**SPbU, Exchange Applications are opened**

We are pleased to announce the start of the application period for the  
Spring semester of the 2025–2026 academic year. To ensure a smooth  
application process for your students, we kindly ask you to share the  
following information with them.  
   
For this semester, applications will be submitted via the attached Excel  
form, to be completed by the students and sent together with all required  
documents to the following email address:  [exchangeapplication@spbu.ru](mailto:exchangeapplication@spbu.ru) .  
The nominations may be submitted either as official university documents  
attached to the student’s application or sent directly by the university  
coordinator to my email as a confirmation of the nominated students. There  
is no need to resend the nominations if they have already been provided by  
email.  
   
Instructions on filling in the Excel form  
Several fields must be populated using the built-in drop-down lists. These  
fields do not accept additional entries. Students are kindly asked to  
complete the attached Excel form as provided, selecting only from the  
available options and providing all information in accordance with the  
instructions contained in the form.  
   
Consent to Personal Data Processing, Transmission and Storage  
According to the laws of the Russian Federation, students are required to  
complete, sign, and submit the consent form for the processing, transfer,  
and storage of personal data attached to this message. The consent must  
bear the student’s original handwritten (wet) signature. A scanned copy of  
the signed consent should be included with the application. There are two  
templates attached to this message: one in Russian, and one in English,  
students should choose the version which is more convenient to them.  
   
Required documents for the application:  
\*  Filled in Excel form attached to this letter.  
\*  Signed and scanned consent to personal data processing, transmission  
and storage (chosen from one of the templates from this message: in  
Russian or in English).  
\*  Nomination letter from the home university (may be provided directly to  
my email by university coordinator).  
\*  Motivation letter (approx. 1 page in English or Russian).  
\*  Study Plan or Learning Agreement (unsigned plan at this stage is  
acceptable, the example for the study plan is attached to this message).  
\*  Copy of passport (readable; valid for at least 1.5 years after the  
exchange starting date).  
\*  Language proficiency confirmation (in the language of desired  
course instruction; minimum B2 for Russian- or English-taught courses; not  
required for native speakers or those applying for the full-time Russian  
language course).  
\*  Copies of previous Russian visas (if available).  
   
Detailed information about non-degree exchange opportunities is available  
on our website:  <https://ifea.spbu.ru/en/non-degree.html>