**New operating procedures for entry and employment in UrFU of a foreign specialist entering the Russian Federation for work purpose. In force since 29.12.2021.**

**Based on: 274-FZ “On Amending Federal Law 115 “On Legal Status of Foreign Citizens in the Russian Federation” and 128-FZ “On State Fingerprint Registration in the Russian Federation”.**

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| № | Procedure, required documents | Based on | Responsibility, terms |
| 1 | Assistance in finding accommodation for the period of isolation (subject to mandatory registration at the place of stay within 7 days from the date of entry into the Russian Federation).  Foreign citizens and stateless persons arriving for work purpose only have to provide a medical document confirming the negative result of a laboratory test of material for COVID-19 by PCR, selected no earlier than two calendar days before arrival in the territory of the Russian Federation.  In case of receiving negative results of PCR test and the presence of IgG, workers may be allowed to work without observing isolation | Decree of the Chief State Sanitary Doctor of the Russian Federation dated March 18, 2020 No. 7 “On ensuring the isolation regime in order to prevent the spread of COVID-19”, as amended. Decrees of the Chief State Sanitary Doctor of the Russian Federation dated December 4, 2021 No. 34. | Supervisor (curator) - day of arrival of a foreign specialist |
| 2 | Within 30 days after the entry a foreign specialist must undergo fingerprint registration and photographing.  The procedure for each foreign citizen is carried out once.  After passing the fingerprint registration, foreign citizens receive a document confirming the procedure. | 274 FZ art.5 p.13 paragraph 2 | Supervisor, Specialist of the Centre for Recruiting and Supporting Foreign Scientific and Teaching Personnel (CRSFSTP) |
| 1. To undergo fingerprinting registration:  - passport (original and copy of the main page)  - copy of the Application for HQS recognition  - copy of visa (copy of visa and copy of main page of passport – on one paper)  - HIV certificate  - certificate of medical examination result for chemical and toxicological blood tests, presence/absence of narcotic substances and infectious diseases | 115 FZ art. 13 p.4 pp 6 (13.2, 13.5) | Supervisor  **For HQS:** the procedure is carried out in St. Sulimov, 46. Monday, Thursday, Friday from 8 to 9 am (the schedule is valid for December 2021).  A specialist of the CRSFSTP takes a ticket from the administrator on the day of admission or in advance, the procedure for passing fingerprinting and photographing is free.  Results are immediately after the procedure.  **For invited specialist**: the procedure of fingerprint registration and photography is carried out in the territorial migration departments of the Ministry of Interior of Russia (at the place of migration registration) |
| 2. Medical examination is carried out in the clinic (St. Syromolotov 19, room 106). Please make a call for appointment 8(343)3473762, or via WhatsApp 8(922)1313635.  Prior to the visit, please, send the photo of the main page of the passport, photo of the page with a visa, and registration (WhatsApp - 8(922)1313635) |  | Price:  PCR test -1370 rubles (results are valid for 3 months for the Ministry of Interior)  Medical examination + HIV + fluorography + chemical-toxicological analysis - 2000 rubles  Terms - 2 days |
| 3. Obtaining work permit (for HQS)  After receiving a document confirming the fingerprint registration, a foreign specialist can receive a work permit in Sulimov, 46, at the window No. 41. Take an appointment ticket from the administrator on the same day. Opening hours: 10.00-17.00 (break: from 13.00 to 14.00) |  | Supervisor |
| 4. Accompanying family members of foreign specialists who arrived for purposes not related to work activities for a period exceeding 90 calendar days are subject to mandatory fingerprint registration. Except for family members under the age of 6 (art. 5, par. 20, par. 3) | 115 FZ art. 5 p.13, paragraph 1 | Supervisor, Specialist of CRSFSTP - 90 calendar days. |
| 3 | The procedure for employment at UrFU has not changed.  The obligation to provide a document confirming the fingerprinting registration and photography has been added as necessary. |  | HR department |
| 4 | The visa extension procedure has not changed. Consider important aspects:  Visa (except HQS) is valid for 90 working days (terms are indicated in the visa) Extension conditions:  - employment for a certain period, the visa is extended according to the terms of the contract, but not more than for a year. Before the employment contract initiation, please, pass fingerprinting registration.  Please, provide all the required documents:  - HIV (valid for 3 months. Please, take a copy, since you have to provide the original during fingerprinting registration)  - registration at the place of stay, valid for the duration of the visa extension procedure. |  | Specialist of CRSFSTP, Supervisor.  Extension terms - 20 working days  Important: it is necessary that the foreign specialist enters the Russian Federation as close as possible to the date the visa starts! |

* For foreign citizens who have not passed fingerprint registration in time, the period of stay in the Russian Federation is reduced to 31 days for those who arrived for work purpose; and up to 91 days for accompanying family members (except for children under 6 years old).
* Results of medical examinations at clinic in St. Syromolotov, 19, are valid for the Ministry of Interior. The validity of the PCR test for the Ministry of Interior is not 72 hours, but three months - but only for the Ministry, not for travel.
* Territorial migration departments:

- Kirovsky district (Uralskaya St., 70a)

- Leninsky district (Frunze St., 20)

- Oktyabrsky district (Vostochnaya St., 160)

- Verkh-Isetsky district (Krasnouralskaya St., 2a)

- Zheleznodorozhny district (Grazhdanskaya St., 4)

- Chkalovsky district (Tallinsky lane, 5)

- Ordzhonikidzevsky district (Bauman St., 11)