

Manual on submitting documents to MGSU for the general competitive admission through the Applicant's Dashboard

You are to register at

<https://tutor.mgsu.ru/Admission/Account/Login?ReturnUrl=%2FAdmission%2F> to start using the Applicant's Dashboard.

You need to enter your e-mail, set a password that meets the requirements, read the information and give your consent to the processing of personal data by checking the appropriate box and clicking on the “Register” button to complete the registration.

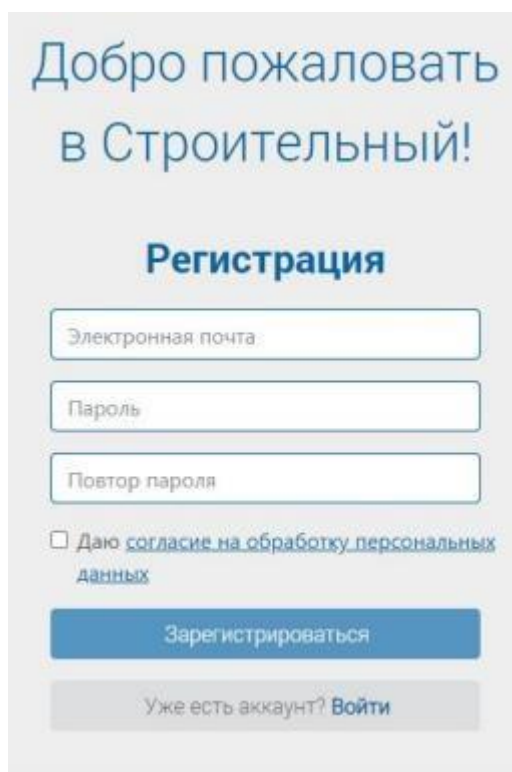
The image shows a registration form titled "Добро пожаловать в Строительный!" (Welcome to the Construction Department!) and "Регистрация" (Registration). The form includes three input fields: "Электронная почта" (Electronic mail), "Пароль" (Password), and "Повтор пароля" (Repeat password). Below the fields is a checkbox labeled "Даю согласие на обработку персональных данных" (I agree to the processing of personal data). At the bottom, there is a blue button labeled "Зарегистрироваться" (Register) and a grey button labeled "Уже есть аккаунт? Войти" (Already have an account? Log in).

Рис. 1. Registration form

Please note! Be attentive when providing your e-mail address to avoid typos; this e-mail will be used for direct communication and for receiving Admission Committee letters in the future.

Password requirements:

The password must contain 6 characters or more with at least one number

('0'-'9') and at least one upper and lower case character ('A' - 'z').

You are to confirm your e-mail address to log in. An email with a special link was sent to your e-mail address to confirm your e-mail address. Go to the page using the link.



Pic. 2. Registration confirmation

Following the link you get to Applicant's Dashboard with the following sections:

- My profile
- My documents
- Ask a question
- Manual
- Password reset

To get started in "My documents" you are to attach

"Consent to the personal data processing and publication"

Please note! Documents are submitted (sent) in the electronic images form (paper documents are to be converted into electronic form by scanning or photographing with machine-readable recognition of all details).

Files are to be in .pdf, .jpg, .jpeg, .png, .tiff, .docx (.doc). formats.

Maximum file size is 20 MB.

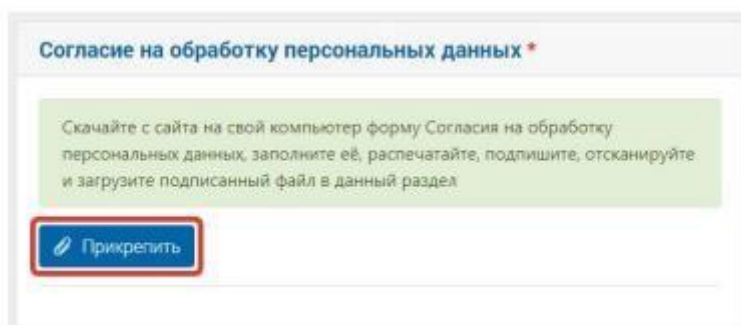
Please note!

We recommend downloading a form in PDF format and using free Acrobat Reader software (open a downloaded file using the installed Acrobat Reader program with a right-click “Open with ...” option) to fill all documents forms.

