

INTERNATIONAL CREDENTIAL EVALUATION

To apply for an international credential evaluation, you are required to:

STAGE 1

1.1. Prepare a set of documents.

The set of documents includes:

- 1) Completed [questionnaire](#). Questionnaire should be completed from point 1 “Surname, given names” to points “Date” and “Signature”;
- 2) Soft copy of a valid identity document (passport), in .jpg;
- 3) Soft copy of a certified translation* of the identity document into Russian, in .pdf;
- 4) Soft copy of a Diploma (Certificate), in .jpg;
- 5) Soft copy of a Supplement (Transcript, Marksheet, Statement of Marks) with the results of graduation examinations, subjects studied, study workload (hours, credits, weeks) and grades received, in .jpg;
- 6) Soft copies of legalization of the educational documents, i.e. an “Apostille” stamp or stamps of consular legalization (if [legalization](#) is necessary), in .jpg;
- 7) Soft copies of certified translations* of the educational documents into Russian, in .pdf.

* Translations may be certified by a Russian notary, Russian Embassy, Apostille or by a notary of the country that does not require documents legalization.

The spelling of the full name in the educational documents must be completely the same as in the identity document, the spelling of the full name in the translations of educational documents must be completely the same as in the translation of the identity document.

If you had your surname, given names, etc. changed, you need to provide a relevant document, e.g. a marriage certificate.

Please note:

- All documents should be in good resolution and be easily read. Make sure that all the information in the educational documents and their translations is correct and there are no unauthorized changes.
- Each file must be named in accordance with the document name (for example, "Certificate", "Diploma Legalization", "Transcript", "Passport Translation").
- All the files must be archived (.zip, .rar) and named “Evaluation, full name”.

1.2. Send the archive with the complete set of documents to the Centre for International Credential Evaluation e-mail: odo@spbstu.ru. In the e-mail subject you should state: “Evaluation, full name”. In the e-mail you should indicate: full name, nationality, name of a country that issued educational documents, name of an educational institution in Russia, year of study, phone, e-mail.

1.3. After a staff member of the Centre for International Credential Evaluation checks your set of documents and makes sure that these documents are enough for the credential evaluation, **a day and time will be assigned for you to submit the original documents to the Centre for International Credential Evaluation.**

Time available for submission of documents you can see in the [table](#).

If any additional documents are required for the credential evaluation, you will be informed in a reply letter.

STAGE 2

2.1. On the assigned day and time, you should **bring the complete set of documents to the Centre for International Credential Evaluation.** Address: St. Petresburg, Grazhdansky pr., 28, office 515. You must submit the original documents from 1.1 and copies of the educational documents, legalization, the translations of the educational documents, the first page of the passport, the translation of the passport.

In order to comply with the recommendations for the prevention of the coronavirus infection, it is necessary to wear a mask when visiting the Centre for International Credential Evaluation.

We kindly ask you not to be late on the assigned day and time so as not to delay the submission and receiving of documents by other students and staff members.

If for some reason you are not able to come at the assigned time, please inform us in advance by phone +7 (812) 290 99 67 or e-mail odo@spbstu.ru.

Please note that a staff member of the Centre for International Credential Evaluation can accept your documents only if you have the complete set of documents. If you do not have some document or only have its soft copy, you must first get the original document, and then a day and time for submission may be assigned.

2.2. When submitting the documents, you will need to **sign a contract for provision of services.** You will also be given a payment instruction and a receipt indicating the documents you have submitted.

2.3. Pay for the service following the instruction via SPbPU website. A payment receipt will be sent to the e-mail address you specify.

2.4. Send the receipt to the Centre for International Credential Evaluation e-mail: odo@spbstu.ru. Then you will receive a confirmation letter that the payment has been received and the documents are being evaluated.

Please note that the evaluation of the documents starts only after the payment.

STAGE 3

3.1. The credential evaluation takes up to 20 working days. **A staff member of the Centre for International Credential Evaluation will inform you when the credential evaluation is finished by phone or e-mail. A day and time will be assigned for you to receive the documents.**

Time available for receiving of documents you can see in the [table](#).

3.2. At the assigned day and time, you should **come to the Centre for International Credential Evaluation and receive the documents. You must provide the identity document (passport) and a receipt (see 2.2).**

In order to comply with the recommendations for the prevention of the coronavirus infection, it is necessary to wear a mask when visiting the Centre for International Credential Evaluation.

We kindly ask you not to be late on the assigned day and time so as not to delay the submission and receiving of documents by other students and staff members.

If for some reason you are not able to come at the assigned time, please inform us in advance by phone +7 (812) 290 99 67 or e-mail odo@spbstu.ru.