

# GUIDE FOR THE APPLICANT'S PERSONAL ACCOUNT

For admission to university you will need:

- passport and its notarized translation
- a document confirming previous education – a high school diploma/certificate or bachelor's diploma or master's diploma.

**NOTE!** Documents must be notarized into Russian and have legalization and apostille.

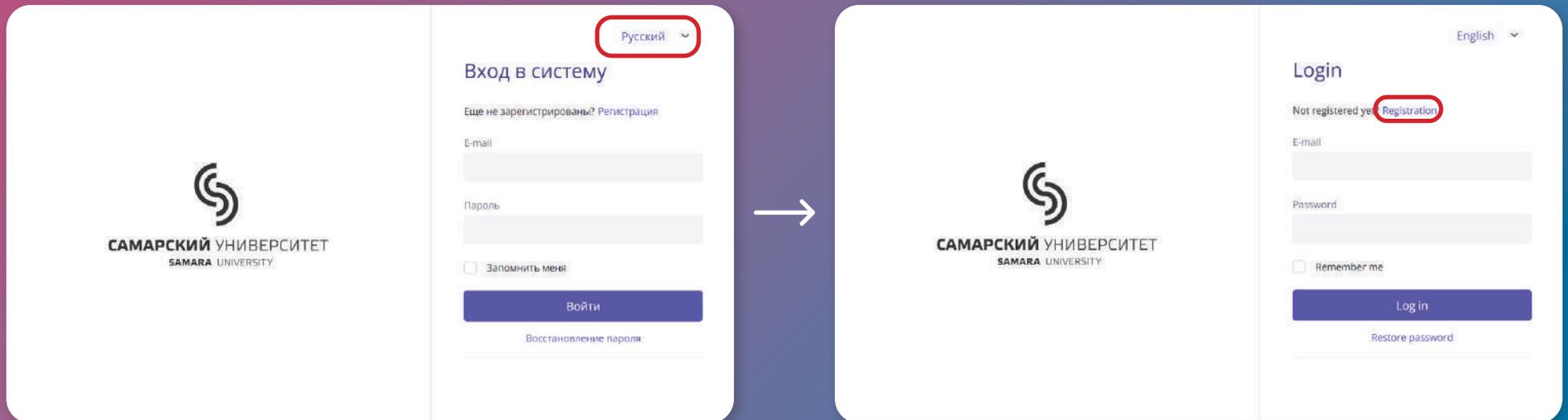


# 1. REGISTRATION FORM

To start registration, please go to the website: [www.priemsamara.ru](http://www.priemsamara.ru) and select **“Submit documents”**.



You will see a registration form. First, change the interface language using the drop-down list in the upper right corner to **“English”**



Click the **“Registration”** button.

English ▾

## Registration

Email \*

Last name \*

First name \*

Middle name

Пол \* **Gender!**

Мужской  Женский  
**Male Female**

Password \*

Repeat the password \*

I consent to the processing of my personal data

**Register**

Я даю согласие на обработку своих персональных данных в соответствии с ФЗ-152 "О персональных данных" и Положением об обработке и защите персональных данных в Самарском университете им. Королева

In registration form you need to fill in your email, last name, first name, middle name, gender (**on the left – male, “Мужской”, on the right – female, “Женский”**).

Please note that you need to create a complex password – 8 or more characters, including numbers and capital letters.

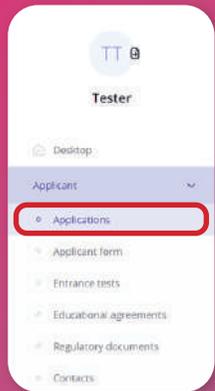
Then check the box **“I consent to the processing of my personal data”**.

After you have entered the required data, a confirming email will be sent to you. The email will contain a link, please follow it. After confirming your email, you will be able to log into your personal account using your username and password.



Congratulations! You have successfully registered your applicant's account.

