

How to submit documents to the Master's program “Advanced Mathematics”

Step-by-step instruction (v1.1 12.02.19).

Step 0. Prepare your portfolio. Please see https://abiturient.spbu.ru/files/2019/mag/admission/in_modern_matematika.pdf for the list of documents.

Step 1. Create your personal account at the website <https://cabinet.spbu.ru>.

The screenshot shows a web browser window with the address bar displaying 'cabinet.spbu.ru'. The page title is 'Applicant's Personal Account'. The main content area is titled 'Enter' and contains an orange information box for SPSU students, followed by input fields for 'Email or ST-login' and 'Password'. There are links for 'Forgot password?', a 'Remember me' checkbox, a 'Sign in' button, and a 'Sign up' link. The footer includes copyright information for Saint Petersburg State University and contact details for the Admissions Office.

← → ↻ ⓘ Не защищено | cabinet.spbu.ru

Санкт-Петербургский государственный университет Applicant's Personal Account EN

Enter

SPbU students may enter their single user login (st*****)
If you have any questions about your single user login, please contact our support service: +7 (812) 363 6030, email: support@spbu.ru

Email or ST-login

Password

[Forgot password?](#)

☐ Remember me

[Sign in](#)


[Sign up](#)

© 2019 Saint Petersburg State University Admissions Office Phone: +7 (812) 363-66-33 E-mail: admission@spbu.ru

The screenshot shows a web browser window with the URL `cabinet.spbu.ru/Abiturient/`. The page is titled "Applicant's Personal Account" and features a sidebar with navigation links: Main, Application form, Application, Upload documents, and Settings. The main content area is titled "Your admission scheme" and contains four steps, each with an icon and a description:

- Fill in an application form** (red warning icon):
 - Submit your application
 - Please specify in your application all the educational programmes, types and bases of enrollment you would like to compete for. When your application has been created, please download, print and sign it where necessary.
 - Important! If you have discovered a mistake, then, **before you upload a scanned copy of your signed application**, please remove the application from your Personal Account, correct the wrong data in the form and create a new application.
 - If you have already uploaded your signed application and want to modify it, please contact our Documents Acceptance Board specialists.
 - [Submit application](#)
- Upload your documents** (yellow warning icon):
 - Upload all required documents in the "Upload documents" section or submit them to the Documents Acceptance Board either in person or by general post.
 - Please do not forget to attach a scanned copy of your signed application!**
 - Important! Documents are accepted electronically only through the applicant's Personal Account. Any documents sent by e-mail shall not be taken into consideration.
 - Postal address: **SPbU Admissions Committee, 7/9 Universitetskaya Embankment, St Petersburg 199034, Russian Federation**
 - [Upload](#)
- Wait until you are permitted to take part in the competition** (blue clock icon):
 - If you have submitted all the required documents and been permitted to take part in the competition, you will see the status of your application change to "submitted".
 - A mark signifying that your documents have been viewed and approved by the Documents Acceptance Board will appear in the "Application" section: see the "View your application" page.
- Take admissions tests if required** (blue graduation cap icon):
 - The schedule of admissions tests is published on the Admissions Committee website `abiturient.spbu.ru` in the section devoted to the appropriate level of education (the schedule shall be published prior to 1 June 2019).
 - Important! If you apply for educational programmes that require taking the admissions tests in the form of a competitive selection of

Step 2. After you log in, you will see a page with further instructions.



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🏠 Main

📝 Application form ▾

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✓ Application

📎 Upload documents

⚙ Settings <

Applicant's Personal Account

🇺🇸 EN

👤

Personal data

Surname *

Elena

Name *


Shala

Father's name (if available)

Sex *

Female ▾

Date of birth *

01.01.2000 

Place of birth *

London

Country of birth *

United Kingdom ▾

Citizenship *

United Kingdom ▾

☐ I have Russian citizenship

Country of residence *

Turkey ▾

* - Required field


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Step 3. Click “Application form” in the vertical menu to the left. Fill in your personal data. It is not necessary to fill in your father's name. Click «Next».

