**To participate in the portfolio contest, you must send a package of necessary documents in electronic form (their list is listed below) to the email address africa@rudn.ru until March 31, 2023. Portfolios will not be allowed for consideration by the admissions committee if:**

1. The full required package of documents will be submitted by the applicant later than the deadline.

2. The package of documents has been submitted that does not meet the list and requirements specified below.

**List of required documents for participation in the portfolio competition:**

1. Completed application form, in WORD format.

2. Completed CONSENTS in Russian and English, in WORD format.

3. Passport scan. Translation of the passport into Russian, certified by the Consul of Russia in your country,

or by a notary of the Russian Federation in accordance with the established procedure, in PDF format.

4. A scan of the visa (if there is a visa that specifies the purpose of the trip to Russia "STUDY"), in PDF format.

5. A scan of the document on education (or a document containing information on the results of the last attestation of the last year of study, if the training has not yet been completed) with grades (or a separate document "academic performance", which indicates the student's academic performance), in PDF format. Translation of the document on education, as well as the document with grades (academic performance) into Russian, certified by the Consul of Russia in your country, or by a notary of the Russian Federation in accordance with the established procedure, in PDF format.

6. A scan of a medical certificate confirming the absence of medical contraindications for training, in PDF format. Translation of this medical certificate into Russian, certified by the Consul of  Russia in your country, or by a notary of the Russian Federation in accordance with the established procedure, in PDF format.

7. Scan of the medical certificate of  the absence of HIV and AIDS, in PDF format. Translation of this medical certificate into Russian, certified by the Consul of Russia in your country, or by a notary of the Russian Federation in accordance with the established procedure, in PDF format.

8. Scan of a medical certificate on the absence of all types of hepatitis and tuberculosis, in PDF format. Translation of this medical certificate into Russian, certified by the Consul of Russia in your country, or by a notary of the Russian Federation in accordance with the established procedure, in PDF format.

**Requirements for completing the Application Form.**

The application form is filled out and sent to the RUDN EXCLUSIVELY in WORD format. Questionnaires sent in other formats are NOT ALLOWED to participate in the portfolio competition.

1. "The country in which the application form is submitted" - the country in which the applicant is located (Guinea-Bissau, Cameroon or otherwise) is indicated. If the applicant is in Russia, Russia is indicated (in this case, a scan of the visa must be sent, the validity period of which, at least, must be until 31.08.23 years).

2. The upper right corner of the questionnaire – it is necessary to insert an electronic photo of the applicant. At the same time, the questionnaire should not change its form!

3. "ARRIVAL LINE" - specified, DO NOT CHANGE!!!

4. **Visa information:**

• if there is a Russian visa "STUDY" (another one will not work), we indicate the presence of a visa, the place of issue (as written in the visa), the expiration date of the visa (see paragraph 1);

 • if there is no visa, it is necessary to specify the country and city where the applicant will receive a visa to enter Russia.

5. Points 1 to 4 are mandatory. The full name is indicated in the Russian transcription, according to the translation of a foreign passport certified by the consul of  Russia in your country. If the applicant is in Russia, a translation of the passport into Russian is required, certified by a notary of the Russian Federation in accordance with the established procedure.

6. Points 5 of the questionnaire – do not fill in (no one has a patronymic).

7. Points 6, 7 and 8 – fill in the relevant data specified in the passport.

8. Points 10 – indicates the citizen of which country (passport of the applicant's country) the applicant is (Guinea-Bissau, Cameroon or otherwise).

9. Points 11 to 13 of the questionnaire, fill in ALL FIELDS mandatory (the email address must be the actual working address of this applicant, the cell phone number must also be working)!

10. Points 14.1 of the questionnaire (parents' data) must be FILLED in.

11. In case of absence of parents, paragraph 14.1. is not filled in. In this case, paragraph 14.2 of the questionnaire must be filled in. But, in this case, it is necessary to submit a document (original with translation into Russian) that the person specified in paragraph 14.2 is the legal representative (trustee, adoptive parent, etc.) of the applicant.

12. Points 15, 16 and 17 of the questionnaire indicate the data of the applicant's passport.

13. Points 18 of the questionnaire – indicates the level of education received, on the basis of which the applicant enters the RUDN (after graduation – GENERAL SECONDARY EDUCATION, in the case of a bachelor's degree from the university – indicates BACHELOR's degree, etc.)

14. Points from 19 to 21 must be filled in. The information is indicated in the document on education, on the basis of which the applicant enters the RUDN.

15. Points 22 of the questionnaire – indicates the level of education that the applicant wants to enroll in the RUDN (or BACHELOR's DEGREE or SPECIALTY or MASTER's DEGREE). The duration of training is NOT SPECIFIED!!!

16. Points 23 of the questionnaire is already specified.

17. Points 24.1 and 24.2 must be specified from the RUDN BOOKLET (website rudn.ru ). There should be no other!!! **After entering this questionnaire into the database of the Ministry of  Education and Science, the replacement of the training direction is IMPOSSIBLE!!!**

18. Points 24.3 and 25 are filled in by applicants who enroll in graduate school.

19. Points 26 of the questionnaire – the RUDN has already been specified (neither can be added nor changed).

20. Points 27 of the questionnaire – all languages that the applicant knows are indicated. If the applicant does not know Russian, it is necessary to indicate this in the appropriate field. In this case, it is necessary to indicate in paragraph  28 of the questionnaire that the applicant needs to be learn in preparatory course for the study of Russian language (if in the future he will study in Russian).

21. Points 29 and 30 of the questionnaire – if there are relevant achievements, YOU CAN FILL IN. If there are no achievements, do not fill in.

22. Points 30, 31 and 32 of the questionnaire HAVE ALREADY BEEN FILLED OUT. Do not change!

23. Points 33 of the questionnaire. All necessary fields have been filled in. THESE DOCUMENTS MUST BE SUBMITTED IN full!!!

24. Points 34 and 35 of the questionnaire – if you’d like, you can fill in.

25. At the end of point 35 of the questionnaire, you must specify:

• The date of  filling out the questionnaire

• Insert a scan of the applicant's signature in the "SIGNATURE" field, but so that the format of the questionnaire does not change.

26. Points 36 of the questionnaire is filled out by an OFFICER’S of the RUDN.

**The questionnaire must be filled out and sent for processing only in WORD format (with the photo and the applicant's signature scanned and inserted in the appropriate fields)!!!**

**FILLING OUT CONSENTS TO THE PROCESSING OF PERSONAL DATA.**

**It is necessary to fill out the CONSENT in Russian and English, in PDF format. The electronic signature in the CONSENTS must be identical to the signature of the questionnaire.**