

DIPLOMA SUPPLEMENT

for international graduates of SPbPU

To apply online for a Diploma Supplement, you are required to:

1. Send the **complete set of documents** to the Centre for International Credential Evaluation e-mail: odo@spbstu.ru.

The set of documents includes:

- 1) completed [application](#);
- 2) soft copies of the Russian diploma and supplement;
- 3) soft copy of the valid passport.

All documents should be in good resolution and be easily read.

In the e-mail subject you should state: **“Diploma Supplement, full name”**.

In the e-mail you should indicate the **number of copies** of the Diploma Supplement that you require.

- Cost of the first copy – 5000 rubles, for graduates of international educational programmes of 2020 – 3500 rubles.
- Cost of each additional copy – 500 rubles.

2. After a staff member of the Centre for International Credential Evaluation checks your set of documents and makes sure that it is possible to issue a Diploma Supplement based on these documents, you will be sent a **contract** for provision of services and **instructions for payment** via the SPbPU website.
3. Print the contract (on two sides of the same sheet), on the second page of the contract write down your phone number, e-mail address and put your signature. **The contract should be printed and filled in in two copies.**
4. Pay for the service following the instructions. A payment receipt will be sent to the e-mail address you specify.
5. Send the receipt and soft copies of the completed contract to e-mail: odo@spbstu.ru.
6. Then you will receive a confirmation letter that the payment has been received and the documents have been accepted.

Please **note** that the issuance of the Diploma Supplement takes 20 working days. You will be informed when the Diploma Supplement is ready by phone or e-mail specified in the application.

You can collect your Diploma Supplement on a specific day and time, previously agreed on with a staff member of the Centre for International Credential Evaluation. **To collect the documents, you must provide the hand-signed contract (in two copies) and the application.**