



Казанский
федеральный
университет

ДЕПАРТАМЕНТ
информатизации
и связи

User's guidelines

For the application procedure for prospective
students of the Preparatory School



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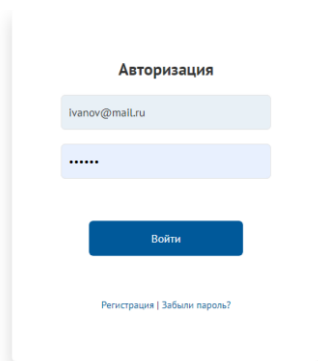
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Authorization

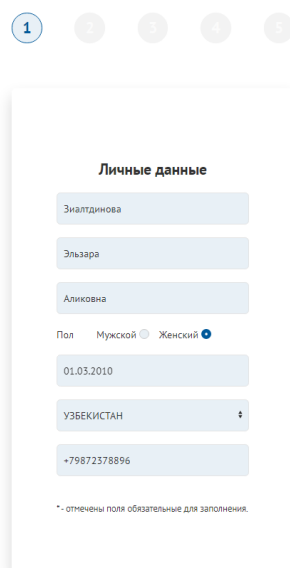
To log in for accessing the application form a prospective student of the Preparatory School should follow the link: https://shelly.kpfu.ru/e-ksu/portal_podfak_site.login

Then the applicant is to enter the corresponding username (e-mail address used for the registration) and password



The screenshot shows a login form with the title "Авторизация". It contains two input fields: the first is for the username, with "Ivanov@mail.ru" entered, and the second is for the password, with "*****" entered. Below the fields is a blue button labeled "Войти". At the bottom, there are links for "Регистрация" and "Забыли пароль?".

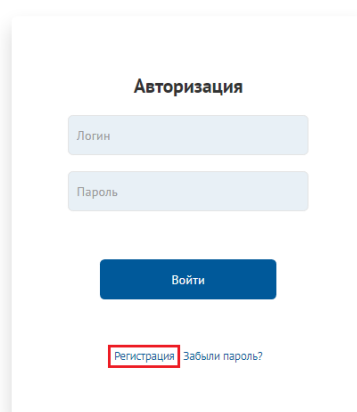
Upon entering correct username and password, the application form for prospective students of the Preparatory School will appear



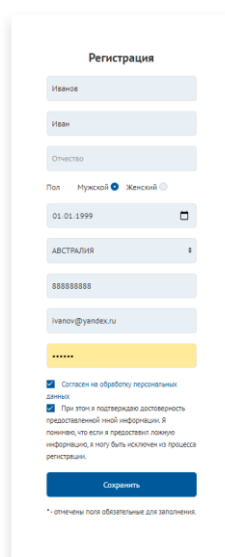
The screenshot shows a registration form with the title "Личные данные". It features a progress indicator at the top with five steps, the first of which is highlighted with a blue circle and the number "1". The form includes several input fields: "Зиялдинова", "Эльзара", and "Аликовна". There is a gender selection section with "Мужской" and "Женский" options, where "Женский" is selected. Other fields include a date of birth "01.03.2010", a country dropdown menu set to "УЗБЕКИСТАН", and a phone number "+79872378856". A note at the bottom states: "* - отмечены поля обязательные для заполнения."

Registration

If the user has not been previously registered, it is necessary to follow the link: https://shelly.kpfu.ru/e-ksu/portal_podfak_site.login and to choose the “Registration”/ «Регистрация» button

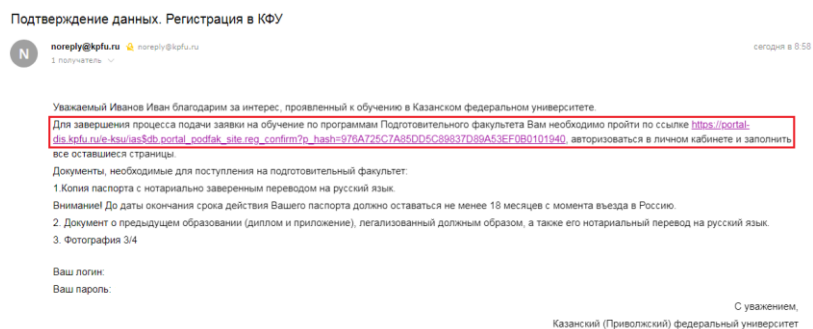


The registration form shall be accordingly completed, all the sections marked with an asterisk* being mandatory. It is possible to choose the language (Rus/Eng) of the registration form



The applicant should click the “Save”/ «Сохранить» button after filling in the registration form

