

1. Documents for HQS invitation

Issuing a work permit for highly qualified specialists.

The main clauses for pursuing employment of a HQS can be studied in Article 13.2. Federal Law No. 115 "On Legal Status of Foreign Citizens in the Russian Federation", which was introduced by Federal Law No. 86-FZ dated May 19, 2010. It specifies the procedure for issuance of a HQS work permit; the extension of the employment contract and work permit is carried out in accordance with the current administrative regulations.

Advantages:

- issuance of a HQS work permit and invitation for HQS work visa takes 14 working days;
- a multiple-entry work visa for a HQS is issued for the whole period of work permit validity (up to 3 years) immediately, and not like when applying for a regular visa through a single entry. When extending the HQS work permit, the validity of a multiple-entry work visa and the visa of accompanying family members can be extended without leaving the territory of the Russian Federation;
- almost all of the HQS family members can enter the Russian Federation on the basis of visa of an accompanying family member for the duration of the work permit. Family members of a HQS are able to legally work on the basis of visa of an accompanying family member, and can also apply for a work permit outside quotas under a simplified procedure;
- a HQS has the right to work on work trips in any regions of the Russian Federation;
- a HQS and his family members have the opportunity to carry out migration registration within 90 days from the date of entry into the Russian Federation; after migration registration, when moving around the Russian Federation, they have the right not to get migration registration within 30 days;
- a HQS and his family members have the right to obtain a residence permit in a simplified form for the duration of the work permit;

Disadvantages:

- an obligation to pay wages of at least 1 million rubles a year and quarterly confirm payments to the Ministry of Interior;
- issuance of voluntary medical insurance HQS and all members of his family is a prerequisite.

List of documents for obtaining a work permit for a HQS

- Employment contract or a civil law contract for pursuing employment (rendering of services) by a HQS, made and issued in accordance with the legislation of the Russian Federation. Original signed by both parties;
- Receipt of the state fee payment in the amount of 3,500 rubles for a work permit for the HQS;
- Receipt of the state fee payment in the amount of 800 rubles for the invitation of the HQS;
- Notarized translation of a foreign citizen's passport (main page) (1 copy); passport must be valid for at least 2 years; passport must have at least three empty unfolded pages;
- Photo 3x4 (color, matte. 1 pc).
- **Profile:**
 - Information and documents confirming that this specialist has professional knowledge and skills (copies of diplomas);
 - Information about work experience (full name of the organization, address, position of the last place of work);
 - Information about the results of intellectual activity;
 - Information about professional awards and other forms of professional achievements recognition;
 - Country, city (where a HQS will apply for a visa).

Upon arrival in the Russian Federation, a HQS personally has to visit the Universal Migration Center in *St. Sulimov, 46*, in order to obtain work permit (a ticket from the administrator's window No. 41 should be taken in advance). Please, have your passport with you.

Opening hours: from Monday to Friday, from 9.30 to 17.00. (Break: from 13.00 to 14.00)