



**POLYTECH**

Peter the Great St. Petersburg  
Polytechnic University

**User manual for SPbPU online application system  
for self-funded foreign applicants  
(contract-based studies)**

**TECHNICAL SUPPORT**

[support@spbstu.ru](mailto:support@spbstu.ru)

**REGISTRATION**

<https://enroll.spbstu.ru/sign-up>

**LOG IN**

<https://enroll.spbstu.ru/sign-in>

## INFORMATION ABOUT ADMISSION OF SELF-FUNDED APPLICANTS

### Admission procedure

<https://english.spbstu.ru/education/admissions/admission-procedure/>

### Important information:

- **Bachelor's degree**

<https://english.spbstu.ru/education/admissions/bachelors-degree/>

- **Master's degree**

<https://english.spbstu.ru/education/admissions/masters-degree/>

- **PhD studies**

<https://english.spbstu.ru/education/admissions/phd-degree/>

- **University foundation programs**

<https://english.spbstu.ru/education/programs/university-foundation-program/>

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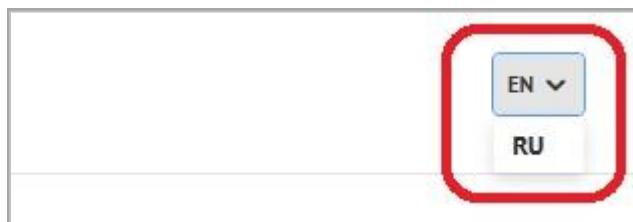
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## 1. INTERFACE LANGUAGE

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

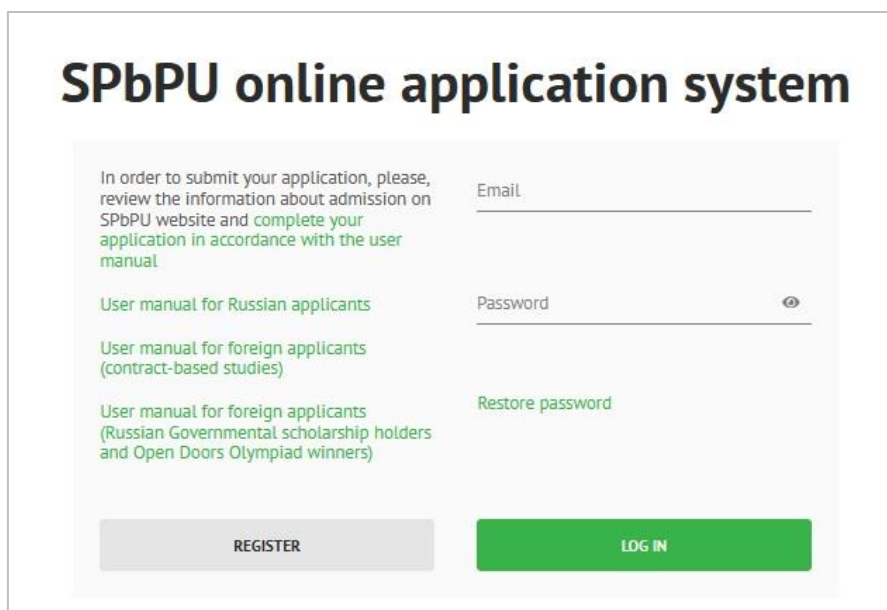


## 2. REGISTRATION IN THE SYSTEM

### 2.1. NEW APPLICANT REGISTRATION

Go to the main page <https://enroll.spbstu.ru/sign-in> and click the button “REGISTER”.

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




A screenshot of the 'SPbPU online application system' registration page. The page title is 'SPbPU online application system'. Below the title, there is a text block: 'In order to submit your application, please, review the information about admission on SPbPU website and complete your application in accordance with the user manual.' To the right of this text are two input fields: 'Email' and 'Password'. Below the 'Email' field are three links: 'User manual for Russian applicants', 'User manual for foreign applicants (contract-based studies)', and 'User manual for foreign applicants (Russian Governmental scholarship holders and Open Doors Olympiad winners)'. Below the 'Password' field is a 'Restore password' link. At the bottom of the form are two buttons: a grey 'REGISTER' button and a green 'LOG IN' button.

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

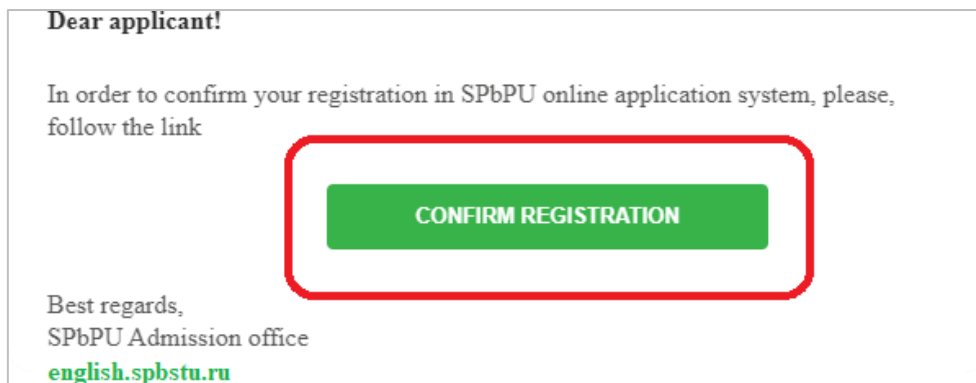
<sup>2</sup> **Password** must contain minimum 6 characters (uppercase and lowercase Latin characters, numbers and special symbols)

Fields “SNILS”<sup>3</sup> and “Date of issue” are mandatory in case you have SNILS. 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.