← → ↻ Не защищено cabinet.spbu.ru/Person/Passport



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Passport

Type *
Foreign passport

Series *

Number *
317

Issued by *
Ministry of Foreign Affairs

Date of issue *
09.11.2005

Valid till
01.01.2025

Russian embassy (consulate) where you are going to receive visa

Country
Iceland

City
Reykjavik

* - Required field

Another passport ?

Add

Next >

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Step 4. Fill in your passport information. If there is no «Series» in your passport, leave this field blank. In case you need a student's visa, you have to answer the questions about the Russian embassy (Country and City). Note also that **to get a visa, it is necessary that your passport is valid at least until March 1, 2021**. After filling in your passport information, click «Next».

← → ↻ ⚠ Не защищено | cabinet.spbu.ru/Person/Contacts

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Contact Information

Mobile (cell) phone number * 88123636633

Additional Telephone Number * 88123636633

Additional Email * admission@spbu.ru

Permanent address

Country * Iceland

City * Reykjavik

Street * Central

House * 13 Flat number *

Postal Code * 199034

Residential Address/Post Address (if different)

Country * Iceland

City *

Street *

House * Flat number *

Postal Code *

Dormitory

☐ I need dormitory for the period entry exams

☐ I need dormitory for the period of study

Step 5. Fill in your contact information. If you do not have an additional phone number, and/or if your address does not contain a house number, please put '-' in the respective field(s). If you are living at the same place where you are registered, please leave the last five fields blank, even though they are marked with an asterisk(*). Click «Next».

← → ↻ Не защищено | cabinet.spbu.ru/Person/Education

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Education

Level of education you have got * University/College

Name of Educational Institution * Univeversity of Iceland

Country of your current education * Iceland

City Reykjavik

Graduating year * 2009

Series 1

Number 2

Average Grade

☐ Diploma with distinction

☐ Have equality document

Equality document number

Higher Education Data

Field of Study

Form of Education Full-Time


Qualification Master

Diploma Thesis

Step 6. Enter data about your previous education. If you haven't graduated yet, please enter the information about your current institution and program. Please note that at this stage your education documents (diploma and academic transcript) should be in Russian or in English. Otherwise they should be translated to one of these languages.

In case you are admitted to SPbU, you may need to submit legalized education documents, and their certified translations to Russian. Do not worry about it now, **this will not be necessary earlier than June 8**. More details can be found [here](#) and by contacting the Committee for the Evaluation of Foreign Credentials (recognition@spbu.ru).

← → ↺ 🏠 cabinet.spbu.ru/Person/LanguageInfo ... 📧 ☆ 🔍 Поиск



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Foreign languages

Foreign languages

English ▾

Final grade of English (if there are)

5

☐ I have documents confirming I have studied in English

☐ I would like to learn English from "zero" level

Language certificates

Type of language certificate

TRKI ▾

No. of certificate

Add

☐ I have other certificates

☐ I have documents confirming I've studied abroad


Next >

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Step 7. Enter data about your knowledge of foreign languages. If you want to submit a document confirming that you have previously studied in English (not obligatory), please mark the first checkbox.

browser: cabinet.spbu.ru/Person/Olympiads



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Academic Competitions

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Step 8. You are asked about your academic achievements and Olympiads.

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Year

- 2018/19
- 2017/18
- 2016/17
- 2015/16

Type

- All-Russian (final stage)
- All-Russian (regional stage)
- International
- Other academic achievements
- Other school academic competitions
- School academic competition of SPbU

Name

- International school olympiad
- Mathematics

Diploma degree

- Winner
- Prize-winner (Level 2)
- Prize-winner (Level 3)
- Participant

Series

Number


Date

Please, do not forget to attach a copy of the scanned document in the section "General documents".

Add

Step 8.1. In case you have a diploma of one of the olympiads specified in the portfolio (I. M. C. for University Students, Putnam M. C., Jarnik I. M. C. , North Countries M. C.), please specify this by choosing the year, then “International”, “Mathematics”, and then any line. Please note that afterwards you will be asked to upload the respective certificate. If you have successfully participated in any other olympiads, do not choose anything here, instead just mention that in your CV.

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Professional Experience (Internship) ⓘ

Add


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Step 9. You are asked about your work experience. Note that this is not necessary for the portfolio evaluation, and you will be asked to confirm this information by uploading a document. So we do not recommend you to fill this part. Do not forget to include this information in your CV.

