## 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) |
| Get your HSE e-mail account. | + |   | First week |
| Obtain your registration slip. | + | +  | Once it is ready (usually within 3-5 working days after submitting the documents) |
| **Undergo [medical examination](https://ivisa.hse.ru/en/medstaff).** | **+** |   | **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 HQS card (work permit). | + |   | The nearest workday (excluding Wednesdays) |
| **Undergo fingerprinting and photographing and obtain your fingerprinting card** | **+** |   | **When obtaining work permit** |
| Fill out an application form for a VTB bank card (if you haven't done it earlier). | +  | + | On the first day of your employment |
| 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 |
| Get access to your workplace. | + | +  | First week |
| Edit your profile on HSE’s website. | + | +  | 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 bank card. | + | +  | 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 |