User's guidelines

For the application procedure for prospective students of the Preparatory School

Contents
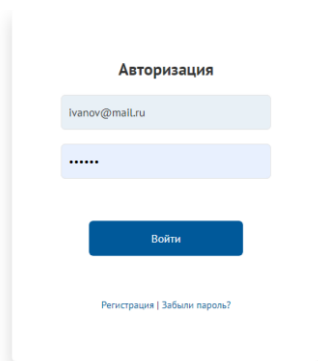
Authorization

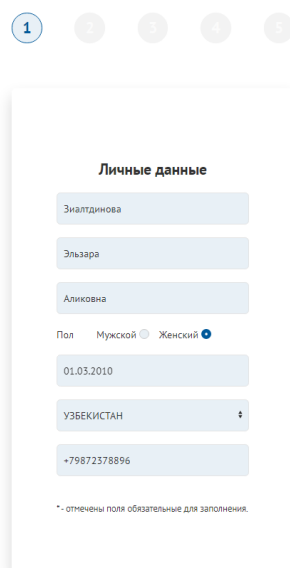To log in for accessing the application form a prospective student of the Preparatory School should follow the link: https://shelly.kpfu.ru/e-ksu/portal_podfak_site.login

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

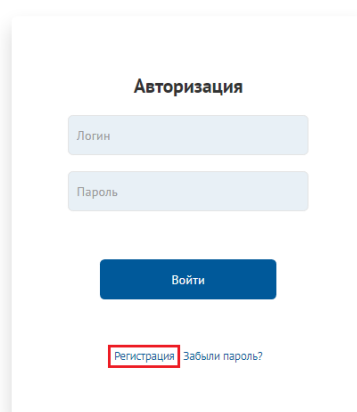Upon entering correct username and password, the application form for prospective students of the Preparatory School will appear

Registration

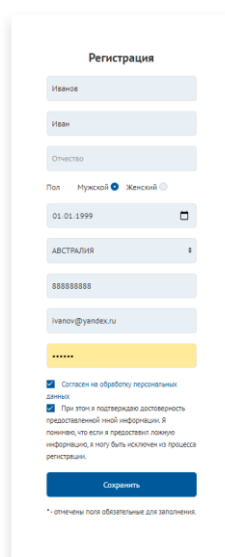If the user has not been previously registered, it is necessary to follow the link: https://shelly.kpfu.ru/e-ksu/portal_podfak_site.login and to choose the "Registration"/ «Регистрация» button


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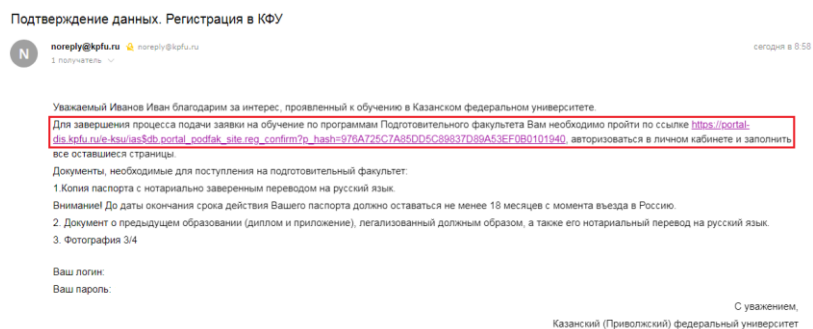
In the pop-up window the user is to click "Go to the KFU portal"/ «Перейти на портал КФУ» button
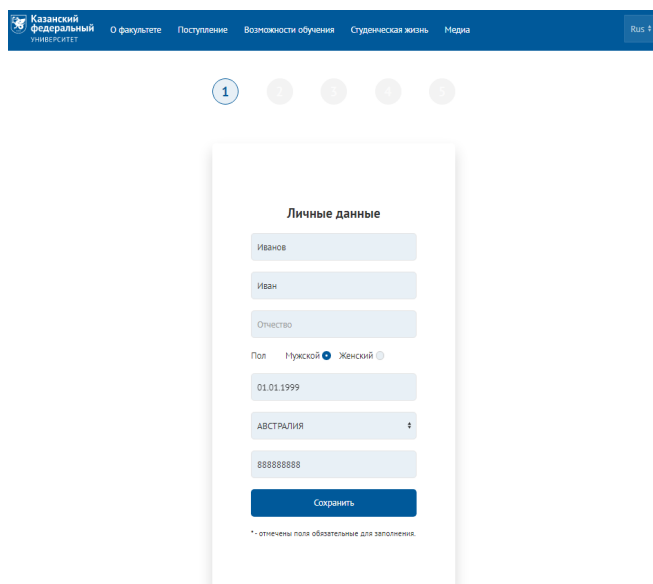