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✓ **Application**

 **Upload documents**

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Participation in Research Activities and Conferences

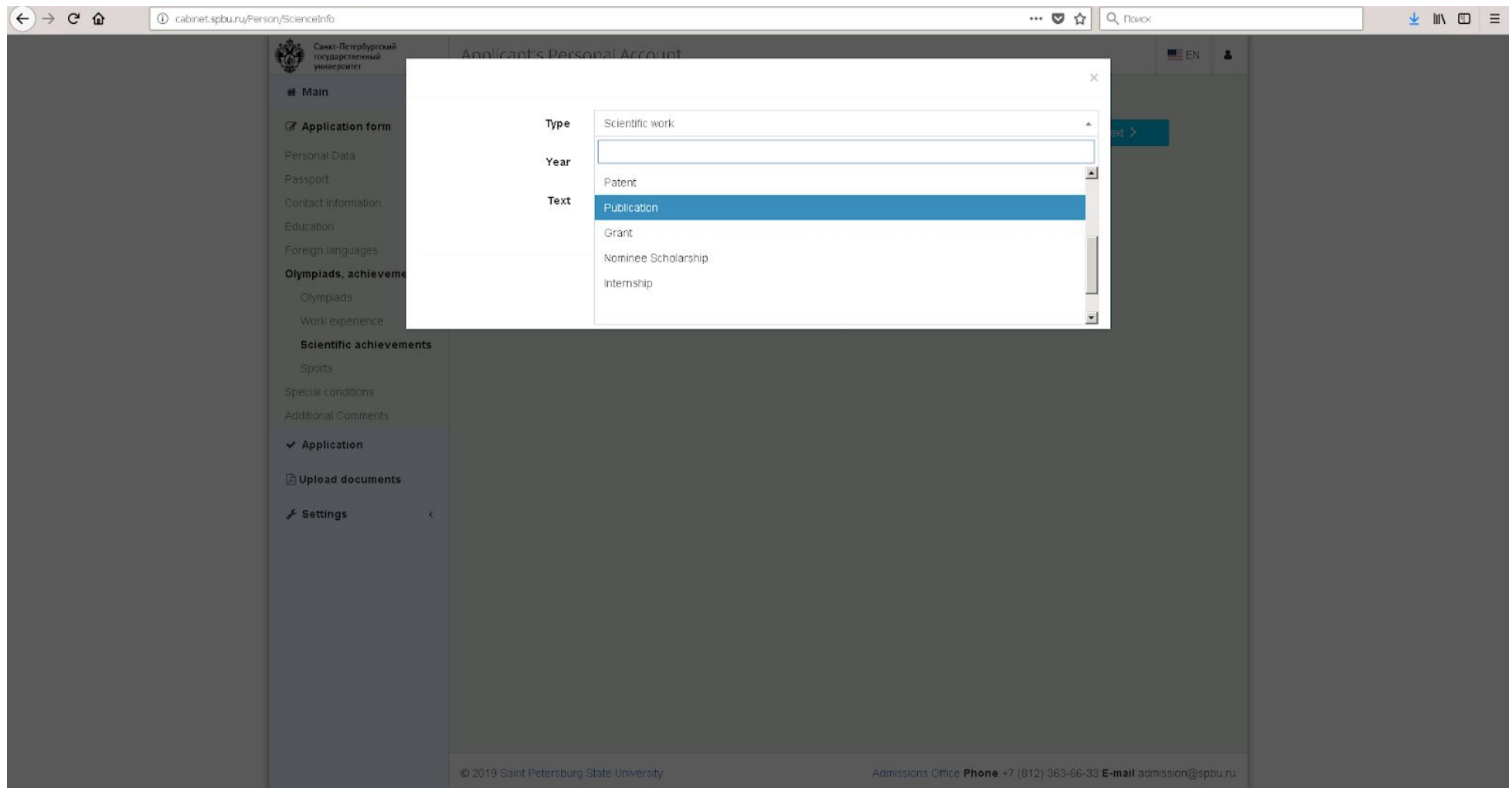
Add

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Step 10. You are asked about your scientific activity and publications. Please note that afterwards you will be asked to upload it as a pdf. Therefore please specify only the publications in journals or conference proceedings that are indexed by Web of Science or Scopus. Other publications, participation in scientific events, etc., can be mentioned in your CV.



