STEP 1. Prepare your documents

1) Document confirming the citizenship and identifying the applicant ID (passport) + notarized translation of ID document

2) Original copy of the school diploma/certificate (or equivalent), the specific legalization procedure of which will depend on the country where the diploma was issued + notarized translation

3) Original of official transcripts (supplement with marks) + notarized translation
You need to upload a notarized translation to each document!

Notarized Translation made

- on the territory of the Russian Federation
- at the Embassy/Consulate of the Russian Federation in the country of the applicant

It must be certified either by

- a representative of the consular department.
- a notary

If you are in the Russian Federation, you can translate your documents in any translation agency that cooperates with notaries.
Legalization is...

... the assignment of validity to educational documents for use on the territory of the Russian Federation. The type of legalization depends on the country.
Types of legalization

Type 1. Consular legalization

Stage 1.
Certify at the Ministry of Foreign Affairs (in your country)

Stage 2.
Assure the consular service of the Russian Federation

Note! Legalization is not a translation certification!
Types of legalization

**Type 2. Apostilization**

(Obtaining an apostille stamp)

Look who is engaged in the apostille in your country. Most often this can be the Ministry of Education of your country.

**IMPORTANT!**

Apostille is not a separate document, but exists only in conjunction with the document.
STEP 2.

In your Personal account of a foreign applicant, find the «recognition» section and upload your documents.

Carefully read the instructions for uploading documents.

Follow the format (multi-page PDF) and sequence. You are making 2 PDF files.

- **File 1** - scans of the original diploma and transcript (attachments)
- **File 2** - translations of these documents
STEP 3.

After you click the «Apply» button, you will need to wait 3 to 5 days. If the specialist has questions about the application, you will receive a letter from the system with the subject.

«Application for recognition is returned»

In this case, you need to carefully read the comment and correct the mistakes.
RESULT OF CONSIDERATION OF APPLICATION

1. «Application for recognition is returned» – read carefully a comment from expert, update your application and re-submit.

2. «Preliminary recognition» – the documents should be revised, read carefully a comment from expert in your Personal account.

3. «Final recognition» – the documents are OK, bring them to the study office upon arrival at the University!