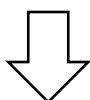


INSTRUCTION
for employment of foreign scientists at postdoc positions at UrFU

Procedure: Select from the list of applications or add your candidate in the personal account service of the head of Center of Competencies by ticking the appropriate line and selecting the action "Submit application".

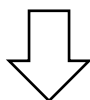
Important! When sending the application, you have to fill in the fields: phone and email of the supervisor; structural unit, position and rate for postdoc position.

Responsible worker: head of the Center of Competencies / scientist



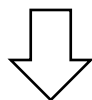
Procedure: Confirmation request of arrival from a foreign scientist and notification of him about the employment conditions, including living ones (except wages). In case of his consent to employment at UrFU, issuance of scanned copies of his passport, higher (higher) education and academic degree documents, CV.

Responsible worker: D.V. Shatunova



Procedure: Issuance and approval by a UrFU's special commission of a report on the recognition of a foreign scientist as a highly qualified employee (HQS) with explanation.

Responsible worker: D.V. Shatunova



Procedure: Filling in a CRSFSTP application for recruitment of a foreign specialist (FS), with approvals (signatures) of V.V. Kruzhaev and D.V. Shatunova, attaching the copies (scanned copies) of FS's documents in two languages (where one is Russian)

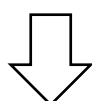
Important! All submitted documents have to be translated into Russian, all materials have to be legalized, copy of passport has to be notarized.

Responsible worker: D.V. Shatunova



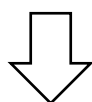
Procedure: Issuance of express analyzes of documents and application for preparing the report on possibility of foreign scientist employment.

Important! The education and academic degree documents must be recognized at the relevant commissions



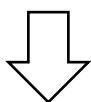
Procedure: Final confirmation request of arrival from a foreign scientist and notification of him about the wages considering the given report. Request of further information.

Responsible worker: D.V. Shatunova

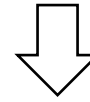


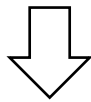
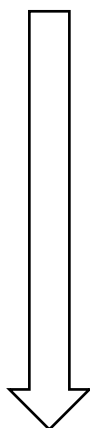

Procedure: Preparation of a service note to open a working rate for a foreign specialist with signatures of the Planning and financial management department and the head of a structural unit
Responsible worker: D.V. Shatunova

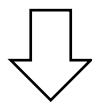
HQS



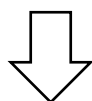
non-HQS



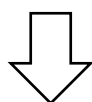
<p>Procedure: employment contract preparation Responsible worker: HR department</p>	<p>Procedure: project of employment contract preparation Responsible worker: HR department</p>
<p style="text-align: center;"></p>	<p style="text-align: center;"></p>
<p>Procedure: Sending an employment contract to a foreign specialist by express mail with an indication of the need to send the signed version to UrFU's contractor. Responsible worker: D.V. Shatunova Expenses: 2000-7000 rub</p>	
<p style="text-align: center;"></p>	
<p>Procedure: payment of state fees for the Department of Internal Affairs of the Main Directorate of the Ministry of Interior Responsible worker: CRSFSTP Expenses: work permit - 3500 rub, invitation – 800 rub. D.V. Shatunova transfer the necessary sum to the CRSFSTP.</p>	<p>Procedure: payment of state fees for the Department of Internal Affairs of the Main Directorate of the Ministry of Interior Responsible worker: CRSFSTP Expenses: invitation – 800 rub. D.V. Shatunova transfer the necessary sum to the CRSFSTP.</p>



Procedure: preparation and submission of the documents to the Department of Internal Affairs of the Main Directorate of the Ministry of Interior; receiving a visa invitation for FS.
Responsible worker: CRSFSTP



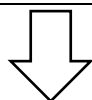
Procedure: Sending an invitation to a foreign specialist via e-mail indicating the need to obtain a work visa, to book air tickets at his own expense and to inform D.V. Shatunova about the date of arrival (not later than 2 weeks before the arrival) and correctly filling out the migration card with working purpose of entry
Responsible worker: D.V. Shatunova
Expenses: 2000-7000 rub



Procedure: Service note preparation and submission to the campus for starting accommodation process of FS, and notification of the supervisor about the accommodation process.

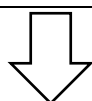
Responsible worker: D.V. Shatunova

Expenses: 1000 rub for room preparation.



Procedure: obligatory notification of the CRSFSTP, HR department and supervisor on the date and time of FS arrival.

Responsible worker: D.V. Shatunova



Procedure: procedure for employment and adaptation of a foreign specialist

1. Before FS arrival, please, receive forms of documents for FS from the HR department (Lenin Av., 51, room 133; St. Mira, 19, room. I-220).

2. Meet FS at the airport.

3. Bring FS to the place of stay, obtain residential lease agreements

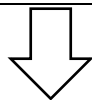
4. Visit CRSFSTP

3. Those FS, who live in the UrFU dormitory, have to come to the CRSFSTP on the day of arrival or the next day and (migration card, passport). In other cases (accommodation in hotel / private apartment) the hotel / apartment owner must carry out migration registration.

4. After issuing admission application and its approval by the head of the structural department, director of institute, S.V. Ustelemov (if the source of funding is “Program of competitiveness improvement”), receive a direction to preliminary medical examination (Lenina, 51, room 133 or Mira, 19, room I-223). Please, help the FS to pass the medical examination (procedure takes 1 day).

5. After receiving the preliminary medical examination results (it takes up to 3-4 working days), fill out all the necessary personnel documents, buy a work book (in case if FS does not have Russian work book yet), and submit them to the HR department for registration of employment relations, and SNILS (social security number).

Responsible worker: Supervisor



HQS	non-HQS
Obtain work permit and visit on the same day the CRSFSTP and HR department for employment	
1. Submit documents for migration registration to the CRSFSTP	1. Submit documents for migration registration
2. Receive a direction to preliminary medical examination (HR department), pass it.	2. Receive a direction to preliminary medical examination (HR department), pass it.

<p>3. After receiving the medical examination results together with the supervisor obtain work permit in the Department of Internal Affairs of the Main Directorate of the Ministry of Interior for the Sverdlovsk Region</p>	<p>3. After receiving the medical examination results visit the HR department for employment</p>
<p>4. Obtain taxpayer identification number in the Federal Tax Service (Timiryazev St., window No. 9)</p>	<p>4. Supervisor has to accompany FS to issue the certificate for passing HIV test (Syromolotov St., 19 (ph. number 374-37-62) or Yasnaya St., 46 (ph. Number 243-16-62) (for visa-entry foreign citizens)</p>
	<p>5. Pay the state fee for a multiple-entry visa on behalf of FS (1600 rubles), submit documents to the Department of Internal Affairs of the Main Directorate of the Ministry of Interior of Russia for the Sverdlovsk Region for a multiple-entry visa (CRSFSTP) (for visa-entry foreign citizens)</p>