



СИБИРСКИЙ
ФЕДЕРАЛЬНЫЙ
УНИВЕРСИТЕТ

SIBERIAN
FEDERAL
UNIVERSITY

PRE-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 preliminary steps need to be taken before the actual arrival of a new faculty member at the SibFU campus. Presented below is a pre-arrival guide which will support you with the steps to be completed.



Activity

Work visas for highly qualified specialists (HQS) are issued to citizens of foreign countries and stateless persons entering the Russian Federation for long-term work purposes on the basis of an invitation issued by the Ministry of Interior of the Russian Federation (MVD of Russia). This invitation will be the ground for obtaining a work visa valid for the period of a work permit issued for HQS for up to 3 years.

For an invitation to be processed, you will need to provide the following information to work@sfu-kras.ru:

- soft copy of your passport (all pages – even empty pages – in high-quality definition); ☐
- full address in the country of permanent residence; ☐
- at least one valid phone number; ☐
- e-mail address; ☐
- full address of a Consulate/ Embassy of the Russian Federation where a visa is expected to be issued; ☐
- soft copy of your Bachelor's and Master's degrees with transcripts (transcripts are obligatory); ☐
- soft copy of your PhD degree with transcripts (transcripts are compulsory); ☐
- CV (including work experience, a list of publications and other relevant data allowing the University to recognise your professional qualifications); ☐
- official letters/ statements confirming a minimum of 2 years' teaching experience. ☐

Nota bene:

1. **Degree certificates must be legalized or apostilled (should you have any queries, contact work@sfu-kras.ru as not all the certificates require legalization).**
2. **To confirm the validity of your education, the original of the latest educational degree certificate (e.g., PhD certificate) must be provided upon arrival.**
3. **Your passport must be valid for at least 1,5 years from the issue date of the invitation letter and must have no less than 2 empty pages for the following visa extension.**

When arriving with **non-Russian accompanying family members** (i.e., spouses, parents, children, adoptive parents, adopted children):

- soft copy of your spouse's passport (main page); ☐
- notarized copy of your apostilled or legalized marriage certificate (original); ☐
- notarized translation of your apostilled or legalized marriage certificate into Russian (original); ☐
- soft copy of your child's passport (main page); ☐
- notarized copy of your child's apostilled or legalized birth certificate (original); ☐
- notarized translation of your child's apostilled or legalized birth certificate (original); ☐
- notarized translation of your child's apostilled or legalized birth certificate into Russian (original). ☐

When should
this be done?

4-5 months before arrival

4-5 months before arrival



Activity

When should this be done?

Contact the Russian Consulate/Embassy where you will be applying for a visa and ask for the list of documents you need to apply for a work visa. **Inform the International Faculty Recruitment Office** (work@sfu-kras.ru) if there are any additional documents you need from SibFU to apply for a visa.

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4-5 months before arrival

To continue processing an invitation, a **notarized translation** of your passport **into Russian** is required.

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Please note:

- your passport **should be valid for at least 18 months** from the projected starting date of your visa. ☐
- **notarize** the translation with the Russian Notary at the Consular Section of the Russian Embassy/Consulate or Russian Notary Public on the territory of Russia. For more detailed information, contact the closest Consulate or Embassy of the Russian Federation. ☐
- **all pages** (even empty pages) of your passport must be translated into Russian and notarized. ☐
- an **original** notarized translation of your passport **must be sent** to the Siberian Federal University by post: ☐

Mailing address: Siberian Federal University, 79 Svobodny pr., 660041 Krasnoyarsk, Russia

3-4 months before arrival

Receive the preliminary draft of your employment contract by e-mail. Review it, ask any questions you may have, and comment on it. Please express your consent to sign the contract.

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Approximately 1.5 months after you submit all documents required

Decide on **where you will get vaccinated against COVID-19** (send your queries to work@sfu-kras.ru). Get vaccinated against COVID-19 (if you have decided to do it outside Russia), have the vaccination certificate translated.

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Approximately 1.5 months after you submit all documents required

Receive an e-mail with **the final version of your employment contract** and the request to sign it. Please follow the instructions specified in the e-mail.

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Approximately 1 week after you approve the draft of your contract

Receive the original of your visa invitation and other documents from SibFU by e-mail.

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Approximately 1.5 months after you sign your work contract

Apply for a work visa at the Russian Consulate or Visa Centre in the city stated in your visa invitation.

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As soon as you receive the letter of invitation

Inform your coordinator and the **International Faculty Recruitment Office** (work@sfu-kras.ru) about the date of your arrival in Russia.

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As soon as you book your flight