



НАЦИОНАЛЬНЫЙ ИССЛЕДОВАТЕЛЬСКИЙ  
УНИВЕРСИТЕТ

Visa and Registration Centre  
Office of Internationalisation

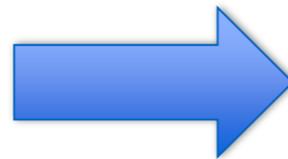
# VISA & REGISTRATION

## Highlights

Moscow, 2019

# MIGRATION CARD

«Б» (Выезд/Departure)	
Республика Беларусь Republic of Belarus	
Миграционная карта Migration Card	Серия Serial
	№
Фамилия/Surname (Family name)	
Имя/Given name(s)	
Отчество/Patronymic	
Дата рождения/Date of birth	Пол/Sex
День   Месяц   Год Day   Month   Year	Муж/Male <input type="checkbox"/> Жен/Female <input type="checkbox"/>
	Гражданство/Nationality
Документ удостоверяющий личность Passport or other ID	Номер визы/ Visa number
Цель визита (нужное подчеркнуть) Purpose of travel (to be underlined) Служебный/Official, Туризм/Tourism, Коммерческий/Business <u>Учеба/Education</u> , Работа/Employment Частный/Private, Транзит/Transit	Сведения о приглашающей стороне (наименование юридического лица, фамилия, имя, (отчество) физического лица), населенный пункт/Name of host person or company, locality
Срок пребывания/Duration of stay С/From	Подпись/Signature До/To
Служебные отметки/For official use only	
Въезд в Республику Беларусь Date of arrival in the Republic of Belarus	Выезд из Республики Беларусь/ Date of departure in the Republic of Belarus



Passport control



Always  
keep it with you



Departure



**Education**  
must be underlined  
as a purpose of  
entry



# HOW TO APPLY FOR REGISTRATION

dormitory



apartment



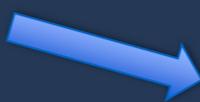
Passport specialist  
“Passportist”



Landlord



request form from  
HSE University



local territorial body of  
the Russian Ministry of  
Internal Affairs



# REGISTRATION

## Original Registration

- ✓ Free of charge and made by a local migration office
- ✓ The address on the registration slip is the same as your place of residence in Russia
- ✓ The dates on the registration slip are the same as the dates of your current visa

## Fake Registration

- ✓ Don't pay for registration
- ✓ The registration slip is made by a third party
- ✓ Different addresses on the registration slip and where you stay in Russia
- ✓ The date of the expiration of your registration is later than your visa expires



## TRAVELING ACROSS RUSSIA and YOUR REGISTRATION

### ATTENTION!

If you travel across Russia and you get new registration in hostels, hotels, etc., upon your return to Moscow you **must reapply for registration within 2 days** (for more details see slide “REGISTRATION”).

**Foreign citizens who violate the immigration regulations shall be subject to a fine and may be deported from Russia on the basis of a court decision**



# MULTIPLE-ENTRY VISA



## WHEN APPLY?

**no later than 45  
calendar days before  
your visa expires**



## HOW TO APPLY?

deliver in person to *Visa & Registration Centre*

## WHEN TO PICK UP?

*Visa & Registration Centre* will inform you when it will be ready.

## WHAT DOCUMENTS?

- ✓ copy of passport (all pages with marks, stamps, visas)
- ✓ copy of visa
- ✓ migration card (original + copy)
- ✓ registration slip (original + copy of both sides)
- ✓ 1 color photo 3,5x4,5 cm
- ✓ visa extension [fee payment receipt](#) (1600 Rubles)
- ✓ certificate confirming that you are an HSE University student
  - for exchange & visiting students* – request it through [online form](#)
  - for full-degree students* – request it from your study office
- ✓ copy of tuition agreement (*for visiting and fee-paying degree-seeking students*)
- ✓ copy of your quota referral (*for quota degree-seeking students, you can get it from your programme coordinator*)
- ✓ enrollment directive (*for exchange students, you can get it from your exchange coordinator*)

## NEW REGISTRATION

*As soon as you get your new multiple-entry visa you must apply for new registration at place of your residence immediately.*

# Our website

**VISA AND REGISTRATION CENTRE**

Regulatory framework  
Staff Members  
FAQ  
Contacts  
Moscow, 11 Pokrovsky Boulevard, Building D, D005/D006  
Phone: 8 (495) 531 00 63  
Email: [visa-registration@hse.ru](mailto:visa-registration@hse.ru)

HSE University → Administrative Departments → Department of Internationalisation → Visa and Registration Centre

## Visa and Registration Centre

**Please keep in mind the deadlines for applying for migration registration and visa extension**

Make sure to submit your documents for migration registration according to your actual residence in Moscow on the **following working day** after your arrival from another city of Russia, another country, a hotel/hostel (in Moscow, Moscow Region, or another city in the Russian Federation), or if you have changed your place of residence in Moscow, or after you have received a new visa.

Please submit your documents for visa extension not later than 45 days prior to its expiration.

