

RUSSIAN LANGUAGE UNDERGRADUATE STUDIES LTD

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Web site: www.rlus.co.uk

Booking Form Notes

As the Booking Form is an important document, RLUS advises you to print out a copy of the form to keep for your records.

INTRODUCTION

Please download the booking form from the website, type your answers and save it as a Word file. Depending on the system your university uses, you may either send the form as an e-mail attachment in Word format to roy.bivon@rlus.co.uk or e-mail it to your liaison officer to send on to RLUS. Please check with your university, what they want you to do. **Handwritten forms will not be accepted.**

Please make sure that you send in your application by 12th January 2018 for courses starting in the autumn and by 4th May 2018 for spring term courses. Applications received after these dates will be subject to a surcharge of at least £25 and processed, only if there are places available and there is time to arrange your visa.

RLUS will confirm with your university that they approve of your course choice. You should send a deposit of £50 for each course you apply for (see section 8 below). Applications cannot be processed without a deposit and a valid passport copy. Please note that the final date for cancelling a course is two months before the start of the course. After that date, you will be obliged to pay the full cost of the course, whether you attend it or not. For this reason you are advised to have arranged insurance two months before the course starts.

By submitting the form, you agree to the conditions in the following documents: *Terms and Conditions Relating to RLUS Student Placement Scheme* and *Statement of Information*. There are links on the website.

WHAT HAPPENS NEXT

- 1) On receipt of your booking form, deposit and passport copy, you will be sent an e-mail with your personal and course details. Please check this carefully and let Dr Bivon know immediately of any errors. RLUS cannot be held responsible, if you fail to correct any errors.
- 2) Your passport copy will be sent to Russia about six months before the start of the course. If RLUS does not receive your passport copy in time, you will be surcharged and it may result in you not being able to start the course on time.
- 3) Invoices will normally be sent to your University Liaison Officer. Invoices for courses starting in September will be sent in early May for payment at the beginning of July; invoices for spring term courses will be sent in October for payment by mid December.

Your Liaison Officer will send the relevant invoices on to you for payment. Some universities pay part of the course costs. Please check with your university what you are expected to pay and ensure that payment is made by the due date. Students who have not paid the invoice will not be able to attend the course. Late payment will be liable to a surcharge of £25.

- 4) You can expect to receive your visa invitation 3-8 weeks before departure. You will not be able to get a visa without this document. Please read the *Visa* document on the website for further details. Your visa invitation will only be

sent to you, if you have paid the relevant invoices and have sent RLUS proof of insurance. For more information on insurance, please read the *Insurance* document on the website.

NOTES

(The numbers refer to the section on the booking form)

SECTION 1 PERSONAL DETAILS

The address you give will be used to send you your visa invitation. If you do not know where you want the invitation sent, please leave the address blank.

Paper visa invitations

Please make sure that Dr Bivon is informed of any change of address. If possible, please provide RLUS with a UK address. If you want your visa invitation sent to an address outside the UK, it will be sent by UPS, as the most secure postal service available via the Royal Mail has proved unreliable. The current charge for this is £45 and the invitation will only be sent if payment has been made.

Electronic visa invitations

Electronic visa invitations will be sent to the e-mail address(es) you have put on your form. If you change your e-mail address, please let Dr Bivon know.

Currently, all centres apart from Moscow and St Petersburg are issuing electronic visa invitations. However, this may change and I cannot forecast for certain which centres will send paper or electronic visa invitations.

Please provide RLUS with your university e-mail. If you wish, you may also provide us with a private e-mail. RLUS will use your e-mail address(es) as the main means of communication. If you change your e-mail, please inform RLUS. Please make sure that you check your e-mails regularly. Please also make sure that you provide us with at least one phone number (landline or mobile). This is essential if we need to contact you urgently.

SECTION 2 PASSPORT DETAILS

Please send a clear scan of the information page of your passport in jpeg, Word or pdf format as an e-mail attachment.

