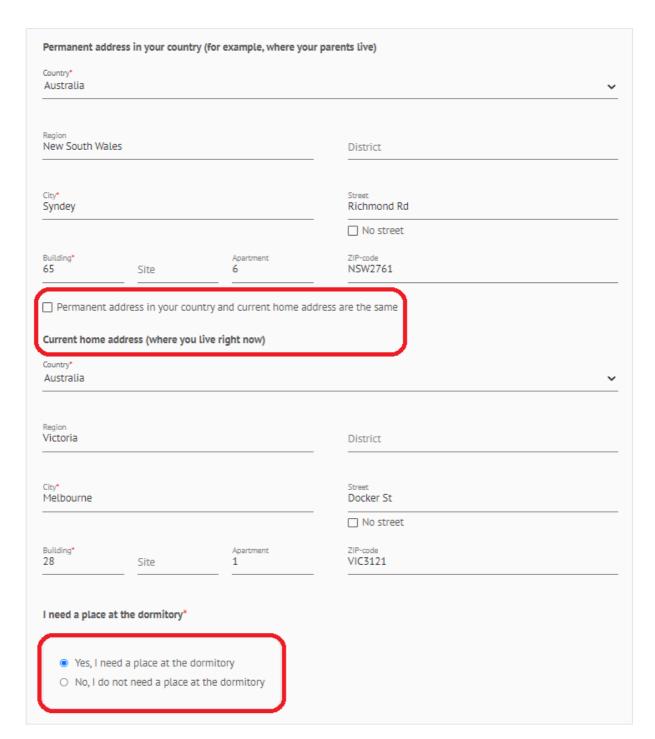
**Permanent address in your country** is the official address where you are registered (or for example where you parents live).

**Current home address** is the address where you live right now<sup>5</sup>.

Select the country of your permanent address form the list in the field "Country". Fill in the rest of this section in accordance with your permanent address (region, city, street, building No, apartment, ZIP-code).

In case your permanent address and current address are the same, check the checkbox "Permanent address in your country and current home address are the same".

<sup>&</sup>lt;sup>5</sup> If you live in Russia right now, you should enter your Russian address



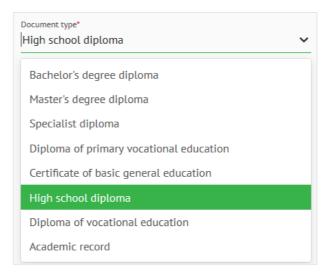
At the bottom of this section you should indicate whether you need a place at the dormitory during your studies.

Student dormitory is available only for full-time students and is subject to availability

# 3.1.6. Educational background

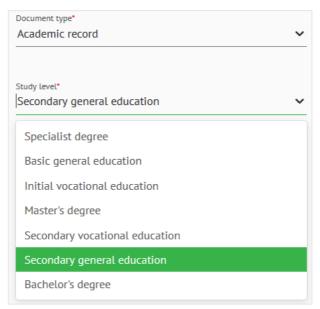
In the section "Educational background" you should enter the information about education you received.

In the field "Document type" you should select the type of your educational document form the list. In case you have not yet received your final educational documents you should select "Academic record".



If you have not received your final educational documents you should enter the information from the official document that confirms your current academic record.

Field "Study level" is connected to the field "Document type" (except for the option "Academic record"). If you selected "Academic record", you should select your study level from the list.

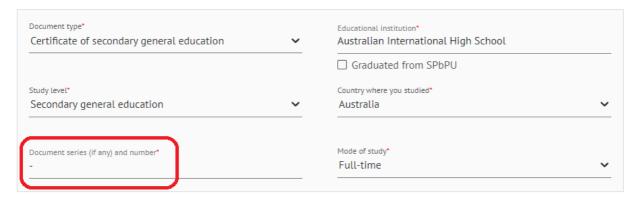


In the field **"Educational institution"** you should enter the name of school/university where you studied. If you graduated from SPbPU (degree programs), check the checkbox **"Graduated from SPbPU"**.



In the field "Country where you studied" you should select the country where your school/university is located.

In the field "**Document series (if any) and number**" you should enter series and number of your educational document. If case this document does not contain series and/or number enter em dash "-".



In the field "Mode of study" you should select mode of study for the list.

