**Appendix № 1**

**DOCUMENTS REQUIRED FOR THE CONCLUSION OF A CONTRACT**

(provided as scanned copies)

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| **For ADULT applicants (over 18 years)** | **FOR YOUNG ADULTS FROM 14 TO 18 YEARS** |
| **if tuition fees and the conclusion of the contract are carried out independently by the applicant** | |
| 1. Passport of applicant 2. Consent to the processing of personal data. | 1. Passport of applicant;  2. Notarized (or certified by the consulate of the Russian Federation) CONSENT of the legal representative (parent, guardian, adoptive parent) to conclude a contract with an applicant \*;  3. Legal representative's passport;  4. A document confirming the status of the legal representative of a minor applicant (in particular, a birth certificate).  5. Consent to the processing of personal data  *\* - the original of the notarized (or certified by the consulate of the Russian Federation) consent of the legal representative to conclude a Contract should be submitted to the University no later than 14 days after arrival for training (in person or through postal operators).* |
| **If the Legal Representative (parent, guardian, adoptive parent) acts as the Customer** | |
| 1. Passport of applicant  2. Passport of legal representative – the Customer  3. Consent to the processing of personal data | 1. Passport of applicant;  2. Passport of legal representative – the Customer;  3. A document confirming the status of the legal representative of a minor applicant, in particular, a birth certificate.  4. Consent to the processing of personal data |
| **If the legal representative (parent, trustee, adoptive parent) acting as the Customer has delegated the right to conclude an education agreement on his own behalf to another (trusted) person** | |
| Not applicable | 1. Passport of applicant ;  2. Passport of the legal representative of the minor applicant;  3. A document confirming the status of the legal representative of a minor applicant (in particular, a birth certificate);  4. Passport of the representative by power of attorney;  5. A notarized power of attorney (or certified in a different manner specified in Article 185.1 of the Civil Code of the Russian Federation), which gives the right to a trusted person to conclude an education Contract on behalf of a legal representative \*;  6. Notarized (or certified by the consulate of the Russian Federation) CONSENT of the legal representative for the conclusion of an education contract by minors.  7. Consent to the processing of personal data  *\* - the original of the notarized (or certified by the consulate of the Russian Federation) consent of the legal representative to conclude a Contract, the original of the power of attorney granting the right to the authorized person to conclude an education Contract, should be submitted to the University no later than 14 days after arrival for training (in person or through postal operators)* |

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| **For ADULT applicants (over 18 years)** | **FOR YOUNG ADULTS FROM 14 TO 18 YEARS** |
| **If the Customer under the Contract is another individual** | |
| 1. Passport of applicant;  2. Passport of the Customer \*  3. Consent to the processing of personal data  *\* - a notarized (or certified by the consulate of the Russian Federation) copy of the customer's passport when enrolling for training should be submitted to the University no later than 14 days after arrival for training (in person or through postal operators).* | 1. Passport of applicant;  2. Passport of the legal representative of the applicant;  3. A document confirming the status of the legal representative of a minor applicant (in particular, a birth certificate).  4. Notarized (or certified by the consulate of the Russian Federation) CONSENT of the legal representative to conclude an education contract with minors \*;  5. Passport of the Customer;  6. Consent to the processing of personal data  *\* - the original notarized (or certified by the consulate of the Russian Federation) consent of the legal representative to conclude a Contract upon enrollment for training should be submitted to the University no later than 14 days after arrival for training (in person or through postal operators).* |
| **If the Customer under the contract is a legal entity** | |
| 1. Passport of applicant;  2. Letter of guarantee from a legal entity.\*.  *\* - The original of the letter of guarantee should be submitted to the University no later than 14 days after arrival for training (in person or through postal operators).* | 1. Passport of applicant;  2. Passport of the legal representative of the applicant;  3. A document confirming the status of the legal representative of a minor applicant (in particular, a birth certificate);  4. Notarized (or certified by the consulate of the Russian Federation) CONSENT of the legal representative to conclude an education contract for minors \*;  5. Letter of guarantee from a legal entity.  *\* - the original notarized (or certified by the consulate of the Russian Federation) consent of the legal representative to conclude a Contract should be submitted to the University no later than 14 days after arrival for training (in person or through postal operators).* |