

How to upload your visa to ASAV

To upload your visa please follow the steps below:

1. Follow the link <http://asav.hse.ru/foreignstud.html> and go to the “Documents” section.
2. Click “Add a document” button:

The screenshot shows the ASAV user interface. On the left is a sidebar with links: Application form, Attachments, Documents (highlighted), Report to moderator of portal, Online Profile Manual, HSE Course Guide, For international Students, HSE Main Page, and Log out. The main area has a header with a profile picture placeholder and fields for Family name, First Name, Sex, Date of Birth, Login, E-mail, HSE email, and Student ID. Below the header is the 'DOCUMENTS' section, which includes a 'Passport of Foreign Country (primary document)' form with fields for Passport number, Date of issue, Date of expire, and Place of issue, and a 'Download attachment' link. At the bottom of this section is the 'Add a document' button, which is highlighted by a purple arrow. Below it are 'Post request' and 'Cancel' buttons.

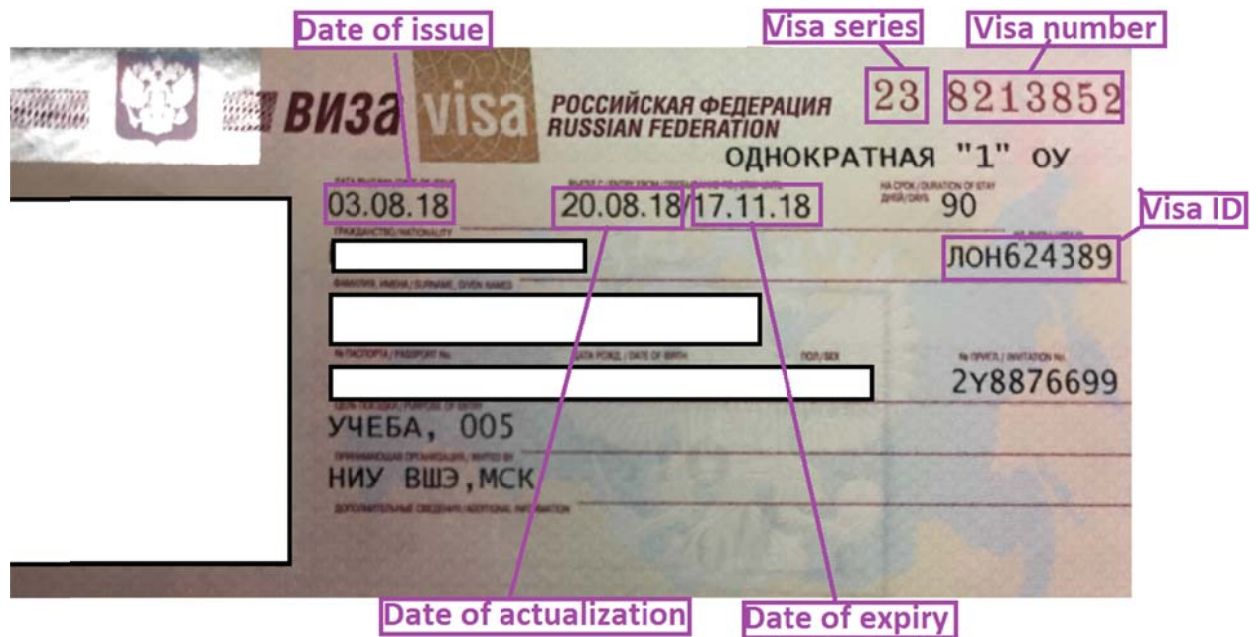
3. Choose “Visa” in the list:

The screenshot shows the 'Add a document' dialog box. The 'Visa' option is selected in the dropdown menu at the top. Below it, the 'Type of visa' is set to 'Study visa'. The 'Visa series' field is highlighted in yellow and contains the text 'Visa series' with a warning icon. Other fields include 'Visa number', 'Visa ID', 'Date of issue', 'Date of actualization', and 'Date of expiry', all of which are currently empty. An 'Add!' button is at the bottom left.

4. Fill in the data gaps and click “Add!” button:

The screenshot shows the 'Add a document' dialog box with the same fields as the previous one, but now filled with data. The 'Visa' option is still selected. The 'Type of visa' is 'Study visa'. The 'Visa series' field contains '23'. The 'Visa number' field contains '8213852'. The 'Visa ID' field contains 'ЛОН624389'. The 'Date of issue' field contains '03.08.2018'. The 'Date of actualization' field contains '20.08.2018'. The 'Date of expiry' field contains '17.11.2018'. The 'Add!' button at the bottom left is highlighted by a purple arrow.

See the picture below to find all the necessary information in the migration card:



5. When you have filled in the data gaps, click on «Выберите файл» and upload a scan copy of your visa:

Study visa
Series: 23
Number: 8213852
Visa ID: ЛОН624389
Date of issue: 03.08.2018
Date of actualization: 20.08.2018
Date of expiry: 17.11.2018
Inclose copy of your document: Файлы выбраны
[Remove this document](#)

6. After uploading the file click "Post request" button:

Study visa
Series: 23
Number: 8213852
Visa ID: ЛОН624389
Date of issue: 03.08.2018
Date of actualization: 20.08.2018
Date of expiry: 17.11.2018
Inclose copy of your document: visa.PNG
[Remove this document](#)

7. If you follow the above-mentioned steps, you will see a new document added in the list of the uploaded documents:

<div></div>	Family name (as in passport): First Name (s) (as in passport): Sex: Date of Birth:	<div></div>	Login: E-mail: HSE email: Student ID:	<div></div>
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DOCUMENTS

Passport of Foreign Country (primary document)

Passport number:

Date of issue:

Date of expiry:

Place of issue:

[Download attachment](#)

Study visa

Series: 23

Number: 8213852

Visa ID: ЛОН624389

Date of issue: 03.08.2018

Date of actualization: 20.08.2018

Date of expiry: 17.11.2018

Enclose copy of your document: visa.PNG

* Your request is awaiting moderation.