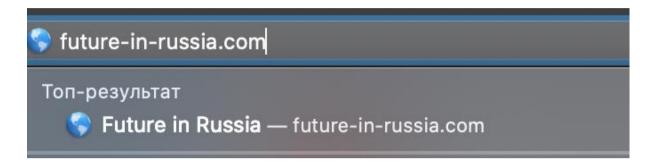
Table of contents

Registration on the website	2
Authorization on the website	5
Choosing educational program	7
Filling out the application	

Registration on the website

- 1. Open a browser on your device.
- 2. Write in the address bar <u>future-in-russia.com</u> and press the Enter button on the keyboard.



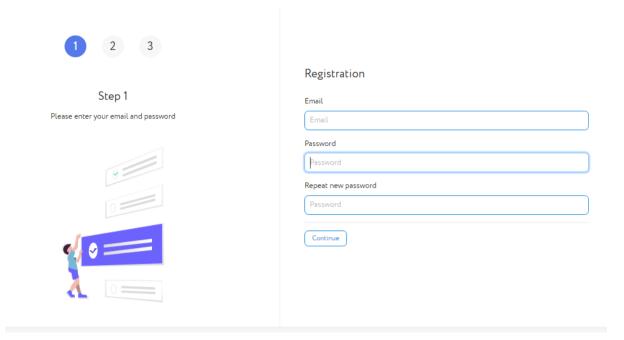
3. The site of the project "The system for collecting applications for study in Russian Federation" will open in a browser. In the upper right corner is the button "Sign Up", which you need to click.



4. You will be taken to the first page where you will need to enter your email address and password. You will receive up-to-date information and statuses of submitted applications by email. Specify the current mail.

Come up with a complex password to choose. Remember that the site stores your personal data. The passwords in the second and third lines of the form must match. If they differ, an error message will appear.

When you are finished filling in the fields, click on the "Continue" button.

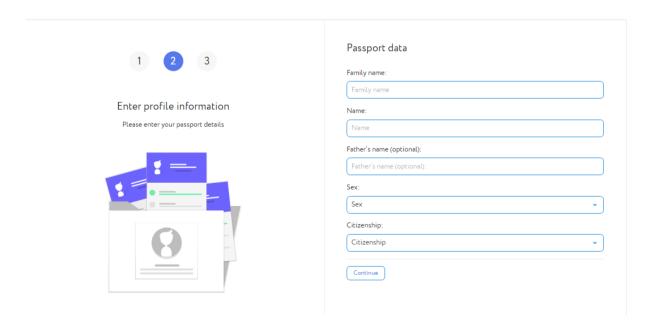


5. The second page of the registration process opens, where you need to specify personal data: family name, name, father's name, sex and citizenship.

If you don't have a second name, leave the corresponding field empty.

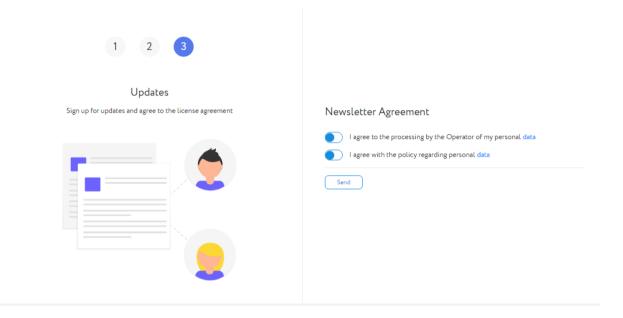
The success of the application depends on the correct data filling. Do not try to specify deliberately incorrect data — even if you win the application, you will not be able to study at universities in the Russian Federation.

After filling in all the data, once again check their correctness and click on the "Continue" button.



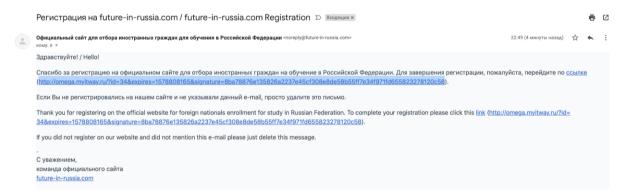
6. The third page of the registration process opens, where you agree to receive the newsletter.

Click on the "Send" button.

