

ST. PETERSBURH & MOSCOW, RUSSIA

Volunteer Program

Programme Description

Working abroad has become extremely popular in recent years not only because these exciting assignments represent the experience of a lifetime. Young people are increasingly looking at work abroad options for a number of very practical reasons, which go beyond the obvious fact that working abroad looks good on any CV.

Students choose Work Experience because they want to

- do something meaningful in a gap year
- explore career options
- develop social competence skills
- acquire proficient language skills
- immerse in a different culture

Our partner school is one of the first organisations to offer meaningful study and work programmes in Russia. Our aim is to give students a unique insight into the Russian daily life of our times. Although the assignments we offer are all supervised by our partner school, the experience inside our host organisations will be very authentic. For legal reasons, most work experience assignments in Russia are **unpaid**.

Our partner school offers two kind of work experience programmes (as defined by the WYSE Work Abroad Association)

- **An Internship** is a temporary, supervised, practical experience programme in which a young person, usually a college or university student, carries out a training experience in a temporary position at a host company.
- **A Volunteer Programme** is a temporary, supervised, practical training in which a person voluntarily carries out a task which has social, environmental or cultural relevance.

English Teaching Assignments

Occasionally, our partner school offers paid and unpaid assignments for Teachers of English:

Kindergarden in Moscow: English Language Teacher

Requirements

- **The minimum age for volunteer work is 18.**
- **Minimum level of Russian at the start of the Volunteer:** A2
- A good qualification in the area of placement.
- See visa regulations for further requirements.
- A successful visa application if required
- **Minimum course length prior to the start of the work assignment:** 4 weeks
- **Type of course:** any Russian Course, minimum 20 lessons per week
- **Volunteer length:** two weeks to half a year, depending on the requirements of our host organisations.

For more information about the Russian courses we offer please visit:
<http://www.studyglobal.net/learn-russian-language-course-moscow-st-petersburg.htm>

Programme Details (Volunteer)

Volunteer programmes in Russia focus on the opportunity to work with orphan and disadvantaged children where volunteers can leave lasting, positive results in the lives of the less fortunate.

Our partner school offers volunteer programmes with following types of host organisations:

- **Working in an orphanage**

Prices

Total cost of programme: Russian Course (see our price list) plus Work Placement Fee.

- Work Placement fee is **EUR 250**

Included: work placement fee only.

Not included: Russian Course, registration fee, accommodation fees, airport transfers, courier fee if applicable...

For information about our prices please visit:

<http://www.studyglobal.net/prices-russian-language-petersburg.html>

<http://www.studyglobal.net/prices-russian-language-moscow.html>

Accommodation (optional)

During the course preceding the work experience, participants can choose between host family stay and shared apartment. As soon as the work experience starts, the participants need to move into a shared apartment.

For information about accommodation options please visit:

<http://www.studyglobal.net/accom.php?lang=en&id=53>

<http://www.studyglobal.net/accom.php?lang=en&id=56>

Procedure for Work-Experience Students

Please be reminded that all work-experience programmes include either a group language course of at least 4 weeks or an individual course of at least 3 weeks. This course needs to be completed before your work experience can start. It is therefore necessary that you fill out two booking forms:

- **booking form language courses**
- **work placement application form**

We further require from you:

- **Recent Curriculum Vitae (in English or Russian) with a photograph**

While the language skills required differ for the various jobs, we do ask you to apply for work experience only if your level on arrival in Russia is at least A2.

Our partner school will confirm reception of the documents and your registration to the programme 72 hours after having received them. A work placement confirmation is sent as soon as we receive the confirmation from the host company/organisation. (6 weeks before the arrival date at the latest). The work placement confirmation is comprised of two documents: a Letter of Acceptance and a Placement Description Form.

Booking deadlines

The booking deadline for all work experience programmes should reach us at least 8 weeks prior to arrival. This will ensure that all students receive their visa on time.

Change of workplace (for work experience students)

Once the work placement has been confirmed according to the requirements and profile of the participant and of the host Company/Organisation, no programme changes can be made.

Visa Information

Please be aware that visa applications are necessary for almost all foreigners.

Our partner school provides invitation letters for a tourist visa for all students studying up to 4 weeks. A tourist visa is only valid for a single entry and a maximum stay of 30 days. For students wishing to stay longer than 4 weeks a student visa needs to be issued. In this case there is a difference between proprietors of a passport from 'Schengen' countries and others. None **'Schengen' passport** holders will get an invitation letter issued by the Russian Ministry of Interior Affairs. This procedure takes at least one month. For all 'Schengen' passport holders, our partner school is alleged to issue an invitation letter, which allows issuing of the visa at short notice.

We need the following documents and information about the student to file the student letter of invitation:

- Clear passport copy with all relevant personal data (full name and first name, date and place of birth, nationality), passport number, passport issue and expiry dates, issuing authority and place of issue, any prolongation remarks. We need the copy either by fax or scanned and sent by e-mail. Please note that the passport must remain valid for six months beyond the Russian visa expiry date.
- Exact length of stay (allow for some extra-days).
- Place of application for the visa (city, country)
- Permanent home address, phone/fax number
- Place of work/study; job title, position, exact address of work or study, contact phone/fax
- For students wishing to study more than 3 months (90 days) we will simply prolong the short-term student visa in Russia.

For your convenience we provide samples for completing the application form for tourist and student visas

Russian Consulates

Following websites will help locate the nearest Russian consulate:

<http://www.russianembassy.net>
<http://www.russianembassy.biz>
<http://www.russian-embassy.info>
<http://www.waytorussia.net/RussianVisa/RussianConsulates.html>
http://www.ln.mid.ru/zu_r.nsf/stracons (in Russian only)

Visa registration

The school must register all students within three days after arrival at the local office of the Ministry of the Interior. Registration of a visa normally takes two working days. We always hand out passport and visa copies during the registration process. Students can use these copies as valid documents while changing money, traveller's cheques (at some places), etc. Visa registration costs are included in the enrolment fee and payable together with the course and accommodation fees.