

RUSSIAN LANGUAGE UNDERGRADUATE STUDIES LTD

RLUS is a non-profit-making company limited by guarantee. Company No. 2867380 Registered Charity No. 1028482

Patron: Sir Rodric Braithwaite G.C.M.G.

Web site: www.rlus.co.uk

Booking Form Notes

As the Booking Form is an important document, RLUS advises you to print out a copy of the form to keep for your records.

INTRODUCTION

Please download the booking form from the website, type your answers and save it as a Word file. Depending on the system your university uses, you may either send the form as an e-mail attachment to roy.bivon@rlus.co.uk or pass it on to your liaison officer to send on to RLUS. Please check with your university, what they want you to do. **Handwritten forms will not be accepted.**

Please make sure that you send in your application by 13th January 2012 for courses starting in the autumn and by 6th May 2012 for spring term courses. Applications received after these dates will be subject to a surcharge of at least £25 and processed, if there are places available

RLUS will confirm with your university that they approve of your course choice. You should send a deposit of £50 for each course you apply for (see section 7 below). Applications cannot be processed without a deposit or a valid passport copy. Please note that the final date for cancelling a course is two months before the start of the course. After that date, you will be obliged to pay the full cost of the course, whether you attend it or not. For this reason you are advised to have arranged insurance two months before the course starts.

By submitting the form, you agree to the conditions in the following documents: *Terms and Conditions Relating to RLUS Student Placement Scheme* and *Statement of Information*. There are links on the website.

WHAT HAPPENS NEXT

- 1) On receipt of your booking form, deposit and passport copy, you will be sent an e-mail with your personal and course details. Please check this carefully and let Dr Bivon know immediately of any errors. RLUS cannot be held responsible, if you fail to correct any errors.
- 2) Your passport copy will be sent to Russia about six months before the start of the course. If RLUS does not receive your passport copy in time, you will be surcharged.
- 3) Invoices will normally be sent to your University Liaison Officer. Invoices for courses starting in September/October will be sent in early May for payment at the beginning of July; invoices for spring term courses will be sent in October/November for payment by mid December.

Your Liaison Officer will send the relevant invoices on to you for payment. Please check what you are expected to pay and ensure that payment is made by the due date. Students, who have not paid the invoice, will not be able to attend the course. If you have booked a group air ticket and have not paid by the due date, your ticket is liable to be cancelled and your deposit will be lost. If you have not received your invoice by mid May (autumn term courses) and mid November (for spring term courses), please contact Dr Bivon: roy.bivon@rlus.co.uk.

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- 4) You can expect to receive your visa invitation 3-8 weeks before departure. You will not be able to get a visa without this document. Please read the *Visa* document on the website for further details. Your visa invitation will only be sent to you if you have paid the relevant invoices and have sent RLUS proof of insurance. For more information on insurance, please read the *Insurance* document on the website.

NOTES

(The numbers refer to the section on the booking form)

SECTION 1 PERSONAL DETAILS

The address you give will be used to send you your visa invitation. If you do not know where you want the invitation sent, please leave the address blank. Please make sure that Dr Bivon is informed of any change of address. If possible, please provide RLUS with a UK address. If you want your visa invitation sent to an address outside the UK, it will be sent by UPS, as the most secure postal service available via the Royal Mail has proved unreliable. The current charge for this is £45 and the invitation will only be sent, if payment has been made.

If you have booked an air ticket, please make sure that the name you give is the same as on your passport. Otherwise you may not be allowed on the plane. Airlines can be very strict. If you note that the name on your ticket is incorrect, please inform Dr Bivon. You will have to pay to have it changed.

Please provide RLUS with your university e-mail. If you wish, you may also provide us with a private e-mail. RLUS will use your e-mail address(es) as the main means of communication. Please make sure that you check your e-mails regularly. Please also make sure that you provide us with at least one phone number (landline or mobile). This is essential if we need to contact you urgently.

SECTION 2 PASSPORT DETAILS

Please send a clear photocopy or scan of the information page of your passport. In UK passports this is the page at the end of the passport. All printing and numbers must be clear and your picture should also be clearly visible. Please include the page opposite the information page in your scan or photocopy.

In some non-UK passports the number on the information page does not photocopy or scan easily. If that is the case, please include a photocopy or scan of a page elsewhere in the passport that contains the number.

RLUS will pass your details and passport copy onto the Russian University or Institute where you are studying and to the RLUS representatives in Russia.

If you do not submit a passport copy with your booking form before the start of the course, you may be surcharged. The amount will depend on when you send RLUS your passport copy, as a serious delay may result in extra charges levied by our partner institutions in Russia and extra postal charges. These will be passed on to you for payment.

