Institute of International Relations
NRNU MEPhi

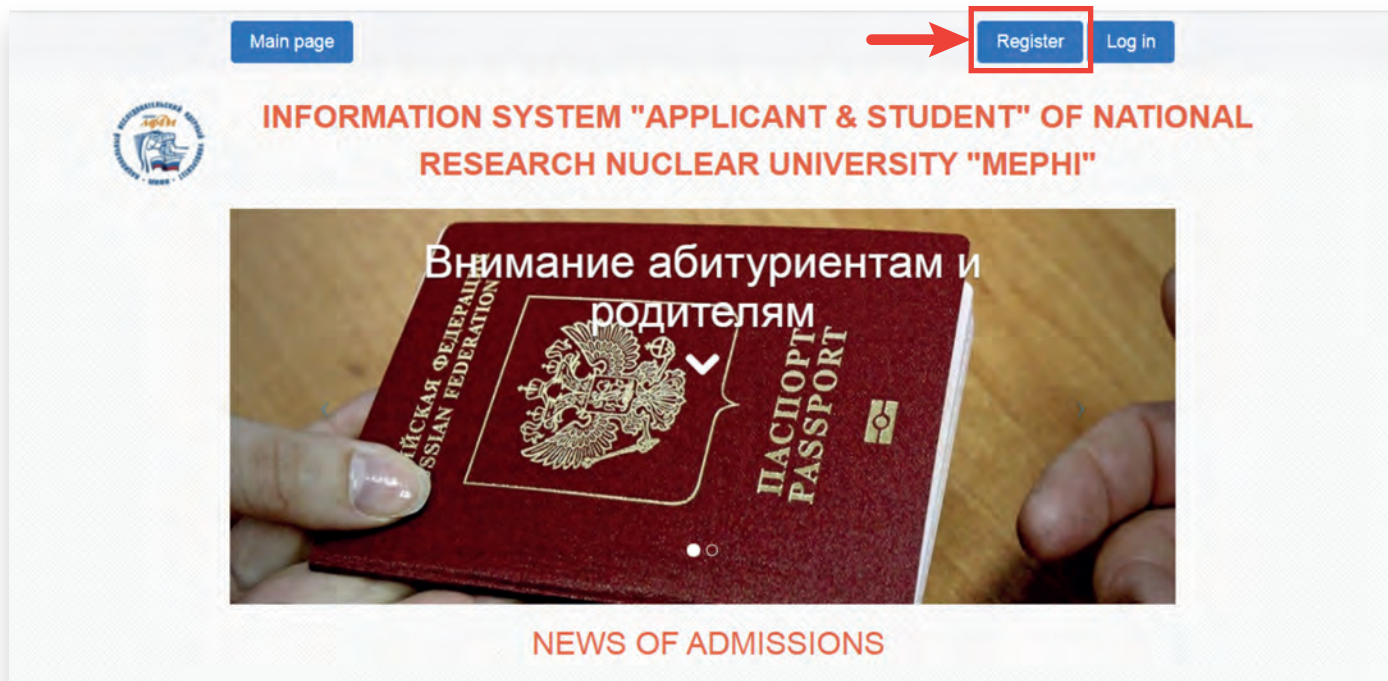# APPLICATION PROCEDURE FOR FOREIGN APPLICANTS