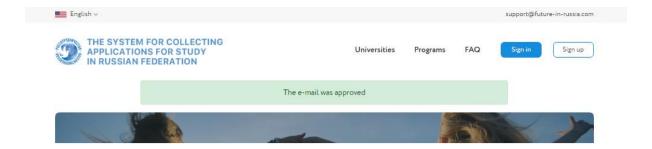


7. Go to the email address you provided during registration (Step 4) and click on the link in the body of the email.

If the email doesn't arrive for a long time, check your spam folder or contact the project team at:

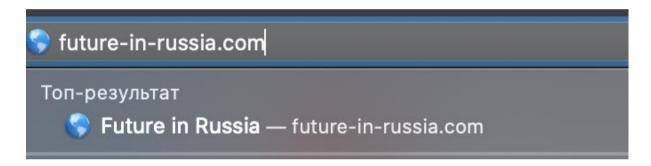


8. In the middle of the screen you will see the inscription "Email address confirmed!". This completes the registration process and you can log in to your personal account using the email address and password you provided when registering.

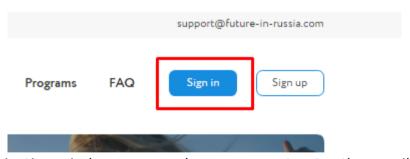


Authorization on the website

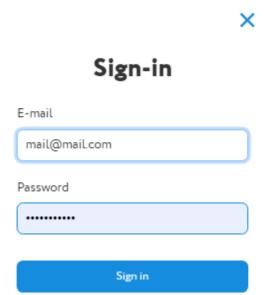
- 1. Open a browser on your device.
- 2. Write in the address bar <u>future-in-russia.com</u> and press the Enter button on the keyboard.



3. The site of the project "The system for collecting applications for study in Russian Federation" will open in a browser. In the upper right corner is the button "Log In", which you need to click.



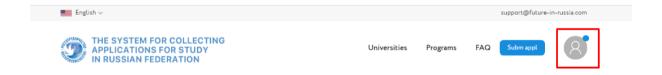
4. The authorization window opens, where you must enter the email address and password specified during registration. After entering the data, click on the "Log In" button.



Forgot password?

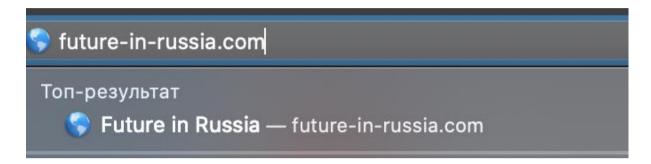
5. After successful authorization, your avatar will appear in the upper right corner.

If you are unable to log in, try again to verify that the data you entered is correct, or contact the project team at:



Choosing educational program

- 1. Open a browser on your device.
- 2. Write in the address bar <u>future-in-russia.com</u> and press the Enter button on the keyboard.



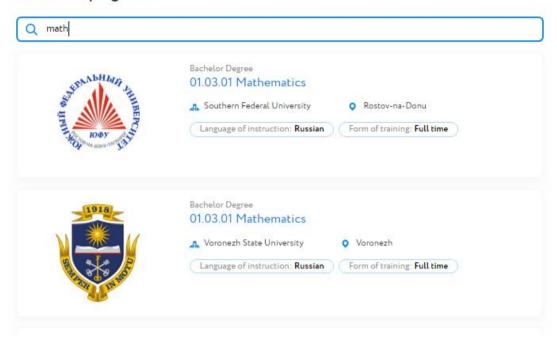
3. The site of the project "The system for collecting applications for study in Russian Federation" will open in a browser. In the upper right corner is the button "Programs", which you need to click.



4. You can use the search bar to view certain educational programs. When you enter name of the educational program, additional programs will be excluded from the catalog.

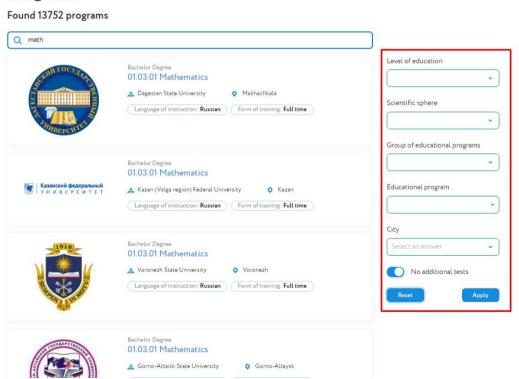
Programs

Found 409 programs



5. You can find an educational program using the filter, which is located to the right of the catalog of educational programs. It has several search options.

