

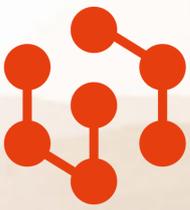


СИБИРСКИЙ
ФЕДЕРАЛЬНЫЙ
УНИВЕРСИТЕТ

SIBERIAN
FEDERAL
UNIVERSITY

PRE-ARRIVAL GUIDE

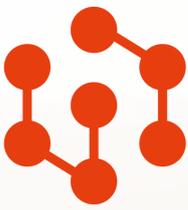
FOR INTERNATIONAL
FACULTY



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 international faculty are issued to citizens of foreign countries and stateless persons entering the Russian Federation for short- or 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 is the ground for obtaining a work visa valid for the period of **ONE** year; and can be further prolonged.

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.**

Please note, **non-Russian accompanying family members** (i.e., spouses, parents, children, adoptive parents, adopted children) are allowed to enter the Russian Federation **only if you are involved in labor activities as a highly qualified specialist.**

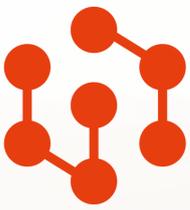
Should you have any queries on the issue, please do not hesitate to contact work@sfu-kras.ru .

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.

When should
this be done?

4-5 months before arrival

4-5 months before arrival



Activity

When should this be done?

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.

Approximately 1.5 months after you submit all documents required

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

Approximately 1.5 months after you submit all documents required

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

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.

As soon as you book your flight