## Pre-Arrival Checklist

| **Activity** | **Foreign nationals** | **Russian citizens** | **When should this**  **be done** |
| --- | --- | --- | --- |
| [Fill out the pre-arrival form on the International Faculty Support Centre website](https://ifaculty.hse.ru/expresspolls/poll/143001109.html) | + | + | 4-5 months before arrival |
| Provide the following documents for the preparation of your contract (and the letter of invitation for foreign nationals):  1. scanned copy of your passport (main page);  2. scanned copy of your Master's or Bachelor's degree in Russian or English (or translation into Russian or English if these documents are issued in other languages); please bear in mind that you will have to have the diplomas recognized according to the procedures existing between Russian and the country where you obtained the diplomas\*;  3. scanned copy of your PhD degree in Russian or English (or translation into Russian or English if these documents are issued in other languages); please bear in mind that you will have to have the diploma recognized according to the procedures existing between Russian and the country where you obtained the diplomas\*  **\* Types of Recognition**   * Documents issued by [the following countries](https://www.hse.ru/data/2020/05/20/1548039522/%D0%A1%D0%BF%D0%B8%D1%81%D0%BE%D0%BA%20%D0%B3%D0%BE%D1%81%D1%83%D0%B4%D0%B0%D1%80%D1%81%D1%82%D0%B2%20-%20%D0%BB%D0%B5%D0%B3%D0%B0%D0%BB%D0%B8%D0%B7%D0%B0%D1%86%D0%B8%D1%8F.doc)**do not have to be appostilled or legalised** (according to the official information presented on the website of the [Consular Department of the Ministry of Foreign Affairs](https://www.kdmid.ru/cons/legalization-of-documents/) of the Russian Federation). * Documents issued by the сountries **which are party** to the [Hague Conference](https://www.hcch.net/en/states/hcch-members)**have to be apostilled**. Please consult your local authorities how to issue an appostilled document. * Documents issued by the countries **which are not party** to the [Hague Conference](https://www.hcch.net/en/states/hcch-members) **have to be legalized**. Please consult your local authorities how to issue a legalized document.   4. passport-style digital image (for foreign nationals only).  5. medical certification or an extract from your medical file confirming that you have had the measles, or an international vaccination certificate (e.g., ICV, Yellow Card, etc.); please be aware if you cannot confirm your status of immuity against measles, you will have to get vaccinated in Russia or outside or get an antibody test **upon your arrival in Russia**(only tests conducted in Russia are valid). | + | + | 4-5 months before arrival |
| [When arriving with non-Russian accompanying family members (i.e., spouse, children):](http://ifaculty.hse.ru/visas/#letter)  1. copy of your spouse’s passport (main page);  2. notarized copy of your apostilled or legalized marriage certificate (original);  3. notarized translation of your apostilled or legalized marriage certificate into Russian (original);  4. copy of your child's passport (main page);  5. notarized copy of your child's apostilled or legalized birth certificate (original);  notarized translation of your child's apostilled or legalized birth certificate into Russian (original). | + |  | 4-5 months before arrival |
| Contact the Russian Consulate where you will be applying for a visa and ask for the list of documents you need to apply for a work visa. | + |  | 4-5 months before arrival |
| Inform the International Faculty Support Centre (ifaculty.support@hse.ru) if there are any additional documents you need from HSE to apply for a visa. | + |  | 4-5 months before arrival |
| Receive the preliminary draft of your employment contract by e-mail. Read it, ask any questions you may have, and comment on it. Please express your consent to sign the contract. | + | + | Approximately 1.5 months after you submit all documents required |
| Study the “[Before and Upon Arrival](https://ifaculty.hse.ru/)” section and ask any questions that you may have. | + | + | While reading the draft of your contract or earlier |
| Receive an e-mail with the final version of your employment contract and the request to sign it. Please follow the instructions specified in the e-mail. | + | + | Approximately 1 week after you approve the draft of your contract |
| Receive your visa invitation and other documents from HSE. | + |  | Approximately 1.5 months after you sign your work contract |
| Apply for a work visa at the Russian Consulate or Visa Centre in the city stated in your visa invitation. | + |  | As soon as you receive the letter of invitation |
| Inform your coordinator and International Faculty Support Centre (ifaculty.support@hse.ru) about the date of your arrival in Russia. | + | + | As soon as you book your flight |
| Plan the time for orientation events according to the schedule sent to you by International Faculty Support Centre | + | + | 1 week before arrival |
| Acquaint yourself with the [HSE’s internal bylaws](https://hr.hse.ru/localforeign). | + | + | 1 week before arrival |