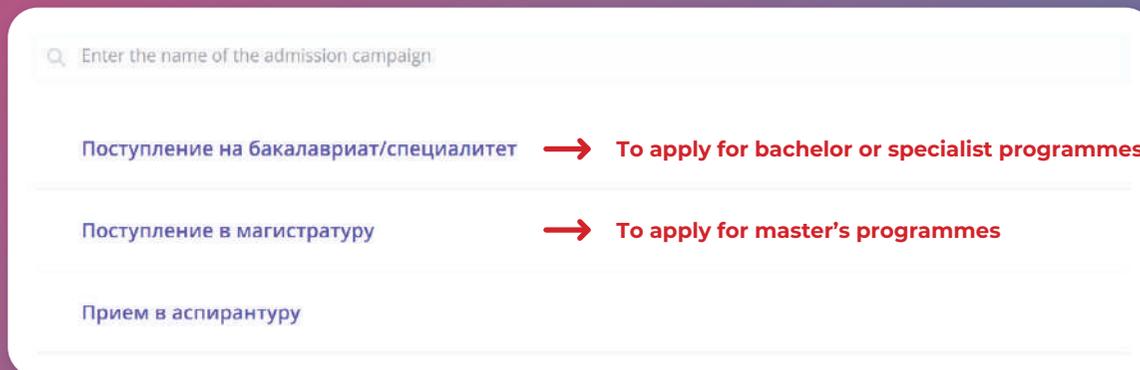
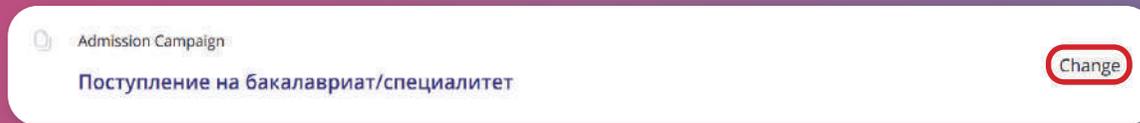
# 2. APPLICATION



When you first log in, you will need to select the **“Applicant”** role and confirm your application for admission.

The desktop of your personal account is in front of you. For further actions, open the menu in the upper left corner of the page and select **“Applications”**.

If you already have a higher education, then you can enroll in bachelor’s or specialist or master’s programmes. Select the level of education you are interested in.



Submit a new online application

There are 4 steps ahead:

- main information
- selection of contests
- applicant`s form
- uploading documents

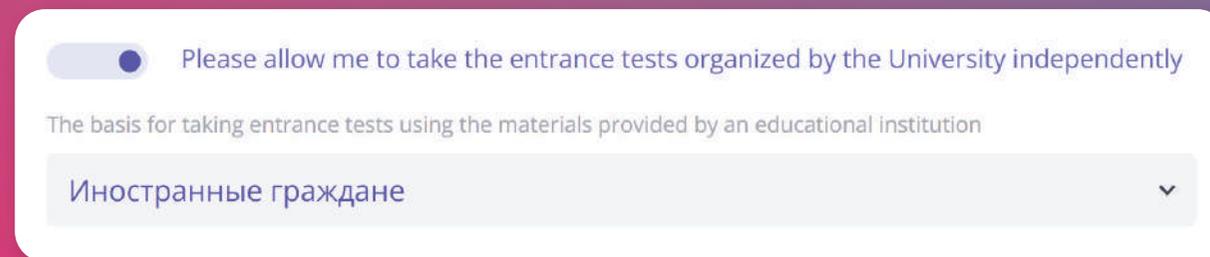
# STEP 1. MAIN INFORMATION

1. Select the level of education according to your education document:

- if you have finished school – Secondary general education (grades 11, school);
- if you have graduated from technical school or college – Secondary vocational education (college);
- if you already have a higher education, then choose the level of education according to your education diploma.

2. Scroll down the page and move the slider

**“Please allow me to take the entrance tests organized by the University independantly”**  
and in the drop-down list choose **“Иностранные граждане” (“International citizens”)**.