The applicant will get an e-mail from noreply@kpfu.ru for the registration confirmation. In case there is no confirmation e-mail in the “Inbox” folder, it is recommended to check “Spam” folder of the e-mail box. The e-mail shall contain instructions for finishing the registration procedure. The user is to follow the link that is in the e-mail



In the pop-up window the user is to click “Go to the KFU portal”/ «Перейти на портал КФУ» button

Регистрация на портал КФУ: [Перейти на портал КФУ](#)

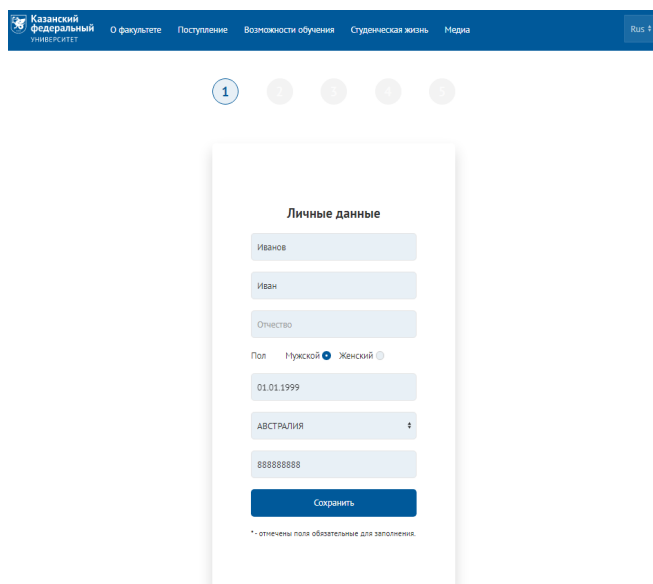
Upon successful registration completion the application form for prospective students of the Preparatory School will appear

Completing forms

“Personal data” form

This form contains the information that was used upon registration. In case all the data is correct, it is necessary to click the “Save”/«Сохранить» button and pass on to the next form.

In case some data is not correct, modifications can be made in the form and then it is necessary to click the “Save”/«Сохранить» button and pass on to the next form. All the fields in the form are available for editing.



The screenshot shows the top navigation bar of the Kazan Federal University website, with the university's name and logo on the left, and menu items: "О факультете", "Поступление", "Возможности обучения", "Студенческая жизнь", and "Медиа". A "Рус" button is on the right. Below the navigation bar is a progress indicator with five circles, the first of which is numbered "1". The main content is a form titled "Личные данные" (Personal data) with the following fields: "Иванов" (Last name), "Иван" (First name), "Отчество" (Patronymic), "Пол" (Gender) with radio buttons for "Мужской" (selected) and "Женский", "01.01.1999" (Date of birth), "АВСТРАЛИЯ" (Country), and "888888888" (Phone number). A blue "Сохранить" (Save) button is at the bottom. A small asterisk note at the bottom of the form reads: "* отмечены поля обязательные для заполнения." (marked fields are mandatory for filling).

“Questionnaire” form

This form shall be accordingly completed, all the sections marked with an asterisk* being mandatory.

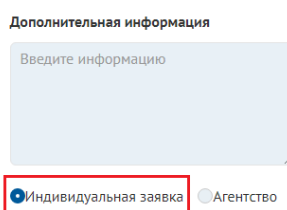
ⓘ In case a country for obtaining visa was chosen by the user in “The place of application for the Russian visa”/ «Место получения Российской визы» section, but the required city is absent at the “City of application for the Russian visa”/ «Город получения визы» catalogue, it is necessary to contact KFU International Office.

Upon completing all the mandatory fields, the user is to click “Save”/«Сохранить» button and pass on to the next form.

“Education” form

The applicant is to enter the information on education into this form.

If the applicant independently completes the form, the option of “Individual application”/ «Индивидуальная заявка» should be chosen in “Additional information”/ «Дополнительная информация» section

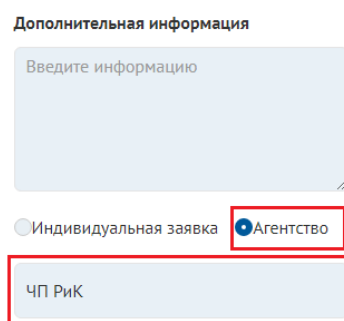


Дополнительная информация

Введите информацию

Индивидуальная заявка Агентство

If the applicant completes the form via “Agency, the “Agency”/«Агентство» option should be chosen in “Additional information”/ «Дополнительная информация» and the information about Agency should be completed section.



