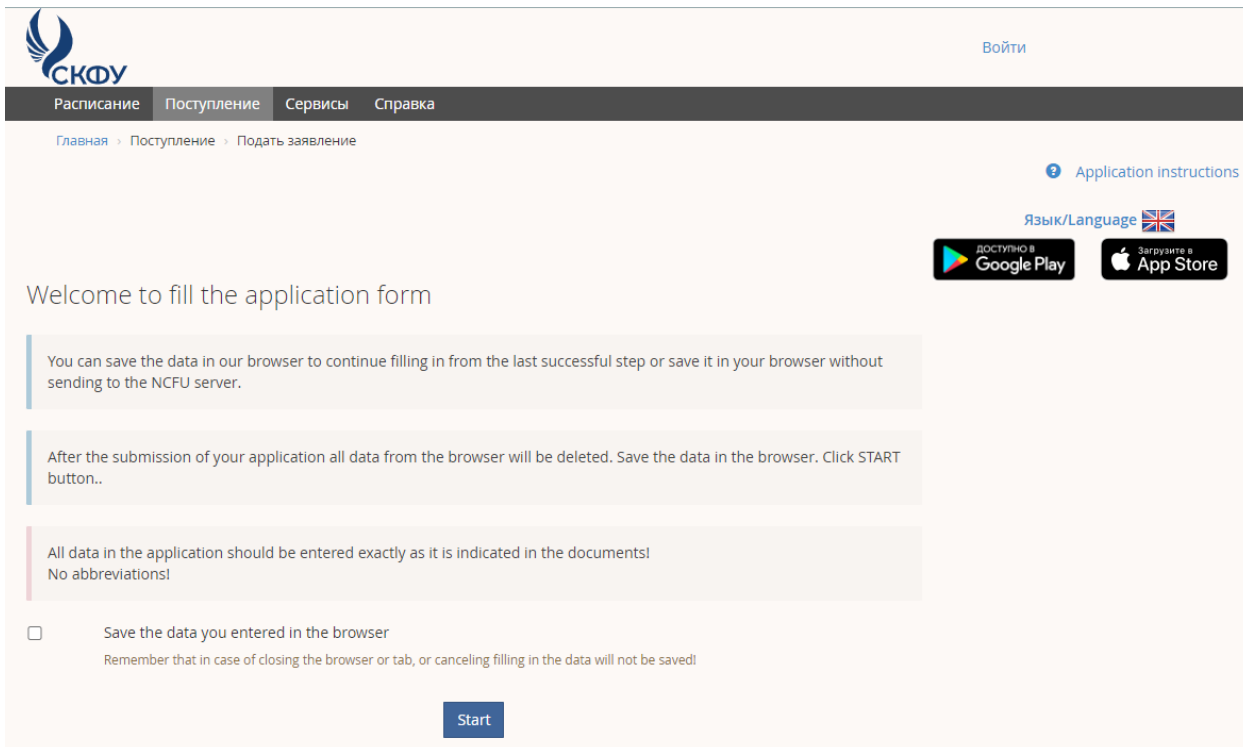


# Instructions for applying for admission to North Caucasus Federal University

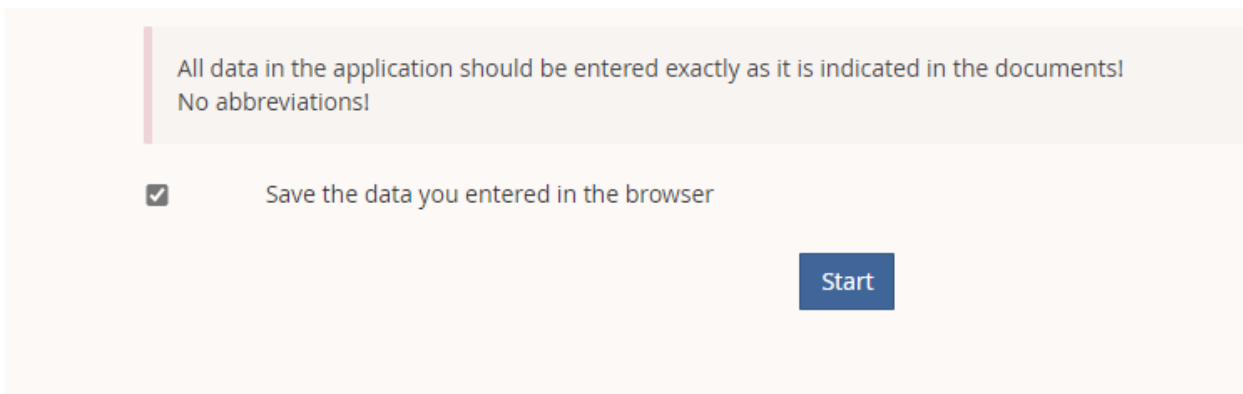
1. Apply for admission by following the link:

<https://ecampus.ncfu.ru/admission/requestForAdmissionVue>



The screenshot shows the top navigation bar with the NCFU logo and a 'Войти' (Login) button. Below the navigation bar are tabs for 'Расписание' (Schedule), 'Поступление' (Admission), 'Сервисы' (Services), and 'Справка' (Help). A breadcrumb trail reads 'Главная > Поступление > Подать заявление' (Home > Admission > Submit application). On the right, there are links for 'Application instructions', 'Язык/Language' with a flag icon, and buttons for 'Доступно в Google Play' and 'Загрузите в App Store'. The main content area is titled 'Welcome to fill the application form' and contains three informational boxes: 1) 'You can save the data in our browser to continue filling in from the last successful step or save it in your browser without sending to the NCFU server.' 2) 'After the submission of your application all data from the browser will be deleted. Save the data in the browser. Click START button..' 3) 'All data in the application should be entered exactly as it is indicated in the documents! No abbreviations!'. Below these boxes is a checkbox labeled 'Save the data you entered in the browser' with the subtext 'Remember that in case of closing the browser or tab, or canceling filling in the data will not be saved!'. A blue 'Start' button is positioned at the bottom center.


Mark an option «Save the data you entered in the browser»



This screenshot is identical to the previous one, but the checkbox for 'Save the data you entered in the browser' is now checked, and the blue 'Start' button is more prominent at the bottom right.