Programs



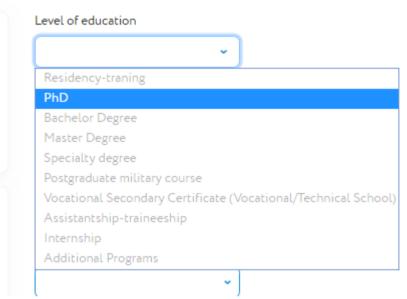
6. You can choose an educational program based on the level of education you receive. To do this, click on the field that is located below the inscription "level of

education". A drop-down list opens where you can select the appropriate level of education.

If you want to find educational programs of the required level without additional tests, you need to click on the lower switch located to the left of the inscription "No additional tests".

At the end of the parameter selection, click the "Apply" button.

If you mistakenly set the filter parameter to search for programs, click on the "Reset" button to clear the form.

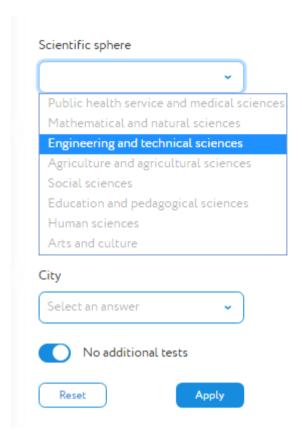


7. You can choose an educational program from the required field of study. To do this, click on the field below the inscription "Field of study". A drop-down list will open in which you need to select the appropriate field of education.

If you want to find educational programs from the necessary field of education without additional tests, then you need to click on the lower switch located to the left of the inscription "No additional tests".

At the end of the selection, click the Apply button.

If you mistakenly set a filter parameter to search for programs, click the "Reset" button to clear the form.

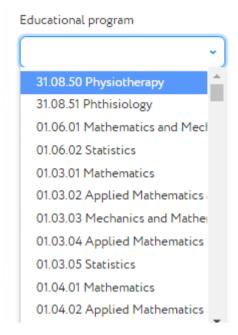


8. You can choose an educational program from group of educational programs. To do this, click on the field that is below the inscription "Group of educational programs". A drop-down list will open, in which you need to choose the appropriate direction of preparation. The list of directions is large and can be scrolled both with the arrow keys and with the mouse.

If you want to find educational programs of the necessary educational direction without additional tests, you need to click on the lower switch located to the left of the inscription "No additional tests".

At the end of the parameter selection, click on the "Apply" button.

If you mistakenly set the filter parameter for searching programs, then click on the "Reset" button to clear the form.

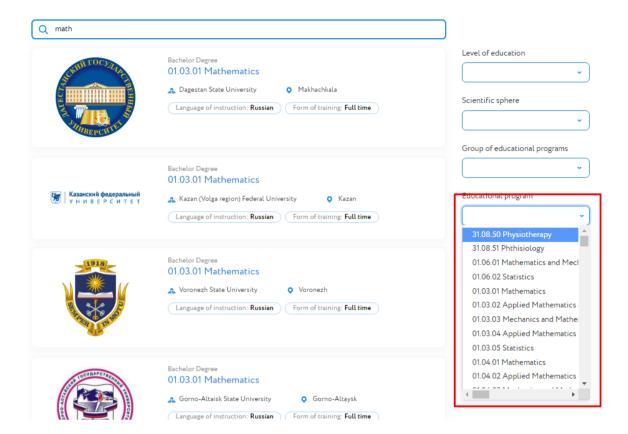


9. You can select an educational program from the educational program classifier. To do this, click on the field that is located under the inscription "educational programs". A drop-down list opens where you can select the appropriate educational programs. The list of educational programs is large and can be scrolled using the cursor or mouse keys.

If you want to find educational programs from the classifier without additional tests, you need to click on the lower switch located to the left of the inscription "no additional tests".

At the end of the parameter selection, click on the "Apply" button.

If you mistakenly set the filter parameter for searching programs, then click on the "Reset" button to clear the form.