Дополнительная информация

Введите информацию

Индивидуальная заявка Агентство

ЧП РИК

Upon completing all the mandatory fields, the user is to click “Save”/«Сохранить» button and pass on to the next form.

“Files” form

The files should be attached to the forms marked with an asterisk*

One file in pdf-format shall be attached to one form and then the “Save”/«Сохранить» button should be clicked.

If the user has attached a wrong file, it is necessary to click “Delete”/«Удалить» button next to the corresponding form and to attach the required file.

Казанский федеральный университет

0 факультете Поступление Возможности обучения Студенческая жизнь Медиа

1 2 3 4

Файлы

Пакет документов

Другое

Прикрепление файла

Паспорт (Удалить)

Документ об образовании с приложением (Удалить)

Нотариально заверенный перевод паспорта на русский язык (Удалить)

Нотариально заверенный перевод документа об образовании с приложением на русский язык (Удалить)

Фотографии 3x4 (Удалить)

Сохранить

* отмечены поля обязательные для заполнения.

Upon attaching all the mandatory files, the user is to click “Save”/«Сохранить» button and pass on to the next form.

ⓘ The files already approved by the KFU International office shall not be available for editing.

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Файлы

Пакет документов

Другое

Прикрепление файла

Паспорт

Документ об образовании с приложением

Нотариально заверенный перевод паспорта на русский язык

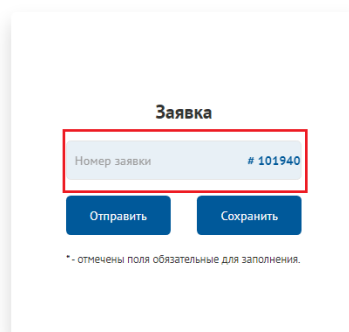
Нотариально заверенный перевод документа об образовании с приложением на русский язык

Фотографии 3x4

* отмечены поля обязательные для заполнения.

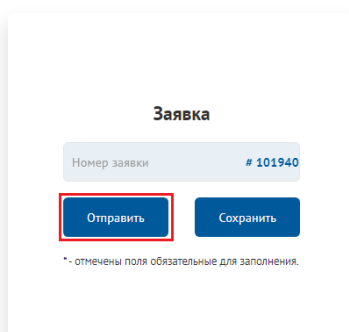
“Application” form

This form shows the unique Application ID



The screenshot shows a form titled "Заявка" (Application). It contains a text input field labeled "Номер заявки" (Application ID) with the value "# 101940". Below the field are two buttons: "Отправить" (Submit) and "Сохранить" (Save). A note at the bottom states: "* - отмечены поля обязательные для заполнения." (Fields marked with an asterisk are mandatory for completion).

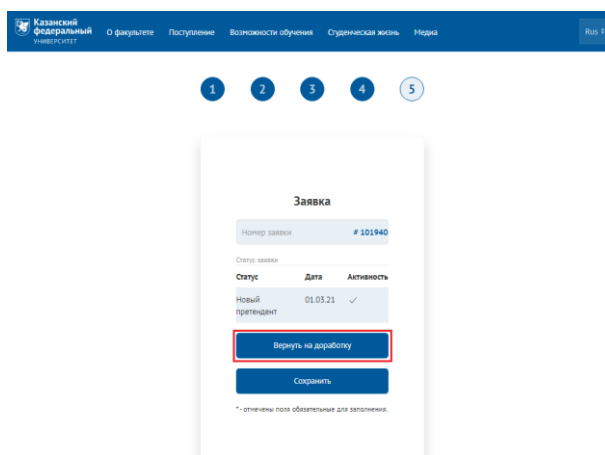
In order to submit the Application form to the International Office for the subsequent revision, it is necessary to click “Submit”/«Отправить» button. The applications submitted to the International Office shall not be available for editing.



This screenshot is identical to the previous one, but the "Отправить" (Submit) button is highlighted with a red box, indicating the next step in the process.

The user may get the application back for modification, if the International Office has not yet accepted the application and its current status is “New applicant”/ «Новый претендент»

The user should click “Get back for modification”/ «Вернуть на доработку» button in the “Application” form



The screenshot shows the application form within a web interface. At the top, there is a navigation bar for "Казанский федеральный университет" (Kazan Federal University) with links for "О факультете", "Поступление", "Возможности обучения", "Студенческая жизнь", and "Медиа". Below the navigation bar is a progress indicator with five steps, where step 5 is active. The form itself is titled "Заявка" and shows the application ID "# 101940". Below this, there is a table showing the application status:

Статус	Дата	Активность
Новый претендент	01.03.21	✓

Below the table, the "Вернуть на доработку" (Get back for modification) button is highlighted with a red box. The "Сохранить" (Save) button is also visible. The same note about mandatory fields is present at the bottom.