Step 10.1 If you want to enter your publication data, choose “Publication” from the list.

← → ↺ 🏠 cabinet.spbu.ru/Person/SportInfo ... 🔍 Поиск

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🔧 **Settings** <

Sport Achievements

Sport qualification

Degree

☐ I'm the member of the Russian national team in the Olympic sport

☐ I'm the member of the Russian national team in the non-olympic sport

☐ I have a golden TRP (ГТО) badge


☐ I have certificates for participation in sports competitions

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Step 11. You are asked about your sport achievements. We do not recommend to enter anything here, because otherwise you will be asked to upload a confirmation document. If you want, you can mention this in your CV.

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Benefits and special conditions
Right for privilege
☐ I claim my right for privilege (disability, participant of military actions, orphan, or others) ⓘ
Special conditions
☐ For health reasons I need special conditions during the entrance tests
Next >

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Step 12. In case you have any disability and/or need any special assistance during the interview, please mark the second checkbox.

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Additional Comments

Additional Information:

Hereby I confirm that all information submitted is correct and reliable. I agree for processing of my personal data in the order stated by Federal law of 27th of July 2006 №152-ФЗ «About Personal Data»

Next >

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Step 13. Enter any additional comments you want to inform us about (optionally) and click «Next».

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Your admission scheme

- Fill in an application form
- Submit your application

Please specify in your application all the educational programmes, types and bases of enrolment you would like to compete for. When your application has been created, please download, print and sign it where necessary.

Important! If you have discovered a mistake, then, **before you upload a scanned copy of your signed application**, please remove the application from your Personal Account, correct the wrong data in the form and create a new application. If you have already uploaded your signed application and want to modify it, please contact our Documents Acceptance Board specialists.

[Submit application](#)
- Upload your documents

Upload all required documents in the "Upload documents" section or submit them to the Documents Acceptance Board either in person or by general post.

Please do not forget to attach a scanned copy of your signed application!

Important! Documents are accepted electronically only through the applicant's Personal Account. Any documents sent by e-mail shall not be taken into consideration.

Postal address: **SPbU Admissions Committee, 7/9 Universitetskaya Embankment, St Petersburg 199034, Russian Federation**

[Upload](#)
- Wait until you are permitted to take part in the competition

If you have submitted all the required documents and been permitted to take part in the competition, you will see the status of your application change to "submitted".


A mark signifying that your documents have been viewed and approved by the Documents Acceptance Board will appear in the "Application" section: see the "View your application" page.
- Take admissions tests if required.

The schedule of admissions tests is published on the Admissions Committee website abiturient.spbu.ru in the section devoted to the appropriate level of education (the schedule shall be published prior to 1 June 2019)

Important! If you apply for educational programmes that require taking the admissions tests in the form of a competitive selection of

Step 14. Now you are ready to create an application and upload documents. Please press the blue button «Submit application».

browser: cabinet.spbu.ru/Abiturient/NewApplication



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Applicant's Personal Account

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Create a new application

Main admissions

Entering on the programs of vocational training

Create an application

Bachelor and Specialist's degree

Create an application

Master Programs

Create an application

PhD degree

Create an application

Application for clinical residency programmes

Create an application

Student transfer and reinstatement

The transition in SPbSU

Create an application

Recovering at SPbSU

Create an application

Transition from a paid basis of education on the budgetary

Create an application

Change the educational program


Create an application

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Step 15. Choose “Master Programs” and click «Create an application».

