

INSTRUCTION

for international students on the payment procedure for missed classes
with remote working of university

1. The Department has to mail to the Dean's Office (indecvolggmu@yandex.ru) the following information for each international student:
 - full name;
 - course, faculty, group number;
 - name of the missed discipline;
 - date of missed class;
 - theme number of the missed class in accordance with the thematic plan in the work program;
 - number of missed hours.
2. The Dean's Office has to systematize, refine, supplement (add student e-mail) and mail the information to the Accounting office (marusya250374@yandex.ru).
3. The Accounting office has to draw up the receipt for payment and contract, and has to mail them to the student mailbox.
4. The student has to sign the contract in the Word text editor (full name), to pay the receipt at the nearest Bank Office (Sberbank, Vozrozhdenie, etc.) or cash machine, and then the student has to mail the signed contract and receipt from the bank to the Accounting office (marusya250374@yandex.ru).
5. The Accounting office has to assign a number to contract and mail it to the Dean's Office (indecvolggmu@yandex.ru).
6. The Dean's Office has to mail student the photo of permission paper for extra classes.
7. The student has to send teacher the photo of permission paper by any convenient way (by e-mail, WhatsApp, Viber, etc.) and agree on the date and the time of extra classes.