## Upon Arrival Checklist

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| **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. | + |  | Upon entering the country, before going through passport control |
| Check in at the HSE guesthouse/a rented apartment. | + | + | Upon arrival |
| Submit the documents for your registration (for more information, please visit [this page](https://ifaculty.hse.ru/migrationreg)):  1. a copy of all pages in your passport;  2. a copy of your migration card. | + | + | Upon arrival (when checking in) at the place of stay (hotel/University guesthouse/rented apartment) |
| **Undergo [medical examination](https://ivisa.hse.ru/en/medstaff).** | **+** |  | **The nearest possible day** |
| **Apply for** [**clear criminal record certificate, SNILS and TIN number**](https://ifaculty.hse.ru/procedure)**.** | **+** | + | **The nearest possible day** |
| **Obtain the results of medical examination (medical certificates).** | **+** |  | **Once they are ready (usually within 7 working days after examination)** |
| Obtain your registration slip. | + | + | Once it is ready (usually within 3-5 working days after submitting the documents) |
| Obtain your HQS card (work permit). | + |  | The nearest workday |
| **Undergo fingerprinting and photographing and obtain your fingerprinting card** | **+** |  | **When obtaining work permit** |
| **Undergo initial medical check-up and mandatory psychiatric examination** | **+** | + | First week |
| Get your HSE e-mail account. | + | + | First week |
| Confirm with your manager where and when you should meet on your first day. |  |  | First week |
| Download [HSE Navigation App](https://www.hse.ru/web/mobile#/) (in Russian – «Вышка.Навигация»). | + | + | First week |
| Get a blood test for antibodies against the measles or get vaccinated against measles (if you don't have medical certification or an extract from your medical file confirming that you have had the measles, or an international vaccination certificate). | + |  | The nearest possible day |
| Fill out an application form for a VTB or Sber bank card (if you haven't done it earlier). | + | + | On the first day of your employment |
| Get access to your workplace. | + | + | First week |
| Attend the HR Procedures Day. | + | + | On the day indicated in the invitation e-mail (sent by International Faculty Support Centre) |
| Obtain your HSE entrance pass. | + | + | On HR Procedures Day |
| Obtain your library card. | + | + | On HR Procedures Day |
| Edit your profile on HSE’s website. | + | + | First week |
| Upload your measles certificate (i.e. an international vaccination certificate, or certificate for antibodies, or an extract from your medical file confirming that you have had the measles) to your personal account at lk.hse.ru. | + |  | First week |
| Obtain [a Russian sim-card](https://ifaculty.hse.ru/sim_cards). | + |  | First month |
| Order your HSE business cards (optionally). | + | + | First month |
| Discuss your teaching schedule and office hours with your department. | + | + | First month |
| Obtain your VTB or Sber bank card. | + | + | First month |
| Attend meetings, workshops and mixers organized as per your Orientation Session plan. | + | + | From September to December |