

Instructions on Legalization of Diplomas for International Students Who Are Outside of the Russian Federation (via an authorized person)

1. Select an authorized person:
 - the authorized person must speak Russian;
 - agree with the authorized person on the timeframe for carrying out the legalization procedure;
 - ask the authorized person for their passport details (full name, no. of the document, place and date of issue, registration address);
 - inform the authorized party about the expenditures for the legalization of your diploma. Please note that, depending on the legalization type, the cost may range from 2,500 to 10,000 roubles.
2. Prepare a notarized translation of your passport into Russian.
3. Draw up powers of attorney for subsequent certification at the consular department of the Embassy of the Russian Federation / General Consulate of the Russian Federation in the home country / country of residence as follows:
 - fill in the power of attorney form (*Annex 1*) in Russian in line with the notarized translation of your passport and the authorized person's passport. The sample power of attorney form can be found in *Annex 2*. You may refer to the English version of the power of attorney in *Annex 3*;
 - send a completed power of attorney to the e-mail address of the Centre for International Student Support at: istudents.support@hse.ru for the verification of the correctness of the form before you visit the consular department of the Embassy of the Russian Federation / General Consulate of the Russian Federation;
 - confirm the processing conditions, charges and time of appointment at the consular department of the Embassy of the Russian Federation / General Consulate of the Russian Federation in your home country / country of residence;
 - agree upon the day and time of visit with the consular authority (register for submitting documents);
 - print out the completed power of attorney form in Russian in advance.

Note: If you need consular legalization services (or both legalization types), we recommend starting by contacting the embassy / consular authority (of the country where you intend to use your diploma) to find out what other documents you may need to complete the procedure (e.g., whether you require a notarized power of attorney, notarized passport translation or other documentation that may be required by the consular authority).

4. Visit the Consular Department of the Embassy of the Russian Federation / General Consulate of the Russian Federation in your home country / country of residence and submit documents for as many copies of the notarized power of attorney as you may require, depending on the selected type of legalization:
 - for an apostille certificate: you will need two copies of power of attorney (one copy will go to the programme office and the other – to the Department of Education and Science of City of Moscow to have an apostille certificate issued.
 - for consular legalization:

a) if a power of attorney is required by the embassy/consular department of the country where you intend to use your diploma – two copies of the document (one copy will be submitted to the programme office, the other – to the consular authority / embassy of the country where you intend to use your diploma);

b) if the consular mission / embassy (of the country where you intend to use your diploma) does not require a power of attorney – one copy of the document will suffice (to be submitted to your programme office).

- for both an apostille certificate and consular legalization:

a) if a power of attorney is required by the embassy/consular department of the country where you intend to use your diploma – three copies of power of attorney (one copy will go to the programme office, the second to the Department of Education and Science of City of Moscow to have an apostille certificate issued, and the third – to the embassy / consular authority of the country where you intend to use your diploma);

b) if the consular mission / embassy (of the country where you intend to use your diploma) does not require a power of attorney – two copies of power of attorney (one copy will be submitted to the programme office and the other to the Department of Education and Science of the City of Moscow for an apostille stamp).

5. Depending on the type of legalization (i.e., apostille, consular legalization, or both types), download and send the authorized person the instructions for legalization procedure, posted at: - <https://istudents.hse.ru/legalization> (p. 2).

6. Send to the authorized person by international post the issued powers of attorney and notarized passport translation. In addition, let the authorized person know the contact details of the Centre for International Student Support (istudents.support@hse.ru), as well as the contact details of the respective programme office.

Note. We strongly recommend using verified international courier services (e.g., DHL, EMS, PonyExpress, etc.)

Please check the shipping costs on the websites of the delivery companies below:

DHL - <https://express.dhl.ru/>;

EMS - <https://www.pochta.ru/emspost/>;

Pony Express - <https://www.ponyexpress.ru/>.