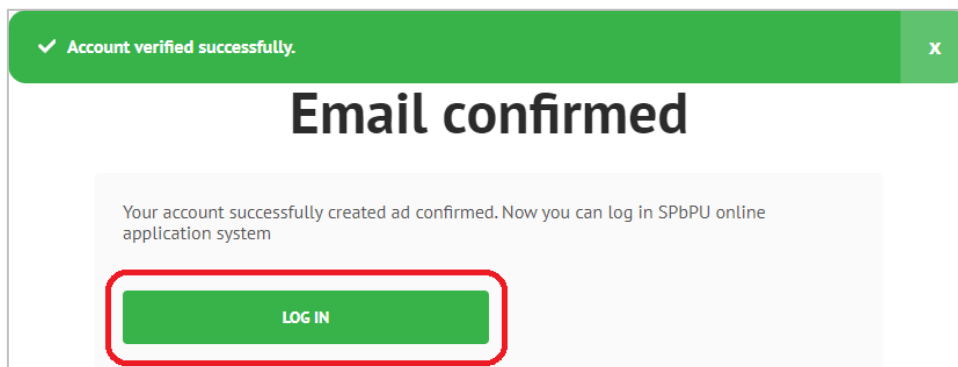
Basic data	Authorization
Surname in latin characters* Doe <small>Latin characters only</small>	Email* janedoe@gmail.com
Name in latin characters* Jane <small>Latin characters only</small>	Create password* JaneDoe100%  <small>Password must contain minimum 6 characters (uppercase and lowercase latin characters, numbers and special symbols)</small>
Patronymic name (if applicable) in latin c... <small>Latin characters only</small>	
Date of birth* 01 . 05 . 2004 	
Citizenship* Australia 	
SNILS	
Date of issue of SNILS ДД . ММ . ГГГГ	
<input checked="" type="checkbox"/> No SNILS	
<input checked="" type="checkbox"/> By clicking "register" button you agree to processing of the entered personal data in accordance with the Federal Law of the Russian Federation No. 152-ФЗ "On Personal Data" dated 27.07.2006	
<input type="button" value="BACK"/>	<input type="button" value="REGISTER"/>

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

<sup>3</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.

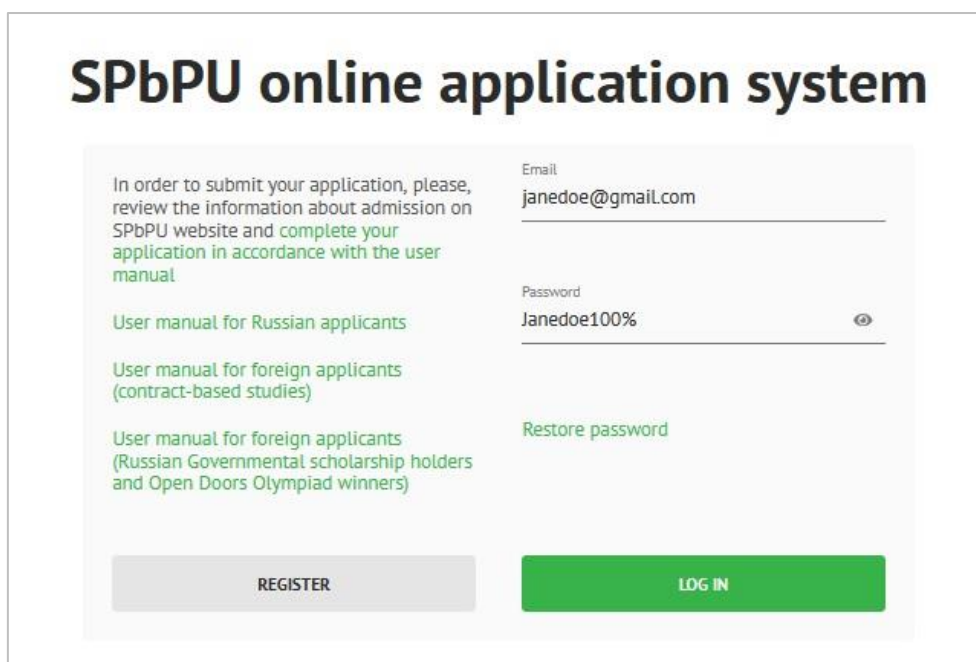


Click the button **“CONFIRM REGISTRATION”**. Your account is confirmed. Click the button **“LOG IN”**. You will need the email that you used for registration and password in order to log in next time.