Pursuant to Russian legislation, foreign citizens who violate the immigration regulations (i.e., the period established for migration registration) are subject to a fine of up to RUB 7,000 (seven thousand roubles) and may be deported from Russia on the basis of a court decision, with a further ban on entry into the Russian Federation for up to 3 years.

**News**

**The visa and migration support centre has moved on 26 August 2019**

The visa and migration support centre was moved from 26 August 2019 to its new location on: 11 Pokrovsky Boulevard, Building D, D005/D006. The working hours remain the same.

The phone numbers have changed, please check our website.

Click on the news to check the plan of the new building.

**The latest update on the payment of the state fee for issuing an invitation for foreign citizens to enter the Russian Federation**

Please be informed that starting from May 17, 2019, pursuant to the directive of the Moscow Migration Office of the MIA of the RF, the state fee for issuing an invitation for foreign citizens to enter the Russian Federation has been increased from 2,000 to 3,000 rubles.

**WORKING HOURS**

Working hours  
Monday - Friday  
10:00 - 19:00

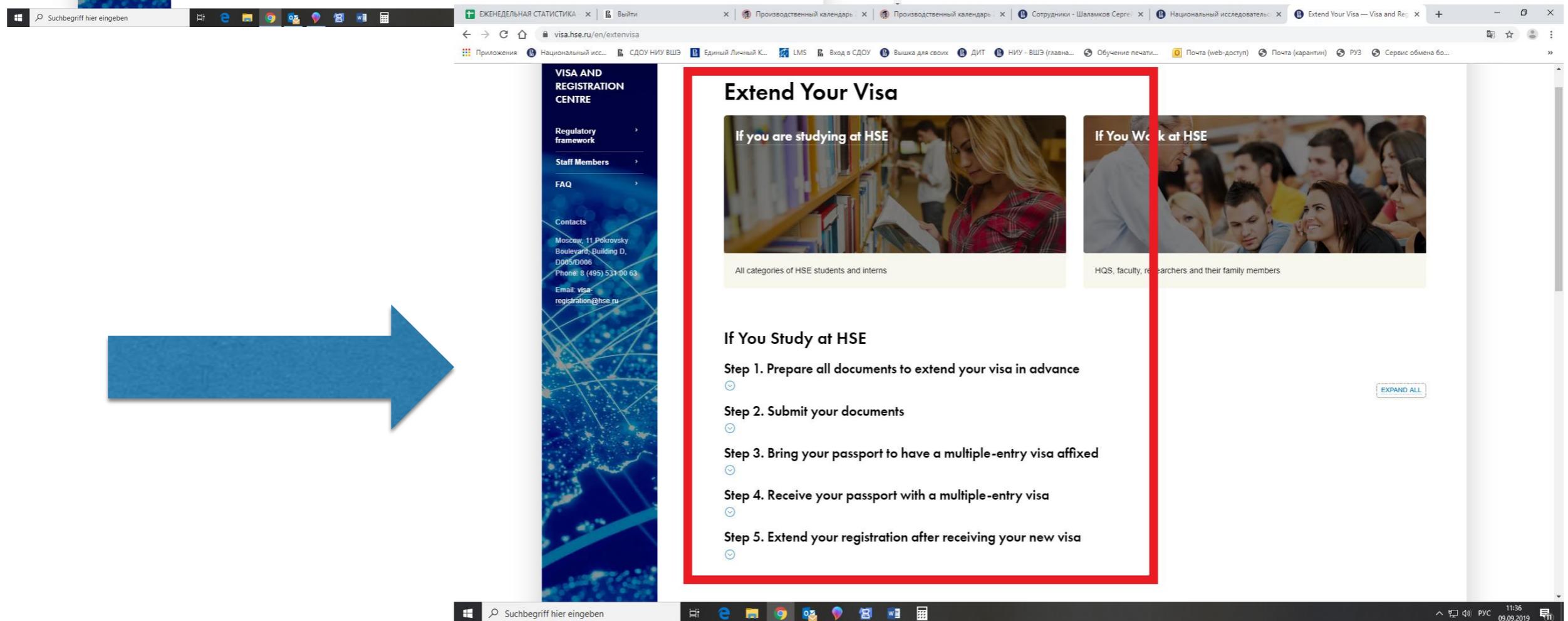
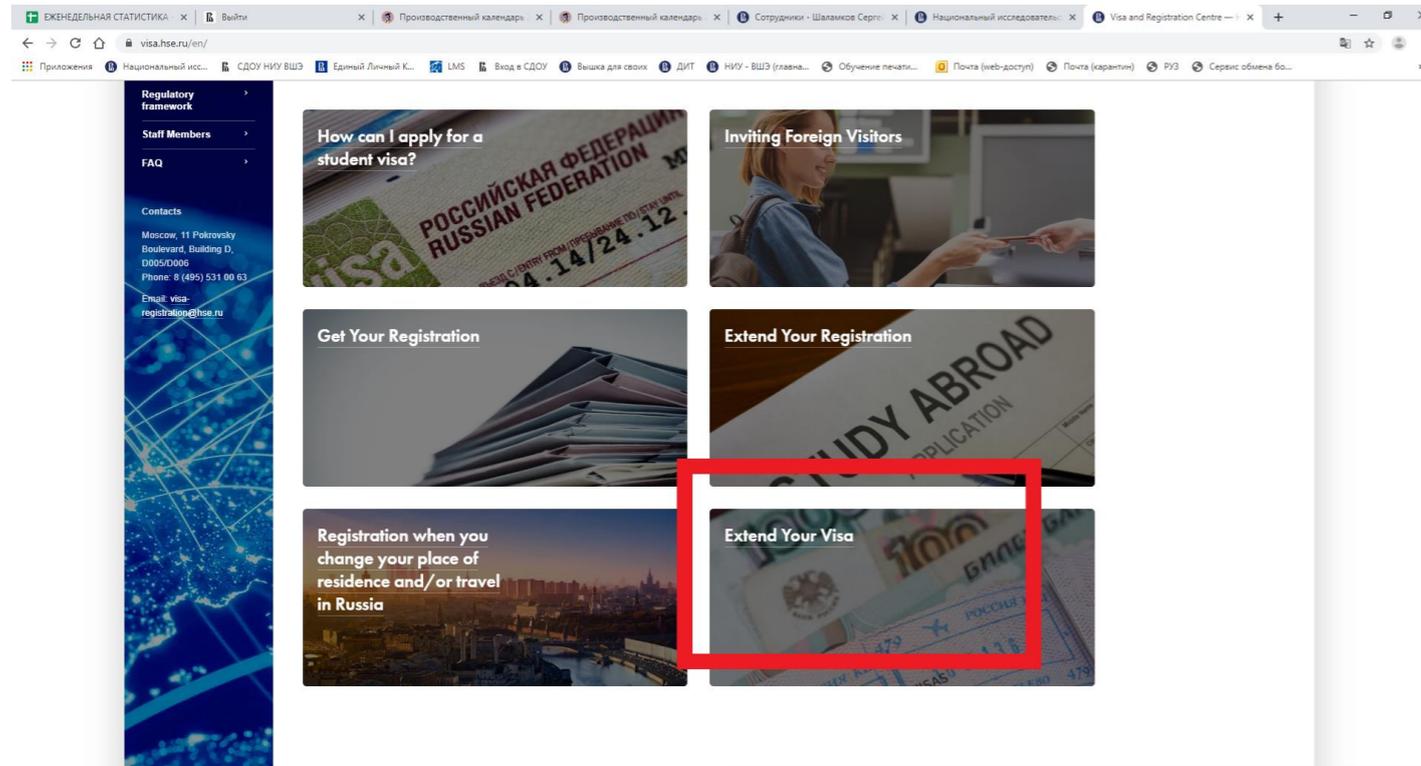
**Documents submission (visa extension), collecting and withdrawal of passports and consultations**

