**Step-by-step**

1. Collect documents, fill the application form (photo of candidate should be paste in form).
2. Make copy of documents
3. Translate documents (not the application form) to Russian language
4. Notarized the translated copy in The Russian Consulate
5. Scan the notarized translated copy of documents and application form.

A candidate can do translation by himself and visit The Russian Consulate for notarization

Or

Use service of translation bureau which do notarization in The Russian Consulate

http://russian-embassy.org/ko/?page\_id=242

**In the end candidate will have**

1. the notarized translated copy of documents (with original stamps of The Russian Consulate)
2. application form

and

1. their scanned copy

And more details could be found at this [website](www.russia-edu.ru) ( [www.russia-edu.ru](http://www.russia-edu.ru/)).