## 2.2. LOG IN AFTER REGISTRATION

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



**POLYTECH**  
Peter the Great  
St. Petersburg Polytechnic  
University

EN | Doe Jane  
Your id in the system: 22-3669

Personal information | **✓ User login successfully.** | List of applicants

Personal information

**Basic data**  
Fill in as it appears on your passport. If you do not know how to spell your name in Russian, your admission manager will do it for you

✓ **Information about parents**  
Fill in the information about your parents

❗ **Passport data**  
Fill in as it appears on your passport.

❗ **Permanent address in your country and current home address**  
Fill in your permanent address (for example, where your parents live) and current address (where you live right now)

❗ **Educational background**  
Upload your educational document and transcript (grades) in one file. In case you have not received your final educational documents, upload your current transcript of records and a document confirming the approximate issue date. You can upload the rest of your educational documents in the section "additional files"

Your id in the system: 22-3669

Photo\*

Authorization  
Email: janedoe@gmail.com  
**CHANGE PASSWORD**

Name  
Cyrillic characters only

Surname  
Cyrillic characters only

Name in latin characters\*  
Jane

Surname in latin characters\*  
Doe

### 2.3. PASSWORD RECOVERY

If you forgot your password, you should go to the main page and click on **“Restore password”**

**SPbPU online application system**

In order to submit your application, please, review the information about admission on SPbPU website and **complete your application in accordance with the user manual**

User manual for Russian applicants

User manual for foreign applicants (contract-based studies)

User manual for foreign applicants (Russian Governmental scholarship holders and Open Doors Olympiad winners)

Email

Password

**Restore password**

REGISTER | LOG IN

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.

**Password Reset**

Please, enter your email that you used for registration and we will send you instructions for password reset

Email: janedoe@gmail.com

BACK | **RESET**

## 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](mailto: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 **\***.

The screenshot shows the 'Personal information' section of the application form. The 'Basic data' section is highlighted in green and contains a 'Photo\*' field, which is currently empty. Other fields include 'Your id in the system: 22-3669', 'Authorization' (Email: janedoe@gmail.com), 'Name' (Jane), 'Surname' (Doe), 'Patronymic name' (No patronymic name), and 'Date of birth' (01/04/2004). A 'CHANGE PASSWORD' button is visible.

Field **“Photo”** is mandatory. This photo<sup>4</sup> will be used for preparing entrance card. 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

<sup>4</sup> **Photo requirements:** official photo.

- Light background. Light grey is suggested. No patterns.
- The head should be completely visible and needs to be centered.
- File size: maximum 1 MB
- File format: JPG or JPEG or PNG format



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.**

 No patronymic name

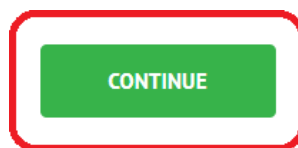
Fields “**Country code**” and “**Mobile phone**” are mandatory. Please, enter your phone number that you use.

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

Field “**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.

Recruiting company	x	v
Study Global Co		

In order to continue, please, click the button “**CONTINUE**”.



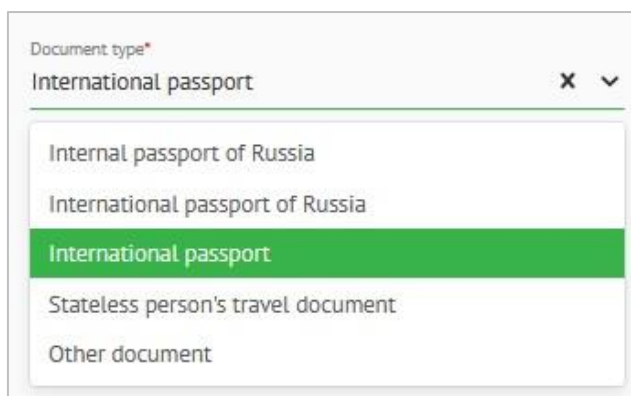
### 3.1.2. Information about parents (for applicants under 18 years old)

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

<b>Basic data</b>		
Surname Doe	Name John	
Patronymic name (if applicable)	Country code +44 Unite... x v	Mobile phone 232234343
Relationship Father	x v	