The filled form is to be printed, signed, scanned (photographed with machine-readable recognition of the details) and uploaded to the appropriate section of the Applicant's Dashboard.

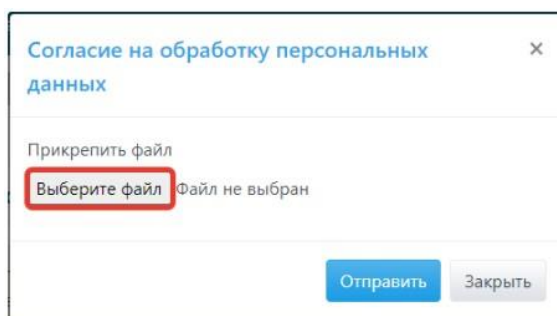
All gaps marked with an asterisk are required to be filled.

Push the "Attach" button to attach an electronic document.



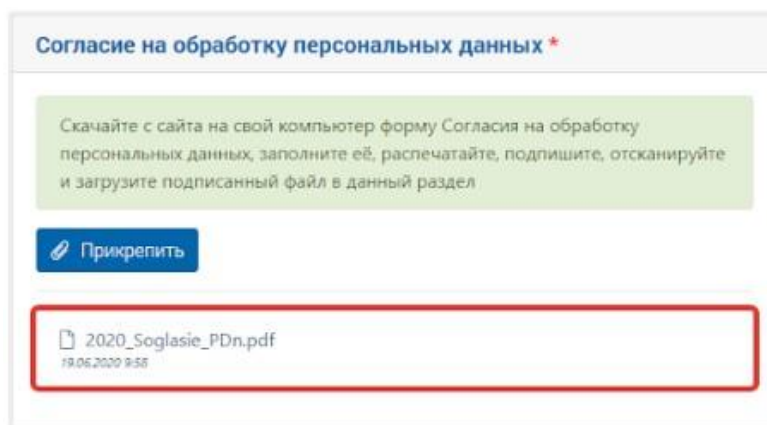
Pic. 3. Example: how to attach an electronic document

Next, push "Choose a file" button, select a pre-prepared file or several document files to upload and click “Send”.



Pic. 4. File uploading box

You will see the information about your uploaded file, the date and time of uploading of this document in the corresponding section.



Pic. 5. Uploaded file information

Some document types can be deleted if the file was attached by mistake. In this case, click on the cross on the right side of the information box about the attached file and confirm your action.



Pic. 6. Uploaded file deletion

In case the delete function is not available, you are to attach the correctly filled and prepared file to upload it. The last attached document is considered relevant.

To download the document, click on its name and save it.

Next, you are to fill the questionnaire blocks in “My profile”:

- General Information
- Documents
- Education
- Address

You are to attach electronic files of the following required documents in these subsections:

- Document on identity
- Record of the previous education level (with an appendix with grades)