← → ↻ 🏠 cabinet.spbu.ru/Abiturient/NewApplication_Mag 📄 ⋮ 📧 ⭐ 🔍 Поиск ⬇️ 📄 📄 ☰

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✓ Application

📄 Upload documents

🔧 Settings <

Create a new application

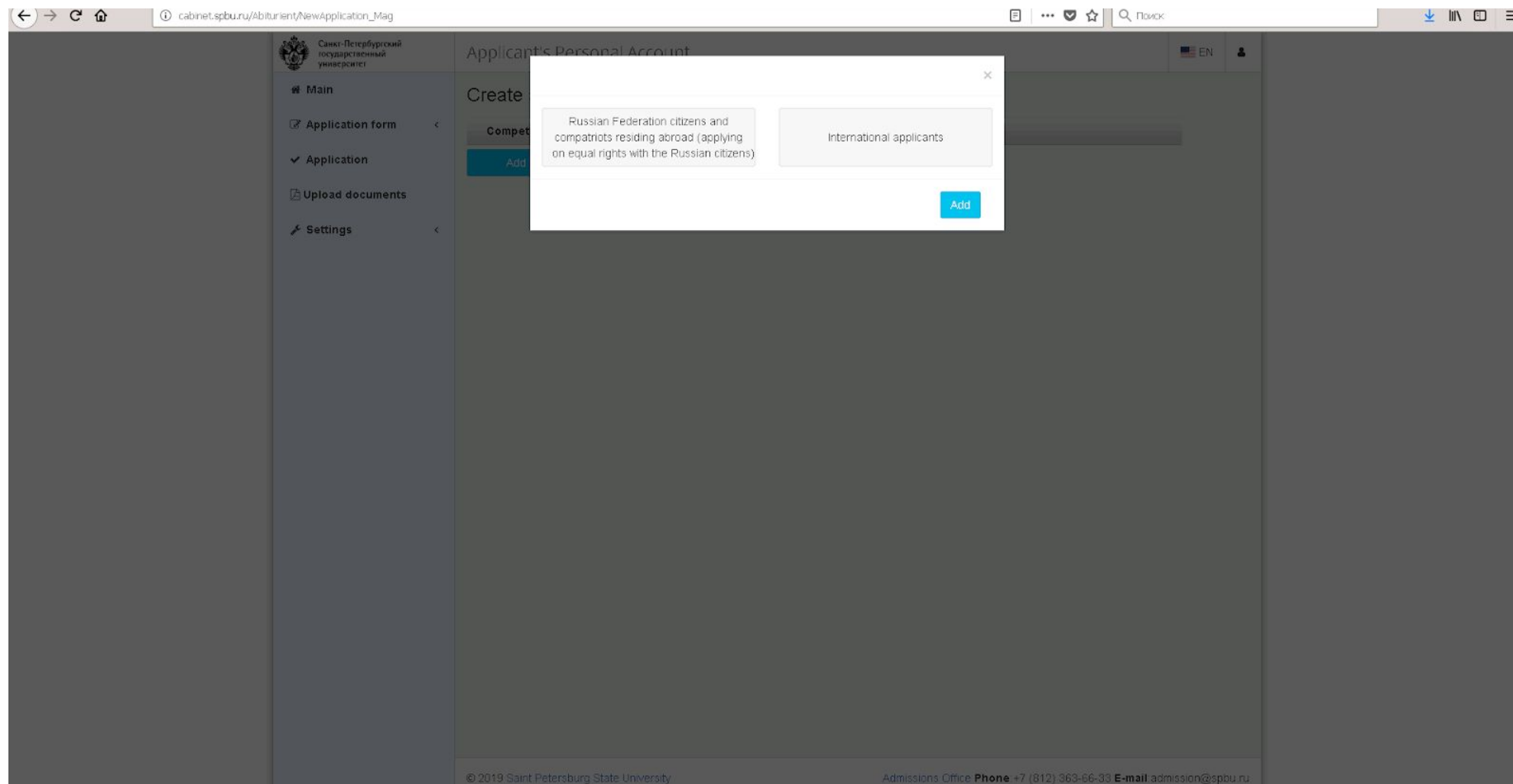
Competitions > Priorities > Print

Add

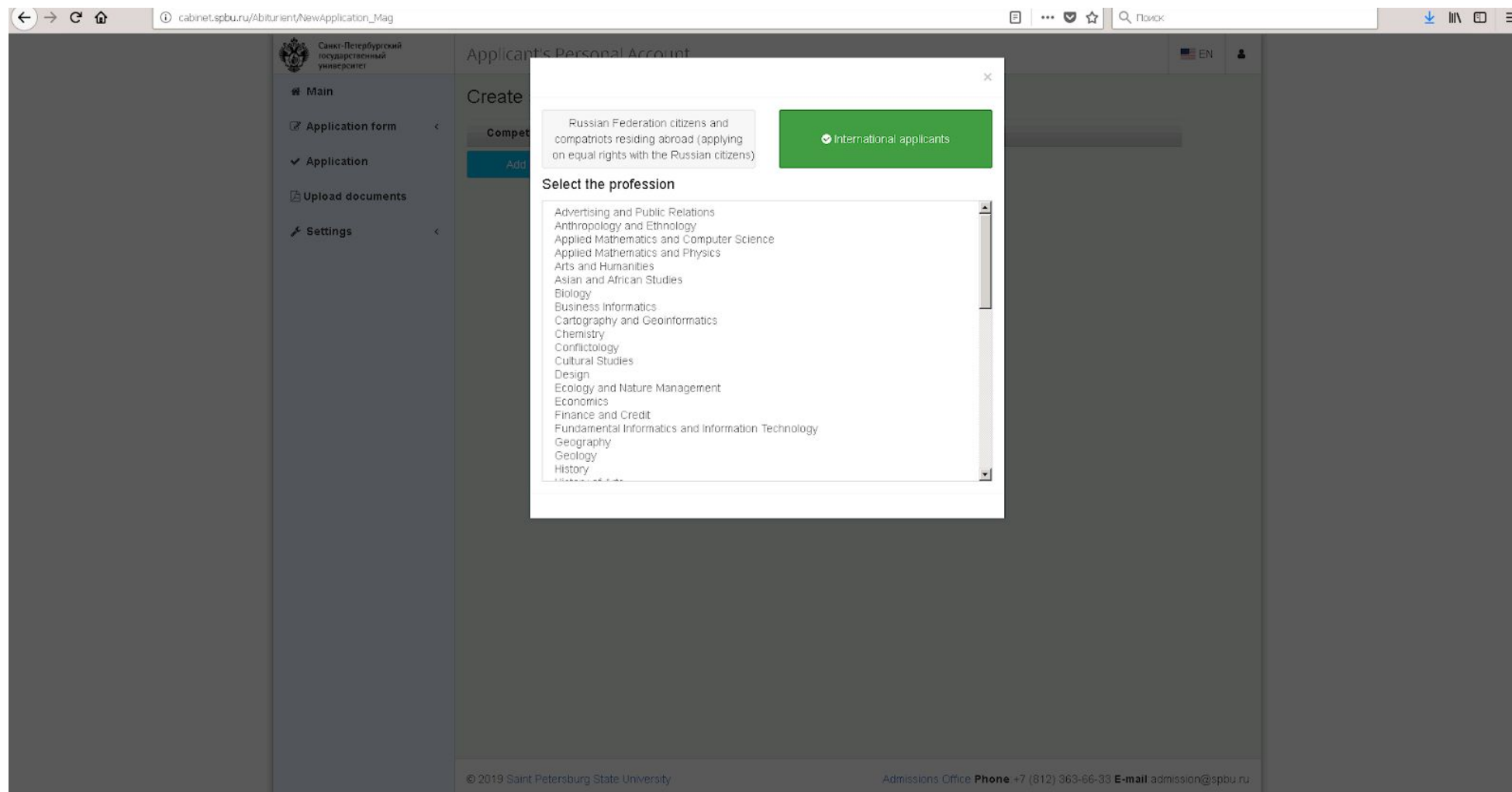
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Step 16. You are suggested to add educational programmes. Click «Add».



Step 16.1. Since you are a non-russian citizen, please choose “International applicants”.



Step 16.2. Now choose “Mathematics”...

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Create

Compet

Add

Russian Federation citizens and compatriots residing abroad (applying on equal rights with the Russian citizens)

International applicants

Select the profession

Economics
Finance and Credit
Fundamental Informatics and Information Technology
Geography
Geology
History
History of Arts
Hydrometeorology
International Relations
Journalism
Land Management and Cadastres
Law
Linguistics
Management
Mathematics
Mechanics and Mathematical Modelling
Museology and Conservation of Cultural and Natural Heritage Sites
Nanosystems and Nanomaterials
Nuclear Physics and Technologies
Personnel Management

Select the study program

Advanced Mathematics

Select study basis

Government-funded


Contractual

Add

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Step 16.3. and “Advanced Mathematics”. You are asked about the study scheme (government-funded or contractual). You can choose both to apply to both schemes simultaneously (this is recommended).