## Step 1. General Information

\* it is mandatory to fill in

Enter <b>Surname</b>	<b>Step 1 of 9. General information</b> Surname * <input type="text"/> This field is obligatory
Enter <b>Name</b>	Given name * <input type="text"/> This field is obligatory
Enter <b>Patronymic</b>  Filled in if available	Patronymic <input type="text"/>
Choose a <b>Gender</b>  - male  - female	Gender * <input type="text" value="v"/> This field is obligatory
Choose the <b>Date of birth</b>	Date of birth * <input type="text" value="dd.MM.yyyy"/>  This field is obligatory
<b>Place of birth</b>	
Enter <b>Country</b>  <b>City</b>	Place of birth Country * <input type="text" value="v"/> This field is obligatory Republic/Region/Territory <input type="text" value="v"/> Area/District <input type="text" value="v"/> City/town * <input type="text" value="v"/> This field is obligatory

**Upload a Photo**

**Attention!**

The photo is colored, as in the passport

Please add photo \*

Drop files here



Valid file extensions: jpg, jpeg  
You can upload 1 pdf file, or not more than 10 files of other formats.  
Maximum file size: 20 Mb

Files will be uploaded on the server after you push "Next" button  
You must upload not more than one file or photo

- Photo requirements:
- The photo must be coloured and recently taken within last three months (Black and white photographs will not be accepted);
  - The facial elements and eyes must be clearly presented. Hair or bangs and caps must not cover the face;
  - No head gear with the exception of religious reasons;
  - We strongly recommend that you remove your glasses;

Next

**Method 1**

Take a photo from the camera of the device on which the application is being filled out

