

LIST OF DOCUMENTS REQUIRED FOR EMPLOYMENT OF INTERNATIONAL LECTURERS AT SIBERIAN FEDERAL UNIVERSITY
(referred to below as University, SibFU)

I. List of documents required BEFORE arrival:

1.	Copies/ scans of academic credentials of international citizens for preliminary examination of the presence of necessary qualifications and professional competence (documents confirming Bachelor's degree, Master's degree and Ph.D.);
2.	Copies/ scans of the pages of a foreign citizen's passport which contain: a photograph, date of birth, date of issue and date of expiration of the passport;
3.	CV;
4.	A document confirming the experience of teaching for at least 2 years;
5.	A list of scientific publications;
6.	Documents confirming membership in professional organizations, professional achievements and awards;
7.	A memo on the recruitment of an international lecturer (written by the University);
8.	An invitation application form (sent by the university, filled in by an INTERNATIONAL LECTURER);
9.	A memo on the recruitment of a foreign citizen as a lecturer (written by International Faculty Recruitment);
10.	A certified translation of documents on education (carried out by the University);
11.	A translation of the passport (carried out by the University);
12.	An expert opinion of International Students Recruitment Office on the result of recognition procedure of international education and (or) qualification (provided by the University).

II. List of documents required AFTER arrival:

13.	An employment contract (to be filled in upon the arrival to University);
14.	Indicators of the effectiveness of scientific and pedagogical work (to be filled in upon the arrival to University);
15.	A personal card (to be filled in upon the arrival to University);
16.	A checklist of health and safety services, consent to personal data processing (to be filled in upon the arrival to University);
17.	A visa copy;
18.	An immigration card copy;
19.	A copy of the detachable part of a notification form of migration registration at the place of temporary residence in the Russian Federation (given by a Protocol Office worker to a foreign citizen or International Students Recruitment Office worker after the migration registration procedure at the place of temporary residence);
20.	3x4 photographs (6 pieces);
21.	A voluntary medical insurance policy. In order to be employed a foreign citizen must have a voluntary medical insurance policy valid in the Russian Federation, or within 10 working days from the date of entrance enter into a <i>voluntary medical insurance</i> contract with one of the local companies. The university may recommend insurance companies and insurance packages to recruited international employees;
22.	TIN (Taxpayer Identification Number), Insurance individual account number and Certificate of criminal record (to be made at university with the help of International Faculty Recruitment Office).

- Please draw your attention to the fact that foreign citizens will have to pay for a number of documents required for employment from their own funds (for instance, a SibFU employee ID card, a notarized copy of the passport, a state duty for a multiple entry visa, etc).
- The list of required documents may be expanded in the recruitment process.