

Documents for visa extension for HQS

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Visa extension happens only by maintaining the category, type, number of permitted entries and the purpose of entry of a foreign citizen.

The deadline for submitting a full package of documents for the work permit extension and the HQS visa extension is 45 days before the end of the work permit. The documents must be submitted to the Centre for Recruiting and Supporting Foreign Scientific and Teaching Personnel (Lenin Av., 51, office 107):

HQS working in Russia according to the causes, stated by Article 13.2 the Federal Law dated July 25, 2002 No.115-FZ "On Legal Status of Foreign Citizens in the Russian Federation", based on orders of the Ministry of Interior No. 637 of August 14, 2017. No. 827 dated November 01, 2017, must personally submit an application for extending the work permit at the Department of Internal Affairs of the Main Directorate of the Ministry of Interior of the Russian Federation for the Sverdlovsk Region.

STAGE 1 – WORK PERMIT EXTENSION

- photo -1 pc. 3x4 color
- notarized copy of the passport first page
- copy of the tear-off part of the notification document of registration at the place of stay;
- original certificate 2-NDFL (personal income tax document). It has to be include information separately by years for the period of the work permit extension);
- copy of voluntary medical insurance
- copy of the employment contract.

Work permit extension takes up to 14 working days. 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)

STAGE 2 - VISA EXTENSION

- identification document (foreign/international passport) of a foreign citizen and copies of all completed pages;
- tear-off part of the notification document of registration at the place of stay and its copy (if the foreign specialist lives in the apartment, then he has to provide passport data and the year of birth of the apartment owner);
- migration card and its copy;
- copy of the visa;
- receipt of the state fee payment (1600 rubles);
- copy of the HIV certificate;
- copy of the voluntary medical insurance;
- copy of an employment or civil law contract for work (provision of services) - when extending a work visa and additional agreement.
- work permit and its copy (old one and extended one)
- for accompanying family members, it is necessary to provide a document confirming the relationship with the HQS (for spouses - a copy of the marriage certificate, for children - copies of birth certificates and copies of notarized translations). Documents must be legalized.