- 1) Scans should be done in high resolution and all the printing should be clear when printed on A4 paper. Scans from a tablet or a mobile phone are not normally accepted. If you have problems, your university will help to provide you with a suitable scan.
- 2) Please make sure that you do not cut off the numbers and letters on the bottom line of your passport.
- 3) Please include the complete page opposite the information page in the scan.

If your scan is rejected by the Russian authorities, this may delay your visa invitation, which you will need to obtain a visa. This could mean that you will not be able to get a visa in time to arrive at the start of the course. It may involve you in extra costs, if your visa invitation has to be sent separately from the group.

RLUS will pass your details and passport copy onto the Russian University or Institute where you are studying and to the RLUS representatives in Russia.

If you do not submit a passport copy with your booking form, you may be surcharged. The amount will depend on when you send RLUS your passport copy, as a serious

delay may result in extra charges levied by our partner institutions in Russia and extra postal charges. These will be passed on to you for payment.

PASSPORTS

To obtain a visa, your passport must be valid for at least 21 months after the end of your course. Your passport should have four clear pages. You need two to get a visa and a further two in Russia when your visa is extended and converted to a multi-entry one. If your passport does not have enough space, please apply for a new one straight away.

If your passport expires earlier or there is not enough space, please do not send your passport photocopy, but apply for a new passport immediately and let Dr Bivon have the scan of the new passport as soon as possible. As stated above, delay may result in a surcharge.

Plan your time before you go to Russia carefully. You are advised to apply for your visa at least three weeks before departure. You will have to go to the visa agency in person and have your fingerprints taken. You will have to hand in your **original** passport (not a photocopy). You can obtain a visa in 24 hours, but it will cost you more. You are advised not to leave applying for a visa till the last moment, as changes in the rules for obtaining a visa may result in your application being rejected.

SECTION 3 COURSE PROGRAMME DETAILS

Please choose your course carefully. The RLUS Executive Committee has decided that no changes will normally be possible. RLUS will not allow you to cancel your course and apply for another course.

Please indicate a second choice of course, in case your first choice is oversubscribed or there aren't sufficient students to make a viable course. If your first choice of course is not available, you will be informed by February for autumn term courses and by June for spring term courses.

If you wish to cancel your course, you will lose your £50 deposit. No cancellation is possible less than two months before the start of the course. After that date, you will be obliged to pay for the full cost of the course, whether you attend or not. You are advised to make sure that you have taken out insurance before that date, in case you need to make a claim for a cancelled course.

You may use e-mail to request changes or cancellations, but e-mails do sometimes go astray. You should assume that the changes have **not** been made until you have had confirmation by e-mail.

SECTION 4 ACCOMMODATION

RLUS itself does not arrange accommodation. However, all of RLUS's partner institutions in Russia will provide you with accommodation, if you request it. For security reasons they strongly advise you to live in accommodation that they provide. Please note that standards of accommodation in Russia are lower than in UK. Please make allowances.

There is no guarantee that wifi will be available. In Moscow and St Petersburg you are unlikely to be in the city centre: you may have to travel for up to an hour to the course.

If you require accommodation, please fill in the appropriate form. It will be passed on to the institution arranging your course. The *Accommodation* document on the website gives you the current costs and type of accommodation available in each centre. It is

likely that the costs will be higher by the time you go to Russia. The document will be updated at regular intervals and you can expect final costs to be on the web for autumn term courses in June and for spring term courses in December. Please note that if you cancel your accommodation less than a month before departure, you will be liable to pay a cancellation charge of up to a month's rent.

Please note that RLUS will **not** invoice you or your university for accommodation. You should expect to pay for accommodation directly to your host university/institute or family. You should make sure that you have access to sufficient funds to do this. If you have a UK debit or credit card, you should be able to use it in Russia to withdraw funds. Please bear in mind that most banks will charge a commission for using your debit card abroad. If you use a credit card, you will have to pay interest charges for cash advances. Please check with your card issuer for details. Please read the *Money* section on the website for further details.