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✓ Application

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⚙️ Settings <

Create a new application

Competitions > Priorities > Print

Study area	Mathematics
Educational program	Advanced Mathematics
Profile	No Profile
Faculty	Математико-механический факультет
Education form	Full-Time
Educatuion basis	Government-funded + Contractual
	<input checked="" type="checkbox"/> Competition for Foreigners

Delete

Add


Next >

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Step 17. Here you see a list of chosen programmes. If you want to apply for other programmes (up to 3 in total), please contact us. Otherwise, click «Next».

Step 18. You are asked about the priorities of the chosen programmes. Note that “Budget” means the government-funded scheme. You can reorder the programmes according to your priorities by dragging them around. Click «Next».



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View application

Download the application

Удалить

Приоритеты

Редактировать

Print application. Attach signed and scanned application in the window below.

Competition groups specified in the application


Priority	1
Your applications	Master Programs
Profession	Mathematics
Educational Program	Advanced Mathematics
Profile	No Profile
Study Form	Full-Time
Study Basis	Contractual
Application for state-funded places for foreigners	yes

Priority	2
Your applications	Master Programs
Profession	Mathematics
Educational Program	Advanced Mathematics
Profile	No Profile
Study Form	Full-Time
Study Basis	Budget
Application for state-funded places for foreigners	yes

Last changes were made at: 09.02.2019 0:29:41

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Step 18.1. Now your application is completed. Click «Download the application».



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Load documents

ATTENTION

Upload documents in PDF format.

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Photo

Diploma of education

HIV/AIDS

Medical conclusion about the absence of contraindications for training

Application form within the quota

Diplomas of winners of intellectual competition

Publications

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Essay (research paper) and motivation letter

General Documents

Essay (research paper) and motivation letter

Withdrawal of the application

General Documents

Type of the document

Passport

File

Choose File

no file selected

Upload

Comment

Step 19. Now choose «Upload documents» in the vertical menu, and you will see the list of the required documents. This list depends on the scheme you have chosen and on the data you have entered in the previous stages. Upload the documents in PDF format.

Attention! It is not obligatory to upload the medical certificates right now (Medical conclusion about absence of contraindications for training and HIV/AIDS). However, you have to upload them (translated to Russian) to the Personal Account not later than June 8, 2019.

Step 19.2 The second document called “Application” is crucial. This is a scan of your filled and signed application form, which you were downloading previously. **In case you fail to upload it, you won't be visible to the committee as an applicant to the programme.**

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Upload documents in PDF format.

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General Documents

Essay (research paper) and motivation letter

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no file selected

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Step 19.3 Do not worry (yet) about the two medical documents (translated to Russian). You may submit them later. **But not later than June 8, 2019! Otherwise you won't be admitted to the programme.**

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Type of the document

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File

Choose File

no file selected

Upload

Comment

File name	Type of the document	Comment	File size
anketa_online1.png	Application form within		543,09 Kb

Step 19.4 The document «Application form within the quota» is a scanned copy of a filled and signed form that you can download at https://abiturient.spbu.ru/files/2018/ino/2018_anketa_zayavlenie_ino.docx

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Upload documents in **PDF** format.

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- ✔ Photo
- ✔ Diploma of education
- ! HIV/AIDS
- ! Medical conclusion about the absence of contraindications for training
- ✔ Application form within the quota
- ✔ Diplomas of winners of intellectual competition
- ! Publications
- ! Education abroad
- ! Essay (research paper) and motivation letter

General Documents

Essay (research paper) and motivation letter

Withdrawal of the application

General Documents

Type of the document

Passport

File

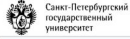
Choose File

no file selected

Upload

Comment

Step 19.5 Please upload your olympiad winner certificate as “Diplomas of winners of intellectual competitions”, publications as “Publications”, and the English certificate. In case you have a certificate about your knowledge of English (TOEFL, IELTS, etc.), or a certificate that you have studied in English, please upload it as “Education abroad”.



