

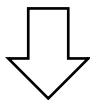
Instruction for employment of foreign specialists entitled to visa-free entry to the Russian Federation as scientific and pedagogical personnel

**INSTRUCTION**  
**for employment of foreign specialists entitled to visa-free entry to the Russian Federation as scientific and pedagogical personnel**

Citizens of the following countries have the right to visa-free entry to the Russian Federation with work purpose:

- Azerbaijan
- Armenia
- Belarus
- Kazakhstan
- Kyrgyzstan
- Moldova
- Tajikistan
- Uzbekistan
- Ukraine

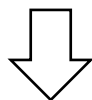
**Procedure:** Supervisor fills in an application for recruitment of a foreign specialist (FS), gets approval (signatures) from the head of the hosting structural unit and the director of the institute, and submits a signed application with copies and translations into Russian of FS's documents to the CRSFSTP. Application and scanned documents can be sent via e-mail. Important! All documents submitted to the CRSFSTP have to be translated into Russian, the translations must indicate the full name and contact details of the translator.  
**Responsible worker:** Supervisor



**Procedure:** Issuance of express analyzes of education documents on academic degree documents, preparation of recommendations. Based on them, report on the possibility of foreign specialist employment is held. The report has to be sent by e-mail to the supervisor of the FS.  
**Responsible worker:** CRSFSTP  
**Term:** 3 working days  
**Responsible worker:** HR department  
**Term:** 3 working days

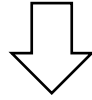


**Procedure:** If the candidate meets all the requirements, the procedure for the FS arrival to Russia for employment is initiated.  
**IMPORTANT:** Upon arrival to Russian Federation FS should obtain a migration card, where WORK purpose must be indicated in it!  
**Responsible worker:** Supervisor



**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:** Supervisor

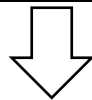


**Procedure:** For FS accommodation in the UrFU dormitory, a service note has to be prepared and submitted to the campus for starting accommodation process.

**Responsible worker:** Supervisor



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



**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 Elizaveta, tel. 389-93-03, 19; St. Mira, 19, room. I-220, Olga t. 375-41-81).

2. Meet FS at the airport.

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 submit documents for migration registration (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



**Procedure:** Extension of the period of stay in the Russian Federation according to the terms of the employment contract, but no more than for 1 year.

Please, provide a copy of the employment contract and documents for migration registration renewal (copies: migration card, passport, border crossing mark in passport) to the CRSFSTP.