STAGE 1. REGISTRATION ON THE WEBSITE ORG.MEPHI.RU

To submit documents to NRNU MEPhI, you first need to register on the site org.mephi.ru
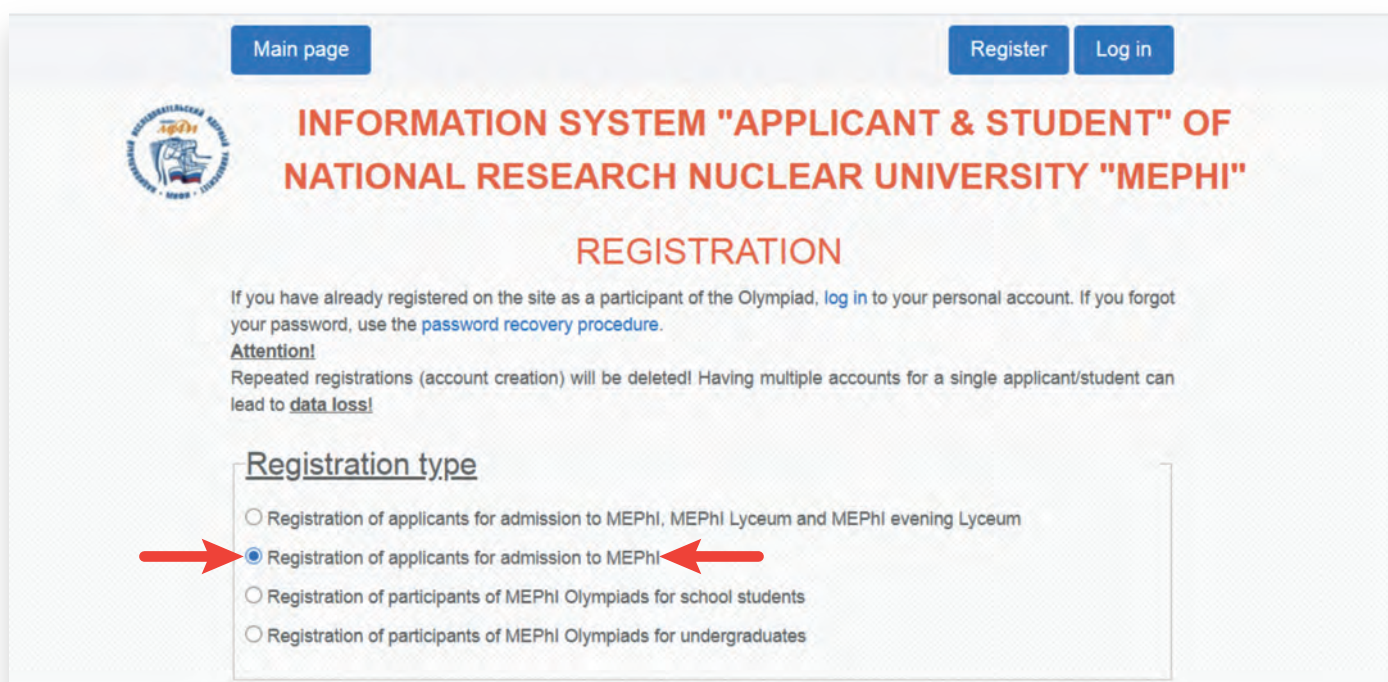It won't not take long, just follow the instructions.

Step 1
Click Register button for registration

Step 2
Choose "**Registration of applicants for admission to MEPhI**»

Step 3

Complete all the field in Authorization data and Personal information of the applicant forms