**Method 2**

Upload a photo from your device

Please add photo \*

Drop files here



Valid file extensions: jpg, jpeg  
You can upload 1 pdf file, or not more than 10 files of other formats.  
Maximum file size: 20 Mb

Please add photo \*

Drop files here



Valid file extensions: jpg, jpeg  
You can upload 1 pdf file, or not more than 10 files of other formats.  
Maximum file size: 20 Mb

**Step 2. Identity document (passport)**

**Citizenship**

Select from the list

**Step 2 of 9. Identity document**

Citizenship \*

Type of document \*

Series

Number \*

Issued by \*

Date of issue \*

Scan or photo of the identity document with legal translation into Russian \*

- Russian Federation
- Abkhazia
- Australia
- Austria
- Azerbaijan
- Albania
- Algeria
- American Samoa
- Anguilla
- Angola
- Andorra
- Antarctica
- Antigua and Barbuda

**Document type**


Choose

Type of document \*

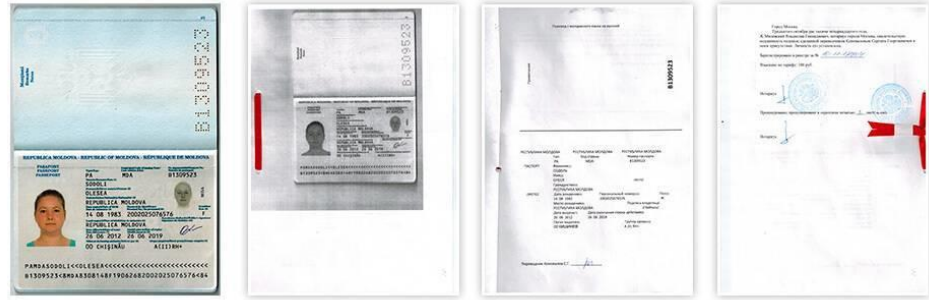
Series

Number \*

- Passport of foreign country
- Passport of foreign country
- Birth certificate issued by a foreign country authority

<p>Passport of foreign country</p>	
<p><b>Number</b></p> <p>Enter the document number</p>	<p>Number *</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> 
<p><b>Issued by</b></p> <p>Enter the passport issuing authority</p>	<p>Issued by *</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div> <p><b>For example:</b></p> <p>Department of Immigration and Passports</p> <p>(Ministry of Internal Affairs, Ministry of Foreign Affairs, the Embassy, Consular Office, e.t.c.)</p>
<p><b>Date of issue</b></p> <p>Enter the date</p>	<p>Date of issue *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <span>ДД.ММ.ГГГГ</span> </div>
<p><b>Uploading passport</b></p> <p><b>Attention!</b></p> <p>download a copy of the original passport + a copy of the translation of the passport certified by</p>	<p>Scan or photo of the identity document with legal translation into Russian *</p> <div style="border: 1px dashed #ccc; padding: 10px; text-align: center;"> <p>Drop files here </p> <p>Valid file extensions: pdf, jpg, jpeg</p> <p>You can upload 1 pdf file, or not more than 10 files of other formats.</p> <p>Maximum file size: 20 Mb</p> <p>Files will be uploaded on the server after you push "Next" button</p> <p>You must upload at least one file</p> <p>File requirements:</p> <ul style="list-style-type: none"> <li>- scan copies or high quality photographs;</li> <li>- all data in the document should be photographed clearly, without blur and be easy to read.</li> </ul> </div>

a notary (with pdf extension)  
or  
no more than 10 files (with jpg, jpeg extension)



