

ATTENTION
of students applying for transfer to Sechenov University
from another educational organization for further education from 01.10.2024

Attention! Transfer is carried out only to educational contacts at bachelor's and specialist programs

When scanning documents, please ensure the possibility of machine-readable recognition of details.

STEP 1 **Transfer application period is from 29.07.2024 till 25.08.2024,**
to submit your application, please:

GO TO <https://abiturient.sechenov.ru>

READ the Transfer Rules and Regulations, the list of educational programmes, the list of disciplines in educational programmes for which certification is carried out, the schedule of attestation tests, information about the number of places for transfer, the procedure of attestation tests.

COMPLETE the Transfer application form, scan and attach it to the Personal Account.

SUBMIT

- A certificate of the period of study in the original institution, including the full name of the original institution, the registration number and date, the name of the disciplines (modules), sections, internships and other structural elements of the educational programme studied, their workload in academic hours/credits and in weeks/days for internships; the grade obtained during the intermediate certification with the attachment of the scale of conversion to the five-point system (if necessary) (the date of issue of the certificate must be no later than one month before the date of application);

- Passport (photo page and residence page with a note on current registration), for foreign citizens - a page with a note on the last valid visa of the Russian Federation (mandatory submission)

- SNILS (if available).

If the attached documents are not in Russian, it is mandatory to attach scanned electronic copies of notarised translations into Russian of the relevant documents.

SAVE the documents in .pdf format, attach the files (scanned documents) to the online application.

STEP 2 **GET a resolution of the Attestation Commission** based on its review of the documents:

on enrolment to vacant transfer places (see step 6)/ on admission to attestation (see step 3);

OR

on rejection of enrolment in the relevant educational program (in respect of persons who have submitted an incomplete set of documents and (or) have not met the requirements established by the Rules).

The resolution is sent via the feedback form in the Personal Account

For the applicants admitted to attestation (computer testing with the use of remote technologies in the synchronous proctoring mode):

STEP 3 REGISTER using the software tools provided by the proctoring system for the time slot available for attestation using distance technologies not earlier than 24 hours and not later than 2 hours prior to the test using the login and password sent to the e-mail and (or) placed through the Personal Account.

STEP 4 COMPLETE AN ATTESTATION TEST.

The results of the attestation are announced on the official website of the University on the next business day after the attestation.
No appeal and review of works are allowed

STEP 5 READ the competition list indicating the decision:
- **on enrolment in the relevant educational programme;**
- **rejection of enrolment in the relevant educational programme.**

For the applicants enrolled to vacant transfer places:

STEP 6 RECEIVE the documents required for the transfer: transfer certificate, compliance form (on request). Scan copies of the documents are uploaded to the Personal Account of the applicant via the feedback form.

FINAL STEP

SUBMIT by 25.09.2024

To the Attestation Board a copy of the administrative act on discharge in relation to transfer and (or) an extract from it, the original document on previous education or a copy certified in accordance with the established procedure, as well as a certificate of education according to the sample independently established by the original institution.

RECEIVE THE CONTRACT, MAKE PAYMENT BY THE CONTRACT NUMBER, PROVIDE SCANNED COPIES OF THE PAYMENT CONFIRMATION DOCUMENTS.

HAVE A SUCCESSFUL UNIVERSITY JOURNEY!