**APOSTILLE!**

**1. An application for the provision of an apostille is submitted by citizens of the Russian Federation in electronic form in their personal account on the Unified Portal of Public Services (UPPS).**

List of documents:

* a copy of the original document on education and (or) qualifications (diploma, etc.);
* a receipt confirming the fact of payment of the state fee charged for the provision of public services.

**2. An apostille is provided to foreign citizens through an authorised person who is a citizen of the Russian Federation and has a personal account on the Unified Portal of Public Services. The authorized person applies for the provision of an apostille to his principal in electronic form in his personal account at the UPPS.**

List of documents:

* power of attorney in simple written form according to the sample;
* a copy of the original document on education and (or) qualifications (diploma, etc.);
* a copy of the identity document of the holder of the document on education and (or) qualifications (if the holder of the specified document is not the applicant);
* a certified translation of the identity document of the holder of the document on education and (or) qualifications (if the applicant is not a citizen of the Russian Federation);
* a receipt confirming the fact of payment of the state fee charged for the provision of public services.

**3. The originals of documents on education and (or) qualifications are submitted to the Ministry of Education and Science of the Kabardino-Balkarian Republic (Nalchik, 43 Keshokova str., office 308, tel. 42-24-92, 42-24-93).**

Attention!

To optimize the documents’ submission procedure, we suggest creating a folder (a perforated folder (10 files), enclosing copies of documents in it in the following order:

1) An empty file.

2) An empty file.

3) The original diploma with the supplement (hardcover).

4) A notarized copy of the diploma holder's passport, translated into Russian.

5) Three copies of the diploma with supplement in the following sequence:

- the first sheet of the diploma with the full name and registration number of the diploma;

- the supplement.

6) a receipt for payment of the state fee.