To obtain a visa, your passport must be valid for at least 6 months after the end of your course. We are also informed that for all courses, except PBEN3, it may not be possible to obtain a visa invitation, if your passport expires less than 21 months after the end of the course. Even if it is possible and you get a visa, you may have problems in Russia. You may not be able to extend your visa while in Russia. This is often

necessary, as visas are issued for 90 days only and, if necessary, are extended while in Russia. If you ignore this advice, RLUS cannot be held responsible if you are not able to complete your course or incur extra expense.

If it expires earlier, please do not send your passport photocopy, but apply for a new passport immediately and let Dr Bivon have the scan or photocopy of the new passport as soon as possible. As stated above, delay may result in a surcharge.

Plan your time before you go to Russia carefully. You are advised to apply for your visa at least three weeks before departure and will have to send your **original** passport (not a photocopy). You can obtain a visa in 24 hours, but it will cost you more and you will have to go in person to the visa agency.

SECTION 3 COURSE PROGRAMME DETAILS

Use the drop down boxes to fill in this section.

Please choose your course carefully. The RLUS Executive Committee have decided that no changes will normally be possible. If you wish to cancel your course, you will lose your £50 deposit. No cancellation is possible less than 2 months before the start of the course. After that date, you will be obliged to pay for the full cost of the course, whether you attend or not. You are advised to make sure that you have taken out insurance before that date, in case you need to make a claim for a cancelled course.

You may use e-mail to request changes or cancellations, but e-mails do sometimes go astray. You should assume that the changes have **not** been made until you have had confirmation by e-mail or in writing.

SECTION 4 TRAVEL

Before you decide to opt for group travel or to make your own arrangements, please read the *Travel* document on the website.

If you opt for group travel, you will be met at the airport in Russia by a RLUS representative and, if you have requested accommodation, taken to your accommodation free of charge.

Please note that your visa will not normally allow you to arrive even one day before the group and you should not plan to leave after the group, as visas cannot normally be extended after the course has ended.

SECTION 5 ACCOMMODATION

RLUS itself does not arrange accommodation. However, all of RLUS's partner institutions in Russia will provide you with accommodation, if you request it. For security reasons they strongly advise you to live in accommodation that they provide. Please note that standards of accommodation in Russia are lower than in UK. Please make allowances.

If you require accommodation, please fill in the appropriate form. It will be passed on to the institution arranging your course. The *Accommodation* document on the website gives you the current costs and type of accommodation available in each centre. It is likely that the costs will be higher by the time you go to Russia. The document will be updated at regular intervals and you can expect final costs to be on the web for autumn term courses in June and for spring term ones in November. Please note that if

you cancel your accommodation less than a month before departure, you will be liable to pay a cancellation charge.

Please note that RLUS will **not** invoice you or your university for accommodation. You should expect to pay for accommodation directly to your host university/institute or family. You should make sure that you have access to sufficient funds to do this. If you have a UK debit or credit card, you should be able to use it in Russia to withdraw funds. Please bear in mind that most banks will charge a commission for using your debit card abroad. If you use a credit card, you will have to pay interest charges for cash advances. Please check with your card issuer for details.

You may choose to arrange your own accommodation. However, if you decide to do this, RLUS will not be liable to provide transport to your accommodation and the RLUS student representative will not be available to deal with any problems that may arise from your choice of accommodation. RLUS will ask you to inform the RLUS student representative of your address in Russia. We will also ask you to inform your University Liaison Officer that you have arranged your own accommodation and keep them informed of your contact details.

SECTION 6 VISA INVITATIONS

To obtain a visa, you will need an invitation from the RLUS course provider. This will be sent to you 3-8 weeks before departure. Most students will obtain their visas in the UK and the *Visa* document on the website will give you full instructions on how to apply and the documents required.

In special circumstances you may wish to apply for your visa elsewhere. It is usually only possible if you are a citizen of the country or are studying there. You will need to inform RLUS of the precise consulate that you wish to use when you book your course. The Russian organisation where you will be studying has to inform the Russian ministry that issues the visa invitations where you plan to get your visa. This is assumed to be the UK, unless you have informed us to the contrary. If you subsequently decide to get your visa in another country, they may refuse to issue it (although experience shows that it is usually possible).

Please note that RLUS can only advise you on the documents which are required in the UK to obtain a visa. Consulates in different countries have different rules and it is your responsibility to check what those are. Be warned: this could involve you in considerable extra expense. Please note that once an invitation has been applied for, it will not be possible for confirmation to be sent to any consulate other than the one specified.

SECTION 7 ENCLOSURES

i) Deposits

Course deposit

You will need to pay a non-refundable deposit of £50 for EACH course you are applying for. If you are applying for two courses, please send £100. 32 and 36 week courses count as one course. You may pay by one of the following methods:

By **cheque or postal order** (available from any post office) payable to Russian Language Undergraduate Studies, sent to Dr Roy Bivon, Flint House, Lynn Road, Stoke Ferry, King's Lynn PE33 9SW.

