**Appendix 1**

**DOCUMENTS REQUIRED FOR THE CONCLUSION OF THE CONTRACT**

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| **For ADULT applicants (over 18 years)** | **FOR YOUNG ADULTS FROM 14 TO 18 YEARS** |
| **if tuition fees and the conclusion of the contract are carried out independently by the applicant** | |
| 1. Passport of applicant 2. Notarized translation of the passport of applicant | 1. Passport of applicant;  2. Notarized translation of the passport of applicant  3. Notarized CONSENT of the legal representative (parent, guardian, adoptive parent) to conclude a contract with an applicant;  4. Legal representative's passport;  5. Notarized translation of the legal representative’s passport;  6. A document (original or notarized copy) confirming the status of the legal representative of a minor applicant (in particular, a birth certificate). |
| **If the Legal Representative (parent, guardian, adoptive parent) acts as the Customer** | |
| Not applicable | 1. Passport of applicant;  2. Notarized translation of the passport of applicant  3. Passport of legal representative;  4. Notarized translation of the legal representative’s passport;  5. A document (original or notarized copy) confirming the status of the legal representative of a minor applicant, in particular, a birth certificate. |
| **If the legal representative (parent, trustee, adoptive parent) acting as the Customer has delegated the right to conclude an education agreement on his own behalf to another (trusted) person** | |
| Not applicable | 1. Passport of applicant;  2. Notarized translation of the passport of applicant  3. Copy of passport of the legal representative of the minor applicant;  4. Notarized translation of the legal representative’s passport;  5. A document (original or notarized copy) confirming the status of the legal representative of a minor applicant (in particular, a birth certificate);  6. Passport of the representative by power of attorney;  7. Notarized translation of the passport of the representative by power of attorney;  8. A notarized power of attorney , which gives the right to a trusted person to conclude an education Contract on behalf of a legal representative\*;  9. Notarized (or certified by the consulate of the Russian Federation) CONSENT of the legal representative for the conclusion of an education contract by minors. |
| **If the Customer under the Contract is another individual** | |
| 1. Passport of applicant;  2. Notarized translation of the passport of applicant;  3. Passport of the Customer;  4. Notarized translation of the passport of the Customer | 1. Passport of applicant;  Notarized translation of the passport of applicant  2. Passport of the legal representative of the applicant;  3. Copy of passport of the legal representative of the minor applicant;  4. Notarized translation of the legal representative’s passport;  5. A document (original or notarized copy) confirming the status of the legal representative of a minor applicant (in particular, a birth certificate);  6. Notarized CONSENT of the legal representative to conclude an education contract with minors;  7. Passport of the Customer;  8. Notarized translation of the passport of the Customer |
| **If the Customer under the contract is a legal entity** | |
| 1. Passport of applicant;  2. Notarized translation of the passport of applicant;  3. Letter of guarantee from a legal entity. | 1. Passport of applicant;  2. Notarized translation of the passport of applicant;  3. Copy of passport of the legal representative of the applicant;  4. Notarized translation of the legal representative’s passport;  5. A document (original or notarized copy) confirming the status of the legal representative of a minor applicant (in particular, a birth certificate);  6. Notarized (or certified by the consulate of the Russian Federation) CONSENT of the legal representative to conclude an education contract for minors;  7. Letter of guarantee from a legal entity. |

**NB!!!**

Powers of attorney and consents must include the actions for **the conclusion of the Contract on education** and **the payment of tuition fees**.

Powers of attorney and consents made in a foreign language shall be submitted **with a translation into Russian** certified by a notary or Consulate of the Russian Federation.

**Attention!**

Conclusion of the Contract on education is carried out in the Preparatory Department (Piskarevskiy pr., 47, building 32, 4th floor) from 10.00 to 16.30 (break - 13:00 to 14:00). Saturday and Sunday – days off.

**Information by phone:** 8 (812) 543-00-82, 8 (812) 543-96-95