### 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**”.



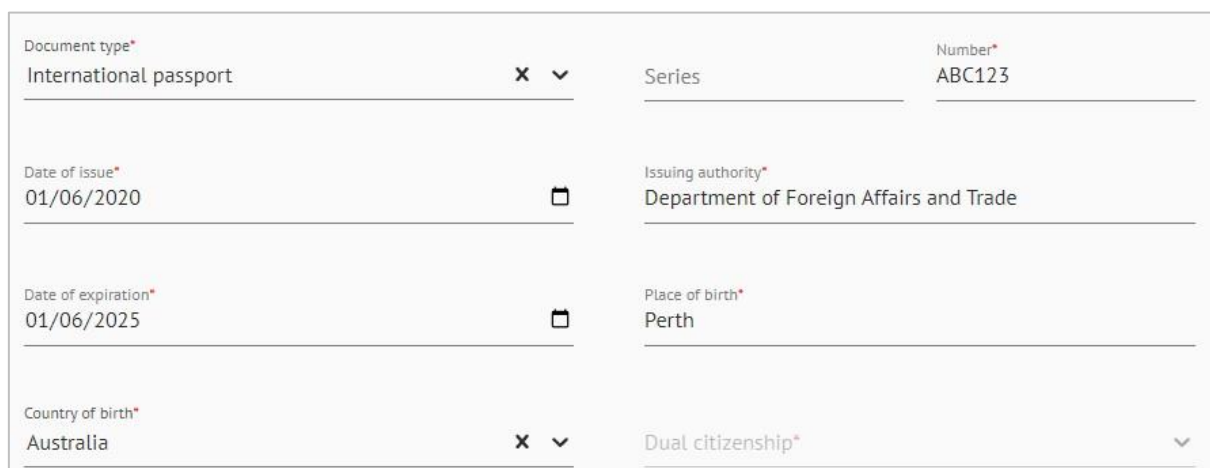
A screenshot of a dropdown menu titled "Document type\*". The current selection is "International passport". The menu is open, showing a list of options: "Internal passport of Russia", "International passport of Russia", "International passport" (highlighted in green), "Stateless person's travel document", and "Other document".

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**”.



A screenshot of a form with the following fields and values:

Document type*	International passport	Series	Number*
	x v		ABC123
Date of issue*	01/06/2020	Issuing authority*	Department of Foreign Affairs and Trade
	📅		
Date of expiration*	01/06/2025	Place of birth*	Perth
	📅		
Country of birth*	Australia	Dual citizenship*	
	x v		v

**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**”.



A screenshot of a form with the following fields and values:

Country of birth*	Australia	Dual citizenship*	Finland
	x v		x v
		<input checked="" type="checkbox"/> I have dual citizenship	

*If you are a compatriot (i.e. your parents were born in the USSR and you can provide confirming documents), you should check the checkbox “I am a compatriot” and continue filling in the online application form in accordance with the user manual for Russian citizens and compatriots.*

**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.

Copy of the passport: the main page, as well as the page with the registration\*



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.

Copy of the passport: the main page, as well as the page with the registration\*



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

I have a Russian visa / Temporary residence permit in Russia (РВП)

If **right now** you have a permanent residence permit in Russia (ВНЖ), 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”**.

I have a permanent residence permit in Russia (вид на жительство в России)

I received a scholarship of the Russian Ministry of science and higher education / I am a winner of the Open Doors olympiad

**Permanent residence permit in Russia (вид на жительство в России)**

Document number 987654321	Issuing authority Federal Migration Service
Date of issue 01/03/2021	Date of expiration 01/03/2026

Permanent residence permit.jpg

Upload

### 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**”.

Country of visa application\*  
Australia

City of visa application\*  
Sydney

Have you ever been to Russia with a study visa?\*

Yes  
 No

**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.

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”**.

The screenshot shows a form with two main sections: 'Permanent address in your country (for example, where your parents live)' and 'Current home address (where you live right now)'. The permanent address section is filled with 'United Kingdom', 'Somerset', 'Glastonbery', and '23' for the building number, with a 'No street' checkbox checked. The current home address section is filled with 'Monaco', 'Monaco', 'Monaco', and '4' for the building number, with '55' for the apartment number and '461413' for the ZIP-code. A red box highlights the checkbox 'Permanent address in your country and current home address are the same', which is currently unchecked. At the bottom, another red box highlights a section titled 'I need a place at the dormitory\*' with two radio button options: 'Yes, I need a place at the dormitory' (unchecked) and 'No, I do not need a place at the dormitory' (checked).

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 from the list. In case you have not yet received your final educational documents, you should select the final type of your educational document.

Document type\*

High school diploma

- Bachelor's degree diploma
- Certificate of basic general education
- Diploma of vocational education
- High school diploma**
- Master's degree diploma
- Specialist diploma

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

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”**.

Educational institution\*

Australian International High School

Graduated from SPbPU

Educational institution\*

Peter the Great St.Petersburg Polytechnic University

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 them dash “-”.

**Education documents**

Document type\*  
High school diploma

Study level\*  
Secondary general

Document series (if any) and number\*  
144678

Year of graduation\*  
2019

Educational institution\*  
Somerset School named after St. Fernando Alonso

Graduated from SPbPU

Country where you studied\*  
United Kingdom

Date of issue\*  
20.07.2019

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**).

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

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.

Educational document

Educational document with transcript.jpg

Upload

SAVE AND CONTINUE

**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”**.

Personal information Application Additional files

Application

CREATE APPLICATION

Select admission track, click the button **“SAVE AND CONTINUE”**.

