## Upon Arrival Checklists

| **Activity** | **Foreign nationals** | **Russian citizens** | **When should this be done?** |
| --- | --- | --- | --- |
| [Fill out a migration card or have it filled out by an officer at passport control](http://ifaculty.hse.ru/migrationreg/). | + |  | Upon entering the country, before going through passport control |
| [Check in at the HSE guesthouse](http://www.hse.ru/en/hotel)/a rented apartment. | + | + | Upon arrival |
| Submit the documents for your registration (for more information, please see: https://ifaculty.hse.ru/migrationreg):   * a copy of all pages in your passport; * a copy of your migration card. | + | + | Within 3 days of your arrival |
| [Obtain your registration slip](http://ifaculty.hse.ru/migrationreg/). | + | + | Once it is ready (usually within 3-5 working days after submitting the documents) |
| [Obtain your HQS card](http://ifaculty.hse.ru/hqs/) (work permit). | + |  | The nearest day after your arrival (not including weekends and Wednesdays) |
| [Fill out an application form for a VTB bank card (if you haven't done it earlier)](http://ifaculty.hse.ru/bankaccount/). | + | + | On the first day of your employment or earlier |
| Attend HR Procedures Day. | + | + | On the day indicated in the invitation e-mail (sent by International Faculty Support Unit) |
| [Obtain your HSE entrance pass](http://ifaculty.hse.ru/enteringbuildings/). | + | + | On HR Procedures Day |
| [Obtain your library card](http://ifaculty.hse.ru/facilities/#library). | + | + | On HR Procedures Day |
| [Get access to your workplace](http://ifaculty.hse.ru/workplace/). | + | + | First week |
| [Get your HSE e-mail account](http://ifaculty.hse.ru/emailprofile/). | + | + | First week |
| [Edit your profile on HSE’s website](http://ifaculty.hse.ru/emailprofile/). | + | + | First month |
| [Order your HSE business cards](http://ifaculty.hse.ru/workplace/). | + | + | First month |
| Discuss your teaching schedule and office hours with your department. | + | + | First month |
| [Obtain your VTB bank card](http://ifaculty.hse.ru/bankaccount/). | + | + | 3-4 weeks after your application is submitted (or shortly after your arrival, if you submitted the application earlier by e-mail) |
| Attend meetings, workshops and mixers organized as per your Orientation Session plan. | + | + | From September to December |