

INTERNATIONAL CREDENTIAL EVALUATION

To be admitted to an educational programme in the Russian Federation, applicants must provide recognized foreign academic credentials. Recognition of foreign education in the Russian Federation is carried out on the basis of the Federal Law № 273-FZ of December 29, 2012, "About education in the Russian Federation".

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) An identity document (generally, passport);
- 2) A certified translation* of the identity document into Russian;
- 3) An original Diploma (Certificate);
- 4) An original Supplement (Transcript, Marksheet, Statement of Marks) with the results of graduation examinations, subjects studied, study workload (hours, credits, weeks) and grades received;
- 5) Confirmation of the legalization of the educational documents, i.e., an "Apostille" stamp or a stamp of consular legalization (if the [legalization](#) is necessary);
- 6) Certified translations* of the educational documents, all imprints and stamps into Russian;
- 7) Copies of all above listed documents.

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

Make sure that all the information in the educational documents and their translations is correct and there are no unauthorized changes.

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.

1.2. Fill out a [questionnaire](#). The questionnaire should be completed from point 1 "Surname, given names" to points "Date" and "Signature".

STAGE 2

2.1. Bring the complete set of documents and the questionnaire (p. 1.1 and p. 1.2) to the Centre for International Credential Evaluation during working hours (see [working hours](#) - submission of documents). Address: St. Petersburg, Grazhdansky pr., 28, office 515.

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 apply to the Centre for International Credential Evaluation.

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. **The international credential evaluation takes 20 working days after the funds are transferred to the SPbPU account.**

In consultation with staff members of the Centre for International Credential Evaluation expedited evaluation of the documents is possible (3 working days).

If any additional documents are required for the credential evaluation, a staff member of the Centre for International Credential Evaluation will inform you about this by phone or e-mail specified in the questionnaire. In this case, the period for international credential evaluation may be extended.

STAGE 3

3. Come to the Centre for International Credential Evaluation during working hours (see [working hours](#) - receiving of documents) **and receive the documents. You must provide the identity document (passport) and a receipt (see 2.2).**

Please note:

All SPbPU students with foreign academic credentials must receive evaluation reports no later than January 1 of the first year of study in bachelor's, specialist's, master's, PhD degree programmes.

Credential evaluation report is not required if:

- 1) The foreign citizen has Russian academic credentials
- 2) The recognition certificate issued by the Federal Service for Supervision in Education and Science was received earlier.