New application for admission

Admission track Study level Funding Education documents Application

Admission of foreign citizens

- Self-funded (contract based) studies only;
- Shared student accommodation on campus;
- Information about admission is available here.

SAVE AND CONTINUE

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

New application for admission

<b>Admission track</b> Admission of foreign citizens	<b>Study level</b> Bachelor's degree	Funding	Education documents	Application
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**Secondary vocational education**

**Bachelor's degree**

**Master's degree**

**University foundation programs**

**SAVE AND CONTINUE**

Select 'Contract-based (paid education)' and click the button “SAVE AND CONTINUE”.

New application for admission

<b>Admission track</b> Admission of foreign citizens	<b>Study level</b> Bachelor's degree	<b>Funding</b> Contract-based (paid education)	Education documents	Application
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**Contract-based (paid education)**

**SAVE AND CONTINUE**

Select the educational document depending the study level and click the button “SAVE AND CONTINUE”.

New application for admission

<b>Admission track</b> Admission of foreign citizens	<b>Study level</b> Bachelor's degree	<b>Funding</b> Contract-based (paid education)	<b>Education documents</b>	Application
---	---	---	----------------------------	-------------

**Certificate of secondary general education**

- Educational institution: **Somerset School named after St. Fernando Alonso**
- Document series (if any) and number: **144678**
- Date of issue: **20.07.2019**

**Bachelor's degree**

- Educational institution: **Universidad Politecnica de Madrid**
- Document series (if any) and number: **23405**
- Date of issue: **23.05.2024**

**SAVE AND CONTINUE**

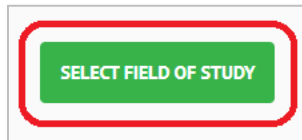


### 3.2.2. Russian Unified State Exam (ЕГЭ) results

This section is for **bachelor's degree** applicants who finished high school in Russia and **took Russian Unified State Exam**. If you did not study in high school in Russian and/or did not take Unified State Exam in Russia, just skip this section clicking the button **"SAVE AND CONTINUE"**.

### 3.2.3. Fields of study

Select a field of study in the section **"Fields of study"**. Click the button **"SELECT FIELD OF STUDY"**.



Pay attention to **mode of study**, **language of training** and **entrance exams** if you apply for a degree program. Check the checkbox **"SELECT"** in order to select a program.

**15.03.01 Mechanical engineering**

Mode of study: **Full-time** Study level: **Bachelor's degree**

Financing: **Self-funded**

Budget level: **Внебюджетные средства**

Language: **Русский**

Faculty: **Institute of Machinery, Materials and Transport**

Entrance exams / Passing score

**Mathematics (ВИ - 45, ЕГЭ - 45)**

**Russian language (ВИ - 50, ЕГЭ - 50)**

**SELECT**

When you are done with the selection of programs, click the button **"CONFIRM"**.

**13.03.01 Heat Power Engineering**

Mode of study: **Full-time** Study level: **Bachelor's degree**

Financing: **Self-funded**

Budget level: **Внебюджетные средства**

Language: **Русский**

Faculty: **Institute of Energy**

Entrance exams / Passing score

**Mathematics (ВИ - 45, ЕГЭ - 45)**

**Russian language (ВИ - 50, ЕГЭ - 50)**

**SELECT**

**SHOW MORE 10**

**CONFIRM**

You can change the priority of selected fields of study or delete selected options.


**13.03.01 Heat Power Engineering**

Priority\*  
1

Study level: **Bachelor's degree**

Mode of study: **Full-time**  
Financing: **Self-funded**  
Budget level: **Внебюджетные средства**  
Language: **Русский**  
Faculty: **Institute of Energy**

Entrance exams / Passing score  
**Mathematics (ЕГЭ - 45, ВИ - 45)**  
**Russian language (ЕГЭ - 50, ВИ - 50)**




**54.03.01 Design**

Priority\*  
2

Study level: **Bachelor's degree**

Mode of study: **Full-time**  
Financing: **Self-funded**  
Budget level: **Внебюджетные средства**  
Language: **Русский**  
Faculty: **Institute of Civil Engineering**

Entrance exams / Passing score  
**Social studies (ЕГЭ - 60, ВИ - 60)**  
**Russian language (ЕГЭ - 50, ВИ - 50)**  
**Art and design portfolio exam (ВИ - 55)**



**SAVE AND CONTINUE**

Click the button "SAVE AND CONTINUE".

### 3.2.4. Entrance exams

Here you can see the list of entrance exams that you need to take. Select date and time for each exam. A personal admission manager will send you the user manual for entrance exams. All entrance exams will be conducted online for those who applies as a self-funded student thorough the admission track **'Admission of foreign citizens.'**

When choosing the date of the entrance test, please pay attention to the following information:

1. Registration for the exam closes 24 hours before the start of the exam;
2. Registration is activated automatically when picking a date from the menu;
3. If you changed your mind about the exam date you can reschedule the exam but no later than 24 hours before the start of the exam you wish to sign up for;
4. To start the exam you must click the "Start the exam" button on the date of the exam;
5. Exam schedule uses Moscow time (GMT+3)

User manual for foreign applicants will be uploaded to the section "Additional files".