You may choose to arrange your own accommodation. However, if you decide to do this, RLUS will not be liable to provide transport to your accommodation and the RLUS student representative will not be available to deal with any problems that may arise from your choice of accommodation. RLUS will ask you to inform the RLUS student representative of your address in Russia. We will also ask you to inform your University Liaison Officer that you have arranged your own accommodation and keep them informed of your contact details.

SECTION 5 VISA INVITATIONS

To obtain a visa, you will need an invitation from the RLUS course provider. This will be sent to you 3-8 weeks before departure. Most students will obtain their visas in the UK and the *Visa* document on the website will give you full instructions on how to apply and the documents required.

In special circumstances you may wish to apply for your visa elsewhere. It is usually only possible if you are a citizen of the country or are studying there. You will need to inform RLUS of the precise consulate that you wish to use when you book your course. The Russian organisation where you will be studying has to inform the Russian Federal Migration Service that issues the visa invitations, where you plan to get your visa.

Many centres are now issuing electronic visa invitations and the visa can only be issued in the town stated (London or Edinburgh). If you select London, you will also be able to get your visa in Manchester. If you are planning to get your visa outside the UK, please indicate the country and town, where there is a Russia consulate. You cannot change this at a later date.

Please note that RLUS can only advise you on the documents which are required in the UK to obtain a visa. Consulates in different countries have different rules and it is your responsibility to check what those are. Be warned: this could involve you in considerable extra expense. Please note that once an invitation has been applied for, it will not be possible for confirmation to be sent to any consulate other than the one specified.

If you are going on two RLUS courses at two different universities or institutes, you will have to leave Russia at the end of your autumn term course, return home and apply for your spring term course visa, as soon as you receive your second visa invitation. You will not be able to stay in Russia between the two courses. You cannot

transfer the visa from one institution to another. If you have applied for a 32 or 36 week course, you will be able to stay in Russia over Christmas and New Year.

SECTION 6 MEDICAL

We ask you to inform us of any medical condition that may affect your stay in Russia, because we want you to get the most out of your course. The Russian state medical services are often basic and are normally not free to foreigners.

If you do not have a pre-existing medical condition, you will be covered by your insurance for any medical treatment that you may need. There are excellent private clinics that we can refer you to, who will treat you at least as well as the NHS.

If you have a pre-existing medical condition, you must inform the insurance company when applying for insurance. If you fail to do so, they may reject your claim and you will have to pay for private medical care. This can be very expensive. Counselling for psychiatric conditions is very difficult to find in Russia and is not normally covered by your insurance policy.

If you require regular medication, the NHS will usually only give it to you for 3 months. If your course is longer than that, we can ask our RLUS representatives to find out if the medication you require is available in Russia and approximately how much it is likely to cost. Alternatively, you could arrange to return home in the middle of your course to obtain fresh supplies. If you are likely to need any medical tests while in Russia, we can also find out if they are available and what they will cost. There are rules about importing drugs into Russia. Please read the relevant webpage.

Any information that you give us, will be treated in strictest confidence. It will only be passed on to the RLUS student representatives and to the course director in the university or institute where you are studying. Our aim is to give you the best advice possible and to ensure that you can benefit as fully as possible from your course.

SECTION 7 ENCLOSURES

Please note that RLUS does not accept payment by credit or debit card.

i) Deposit

You will need to pay a non-refundable deposit of £50 for EACH course you are applying for. If you are applying for two courses, please send £100. 32 and 36 week courses count as one course and require a £50 deposit. You may pay by one of the following methods:

The account details are:

bank name: Cafbank

account (beneficiary) name: Russian Language Undergraduate Studies

sort code 40-52-40 account number 00006049.

If that is not possible, you can pay by **cheque** payable to Russian Language Undergraduate Studies, sent to Dr Roy Bivon, Flint House, Lynn Road, Stoke Ferry, King's Lynn PE33 9SW.

For bank transfers from outside the UK, you will also need the following:

SWIFT: CAFBGB21XXX

IBAN: GB91CAFB40524000006049

Please make sure that your name is put as a reference with all payments by internet banking or bank transfer as, otherwise, we will have no way of knowing who has sent the money.

ii) Passport copy

Please provide a clear scan of the information-bearing page of your passport. Please see section 2 for details.

iii) Accommodation

if you require accommodation: Please complete an accommodation form for the centre where you will be studying. The forms are on the RLUS website: www.rlus.co.uk.

