## Pre-Arrival Checklist

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| **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). | + | + | 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 |