## 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);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);4. passport-style digital image (for foreign nationals only). | + | + | 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 |