### Step 3. Education Document

#### Document type

Choose  
Certificate of foreign education

#### Step 3 of 9. Document of education

Type of document \*

Certificate of foreign education

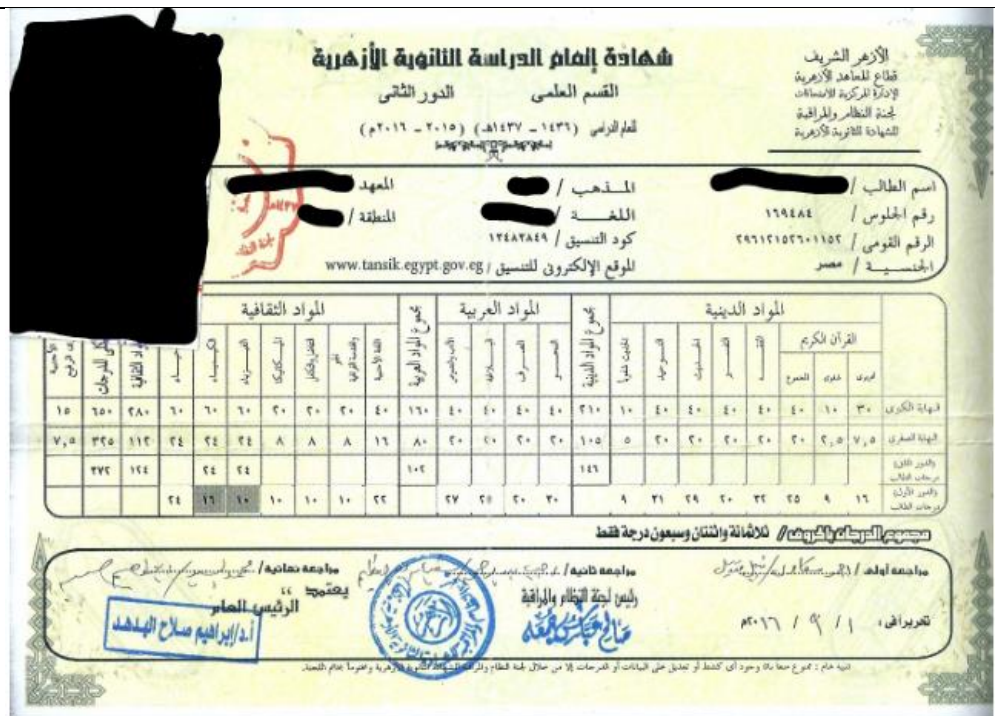
Series

Certificate of foreign education

Diploma of higher education

#### Number

Enter the document number



For example:

UM01105838

#### Issued by

Enter the name of the school, college, lyceum, university

Issued by \*

<p><b>Date of issue</b></p> <p>Enter the date of issue of the certificate (diploma)</p>	<p>Date of issue *</p> <p>DD.MM.YYYY</p>
<p><b>Year of graduation</b></p> <p>Enter the year of graduation</p>	<p>Year of graduation *</p> <p>2023</p>
<p><b>Education level</b></p> <p>Choose</p> <p>Secondary general</p> <p>Choose</p> <p>Bachelor degree, Specialist degree</p> <p>Choose</p> <p>Master degree</p>	<p>Level of education *</p> <p>Document supplements and translation into Russian *</p> <p>if a SCHOOL CERTIFICATE is provided</p> <p>if a university BACHELOR'S DEGREE is provided</p> <p>if a university MASTER'S DEGREE is provided</p>

DD.MM.YYYY

2023

Level of education \*

Document supplements and translation into Russian \*

- Basic general (9th grade)
- Secondary general
- Bachelor degree
- Specialist degree
- Postgraduate (PhD)
- Decondary professional
- Master degree
- Medical residency

File requirements:

Level of education \*

Document supplements and translation into Russian \*

- Basic general (9th grade)
- Secondary general
- Bachelor degree
- Specialist degree
- Postgraduate (PhD)
- Decondary professional
- Master degree
- Medical residency

File requirements:

Level of education \*

Document supplements and translation into Russian \*

- Basic general (9th grade)
- Secondary general
- Bachelor degree
- Specialist degree
- Postgraduate (PhD)
- Decondary professional
- Master degree
- Medical residency

File requirements:

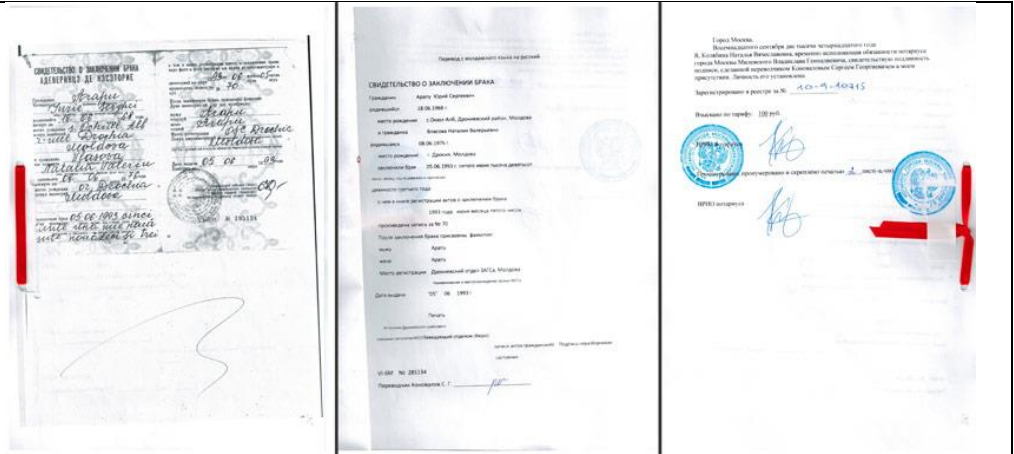
**Document supplements and translation into Russian**

**Attention!**

download a copy of the original education document + a copy of the translation of the education document certified by a notary (with pdf extension)

or

no more than 10 files (with the extension jpg, jpeg)



**Step 4. Selection of academic specialties**

**Information about the Foundation Course at the link:**

<https://eng.ncfu.ru/admission/foundation-programme/>

**Academic specialties for Bachelor's programs (English taught) at the link:**

<https://eng.ncfu.ru/admission/degree-programs/in-english/>

**For example:**

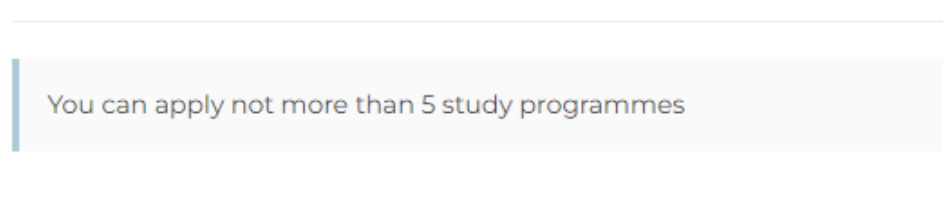
**I want to enroll in:**


- 1) Foundation Course + Full-time form + Contract
- 2) Construction (Bachelor's degree) + Full-time form + Contract

**Click**

**Step 4 of 9. Choose the study programme**

Add competition



<p><b>Admission campaign</b></p> <p>Choose the appropriate option</p>	<p><b>Study programme 1</b></p> <p>Admission campaign * </p> <p>Competition terms of participation *</p> <p>Level of education *</p> <p>Funding basis *</p> <p>City/town *</p> <p>Mode of study *</p>
<p><b>Competition terms of participation</b></p> <p>Choose <b>General competition</b></p>	<p>Competition terms of participation * </p> <p>Level of education *</p> <p>Funding basis *</p>
<p><b>Level of education</b></p> <p>Choose the appropriate option</p>	<p>Level of education * </p> <p>Funding basis *</p> <p>Or</p> <p>Level of education * </p> <p>Funding basis *</p>
<p><b>Funding basis</b></p> <p>Choose <b>Fee-based education</b></p>	<p>Funding basis * </p> <p>City/town *</p> <p>Mode of study *</p>
<p><b>City, town</b></p> <p>Stavropol is selected automatically</p>	<p>City/town * </p>
<p><b>Mode of study</b></p> <p>Choose <b>Intramural</b></p>	<p>Mode of study * </p>
<p><b>Profile</b></p> <p>If you are applying for Foundation Course, you</p>	<p>1) Push «Add specialty» button.</p> <p><a href="#">+ Add specialty</a></p>