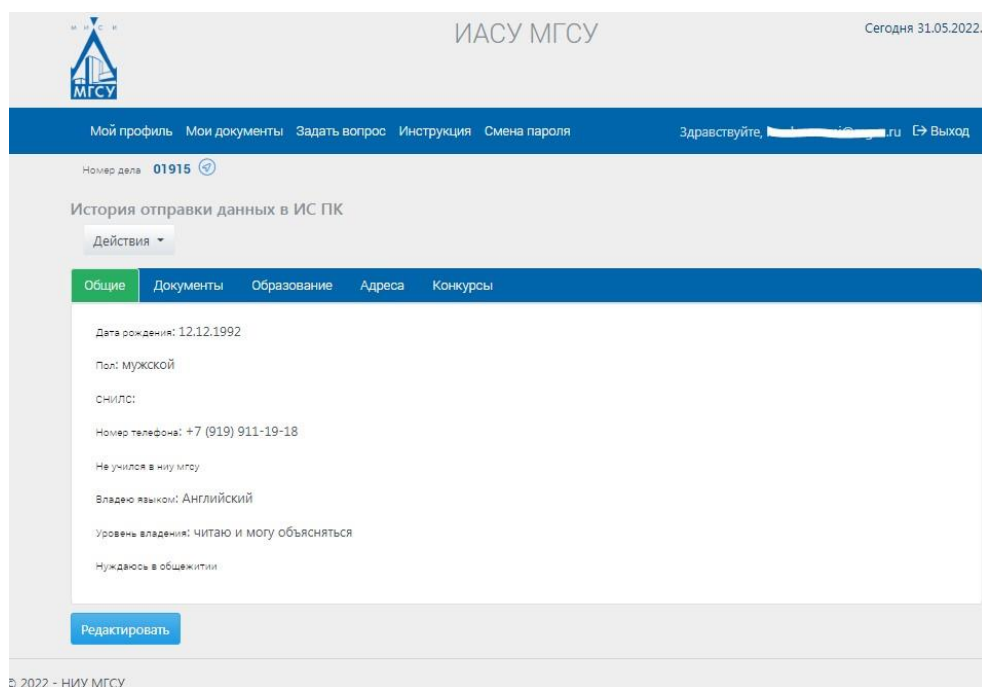


Fig. 7. "My profile"

Click on "Actions" button and select "Send data to the Admission Committee Information System" after providing information in blocks.

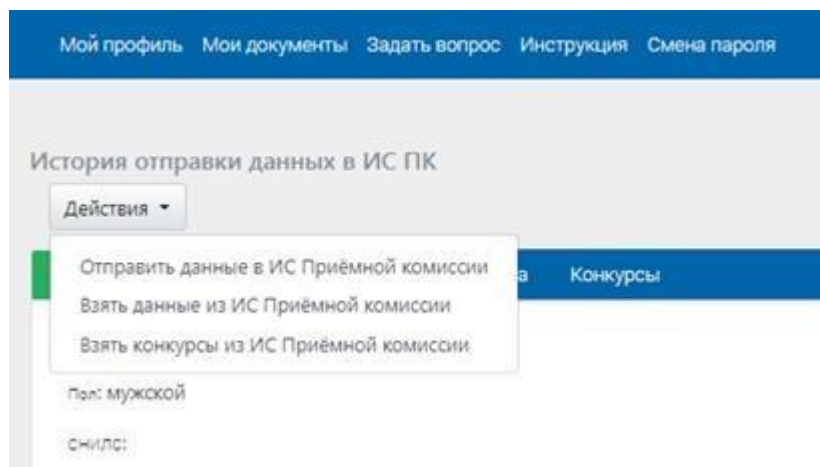
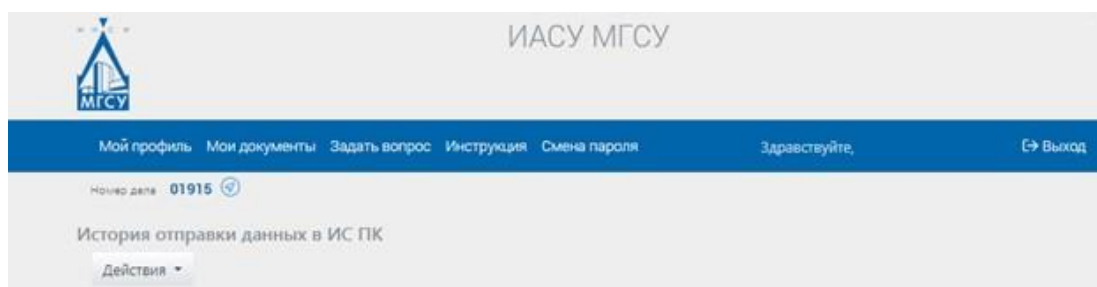


Fig. 8. "Actions" button features

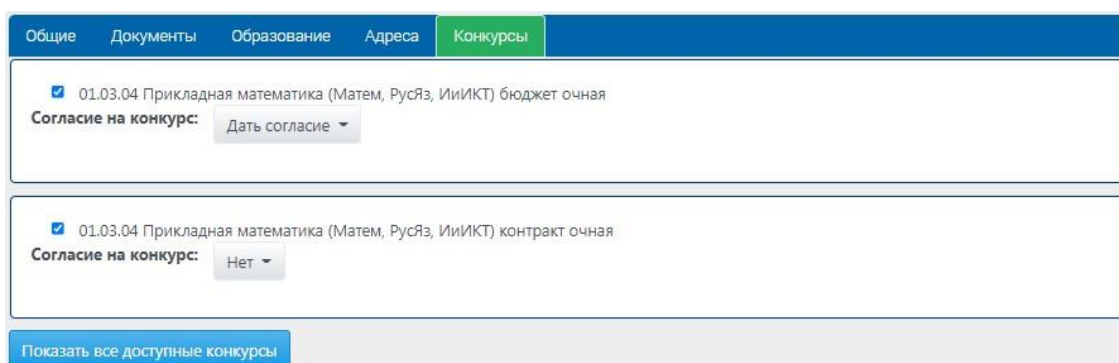
A number is assigned to the personal file, which the applicant can see in "My Profile", after the record is formed by the Admission Committee employee of MGSU,

Please remember the personal file number issued to you – you will need it to track the current status in the ranking in the Applicant's Navigator and to address the Admission Committee of MGSU in the future.