Step 4

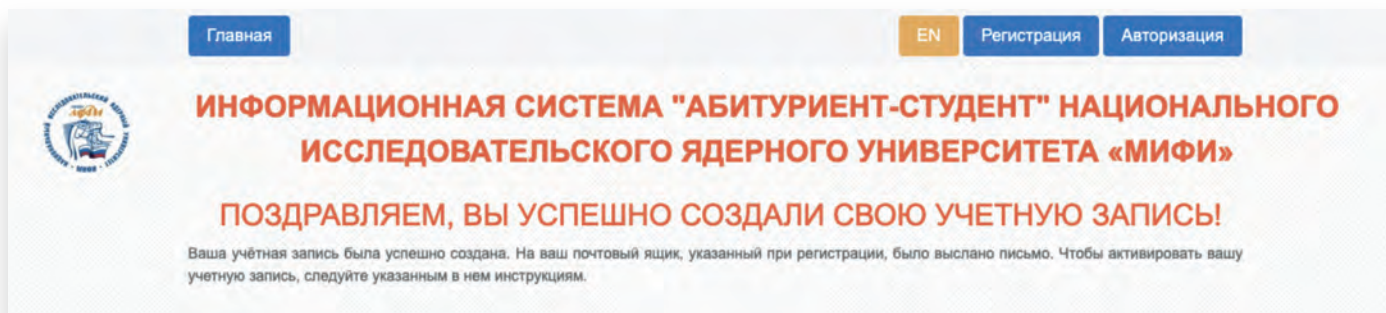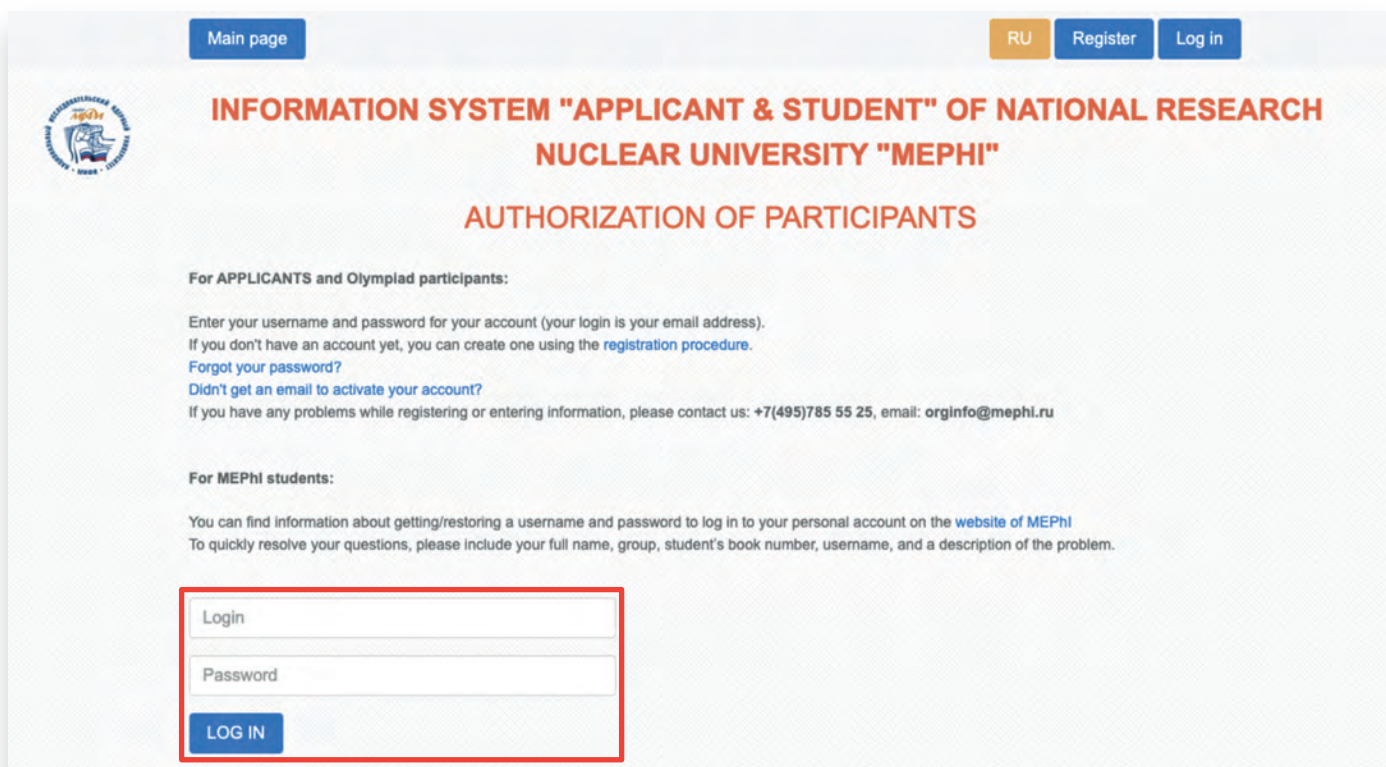Click the button to agree, enter the digits and click to register

Step 5
After that you will see this screen. It means that you have registered successfully and you need to confirm you email on your email box.

STAGE 2. SUBMISSION OF DOCUMENTS

After confirmation you need to **log in** to apply for a programme.

Press the Application form button.

On the page of the application form you will see the progress bar of the application form, divided into 8 stages.

Step 1

At Step 1 you will need to choose the level of a programme you are applying to. It can be bachelor programme, master programme, etc. If this is master programme, choose **"Магистратура"**. And here you also need to choose is this your first time that you study this programme. If you apply for master programme, but you already have master diploma of other university, you should choose **"Повторно"**. If this is your first time leave **"Впервые"**.