In the field "Date of issue" you should enter the date of issue that is written in your educational document. If you selected "Academic record" as the type of your educational document, you should enter the date of issue of your academic record.

In the field "Year of graduation" you should enter the year when you graduated/will graduate (4 digits).

Date of issue* 01/08/2021	1	Year of graduation* 2021

If your educational document is a document with distinction, check the checkbox "Certificate/Diploma with distinction".



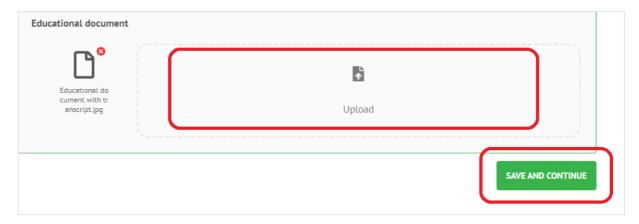
If you studied in one of SPbPU university foundation programs, check the checkbox "Studied in SPbPU foundation program".

☐ Certificate/Diploma with distinction	
Studied in SPbPU foundation program	

Upload a scanned copy of your educational document with transcript (list of grades) at the bottom of the section "Educational background". If you have notarized translation into Russian of your educational document and transcript, upload them in the section "Additional files".

If you have a Certificate of recognition issued by Federal Service for Supervision in Education and Science, upload it in the section "Additional files".

You can upload several JPG images (they will be merged in one PDF file) or one PDF document.



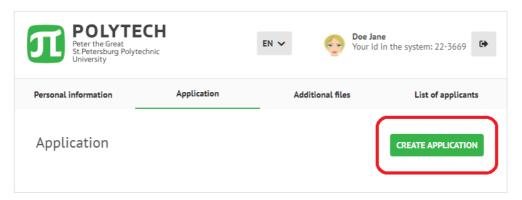
Please, check page sequence when uploading documents.

Click the button "SAVE AND CONTINUE" in order to go to the next section.

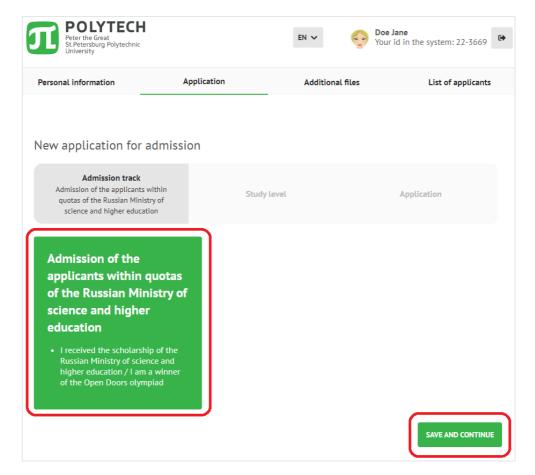
#### 3.2. APPLICATION

# 3.2.1. Create an application

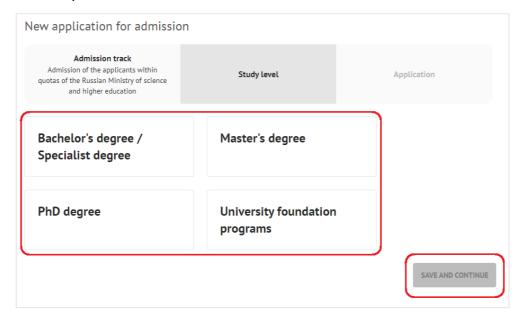
Click the button "CREATE APPLICATION".



Select admission track, click the button "SAVE AND CONTINUE".



Select one study level and click the button "SAVE AND CONTINUE".



# 3.2.2. Fields of study

Select a field of study<sup>6</sup> in the section "Fields of study". Click the button "SELECT FIELD OF STUDY".



<sup>&</sup>lt;sup>6</sup> Field of study you selected should be the same as in your scholarship acceptance notification.

