**General Guidelines:**

Graduating international students should:

1. Have their personal data verified to have their correct name on their educational document.

According to Paragraph 11 of the Order of the Ministry of Education and Science of the Russian Federation of 13 February 2014 No. 112 "On how to fill out, record and issue higher education and qualification documents and their duplicates", graduating international students need to provide their name as it appears on their national passport.

Graduating international students need to submit their request and a certified translation of their national passport into Russian to their academic department no later than 30 days before issuing an order on their graduation.

1. Request their higher education documents at the [Human Resources Department (Управление кадров](https://kai.ru/upravlenie-kadrov)) by the address: 10 Karl Marx Str., Kazan;
2. Meet with a specialist from the [Office of International Affairs](https://kai.ru/web/office-of-international-affairs/main) to review their original higher education documents and their copies;

4. Prepare other documents (certificates, letters, translations, etc.) that are necessary for further procedures, such as diploma legalisation, employment, education, etc.