

Instruction: fingerprints submission and biometric photography for foreign citizens (a group visit to a migration centre)

! Please be aware that your registration slip can be extended only after you have received a fingerprint card.

! It takes two visits to the migration centre and around 5-10 days to receive a fingerprint card.

I. Prepare necessary documents:

1. Fingerprinting service fee – 1 100 roubles (preferably in cash). Bank cards issued by Russian banks are also accepted.
2. A passport
3. A **notarized** translation into Russian of your passport:
 - a clear high-resolution photocopy of your passport sewn together with a translation by a ribbon/thread
 - the translation must be notarized by a Russian notary
4. A migration card
5. A registration slip (must be valid)
6. Your medical check-up pack (three certificates)
7. Your student ID

Добавлено примечание ((КАА1)): as of April 2022

II. Visit #1 (documents submission, finger printing and photography)

1. Make sure you have all the necessary documents on you.
2. Please avoid making other plans for this day and have an early lunch. There are vending machines in the migration centre, but you may want to take your own snack with you.
3. Come to the meeting point indicated in an email from your coordinator. The migration centre is located at an around 1,5-2 hours' drive from the HSE building on Pokrovsky Boulevard.
4. During Visit #1, you will submit your documents, fingerprints and have your biometric photo taken. It usually takes 2-3 hours depending on a queue.

III. Visit #2 (fingerprint card pick-up)

1. The trip will be scheduled according to the approximate pick-up date recommended by the migration centre staff during Visit #1. Cards are usually ready in around 5-10 calendar days after Visit#1.
2. Take your passport with a bar code sticker received during Visit#2 and your registration slip.
3. Please avoid making other plans for this day and have an early lunch.
4. Come to the meeting point indicated in an email from your coordinator.
5. During Visit#2, you will receive confirmation that your fingerprint card is ready and then you will pick it up.

IV. After receiving your fingerprint card

1. Show your fingerprint card to your dorm's passport officer on the next day after you have received it.
2. Email a scan/photo of your fingerprint card at isdocuments@hse.ru on the next day after you have received it.
3. Within 1 day after receiving the check-up results, please email a scan/photo of the documents to SIMO at international.study@hse.ru, putting 'Medical check-up documents' in the subject line.