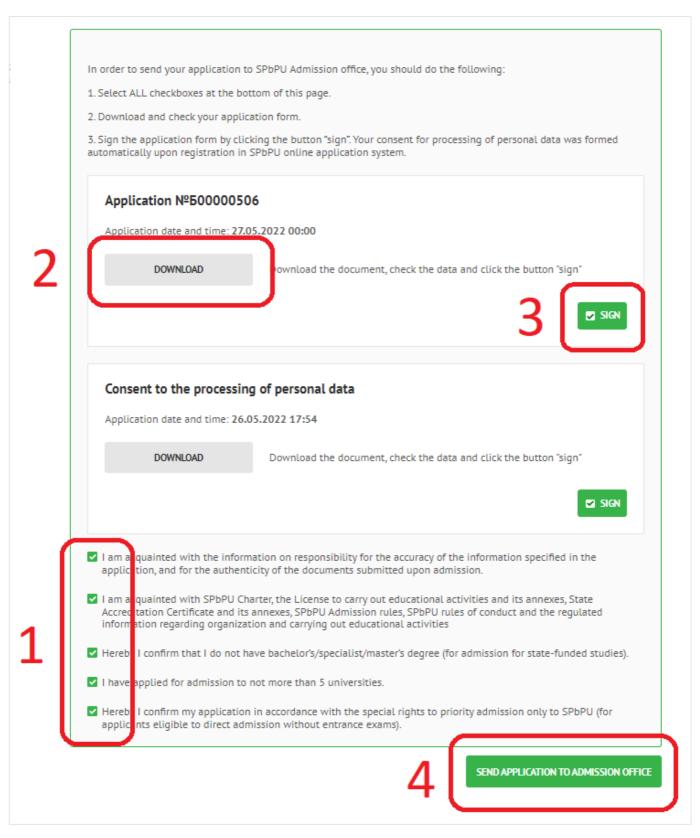
Pay attention to **mode of study** and **entrance exams** if you apply for a degree program. Check the checkbox "**SELECT**" in order to select a program. When you are done with the selection of programs, click the button "**CONFIRM**".



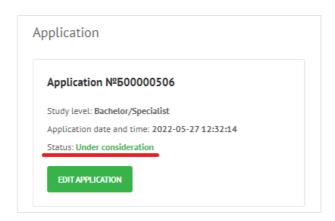
Click the button "CONTINUE".

#### 3.2.3. Forms and downloads

- 1) Check all checkboxes at the bottom of the section "Forms and downloads".
- 2) **Download** your application form and check it.
- 3) Click the button "SIGN".
- 4) Click the button "SEND APPLICATION TO ADMISSION OFFICE" at the bottom of the page.



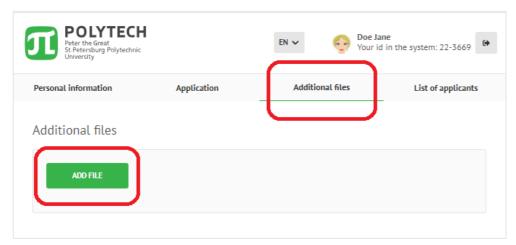
You can see your application's status in the section "Application".



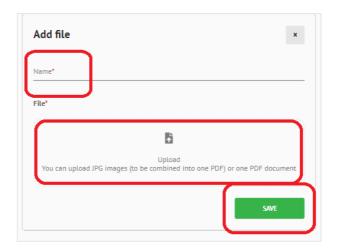
Status	Description
Draft	You have not completed your application
Sent to Admission office	You completed your application and sent it to Admission office. Admission manager is not yet assigned to your application
Under consideration	Admission manager was assigned to your application
Editing	You should edit your application and send it back to Admission office
Edited and sent to Admission office	You edited your application and sent it back to Admission office
Accepted	Your application is accepted by Admission office
Editing (Fields of study)	You should edit the section "fields of study" in your application and send it back to Admission office
Rejected	Your application was rejected
Withdrawn	You withdrew your application

# 4. ADDITIONAL FILES

You can upload additional documents in the section "Additional files" (Russian visa, list of grades, translation of your documents, etc.). Click the button "ADD FILE" in order to add a document.



Enter a document title, upload it and click the button "SAVE".



# 5. CONSENT FOR ENROLLMENT

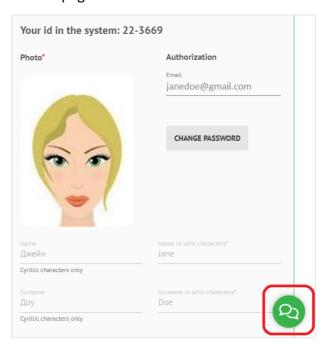
When your application is accepted, you will need to give your consent for enrollment.

