**Procedure of Submission of Application for Inclusive Study**

For your preliminary signing up for inclusive studies at Astrakhan State University, you must provide three documents:

* Your application to Rector of ASU;
* Your form of preliminary signing up for studies;
* A list of your syllabus disciplines enclosed to your application to Rector.

Samples of these documents may be downloaded from the web site of our University, section “International Activities / [Templates & Forms of Documents](http://asu.edu.ru/mejdunarodnaya-deyatelinost/828-shablony-i-formy-dokumentov.html)”.

**Application to Rector**

Your application to Rector of ASU is a document that initiates the procedure of your studies at our University (provided our Rector approves it). It must indicate the necessary information about you: the full name of the university where you are studying and the country where it is located. Your course of studies must be indicated considering with the three-level system of higher education in Europe, e.g. the second year of your bachelor course (Bachelor 2 / Licence 2) or the first year of your master course (Master 1). If you are not sure how to write the Russian name of your specialty (specialization) in Rn, please also provide its original name, e.g. “прикладные иностранные языки / langues étrangères appliquées” or “спортивная работа / activités physiques et sportives”. A list of your syllabus disciplines for their period of your mobility is an essential appendix to your application.

**Form of Preliminary Signing Up for Studies**

Please complete the form of preliminary signing up for studies on the web portal of our University, save and print it, have it signed by the official responsible for academic mobility at your University, and send it by mail to Astrakhan State University.

**List of Your Syllabus Disciplines Enclosed to Your Application to Rector**

A list of syllabus disciplines is an extract or a full list of your University syllabus for the period of your mobility. As you expect to find its equivalent at ASU, please consult with the supervisor of your educational program at your University to determine the list of such disciplines. That list shall be a base to compose your individual plan of studies at ASU.

**Submission of Your Documents to ASU**

Your application to Rector of ASU with a list of your syllabus disciplines enclosed and your completed form of preliminary signing up for studies must be sent to ASU by mail. Your application may be processed only upon our receipt of your paper documents. Once we have received your application, we shall provide you with additional information that is necessary to prepare your studies at ASU.

**Address to Submit Your Documents**

Astrakhan State University, Unit of International Relations,

20a Tatischev Str., Room #114, Astrakhan 414056 Russia.

**Submission Deadline**

June 01 – to study during the 1st term or the entire academic year;

October 01 – to study during the 2nd term.