## Upon Arrival Checklist

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| **Activity** | **Foreign Nationals** | **Russian Citizens** | **When should this be done** |
| **Preparatory Stage** |
| 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 |
| Obtain your registration slip (for more information, please visit [this page](https://ifaculty.hse.ru/migrationreg)). | + | +  | 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, TIN number](https://ifaculty.hse.ru/procedure) and a verified account at Gosuslugi. | + | + | The nearest possible day |
| Obtain the results of medical examination (medical certificates). | + |   | Once they are ready (usually within 5 working days after examination) |
| Undergo fingerprinting and photographing and obtain your fingerprinting card. | + |   | Once you obtain the medical certificates |
| Obtain your HQS card (work permit). | + |   | The nearest workday  |
| **Upon Employment** |
| Attend the HR Procedures Day. | + | +  | On the day indicated in the invitation e-mail (sent by International Faculty Support Centre) |
| 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 |
| Undergo initial medical check-up (for all employees) and mandatory psychiatric examination (for tenure-track and tenured only) | + | + | First week |
| Get your HSE e-mail account. | + | + | First week |
| Obtain your HSE entrance pass. | + | +  | 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 |
| Download [HSE Navigation App](https://www.hse.ru/web/mobile#/) (in Russian – «Вышка.Навигация»). | + | + | First week |
| Obtain your library card. | + | +  | First week |
| 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 |
| 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 |