#### Instructions for taking the entrance test

DOWNLOAD

Exam	Exam date and time (Moscow time zone GMT +3)	Score	
Mathematics	<div>Exam date and time* 2025-07-07 10:00:00</div>	Not yet graded	WAIT EXAM DATE
Russian language	<div>Exam date and time* 2025-07-08 12:00:00</div>	Not yet graded	WAIT EXAM DATE
Art and design portfolio exam	<div>Exam date and time* 2025-07-10 10:00:00</div>	Not yet graded	WAIT EXAM DATE
Social studies	<div>Exam date and time* 2025-07-07 10:00:00</div>	Not yet graded	WAIT EXAM DATE

SAVE AND CONTINUE

**On the day of the exam** you should go to this section and start exam by clicking the button **“START EXAM”**. After that you will be redirected to the exam portal.

When your exam is graded, you will see your score in this section.

### 3.2.5. Study contract

**After successful passing entrance exams**, you will be able to download your study contract in the section **“Study contract”**. **Pay attention that tuition fee for the academic year 2025-2026 will be available later.**

### 3.2.6. 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.

### Application №500000708

Application date and time: 07.04.2025 09:18

DOWNLOAD

Download the document, check the data and click the button "sign"

SIGN

### Consent for processing of personal data of the applicant

Application date and time: 07.04.2025 09:18

DOWNLOAD

Download the document, check the data and click the button "sign"

SIGN

### Compliance letter

DOWNLOAD

Present a printed receipt along with the original document of education for enrollment in SPbPU

### Receipt for the accepted original document of education

DOWNLOAD

Present a printed receipt along with the original document of education for enrollment in SPbPU

- I am acquainted with the information on responsibility for the accuracy of the information specified in the application, and for the authenticity of the documents submitted upon admission.
- I am acquainted with SPbPU Charter, the License to carry out educational activities and its annexes, State Accreditation Certificate and its annexes, SPbPU Admission rules, SPbPU rules of conduct and the regulated information regarding organization and carrying out educational activities
- Hereby I confirm that I do not have bachelor's/specialist/master's degree (for admission for state funded studies).
- I have applied for admission to not more than 5 universities.
- Hereby I confirm my application in accordance with the special rights to priority admission only to SPbPU (for applicants eligible to direct admission without entrance exams).

SEND APPLICATION TO ADMISSION OFFICE

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

**Application №500000708**

Study level: Bachelor's degree

Funding: Contract-based (paid education)

Application date and time: 07.04.2025 14:45

Status: **Sent to Admission office**

Original document: **Not submitted**

[VIEW APPLICATION](#) [EDIT APPLICATION](#)

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

Personal information      Application      **Additional files**

Additional files

**ADD FILE**

Enter a document title, upload it and click the button “**SAVE**”.

The screenshot shows a form titled "Add file" with a close button (x) in the top right corner. Below the title is a text input field labeled "Name\*" which is highlighted with a red box. Underneath is a "File\*" section containing a large dashed border area with an upload icon and the text "Upload" and "You can upload JPG images (to be combined into one PDF) or one PDF document". This area is also highlighted with a red box. At the bottom right of the form is a green button labeled "SAVE", which is also highlighted with a red box.

