**Notification of a foreign citizen liability for infringement of the Russian Migration law requirements**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby confirm that I undertake to follow Migration law requirements, in particular, **within 2 working days on each arrival to the Russian Federation** to provide copies of the following documents to the HSE Travel, Visa and Registration Office by either e-mail or in person:

* passport (the 1st page with photo and individual data),
* visa,
* and migration card

The e-mail address for this correspondence is [visa-registration@hse.ru](mailto:visa-registration@hse.ru). The copies must be distinct, and the date of arrival well seen. All the copies must be on one page (A4 paper size). The HSE Travel, Visa and Registration Office is located at room 218, 40 Myasnitskaya str., bld. 1, tel. 8(495)531-00-63 or 8(495)772-95-90 ext. 11859 or 11855 and is open for public only during weekdays.

I also confirm that I’m informed that I have to submit all the necessary documents for my visa extension to the HSE Travel, Visa and Registration Office **not later than 1 month prior to the expiry of my single-entry visa**.

The list of necessary documents is the following:

* passport,
* migration card,
* migration registration notice,
* 1 photo 3x4 (against white background),
* payment document for 1.000,00 rubles of visa extension fee,
* letter of referral from the Ministry of education and science of the Russian Federation (if it is mentioned in your visa)
* certificate from your faculty in HSE confirming that you are our student.

Working hours for receiving documents’ packages for visa extension are the following: Monday-Friday, 10.30 - 13.00; Wednesday 10.30 - 17.00.

**I confirm that I am informed that according to the Russian Federal Migration Service rules in case of breaking the migration regulations I will have to pay a fine, get fingerprinted and may be deported from the territory of the Russian Federation.**

Name, Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail, phone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_