By **internet banking**: the account details are: Cafbank Ltd, sort code 40-52-40, account number 00006049. If you wish to make a payment from a **bank account outside the UK**, please use the following account: HSBC Bank plc, 46 The Broadway, Ealing, London W5 5JR, sort code 40-02-26, account number 92395649, SWIFT: MIDLGB2106F IBAN: GB36MIDL40022692395649

ii) Air ticket deposit

If you have requested a group air ticket, you will need to pay a non-refundable deposit of £80 for EACH return ticket you have requested. If you want to book two return flights, please send a deposit of £160. You may pay by one of the following methods:

By **cheque or postal order** (available at any post office) payable to Study in Russia, sent to Dr Roy Bivon, Flint House, Lynn Road, Stoke Ferry, King's Lynn PE33 9SW.

By **internet banking**: the account details are: Norwich & Peterborough Building Society, sort code 08 60 81, account number 33195965. For bank transfers from outside the UK, please use the following account: Smile (Internet bank of the Cooperative Bank Ltd), sort code 089286, account number 78225066, account name: Dr R Bivon, IBAN GB54CPBK08928678225066, SWIFT CODE CPBKGB22.

Please make sure that your name is put as a reference with all payments by internet banking or bank transfer as, otherwise, we will have no way of knowing who has sent the money.

iii) Passport copy

Please provide a clear scan or photocopy of the information-bearing page of your passport. Please see section 2 for details.

iv) if you require accommodation: Please complete an accommodation form for the centre where you will be studying. The forms are on the RLUS website: www.rlus.co.uk.

Safety

RLUS is assured that all teaching and accommodation in halls of residence or hotels complies with local fire and safety laws. RLUS is also assured that all homestay accommodation is inspected by the host organisation. Few countries are as stringent as the UK in setting general standards for safety, hygiene and fire precautions and the local authorities in Russia may not have adequate resources to monitor and enforce standards. We suggest that you familiarise yourself with the lay-out of hall of residence or hotel and teaching buildings and the means of escape in the event of an emergency. In particular, it is common practice for fire exits in Russia to be kept locked with a key being available with a nominated official. This is to alleviate the serious security threat posed by emergency exits being left open. In homestay accommodation, please obey all safety instructions given to you by your host family.

COURSE LIST

The RLUS Executive Committee has decided that courses will only run if there is a minimum of five students applying for the course. If there are insufficient students applying for a course, you will be asked to choose an alternative course.

32/36 WEEK COURSES

course code	Location	Course organiser
MLL36	Moscow	Language Link
PBEN36	St Petersburg	Benedict School
TV32	Tver	State University <i>FOR GLASGOW STUDENTS ONLY</i>
Y32	Yaroslavl	State University <i>FOR OXFORD STUDENTS ONLY</i>

THREE WEEK COURSE SEPTEMBER 2012

For students at the end of a first year ab initio course

course code	Location	Course organiser
PBEN3	St Petersburg	Benedict School

AUTUMN TERM 2012

16 week courses

course code	Location	Course organiser
MLL16A	Moscow	Language Link
PBEN16A	St Petersburg	Benedict School
PST16A	St Petersburg	State University
PET16A	Petrozavodsk	State University
Y16A	Yaroslavl	State University

13 week courses

course code	Location	Course organiser
MLL13A	Moscow	Language Link
PBEN13A	St Petersburg	Benedict School
PST13A	St Petersburg	State University
PET13A	Petrozavodsk	State University
Y13A	Yaroslavl	State University

SPRING TERM 2013

18 week courses

course code	Location	Course organiser
MLL18S	Moscow	Language Link
PBEN18S	St Petersburg	Benedict School
PST18S	St Petersburg	State University
Y18S	Yaroslavl	State University

13 week courses

course code	Location	Course organiser
MLL13S	Moscow	Language Link
PBEN13S	St Petersburg	Benedict School
PST13S	St Petersburg	State University
Y13S	Yaroslavl	State University

COURSE DATES

The precise dates for the courses will be fixed once the group air tickets have been booked: in April (for autumn courses) and October (for spring courses). The dates for courses in 2011-12 are on the web. You can use these as a guide, but the dates are likely to vary by a day or so in 2012-13. **DO NOT BOOK YOUR OWN AIR TICKET UNTIL THE PRECISE DATES HAVE BEEN CONFIRMED.**

36 WEEK COURSES start in early September and finish in early June. The Oxford 32 week course in Yaroslavl will start in October. The Tver 32 week course for Glasgow students will start in early September and finish in the middle of April.

AUTUMN TERM 13 and 16 week courses start together at the beginning of September. 13 week courses finish at the beginning of December. 16 week courses finish immediately before Christmas.

SPRING TERM In the spring term 18 week courses start in the middle of February and finish at the end of June. 13 week courses will start at the same time as the 18 week courses and finish in mid May.

(Dr) Roy Bivon
Operations Consultant, RLUS Ltd