Then complete all the necessary information. In «**Nationality**» field, choose the country of your citizenship. If you are not a Russian citizen, in «**Document type**» field choose «**Паспорт гражданина иностранного государства**».

In «**Registration information**» field, input your registration address.

Step 2

At Step 2 complete the field about your previous education.

In «**Previous education (qualifications)**»[1] field choose "**высшее**" if you have bachelor or master diploma, or choose "Среднее (полное) общее (11 классов)" if you finished high school.

In «**Государство, город учебного заведения (в случае местоположения учебного заведения не в России)**[2]** (*field translation: State, city of the educational institution (in the case of the location of the educational institution not in Russia)*)» field you need to input the state and the city where a school, in case you just finished school, or a university, in case you graduated from university, is located.

In «**Academic institution type**»[3] field choose "**ВУЗ**" if you have graduated from university.

In «**Name of an academic institution**»[4] field choose "**Другое**" if you have graduated from other university, not NRNU MEPhI. And then in «**Name of an academic institution (if any)**[5]» field input the name of the university you graduated from.

Let's look at the section «Additional record of education» in which you enter information about your diploma or certificate.

In «**Educational certificate type**»[1] field choose "**Диплом ВО бакалавра**" if you have a bachelor diploma and do not have a master diploma, choose "**Аттестат**" if you finished high school, choose "**Диплом ВО магистра**" if you have a master diploma.

Then fill in all the necessary information for your diploma or certificate in the remaining fields.

Step 3
Skip Step 3

After that you will see this window, just press red button to continue.

Step 4
At Step 4 you need to choose the programme you want to study. Choose the first campus, if your programme is taught at the main campus of NRNU MEPhI.

There you can find all the programmes that are taught at the main campus of NRNU MEPhI. If you didn't find your programme in English, it means that the programme that you are looking for is not taught in English.
To apply for the major "**International relations**", choose it in the list. When you found your programme, **press Add**.

At the bottom of the page you will see the programme that you have selected. After that you can choose another programme that you want to apply for or press **Next**.

Step 5
At Step 5 you need to press «**International relations**».

Press **Add** and then **Next.**

Step 6

In Step 6 you need to add major.
• In «**Education form**»[1] field "**Очная**" means internal study mode.
• In «**Funding/Self-funded**»[2] field "**Платное обучение**" means fee-paying education.
• If you need **dormitory** please choose "**Обязательно**"[3].
• In «**Application type**»[4] field "**Копия**" means you submit only a copy of you diploma (a scan of you document).
• In «**Выберите институт**» *(field translation: Choose a faculty)*[5] field "**ИМО**" means the Institute of International Relations (IIR)

Then press **Add** and **Next**.

Step 7

Please skip Step 7, an admissions officer will contact you after you fill the whole form and then he will help you to select the date of the entrance exam.

Step 8

At Step 8 you can print, sign, scan the documents and upload them. Upload scans of your passport, diploma and Olympiad diplomas if any. As for other documents, we recommend you at this step just press the button at the bottom of the page - Send a set of documents to the Admissions Commitee. An admissions officer will check you application form and after that will contact you. If you have any mistakes in your form, the officer will say to you how to fix them. And after the approval of the officer then you will need to print, sign, scan the documents and upload them.

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Summary table |

You have filled in all necessary fields. Now you need to print application (link below), sign, scan it and upload the copies of the documents.

Application form

Acceptance for enrollment

The file size should not exceed 5 MB. NB! Each button allows you to upload a single document. If you need to upload multiple pages, merge them into a single document.

Upload necessary documents in order to apply		
List of documents	Status	Comments
Application form [Choose]		
Passport (registration and photo pages) [Choose]		
Diploma (with transcripts) [Choose]		
Olympiad diplomas [Choose]		
Other achievemets (if any) [Choose]		
Photo [Choose]		
Other documents [Choose]		
Enrollment consent 1 [Choose]		
Enrollment recall 1 [Choose]		
Enrollment consent 2 [Choose]		
Enrollment recall 2 [Choose]		

Send a set of documents to the admissions Committee

If you still have any questions, please contact us at

info@iirmephi.ru