Please allow me to take the entrance tests organized by the University independently

The basis for taking entrance tests using the materials provided by an educational institution

Иностранные граждане

If you don't know which subjects you will take the entrance exams in, skip the list of subjects that opens and click **“Next”** button.

In the new window select which application you want to submit:  
for **a budget/funded/scholarship (“бюджет”)** or for **a contract (“контракт”)**.

**NOTE!** *Funded – is when the studies are free for you because a government or an organization pays for you. Contract – is when you pay for education each semester.*

• На какую основу обучения вы хотите подать заявление? ⊗

**budget / funded (scholarship)**

На места в рамках контрольных цифр (бюджет):  
общий конкурс / особая квота / отдельная квота / целевой приём

**contract**

На места по договорам об оказании платных образовательных услуг (контракт)

Отмена

Next page

Click the **“Next”** button again.

# STEP 2. SELECTION OF CONTESTS

1. In this step, you need to select the areas of training that you would like to enroll in. If you are not yet familiar with all areas, then you can see the information on our website <https://priemsamara.ru>.

If you want to study in a Russian-language programme, select the desired programme from the list, the name of which **is NOT duplicated in English**. If you want to choose an English-language programme, choose the one **whose name is duplicated in English and signed “for foreign citizens” in brackets**.

Please note that you can choose from 1 to 5 areas of training.

To choose the area of training, open the information card, read the list of entrance exams and select the type of training: **budget/scholarship (“бюджет”)** or **contract (“по договору”)**.

**NOTE!** Entrance exams are usually held as an interview. The list of topics to talk about is provided to each of the educational programmes.

24.03.05 Двигатели летательных аппаратов (Construction and design of gas turbine engines and power plants (для иностранных граждан)) Очная

Институт двигателей и энергетических установок

Очная  По договору **contract**

Number of places: 25

Block 1: Математика (required points - 39)  
Математика в технических науках (required points - 39)

Block 2: Физика (required points - 39)  
Основы инженерных расчетов (required points - 39)

It is enough to pass one of the disciplines indicated in the block

15.03.01 Машиностроение Очная **full-time programmes**

15.03.01 Машиностроение Заочная **distance programmes**

15.03.01 Машиностроение Очно-заочная **part-time programmes**

2. In the bottom of the page arrange the selected areas of training according to your preferences.

**NOTE!** *The highest priority area should be the first and then in the descending order.*

### Сверхплановое место

Priority

Programme (specialty) or contest

1 ▾

13.03.03 Энергетическое машиностроение (Energy and intelligent control systems) (для иностранных граждан) / очная форма, СОО или ПО, ИДЭУ / договор

Priority

Programme (specialty) or contest

2 ▾

24.03.05 Двигатели летательных аппаратов (Construction and design of gas turbine engines and power plants (для иностранных граждан)) / очная форма, СОО или ПО, ИДЭУ / договор

Click the **“Next”** button.

Next page 

# STEP 3. APPLICANT'S FORM

**1.** Check that the basic data is filled out correctly: last name, first name and middle name. Next, enter **a mobile phone number** for admissions officers to contact you if necessary. You can also leave additional phone numbers for contact.

**2.** Select the type of identity card - **“Passport of a citizen of a foreign state” (“Паспорт гражданина иностранного государства”)** and fill in its data: passport number, who and when issued the passport. Fill out the fields carefully and accurately according to the data from your passport.

Skip the field “I have taken or will take the Unified State Exam using another identity card”.

**3.** Indicate your **date of birth and place of birth** according to your passport, as well as your residential address.

In the SNILS field, indicate **“I don't have SNILS”**.



SNILS (Individual insurance account number)

I don't have SNILS

**4.** Fill in the information about the education received according to the certificate/diploma: country of issue, locality, educational organization, **series and number, date of issue** of the document and year of graduation.

Skip the list of individual achievements.