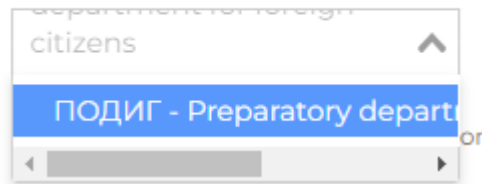
should choose 1 of the studying options:

1. Engineering
2. Medicine and Biology
3. Humanities
4. Economics

**It depends on what program you are going to study after completion of the Foundation Course.**

2) Choose specialty

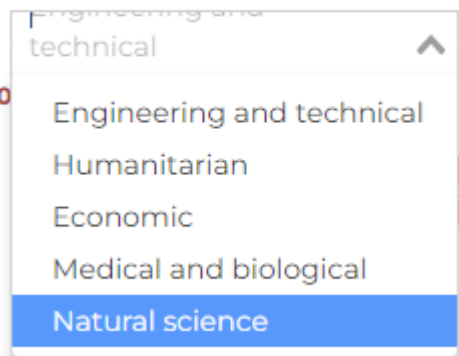
Specialty



A screenshot of a web application's 'Specialty' dropdown menu. The menu is open, showing a list of options. The option 'ПОДИГ - Preparatory department' is highlighted in blue. Other visible options include 'citizens' and 'department for foreign citizens'. The word 'or' is visible to the right of the dropdown.

3) Choose profile

Profile



A screenshot of a web application's 'Profile' dropdown menu. The menu is open, showing a list of options: 'Engineering and technical', 'Humanitarian', 'Economic', 'Medical and biological', and 'Natural science'. The option 'Natural science' is highlighted in blue.

**Click**

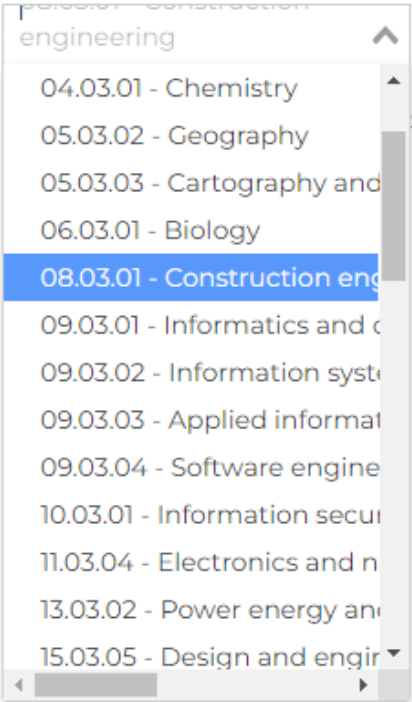
Click the "Add Specialty" button to choose study programs.

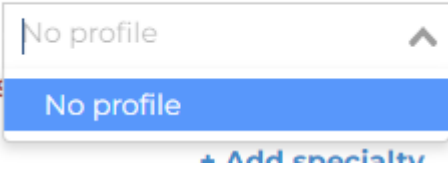
Repeat the process.

**If you are applying for Foundation Course, you cannot choose more study programs.**


At least one specialty should be added!