After submitting the application to the International Office, the statuses table is to appear in the “Application” form. This table contains information on the active statuses of the application.

Статус заявки	Дата	Активность
Новый претендент	02.03.21	✓
Заявка принята	02.03.21	✓
Экспертиза пройдена	02.03.21	✓
Заключен договор	02.03.21	✓
Поступление денежных средств		
Зачислен		

⚠ If an applicant to the students of the Preparatory school is less than 18 years old, he/she will be required to upload additional documents, as soon as his/her application gets the status of “Revision completed”/«Экспертиза пройдена». Those should include the electronic copies of the following document of the Customer (Sponsor/Parent):

- Passport/ID document scan
- Notarized translation of the passport
- Registration address

Пакет документов *

Прикрепление файлов

The documents approved by the International Office are not available for editing.

Прикрепление файлов

Пакет документов

Скан оплаченной квитанции платных образовательных услуг

Скан подписанного договора об оказании платных образовательных услуг

Сохранить

If the Contract for studies is to be signed, the “Application” form shall contain two documents required for effecting payment for the educational services:

- Contract for paid educational services - scan
- Bank receipt – scan

Договор

Скан договора об оказании платных образовательных услуг

Скан квитанции на оплату платных образовательных услуг

The following files shall be uploaded to the “Application” form, “Attached files”/«Прикрепление файлов» section after the necessary payment for educational services was made:

- Signed Contract for paid educational services - scan
- Payment confirmation – scan

Прикрепление файлов

Скан подписанного договора об оказании платных образовательных услуг *

Прикрепление файлов

Скан оплаченной квитанции платных образовательных услуг *

Прикрепление файлов

Сохранить

If the payment reached KFU, the “Payment”/«Поступление денежных средств» status becomes active and shows the payment data.

Заявка

Номер заявки # 101939

Статус заявки

Статус	Дата	Активность
Новый претендент	25.02.21	✓
Заявка принята	25.02.21	✓
Экспертиза пройдена	25.02.21	✓
Заключен договор	25.02.21	✓
Поступление денежных средств	01.03.21 оплата 5000 от 01.03.2021	✓
Зачислен	03.03.21	✓

If the applicant got enrolment, the “Enrolled” status becomes active and shows the enrolment date.

Заявка

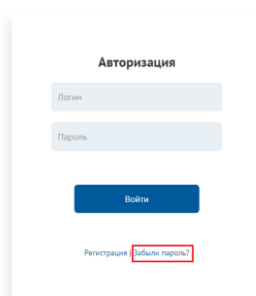
Номер заявки # 101939

Статус заявки

Статус	Дата	Активность
Новый претендент	25.02.21	✓
Заявка принята	25.02.21	✓
Экспертиза пройдена	25.02.21	✓
Заключен договор	25.02.21	✓
Поступление денежных средств	01.03.21 оплата 5000 от 01.03.2021	✓
Зачислен	03.03.21	✓

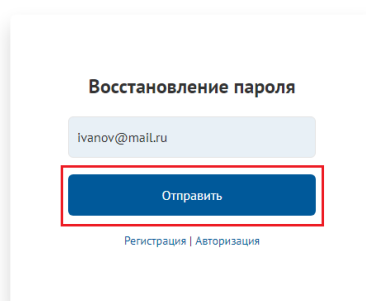
Password recovery

To recover the password it is necessary to choose “Forgot password?”/«Забыли пароль?» section in the Authorization form.



The screenshot shows a login form titled "Авторизация". It contains two input fields: "Логин" (Login) and "Пароль" (Password). Below these fields is a blue button labeled "Войти" (Login). At the bottom of the form, there is a link "Регистрация" (Registration) and a link "Забыли пароль?" (Forgot password?) which is highlighted with a red rectangular box.

Then it is necessary to enter the e-mail address that was used upon registration and click “Send”/«Отправить» button



The screenshot shows a password recovery form titled "Восстановление пароля". It contains one input field with the email address "ivanov@mail.ru" entered. Below the input field is a blue button labeled "Отправить" (Send) which is highlighted with a red rectangular box. At the bottom of the form, there are links "Регистрация" (Registration) and "Авторизация" (Authorization).

The user is to receive an e-mail from noreply@kpfu.ru with the information on the password recovery upon condition that the indicated e-mail address was previously used for the registration. In case there is no such e-mail in the “Inbox” folder, it is recommended to check “Spam” folder of the e-mail box