**5.** If you need a dormitory room, check **“I need dormitory”**.



Dormitory

I need dormitory

6. Skip the block “Next of kin”.

7. Choose the language classes that you want to attend at university (English, German or French).

**Additional information**

Main foreign language

Английский

8. And click the “Next” button.



# STEP 4. UPLOADING DOCUMENTS

To continue registration, you need to upload scanned copies of your documents in readable form (files in PDF, JPG, PNG, DOCX, RTF, RAR, ZIP formats up to 5 MB are supported):

1. Identity card or passport, notarized translation of the ID card or passport;
2. Document on education, notarized translation of document on education;
3. Additional documents if necessary.

### Uploading scanned copies of documents

#### Educational certificate \*

The second and third pages of the passport

Выбрать файлы    Файл не выбран

Поддерживаются файлы в формате PDF, JPG, PNG, RTF, RAR, ZIP до 20 Мб.

#### Passport pages with permanent registration

Выбрать файлы    Файл не выбран

Поддерживаются файлы в формате PDF, JPG, PNG, RTF, RAR, ZIP до 20 Мб.

#### Educational certificate \*

The main page of the educational certificate

Выбрать файлы    Файл не выбран

Поддерживаются файлы в формате PDF, JPG, PNG, RTF, RAR, ZIP до 20 Мб.

#### Attachment to the educational certificate

Выбрать файлы    Файл не выбран

Поддерживаются файлы в формате PDF, JPG, PNG, RTF, RAR, ZIP до 20 Мб.

#### Other documents

Выбрать файлы    Файл не выбран

Поддерживаются файлы в формате PDF, JPG, PNG, RTF, RAR, ZIP до 20 Мб.

# SIGNING THE APPLICATION

The final step of application is printing and filling out the application form and consent to the processing and distribution of personal data. Click **“Print Application”**.

Check your details in the application form. Put your signature in 7 spaces and upload a scanned copy.

Go to <https://ssau.ru/priem/bachelor/regul/opd> and download the necessary files.

If you are 18 and more years old, then choose 2 files marked **“1”** and **“2”** on the figure. If you are under 18 years old, please download 3 files in the bottom of the figure.

[🏠](#) / [Абитуриенту](#) / [Бакалавриат и специалитет](#) / [Приём 2024](#) / [Согласие на обработку персонал...](#)

## Согласие на обработку персональных данных

Для того, чтобы Самарский университет имени академика С.П. Королева мог законно хранить, обрабатывать и размещать в конкурсных списках ваши данные, необходимо подписать соответствующие согласия.

Если вы на сегодняшний день являетесь **совершеннолетним** абитуриентом, то заполните [согласие на обработку персональных данных \(1\)](#) абитуриента и [согласие абитуриента на обработку персональных данных, разрешенных для распространения \(2\)](#)

Если вы являетесь **несовершеннолетним** абитуриентом, то необходимо заполнить три документа:

- [согласие на обработку персональных данных абитуриента](#)
- [согласие абитуриента на обработку персональных данных, разрешенных для распространения](#)
- [заявление законного представителя на предоставление несовершеннолетним согласия на обработку персональных данных и согласия на обработку персональных данных, разрешенных для распространения](#)

Read the consent to the processing and distribution of personal data, print it. You may fill it in in English. Don` t forget to put your signature. Upload a scanned copy.

Click **“Send documents to the admissions committee”**.

Send documents to the admissions committee

Congratulations, your application has been submitted and you need to wait until the admissions staff processes it. The status of your online application can be tracked in your personal account. It takes 3-4 work days to process the application.

Online application No. 1368

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The application has been sent to the admissions committee



# CONTACTS

If you have any questions,  
please feel free to contact us:

## MOBILITY AND RECRUITING DEPARTMENT

N: 8 846 267 47 77

M: [admission@ssau.ru](mailto:admission@ssau.ru)

Samara University Admission



We wish you good luck!