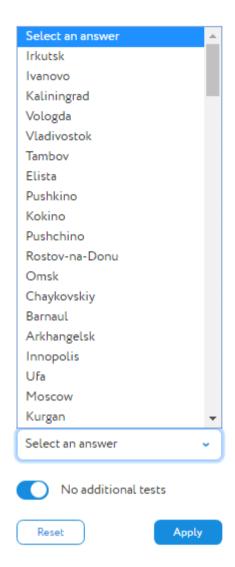


10. You can choose an educational program in a particular city. To do this, click on the field that is located below the inscription "City". A drop-down list opens where you can select the appropriate city. The list of cities is large and can be scrolled with the cursor keys or with the mouse.

If you want to find educational programs in a certain city without additional tests, you need to click on the lower switch located to the left of the inscription "No additional tests".

At the end of the parameter selection, click on the "Apply" button.

If you mistakenly set the filter parameter for searching programs, then click on the "Reset" button to clear the form.

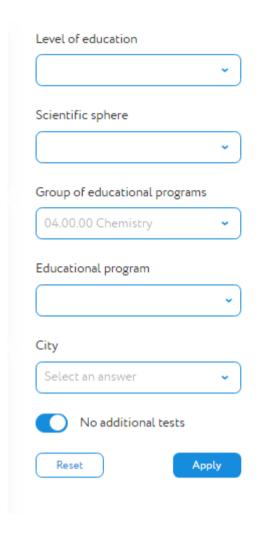


11. The filter allows you to combine search parameters. To do this, open the drop-down lists in the appropriate fields to narrow down the search options for educational programs.

If you want to find educational programs without additional tests, you need to click on the lower switch located to the left of the inscription "no additional tests".

At the end of the parameter selection, click on the "Apply" button.

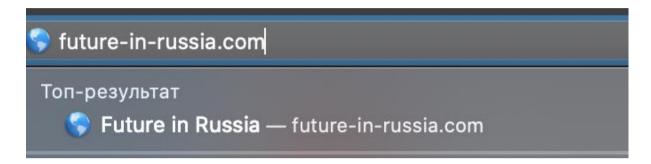
If you mistakenly set the filter parameter for searching programs, then click on the "Reset" button to clear the form.



12. If you can't find a suitable educational program, change your search options or contact the project team at:

Filling out the application

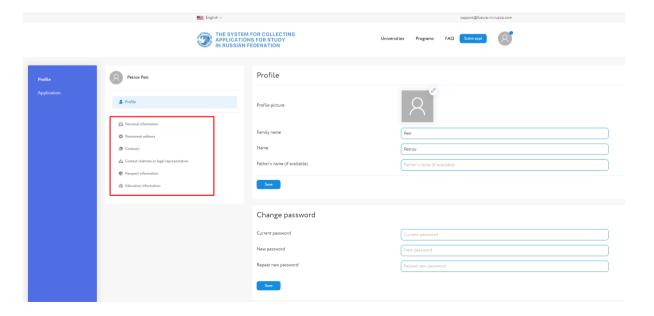
- 1. Open a browser on your device.
- 2. Write in the address bar <u>future-in-russia.com</u> and press the Enter button on the keyboard.



3. The site of the project "The system for collecting applications for study in Russian Federation" will open in a browser. In the upper right corner is the button "Submit application", which you need to click.



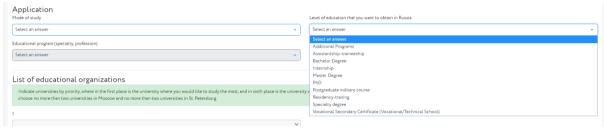
4. Select the "Profile" section. The profile filling page will open. Fill in all the fields in the sections "Personal data", "Address of residence", "Contacts", "Representative contacts", "Passport data" and "Education information".



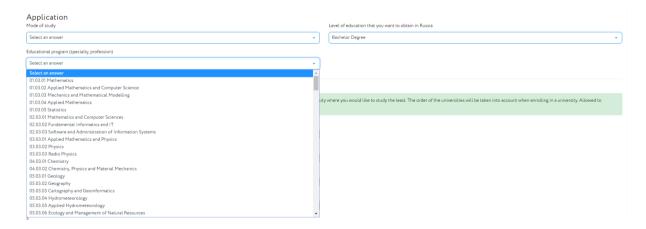
5. Выберите раздел "Заявка". Откроется страница оформления заявки. В разделе "Заявка" кликните на поле, которое находится ниже надписи "Форма обучения:". Из выпадающего списка выберете подходящую форму обучения. Select the "Application" section. The application registration page will open. In the "Application" section, click on the field below the inscription "Education form:". From the drop-down list, select the appropriate form of education.



