

Procedure for migration registration of a foreign citizen

The procedure for migration registration of a foreign citizen upon arrival to the Russian Federation

Since the arrival moment at the place of stay on the Russian Federation territory, a foreign citizen, within a strictly established time, must register at the place of stay with the territorial body of the Federal Migration Service (FMS).

If a foreign citizen lives in the accommodation owned by UrFU on the basis of rental agreement, the curator of a foreign citizen is obliged, on the next working day after arrival, to provide the following documents to the employee of the Centre for Recruiting and Supporting Foreign Scientific and Teaching Personnel

1. For foreign citizens who arrived in the Russian Federation in a manner requiring a visa **Documents:**

- a copy of the passport – all filled pages;
- a copy of visa;
- a copy of the migration card of a foreign citizen;

2. For foreign citizens who arrived in the Russian Federation with a visa of HQS

Documents:

- a copy of the passport – all filled pages;
- a copy of visa;
- a copy of the migration card of a foreign citizen;
- a copy of work permit document – both sides.

Information for HQS

Federal Law No. 109-FZ dated July 18, 2006 "On Migration Registration of Foreign Citizens and Stateless Persons in the Russian Federation"

Article 20. Mandatory Registration of Foreign Citizens at the Place of Stay

4.1. Highly qualified specialists and foreign citizens who are highly qualified specialist's accompanying family members are exempted from the obligation of their migration registration at the place of stay for a period not exceeding 90 days from the date of their entry into the territory of the Russian Federation. At the same time, these foreign citizens registered at the place of residence (place of stay) in Russia in accordance with established procedure, when moving around the Russian Federation and upon arrival at a new place of stay, are exempted from the obligation of their migration registration at the new place of stay for a period not exceeding 30 days. After ninety-day or thirty-day period, the foreign citizens must carry-out registration procedure at a new place of residence, within a period not exceeding seven working days.

3. For foreign citizens who arrived in the Russian Federation in a manner that does not require a visa

Documents:

First stage for migration registration:

- a copy of the passport – all filled pages;

- a copy of the migration card of a foreign citizen;

Extension of migration registration based on employment contract:

- a copy of the passport – all filled pages;
- a copy of the migration card of a foreign citizen;
- a certified copy of the employment contract

4. Foreign citizens who are accompanying family members

- a copy of the passport – all filled pages;
- a copy of the migration card of a foreign citizen;
- a certified copy of the employment contract
- copies of documents confirming relationship with the accompanying foreign specialist, attaching translation and notarization;
- foreign specialist's documents (copies of the employment contract, passport pages with photo and work permit)

Important information!

If a foreign citizen leaves Yekaterinburg, but travels within the Russian Federation territory, he must provide the CRSFSTP with the original notification document of migration registration, migration card, passport, copies of travel documents, notifications document from places of stay during the whole trip (if he has them), within one day after returning from the trip.

According to the received documents, the CRSFSTP specialist carries out the registration according to the new terms of stay and gives the original tear-off part of the Notification document to the foreign citizen.

!! - in case of loss or damage of the migration card or notification document of registration, a foreign citizen must immediately contact the CRSFSTP specialist, who keeps the copies of all the documents. These copies and an application (it explains the reasons for the loss or damage) are the basis for CRSFSTP specialist to restore the lost / damaged documents.

Foreign citizens who are not registered at the place of stay in accordance with the current legislation are not subject to liability for violating the migration registration rule, except in the cases when the relevant foreign citizen is held responsible to provide information about the place of stay in accordance with the current legislation (for instance, if they have Temporary Residence Permit or housing in property).

Violation of the migration registration rules may entail administrative liability of a foreign citizen in the form of a fine in the amount of 2,000 to 5,000 rubles, and in some cases expulsion from the Russian Federation. Meanwhile, foreign citizen subjected to administrative expulsion may be barred from entering the Russian Federation for up to five years.