[+ Add specialty](#)

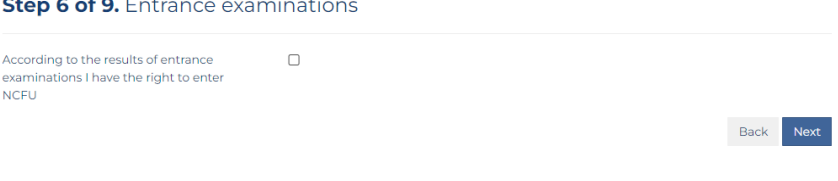
<p><b>Choose specialty</b></p> <p><b>For example,</b></p> <p><b>Construction</b></p> <p>from the list</p>	<p>Specialty</p> 
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<p><b>Profile</b></p> <p>Choose</p> <p><b>No profile</b></p>	<p>Profile</p> 
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**Step 5. Go to the next page**

<p><b>Skip this step</b></p>	<p><b>Step 5 of 9.</b> Go to next page</p> 
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**Step 6. Entrance Examinations**

<p><b>Skip this step, if you are applying for Foundation Course</b></p>	<p><b>Step 6 of 9.</b> Entrance examinations</p> 
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<p><b>Put a tick</b></p>	<p>According to the results of entrance examinations I have the right to enter NCFU <input checked="" type="checkbox"/></p>
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<p><b>Choose</b></p> <p>English language</p>	<p>Language of entrance examinations *</p> <p>Subjects in which entrance examinations must be taken</p> <p>+ Add subject</p> <p>English Русский English</p>
<p><b>Do not fill it out</b></p> <p>Subjects in which entrance examinations must be taken</p>	<p>Subjects in which entrance examinations must be taken</p> <p>+ Add subject</p>
<p><b>Step 7. Go to the next page</b></p>	
<p><b>Skip this step</b></p>	<p>Step 7 of 9. Go to next page</p> <p>Back Next</p>
<p><b>Step 8. Additional information</b></p>	
<p><b>A hostel is required</b></p> <p>Put a tick</p>	<p>Dormitory required <input checked="" type="checkbox"/></p>
<p><b>Email</b></p> <p>Enter your email address twice</p>	<p>E-mail *</p> <p>o.is.selcom@ncfu.ru</p> <p>Confirm e-mail *</p> <p>o.is.selcom@ncfu.ru</p> <p><b>Attention !!!</b></p> <p><b>Specify the email address that you use all the time. Letters from the admissions committee will be sent to this address.</b></p>
<p><b>Nationality</b></p> <p>This option is not obligatory</p>	<p>Nationality</p> <p>Foreign language for study *</p> <p>Home address</p> <p>Country *</p> <p>Abazian Abkhazian Adyghe Adzhar Afghani</p>
<p><b>The foreign language that you plan to study at the university</b></p> <p>Choose <b>Russian</b></p>	<p>Foreign language for study *</p> <p>Home address</p> <p>Country *</p> <p>english german french russian</p>
<p><b>Home address</b></p>	

<p>Enter <b>Country</b> of permanent residence</p> <p>Enter <b>City</b> of permanent residence</p>	<p>Home address</p> <p>Country * <input type="text" value=""/></p> <p><small>This field is obligatory</small></p> <p>Republic/Region/Territory <input type="text" value=""/></p> <p>Area/District <input type="text" value=""/></p> <p>City/town * <input type="text" value=""/></p> <p><small>This field is obligatory</small></p> <p>Street <input type="text" value=""/></p>
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**Current residence address**

<p><b>Put a tick,</b> if the current residence address is the same as the home address.</p> <p>Otherwise <b>Fill out</b> Country and City/town</p>	<p>Current residence address</p> <p>Same as home address <input type="checkbox"/></p> <p>Country * <input type="text" value=""/></p> <p><small>This field is obligatory</small></p> <p>Republic/Region/Territory <input type="text" value=""/></p> <p>Area/District <input type="text" value=""/></p> <p>City/town * <input type="text" value=""/></p> <p><small>This field is obligatory</small></p> <p>Street <input type="text" value=""/></p> <p>Building number/block <input type="text" value=""/></p> <p>Appartment number <input type="text" value=""/></p>
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<p><b>Phone number</b></p> <p>Enter your <u>Personal phone number</u> (with country code).</p> <p>Specify <u>the phone number of family members or other contact persons.</u></p>	<p>Phone numbers</p> <p>Phone number* <input type="text" value="+79876543210"/></p> <p>Notes <input type="text" value="my phone number "/></p> <p><small>For example: my phone number, my parents' phone number</small></p>
	<p><b>+ Add phone number</b></p>
	<p>Phone number* <input type="text" value="+70123456789"/></p> <p>Notes <input type="text" value="my friend's number "/></p> <p><small>For example: my phone number, my parents' phone number</small></p> <p style="text-align: right;"></p>