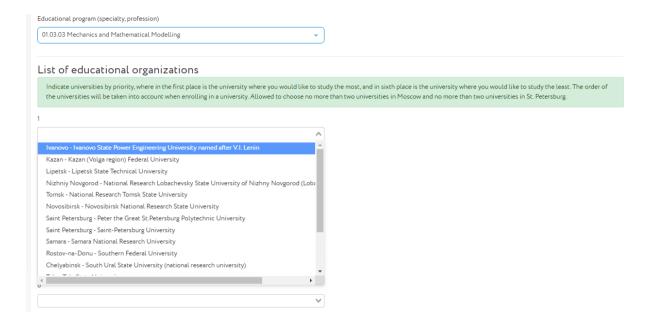
6. In the "Application" section, click on the field below the inscription "Level of education you want to get in Russia:". Select the appropriate level of education from the drop-down list.



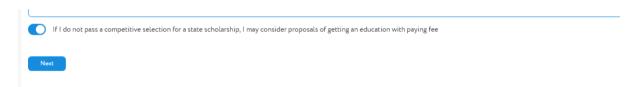
7. After completing steps 4 and 5, the field under "the program of the organization (universities, colleges) in which you would like to study:" will become active. Click on it. Select the appropriate educational program from the drop-down list.



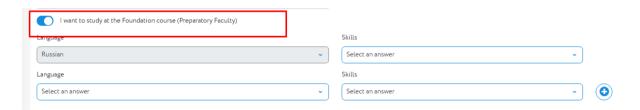
8. In the "list of educational institutions" section, select your priorities in order of priority: "select the universities where you want to get an education. Click on the field below the number "1". A drop-down list opens, where you need to select the priority University for admission. Under the number " 2 " from the drop-down list, select the University with a lower priority, and so on.



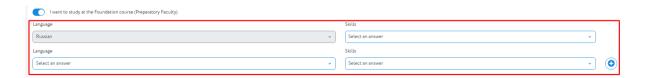
9. If you are willing to study on a fee-based basis, then click on the switch to the left of "if I do not pass the competitive selection for a state scholarship, I am ready to consider offers of education with payment of tuition fees".



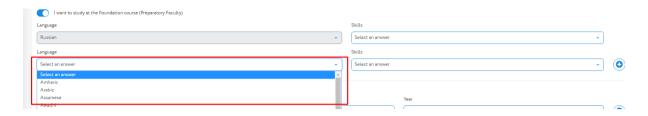
10. If you need a preparatory faculty, then click on the switch to the left of the inscription "The need for training at the preparatory department (faculty)."



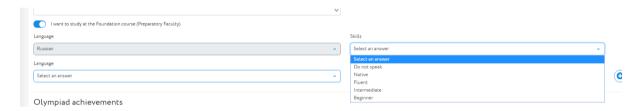
11. If you know foreign languages, fill in the appropriate field.



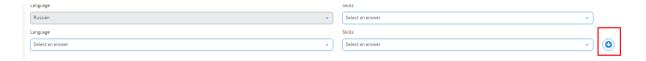
12. To add information about knowledge of a foreign language, click on the field below the inscription "Language". From the drop-down list, select the appropriate language. The list of languages is large and can be scrolled both with the arrow keys and with the mouse.



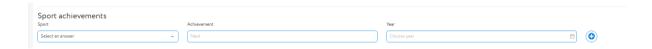
13. To indicate the level of proficiency in a foreign language, click on the field under the inscription "Level of proficiency". Choose the appropriate level of ownership from the drop-down list.



14. If you want to add another foreign language known to you, click on the plus sign on the right. In the created additional line, repeat steps 12 and 13.



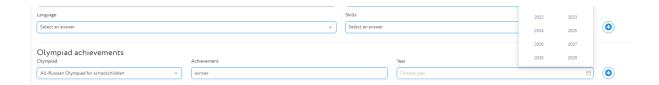
15. If you have sports achievements, then indicate them in the section "Sports achievements".



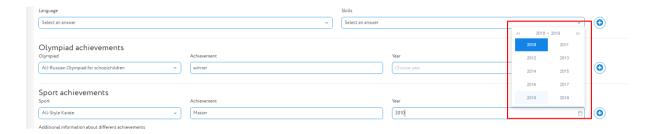
16. To add information about sports achievements, click on the field below the inscription "Sport". From the drop-down list, select the appropriate sport. The list of sports is large and can be scrolled with the cursor keys or with the mouse.