Pic. 9. Applicant's personal file number

"Contests" section in "My profile" becomes available for completing after a student gets his or her personal file number.

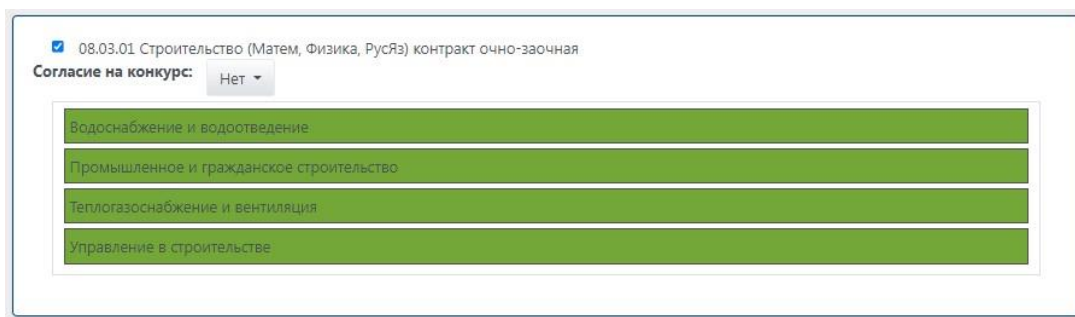


Pic. 10. Managing data in sections

In accordance with the Rules of Admission to higher education educational programs in the 2022-2023 academic session

- An applicant can apply for no more than four majors and(or) programs of study to get bachelor's degree or specialist's degree at MGSU.
- There is no set number of programs of study an applicant can apply for to get master's degree at MGSU.

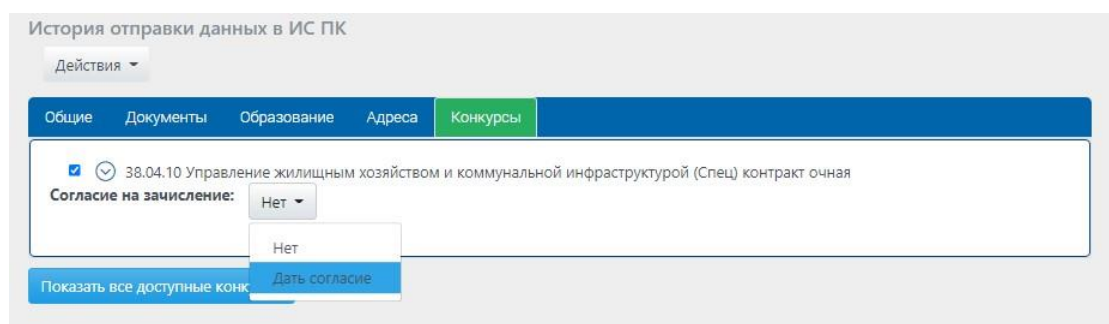
An applicant is to prioritise majors and(or) programs of study that include many educational programs (08.03.01 Civil Engineering, 08.05.01 Construction of unique buildings and structures). You can prioritise programs by clicking on a programs title and dragging it to the correct place.