This section will be updated later.

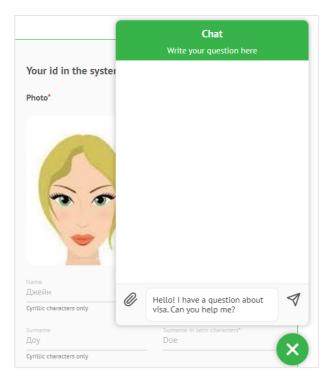
# 6. USEFUL INFORMATION

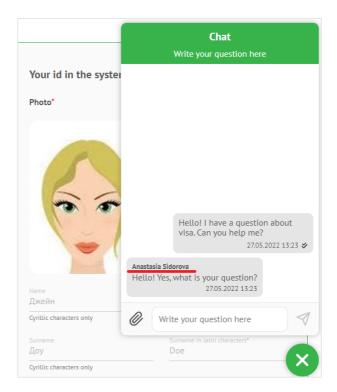
#### 6.1. Chat

If you have questions about your application, you can ask them in chat of the online application form. Chat is located at the bottom of the page.



In this chat you can see the name of your admission manager:



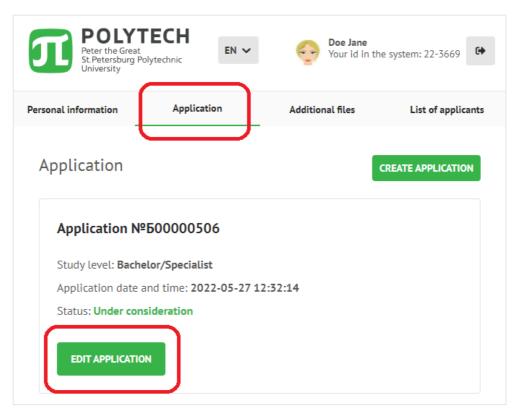


You will receive a notification via email about new incoming messages in chat.

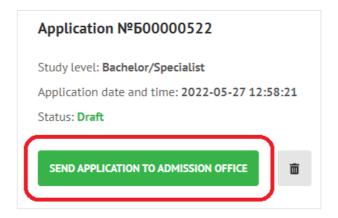
## 6.2. Edit application

You can edit your personal information and selected fields of study if your application's status is "Draft" or "Sent to Admission office".

Go to the section "Application", click the button "EDIT APPLICAITON" and make the necessary changes.

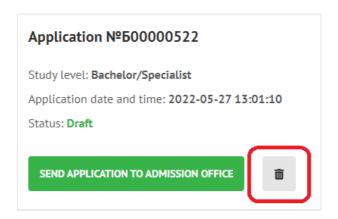


CLICK THE BUTTON "SEND APPLICATION TO ADMISSION OFFICE" IN THE SECTION "APPLICATION" AND "FORMS AND DOWNLOADS"



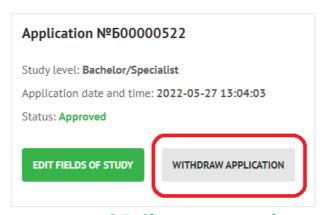
6.3. Delete application

You can delete your application if its status is "**Draft**" or "**Editing**". Go to the section "**Application**" and click the button "**BIN**".



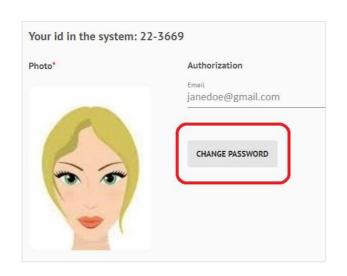
6.4. Withdraw application

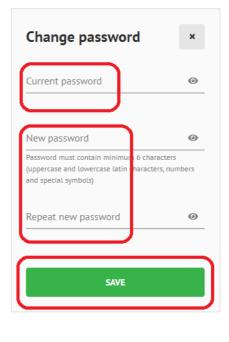
You can withdraw your application if it was **approved** previously. Go to the section "Application" and click the button "**WITHDRAW APPLICATION**".



6.5. Change password

Go to the section "Personal data" and click the button "CHANGE PASSWORD". Enter your current password and new password, repeat the new password and click the button "SAVE".





✓ Password changed successfully. X

Good luck and have a nice day!