17. To specify an achievement, in the field under the "skill level" label, write about the success. For example, the title of master of sports or victory in youth championship.



18. To specify the year of the sports achievement, click on the field under "Date". In the calendar that appears, select the corresponding year of sports achievements.



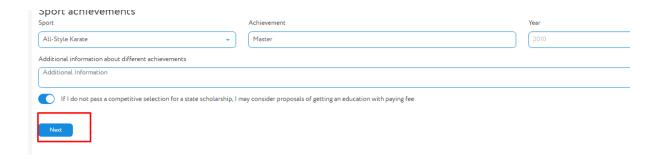
19. If you want to add information about another sporting achievement, click on the plus icon on the right. Repeat steps 16, 17, and 18 in the additional row that you created.



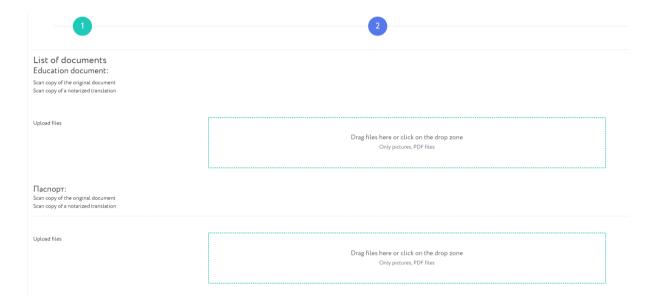
20. If you have any achievements in creative, scientific or other activities, enter them in the "Additional information about achievements in various fields"field. For example, winning the Olympics, receiving prestigious youth or teen awards.



21. After filling in all the data, once again check their correctness and click on the "Next" button.



22. On the page that opens, you will need to download digital copies of documents that can be with the extension jpg, png, pdf or psd. Simply drag and drop them into the appropriate fields.



23. A digital copy of the education document and its notarized translation must be dragged into the field under the inscription " Education document:". When a digital copy of the documents is downloaded, a list of files that were successfully attached to the application will be displayed below the field.



24. A digital copy of the passport and its notarized translation must be dragged into the field below the inscription "Passport:". When the digital copy of the

documents has been downloaded, a list of files that have been successfully attached to the application will be shown below the field.



25. If you have a document with the results of the selection tests, you must drag and drop a digital copy of it into the field below "Document with the results of the selection tests:". When a digital copy of the documents is downloaded, a list of files that were successfully attached to the application will be displayed below the field.



26. If you have documents confirming the status of a compatriot, you must drag and drop a digital copy of it into the field below "Documents confirming the status of a compatriot:". When you download a digital copy of documents, a list of files that were successfully attached to the application will be displayed below the field.



27. If you have documents confirming knowledge of the Russian language, you must drag and drop a digital copy of it into the field below "Documents confirming knowledge of the Russian language:". When you download a digital copy of documents, a list of files that were successfully attached to the application will be displayed below the field.



28. If you have a medical certificate of absence of HIV, you must drag and drop a digital copy of it into the field below "Certificate of absence of HIV:". When the digital copy of the documents has been downloaded, a list of files that have been successfully attached to the application will be shown below the field.



- 29. If you have a medical certificate, you must drag and drop a digital copy of it into the field below "Medical certificate:". When a digital copy of the documents is downloaded, a list of files that were successfully attached to the application will be displayed below the field.
- 30. If University or Embassy of Russia requests additional documents, you must drag and drop a digital copy of them into the field under "Other documents:". When a digital copy of the documents is downloaded, a list of files that were successfully attached to the application will be displayed below the field.



31. Once again check the correctness of the file upload and click on the "Next" button.



32. Save the automatically generated application to the computer by clicking on the "Download Application" button.



- 33. Print the application on the printer. Sign and make a digital copy of the certified application.
- 34. A digital copy of the application must drag and drop in the field that is below "Download scan of the signed application:". After the download of the digital copy of the documents is completed, a list of files that are successfully attached to the application will be indicated under the field.



35. Check the file upload again and click the "Submit" button.



indicate acceptance of the application or the need for its adjustment.		

36. Wait until an email from Future-in-russia.com arrives by e-mail. This may