Pic. 11. Selecting&Prioritising educational programs

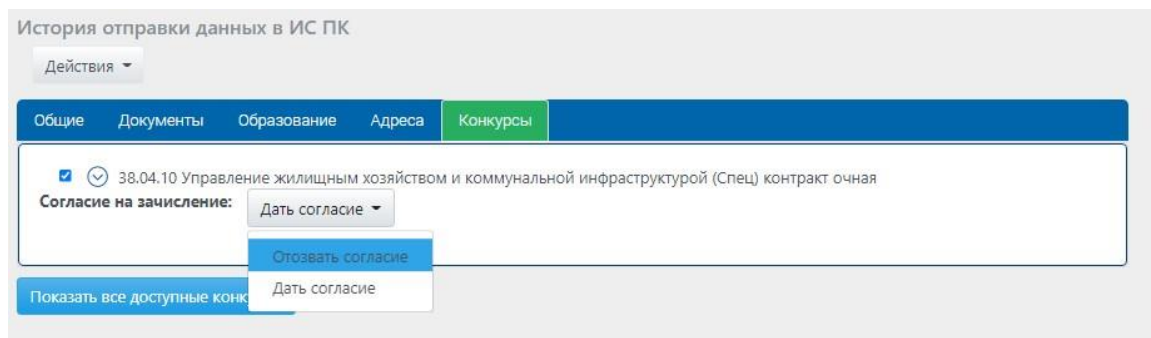
You need to click on "Actions" button one more time after "Contests" and select "Send data to the Admission Committe Information System". This procedure is to be performed every time changes are made to the blocks of the "My Profile".

You are to select "Consent" in the drop-down menu in the "Contests" section next to the inscription "Consent to accept enrollment offer", then click the "Actions" button again and select "Send data to the Admission Committe Information System" to submit an application for consent to enrollment offer.(Pic.. 12)



Pic. 12. Submission of an application for Consent to accept enrollment offer

To refuse the previously submitted "Consent to accept enrollment", you are to select "Withdraw consent" from the drop-down menu in the "Contests" section next to the inscription "Consent to accept enrollment", then click the "Actions" button again and select "Send data to the Admissions Committee" 13).



Pic. 13. Application to refuse enrollment offer

PLEASE NOTE!!!

An applicant can submit an application for consent to be enrolled to the state funded program no more than 3 times.

Be attentive when submitting a consent form!

You are to attach your photo, that meets the requirements, in "My documents". Informal photos and selfies cannot be accepted.

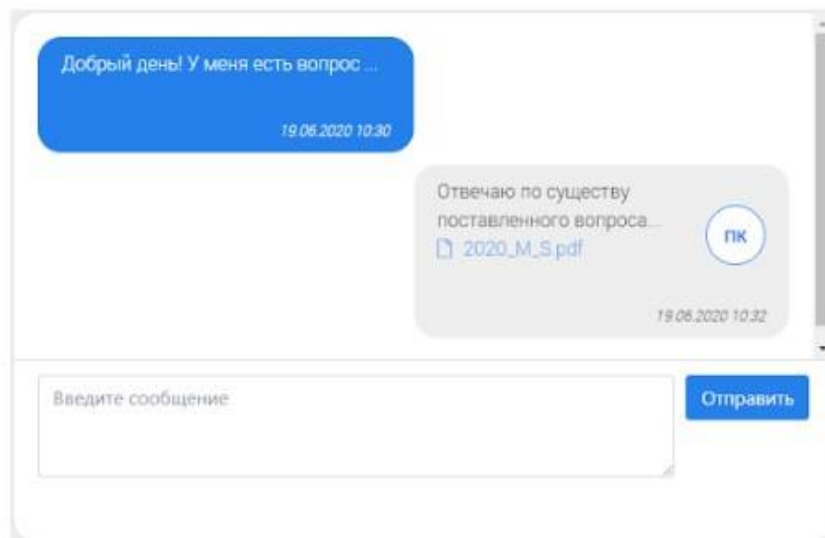
Having a digital photo is mandatory for applicants who are to be enrolled based on the results of entrance examinations. This photo will be used for student's documents further registration.

Our recommendations for your photo:

- find background in light colours (white or light gray) without drawings
- your face should be 70% of the photo
- width and height should be at least 250 × 350 pixels
- photo resolution should be at least 300 dots per inch
- the file size should not extend 3 MB
- acceptable file formats: .jpg, .jpeg, .png

You can ask MGSU Admission Committee any question in "Ask a question".

To ask a question, enter the text of your question in "Enter a message" and click on the "Send" button. The history of communication is saved in the Applicant's Dashboard in a dialogue form.



Pic. 14. Dialogue box example

You can change your password in “Password reset” section. Fill in the form and click on the “Save” button.

Pic. 15. Password reset boxОкно смены пароля

To log out, click on the “Log out” button in the main menu.



Pic. 16. "Log out" button