Monday 15:00 - 18:00  
Tuesday 15:00 - 18:00  
Wednesday 10:00 - 12:00 and 15:00 - 18:00  
Thursday 15:00 - 18:00

Search: Suchbegriff hier eingeben

11:31 09.09.2019

# Our website



# Our website

HSE University → Administrative Departments → Department of Internationalisation → Visa and Registration Centre

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The visa and migration support centre was moved and from 26 August 2019 is placed on: 11 Pokrovsky Boulevard, Building D, D005/D006. The working hours remain the same.

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HSE University → Administrative Departments → Department of Internationalisation → Visa and Registration Centre → Polls

## We do care! Tell us what you think

We value your feedback - it helps us in providing effective support  
Please rate our website for Visa and Migration support centre by the following characteristics on a 5-point scale

**Required fields are marked with an asterisk (\*)**

**1. completeness of information \***  
(1-nearly all the necessary information is missing; 5-all the necessary information is on the website)

- 1
- 2
- 3
- 4
- 5

**2. clarity of information \***  
(1-information is difficult to understand without further inquiries; 5 - information is clear and I can act upon it)

- 1
- 2
- 3
- 4
- 5

**3. easy navigation \***  
(1-it is difficult to find what I need; 5-it is easy to navigate the website)

- 1
- 2
- 3
- 4
- 5

**4. news and announcements \***



## **HSE Visa & Registration Centre: CONTACT DETAILS**

for more information please visit our website:

**<https://visa.hse.ru>**

Office hours: Monday-Friday,  
10:00 am-7:00 pm

### **Visiting hours:**

Monday, Tuesday,  
Thursday- 03 pm - 06 pm

Wednesday, Friday -  
10:00 a.m. -12-00 and  
03 pm - 06:00 pm.

**If you have questions,  
please visit our website  
or/and contact us at:**

email: [visa-registration@hse.ru](mailto:visa-registration@hse.ru)

Address: 11 Pokrovsky  
Boulevard, Building D (2E),  
D005/D006



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