Upon successful registration completion the application form for prospective students of the Preparatory School will appear

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.

"Questionnaire" form

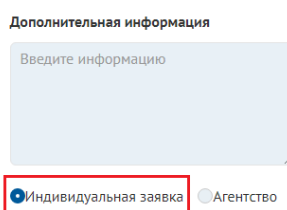This form shall be accordingly completed, all the sections marked with an asterisk* being mandatory.

(!) 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
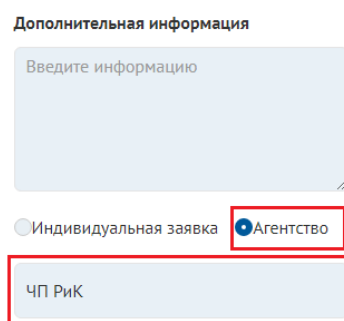

If the applicant completes the form via "Agency, the "Agency"/«Агентство» option should be chosen in "Additional information"/ «Дополнительная информация» and the information about Agency should be completed section.

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.

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.
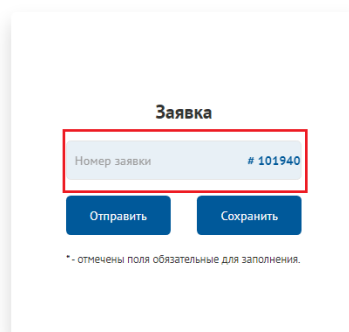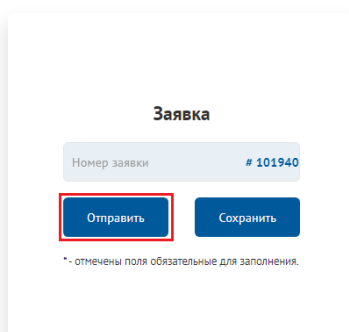
"Application" form
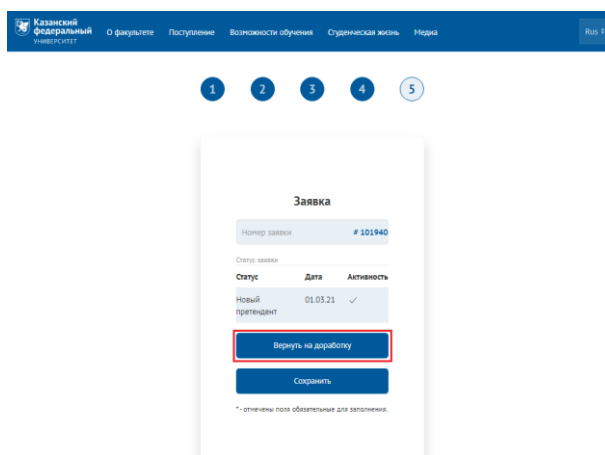
This form shows the unique Application ID

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.

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

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		
Статус	**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

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

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

Password recovery

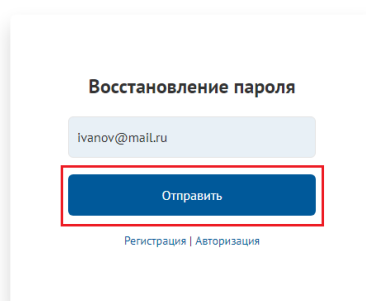To recover the password it is necessary to choose "Forgot password?"/«Забыли пароль?» section in the Authorization form.

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

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