Main

Application form

Application

Upload documents

Settings

Applicant's Personal Account

EN

Load documents

ATTENTION

Essay and motivation letter must be in an impersonal form (there should be no name mentioned in the text)

General Documents

Essay (research paper) and motivation letter

Withdrawal of the application

Образовательная программа

Advanced Mathematics

Форма обучения

Full-Time

Motivation letter

Type of the document

Motivation letter

File

Choose File
no file selected

Upload

Comment

No files


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Admissions Office Phone: +7 (812) 363-66-33 E-mail: admission@spbu.ru

Step 20. After uploading all the general documents, go to the tab «Essay (research paper) and motivation letter». **Please ignore the message above about the impersonal form: your documents must NOT be impersonal.** This message is for some other programmes (not for «Advanced Mathematics»).

Upload your motivation letter into «Motivation letter».

Attention! Upload the following documents: **essay, CV and (all) recommendation letter(s) as a single merged PDF file** as «Essay/research work/ creative project».



Санкт-Петербургский
государственный
университет

Main

Application form

Application

Upload documents

Settings

Applicant's Personal Account

EN

Load documents

ATTENTION

Upload documents in PDF format.

✓ Passport

✓ Application

✓ Photo

✓ Diploma of education

! HIV/AIDS

! Medical conclusion about the absence of contraindications for training

✓ Application form within the quota

✓ Diplomas of winners of intellectual competition

✓ Publications

✓ Education abroad

✓ Essay (research paper) and motivation letter

General Documents

Essay (research paper) and motivation letter

Withdrawal of the application

General Documents

Type of the document

Passport

File


Choose File

no file selected

Upload

Comment

Step 21. Go back to the tab called “General Documents”. All the documents are uploaded, except maybe for the two medical documents. (do not forget to upload them before June 6!).



Санкт-Петербургский государственный университет

Applicant's Personal Account

EN

Main

Application form

Application

Upload documents

Settings

Your admission scheme

✓

Fill in an application form

✓

Submit your application

Master Programs

Advanced Mathematics (Full-Time, Budget)

View

Advanced Mathematics (Full-Time, Contractual)

View

⚠

Upload your documents

Upload all required documents in the "Upload documents" section or submit them to the Documents Acceptance Board either in person or by general post.

Please do not forget to attach a scanned copy of your signed application!

Important! Documents are accepted electronically only through the applicant's Personal Account. Any documents sent by e-mail shall not be taken into consideration.

Postal address: SPbU Admissions Committee, 7/9 Universitetskaya Embankment, St Petersburg 199034, Russian Federation

Upload

⌚

Wait until you are permitted to take part in the competition

If you have submitted all the required documents and been permitted to take part in the competition, you will see the status of your application change to "submitted".

A mark signifying that your documents have been viewed and approved by the Documents Acceptance Board will appear in the "Application" section: see the "View your application" page.

📅

Take admissions tests if required.

The schedule of admissions tests is published on the Admissions Committee website abiturient.spbu.ru in the section devoted to the appropriate level of education (the schedule shall be published prior to 1 June 2019)

Important! If you apply for educational programmes that require taking the admissions tests in the form of a competitive selection of portfolios, please [upload all the necessary documents](#) before the application acceptance deadline.

⌚

Wait for the rating lists.

They shall be published on the Admissions Committee website abiturient.spbu.ru in the section devoted to the appropriate level of education. Do not forget that to be enrolled you have to submit your original education credential within the established time

Step 22. Go back to the main page of your personal account. You did three steps. The third one may still be not green, in case you did not upload the two medical documents – do not worry about it. Please make sure that **you have uploaded all the documents of your portfolio, and that all the uploaded documents are correct and up-to-date.**

Congratulations, you are done for now! You can wait until your portfolio is evaluated, and results are published.

If you need any further information regarding admission process, please do not hesitate to contact International Admissions Office of the University by e-mail: admission@spbu.ru

We also invite you to consult [this page](#) and write an e-mail to recognition@spbu.ru regarding legalization and translation of your education and medical documents. **In case you are selected for admission, you will need to make sure to submit them by June 8 (July 6 for the fee-paying positions).**

For any questions regarding the educational programme “Advanced Mathematics”, please write an email at math.msc@spbu.ru We are happy to assist you!