Safety

RLUS is assured that all teaching and accommodation in halls of residence or hotels complies with local fire and safety laws. RLUS is also assured that all homestay accommodation is inspected by the host organisation. Few countries are as stringent as the UK in setting general standards for safety, hygiene and fire precautions and the local authorities in Russia may not have adequate resources to monitor and enforce standards. We suggest that you familiarise yourself with the lay-out of hall of residence or hotel and teaching buildings and the means of escape in the event of an emergency. In particular, it is common practice for fire exits in Russia to be kept locked with a key being available with a nominated official. This is to alleviate the serious security threat posed by emergency exits being left open. In homestay accommodation, please obey all safety instructions given to you by your host family.

CLOSING DATES FOR APPLICATIONS

12th January 2018 for autumn term courses

4th May 2018 for spring term courses

Applications after these dates will be accepted provided there is sufficient time to make the arrangements and there are places on the course. They will be subject to a surcharge of at least £25.

COURSE LIST

The RLUS Executive Committee has decided that courses will only run if there is a minimum of five students applying for the course. For this reason, we ask for a second choice of course.

On all courses apart from the 32 week course in Tver you can expect to have 20 classes per week. The Tver course has 16 classes per week. A class (often, confusingly, called an academic hour – учебный час) lasts for 45 minutes and is usually taught as a double session of 1½ hours.

32/36 WEEK COURSES

course code	Location	Course organiser
MLL36	Moscow	Language Link
PST36	St Petersburg	State University
TV32	Tver	State University FOR GLASGOW STUDENTS ONLY
Y32	Yaroslavl	State University FOR OXFORD STUDENTS ONLY

THREE WEEK COURSE SEPTEMBER 2018

For students at the end of a first year ab initio course

course code	Location	Course organiser
PBEN3	St Petersburg	Benedict School

AUTUMN TERM 2018

16 week courses

course code	Location	Course organiser
KAZ16A	Kazan	Institute of Social Sciences & Humanities
MLL16A	Moscow	Language Link
PST16A	St Petersburg	State University
Y16A	Yaroslavl	State University

13 week courses

course code	Location	Course organiser
KAZ13A	Kazan	Institute of Social Sciences & Humanities
MLL13A	Moscow	Language Link
PST13A	St Petersburg	State University
Y13A	Yaroslavl	State University

SPRING TERM 2019

18 week courses

course code	Location	Course organiser
MLL18S	Moscow	Language Link
PST18S	St Petersburg	State University
KAZ18S	Kazan	Institute of Social Sciences & Humanities
Y18S	Yaroslavl	State University

13 week courses

course code	Location	Course organiser
MLL13S	Moscow	Language Link
PST13S	St Petersburg	State University
KAZ13S	Kazan	Institute of Social Sciences & Humanities
Y13S	Yaroslavl	State University

COURSE DATES

36 WEEK COURSE MOSCOW AND ST PETERSBURG

2nd September 2018 – 15th June 2019

32 WEEK TVER COURSE (GLASGOW)

2nd September 2018 – 20th April 2019

32 WEEK YAROSLAVL COURSE (OXFORD)

16th September 2018 – 13th April 2019

16 WEEK AUTUMN TERM COURSES – ALL CENTRES

2nd September 2018 – 22nd December 2018

13 WEEK AUTUMN TERM COURSES – ALL CENTRES

2nd September 2018 – 30th November 2018

18 WEEK SPRING TERM COURSES – ALL CENTRES

10th February 2019 – 15th June 2019

13 WEEK SPRING TERM COURSES – ALL CENTRES

10th February 2019 – 4th May 2019

3 WEEK COURSE BENEDICT SCHOOL

9th – 30th September 2018

These are the dates you should book your flights for. The course will start the following day.

(Dr) Roy Bivon

Operations Consultant, RLUS Ltd