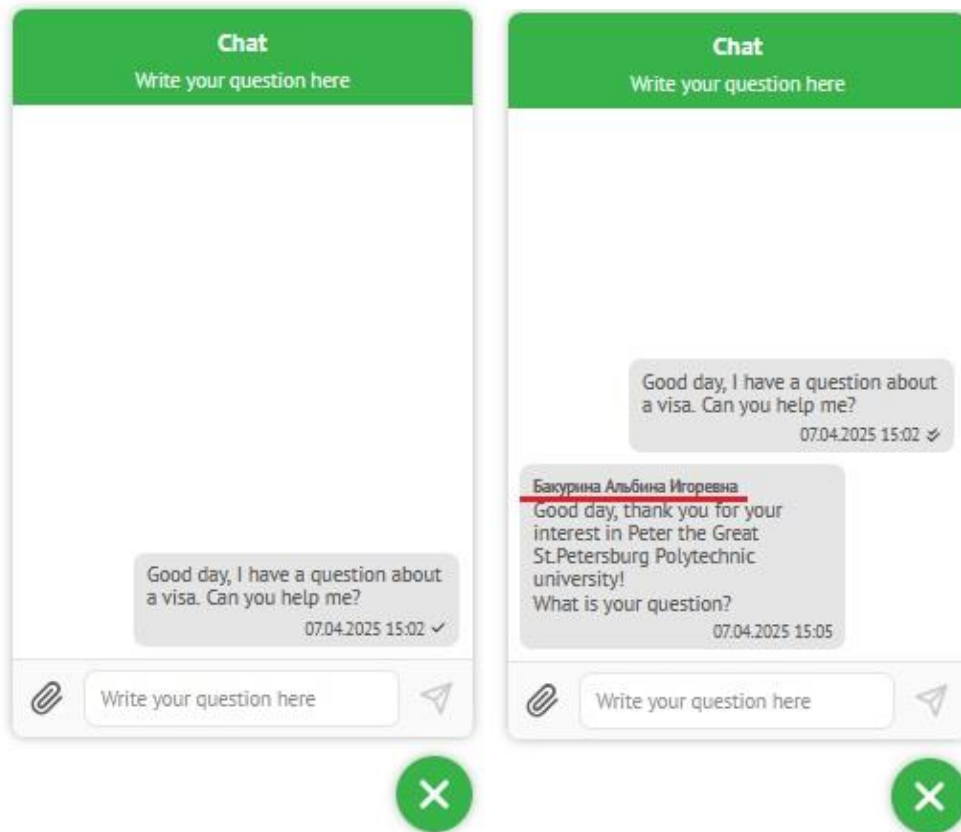
## 5. USEFUL INFORMATION

### 5.1. 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.

The screenshot shows a user profile form. At the top, it displays "Your id in the system: 22-3669". Below this are two columns of fields. The left column has a "Photo\*" field with a placeholder image of a woman's face. Below the photo are fields for "Name" (Джейн) and "Surname" (Дой), both with the note "Cyrillic characters only". The right column has an "Authorization" section with an "Email" field (janedoe@gmail.com) and a "CHANGE PASSWORD" button. Below the email field are fields for "Name in latin characters\*" (Jane) and "Surname in latin characters\*" (Doe). A red box highlights a green chat icon in the bottom right corner of the form.

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

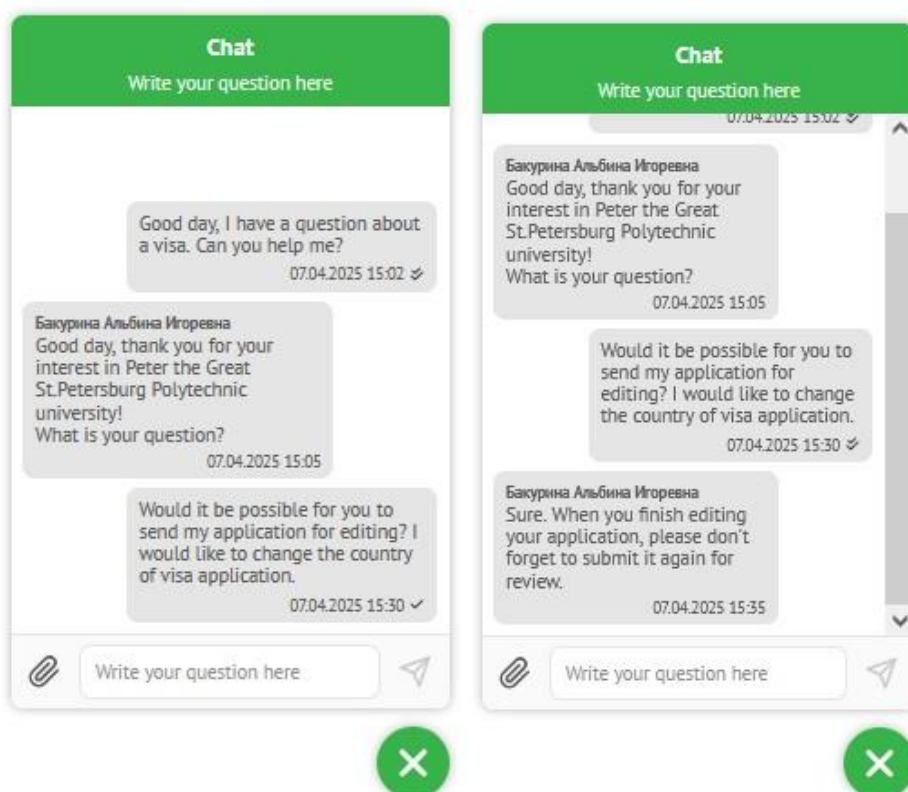


You will receive a notification via email about new incoming messages in chat.

## 5.2. 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"**.

If you have sent your application for consideration and need to change some information in the application, you should ask your admission manager to send your application for editing.





The status of your application will change for **'Editing.'**

**Application №500000708**

Study level: Bachelor's degree

Funding: Contract-based (paid education)

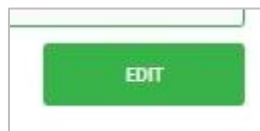
Application date and time: 07.04.2025 15:32

Status: **Editing**

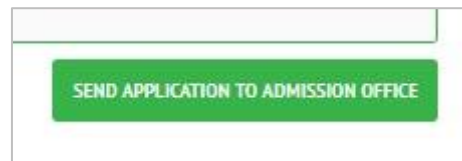
Original document: Not submitted

[VIEW APPLICATION](#) [SEND APPLICATION TO ADMISSION OFFICE](#)

You have to click the button **'View application'** first. Then you may change your personal information by clicking the button **'Edit'** or may select new educational programs in the application.



