



СИБИРСКИЙ  
ФЕДЕРАЛЬНЫЙ  
УНИВЕРСИТЕТ

SIBERIAN  
FEDERAL  
UNIVERSITY

# ARRIVAL GUIDE

FOR INTERNATIONAL  
FACULTY (HQS)





We recommend that you **follow the steps** specified in the guide to make sure your employment and arrival are processed smoothly and efficiently. However, the Russian international employment legislation is rather complex and a few parties are normally involved, so setbacks and delays are possible. We promise to do our best to make your employment as problemless as possible.

Thank you for your understanding!

Due to certain complexity of employment for a foreign national, some upon arrival steps need to be taken. Presented below is an arrival guide which will support you with the steps to be completed.





## Activity

## When should this be done?

Fill out a **migration card** and be sure to deliver your part of the card to the University migration office. It is important.

☐

Upon entering the country, before going through passport control

**Check-in** at a SibFU pre-booked apartment-style dormitory.

☐

Upon arrival

For more information check out page 6.

Submit the documents for your **registration** (via e-mail):

- a copy/ scan/ high-quality picture of all pages in your passport;
- a copy/ scan/ high-quality picture of your migration card;
- a copy/ scan/ high-quality picture of your residence certificate from your dormitory.

☐☐☐

Within 3 days of your arrival

**Self-isolate until two negative test results are provided to the International Faculty Recruitment Office.**

☐

Upon arrival

Obtain your **registration slip**.

☐

Once it is ready (usually within 3-5 working days after submitting the documents) / **once your self-isolation period is over**

**Apply for** a Clear Criminal Record Certificate, Tax Individual Number (TIN), Insurance number of the Individual Personal Account (in Russian ЧИПАС = SNILS).

☐

**Once your self-isolation period is over**

\*For more information check out page 5.

Obtain your **HQS card** (work permit).

☐

The nearest day after your arrival (not including weekends and Thursdays) / **after self-isolation is over**

Fill out an application form for a SBER **bank card**.

☐

On the first week of your employment

Attend the **HR Procedures Day**.

☐

On the day indicated in the invitation e-mail (sent by International Faculty Support Centre)



## Activity

## When should this be done?

Obtain your SibFU **entrance pass**.

☐

within 5 working days

Get access to your **workplace**.

☐

first week

**Discuss your teaching schedule** and office hours with your department.

☐

first month

Obtain your **SBER bank card**.

☐

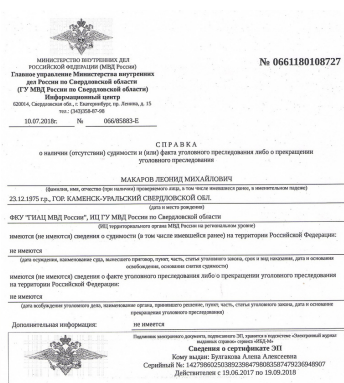
3-4 weeks after your application is submitted





## HR Procedures at SibFU

Upon your arrival and obtainment of a work permit, certain formalities must be followed. For the purpose of completing your employment at SibFU, International Faculty Recruitment Office organises HR Procedures Day. You will be informed about the exact date.

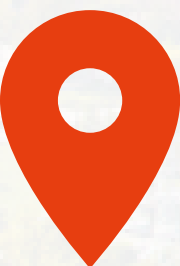


Clear Criminal Record Certificate

Tax Individual Number (TIN)

Insurance number of the  
Individual Personal Account (in  
Russian ЧИЛАС = SNILS)

A clear criminal record certificate can be issued  
by the local 'My Documents' Multi-Functional  
Centers (Многофункциональный Центр «Мои  
документы»). TIN and SNILS can also be obtained  
there. SNILS can also be issued by the University.



The closest centre to 79,  
Svobodny pr. is:

Телевизорная, 1 стр  
(Televizornaya 1, stroenie 9)



Documents you need to bring:

- passport;
- migration card;
- registration slip;
- passport translation certified by a notary (for foreign citizens);
- work permit (if you have one).

After your first visit, you will be given a receipt confirming your application (concerning the clear criminal record and TIN) and the numbers of TIN and SNILS. Please make sure that you collect the clear criminal record within around one month after you submit the application.



# TRAVELLING

## FROM THE AIRPORT TO YOUR ACCOMMODATION

1

STEP

### TAKE EXPRESS TEST FOR COVID-19

- the service is available at the medical centre in the arrivals area;
- cost – 2500 rubles;
- the result will be sent to an indicated e-mail within a day.

2

STEP

### TAKE A TAXI CAB

- recommended taxi services:

**Uber,**  
**Yandex,**  
**Didi;**

- approximate cost: 800-1500 rubles;

**Nota bene:** it is not recommended to take a taxi from drivers offering their services in the arrivals area.

3

STEP

### STAY HOME

- check-in at the dormitory;
- if you arrive early in the morning, you will get the room keys from the security guard;
- self-isolation lasts 3 days and ends on the 4th day after getting the negative result for COVID-19;
- during self-isolation you are to send soft-copies of your documents for migration registration to the SibFU Support Office (e.g. via smartphone):

**passport**  
**migration card**  
**dormitory certificate**

In case of difficulties, please contact SibFU Support Office:

**phone number** (WhatsApp): +7 (902) 966-13-60

**VK page:** Support Sibfu @hellosibfu

**e-mail:** oska@sfu-kras.ru

They will be able to consult you on what to do in certain situations, or provide you with some assistance by talking to non-English speaking people you may face if you do not quite manage to understand something.