



NATIONAL RESEARCH
UNIVERSITY

Visa & Registration Facts

HSE Visa & Registration Unit

Applies for registrations and multiple-entry visas for international students, consults on migration and visa matters.

visa-registration@hse.ru

visa.hse.ru/en/

20 Myasnitskaya Ulitsa, Room 538

Office hours: Monday-Friday, 9:00 am-6:30 pm

Document submission hours:

Monday, Tuesday, Thursday, Friday - 2 pm - 6 pm

Wednesday - 9:30 am – 1:30 pm, 2 pm - 6 pm

Contact:

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3 important steps to remember:

- 1. Migration card**
- 2. Registration**
- 3. Multiple-entry visa**

1. Migration card

You receive it at the passport control when you enter Russia.

Keep the migration card close. Do not lose it.

This document has to be presented at the passport control when you leave.

Every time you re-enter Russia you will receive a new migration card.

If you lose your migration card, you will need to immediately restore it.
Check visa.hse.ru/en/register for the procedure.

"Б" (Въезд/Departure)	
Российская Федерация/ Russian Federation	Республика Беларусь/ Republic of Belarus
Миграционная карта Migration Card	Серия/ Serial № 46 14
	№ 1234567
Фамилия/Surname (Family name)	ИВАНОВА
Имя/Given name(s)	ЕКАТЕРИНА
Отчество/Patronymic	
Дата рождения/Date of Birth День Месяц Год/ Day Month Year	Пол/Sex Муж./Male <input type="checkbox"/> Жен./Female <input checked="" type="checkbox"/>
0 6 0 6 1 9 9 0	Гражданство/Nationality БЕЛОРУССКАЯ
Документ, удостоверяющий личность/ Passport or other ID	№ документа/Passport number: AA11111111
Цель визита (нужно подчеркнуть)/ Purpose of travel (to be underlined): Служебный/Business, Туризм/Tourism, Коммерческий/Business, Учеба/Education, Работа/Work, Прочее/Other, Частный/Private, Прочее/Other	Сведения о приглашающей стороне (наименование юридического лица/домашний, лиц(очество) физического лица) и/или адрес гостя: Name of host person or company, locality: РФ
Срок пребывания/Duration of stay: С: From: 01.01.2014	До: Until: 03.2014 Подпись/Signature: 651 (for official use only)
Въезд в Российскую Федерацию/ Republic of Belarus/ Date of arrival in the Russian Federation/Republic of Belarus	Выезд из Российской Федерации/ Republic of Belarus/ Date of departure from the Russian Federation/Republic of Belarus
651	651

2. Registration

Every foreign passport holder must apply for registration **within 3 working days after arrival. Documents needed are: passport, visa, migration card.**

At the dormitory you submit your documents to the passport specialist and the scans are sent to the Visa & Registration Unit at visa-registration@hse.ru.

Non-dormitory residents submit the scans of their documents directly to the Visa & Registration Unit at visa-registration@hse.ru.

Pick up your registration 3-4 days after arrival, in the Visa & Registration Unit (M20, room 538).

REMINDER: Every time you leave Russia and come back you need to obtain a migration card and re-apply for registration.

You must have the original registration with you at all times.

3. Visa

Single-entry visa (what you have now)

- ✓ Given to you by a Russian embassy/consulate in your country of residence.
- ✓ Valid for 90 days only.
- ✓ You can enter Russia only once.

Multiple-entry visa (what you must apply for)

- ✓ Replaces the single-entry visa.
- ✓ Issued for the length of maximum 1 year.
- ✓ You can leave and re-enter Russia as many times as you need.
- ✓ Must be applied no later than 45 days before the single-entry visa expires.

Apply for the multiple-entry visa in person after September 18 but no later than October 4 at the HSE Visa & Registration Unit at Myasnitskaya Ul. 20, office 538.

Visa & Registration Facts

To apply for the multiple-entry you need the following documents required:

- ✓ passport (original + copy of ID page and visa page);
- ✓ migration card (original + copy);
- ✓ registration slip (original + copy)
- ✓ 1 photo 3,5x4,5 (in color)
- ✓ visa extension fee payment receipt (1600 rubles)
- ✓ certificate confirming that you are an HSE student (pick it up from your programme manager or exchange coordinator)
- ✓ copy of your quota referral (*quota degree students, pick up from programme manager*) or order of enrollment (*exchange students, pick up from exchange coordinator*)
- ✓ copy of your contract (visiting and fee-paying degree students)

Issuance of the multiple-entry visa usually takes 45 days.

Apply at least 45 days before the expiry of your current visa.

You may request a certificate confirming that you applied all documents for visa extension.

When the visa is issued by the FMS the Visa & Registration Unit will notify you to your HSE e-mail. You will need to bring your passport to the Visa & Registration Unit, leave it there for 1-2 days for it to be taken to the FMS and for the visa to be put in, and then pick up the passport.