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



### 5.3. DELETE APPLICATION

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

**Application №M00000725**


Study level: Master's degree

Funding: Contract-based (paid education)

Application date and time: -

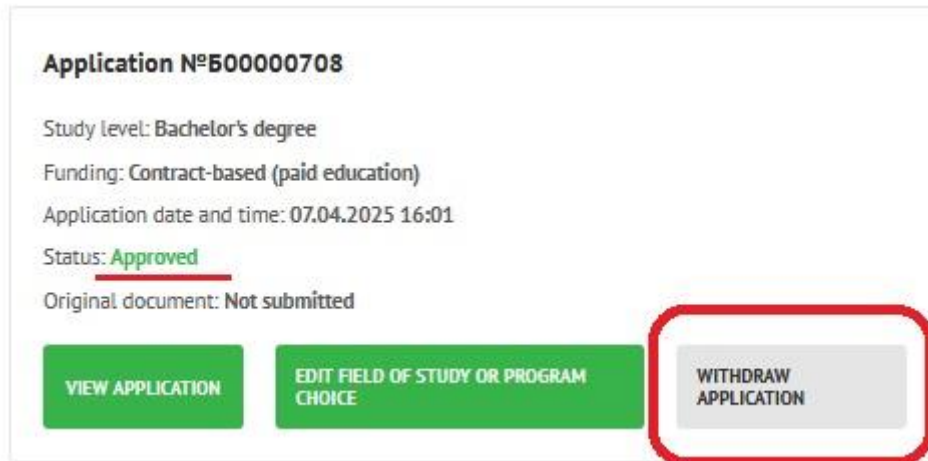
Status: **Draft**

Original document: Not submitted

[VIEW APPLICATION](#) [SEND APPLICATION TO ADMISSION OFFICE](#) 

## 5.4. WITHDRAW APPLICATION

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



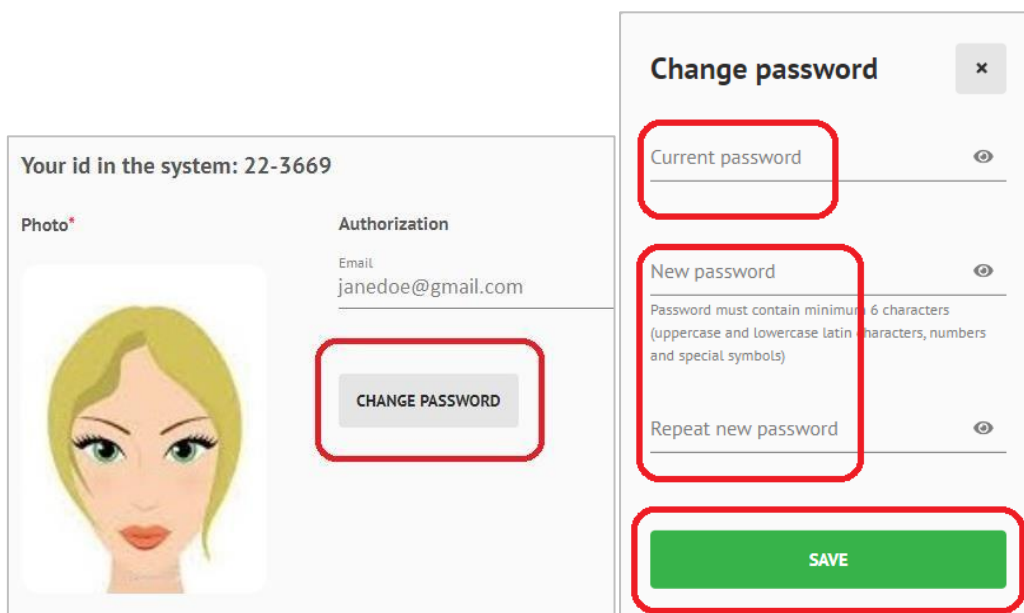
**Application N°500000708**

Study level: Bachelor's degree  
Funding: Contract-based (paid education)  
Application date and time: 07.04.2025 16:01  
Status: **Approved**  
Original document: Not submitted


[VIEW APPLICATION](#) [EDIT FIELD OF STUDY OR PROGRAM CHOICE](#) [WITHDRAW APPLICATION](#)

## 5.5. 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**”.



Your id in the system: 22-3669

Photo\* 

Authorization  
Email: janedoe@gmail.com

[CHANGE PASSWORD](#)

**Change password** ×

Current password 👁

New password 👁  
Password must contain minimum 6 characters (uppercase and lowercase latin characters, numbers and special symbols)

Repeat new password 👁

[SAVE](#)

✓ Password changed successfully.

×

*Good luck and have a nice day*