**Application submission**

<p><b>Put ticks</b></p> <p>Read the documents at the links</p>	<p><b>Submit application</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> I am aware of University Education License (incl. appendices)</li> <li><input checked="" type="checkbox"/> I am aware of Official State Accreditation Certificate (incl. appendices)</li> <li><input checked="" type="checkbox"/> I am aware of all the special rights and preferences offered to the respective applicants seeking admission to the Bachelor's and Specialist's Degree programmes</li> <li><input checked="" type="checkbox"/> I am aware of all the respective deadlines for providing the original document of education</li> <li><input checked="" type="checkbox"/> I am aware of NCFU admission terms and conditions including the rules for appealing concerning the NCFU entrance examinations outcomes</li> <li><input checked="" type="checkbox"/> I confirm that at the 4th Step of applying, I have arranged the areas of study/specialty for admission to Bachelor's/ Specialist's and Master's programs in order of their priority</li> <li><input checked="" type="checkbox"/> I herewith express my consent to have my personal data processed</li> <li><input checked="" type="checkbox"/> I herewith confirm that the data offered in the application for admission is true and accurate, and the submitted documents are respective originals</li> <li><input checked="" type="checkbox"/> I ask for recognition of foreign education and (or) qualifications in NCFU</li> </ul>
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<p><b>Upload</b></p> <p>a copy of your Personal Signature</p> <p><u>Method 1.</u></p> <p>Take a photo from the camera of the device on which the application is being filled out.</p> <p><u>Method 2.</u></p> <p>Upload a photo from your device.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Date: 04.04.2024</p> <div style="border: 1px dashed #ccc; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> <span>Signature </span> <div style="display: flex; gap: 5px;"> </div> </div> <p>Valid file extensions: <b>pdf, jpg, jpeg</b></p> <p>You can upload <b>1</b> pdf file, or not more than <b>1</b> file of other format.</p> <p>Maximum file size: <b>20 Mb</b></p> <p><b>Files will be uploaded on the server after you push "Next" button</b></p> <p>You must upload at least one file</p> <p><b>Signature requirements:</b></p> <ul style="list-style-type: none"> <li>- scan copies or high quality photographs;</li> <li>- The signature should be photographed clearly, without blur and easy to read.</li> </ul> <div style="text-align: center; margin-top: 20px;"> </div> <p>For example:</p> </div>
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<p><b>Click</b></p> <p><b>Submit an application</b></p>	<div style="text-align: center; margin-bottom: 20px;"> <div style="background-color: #4a7ebb; color: white; padding: 10px 20px; border-radius: 5px; display: inline-block;">Submit application</div> </div> <p><b>Sending an application in 30-40 seconds.</b></p>
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<p><b>Attention !!!</b></p>	<p><b>During the submission of the application:</b></p> <ul style="list-style-type: none"> <li><b>- do not close the browser,</b></li> <li><b>- do not close the tab,</b></li> <li><b>- do not break the internet connection.</b></li> </ul>
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**Application accepted**

<p>Receive an email with information about the receipt of the application by the admissions committee,</p>	<p>After submitting the application, you will see the number.</p>
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followed by a second letter of acceptance

or

rejection with an explanation of the reason.

If the application is not accepted, correct the errors and submit the application again.

For example:

Заявка 2020-001970

**What should you do next?**

Pass entrance tests

- The specialist of the admissions committee will agree with you on the date of passing the entrance tests (by e-mail, by phone);
- get instructions for passing the entrance tests.