

How to go through obligatory procedures for foreign citizens in the Sakharovo Migration Centre (an individual visit)

You will need to visit the migration centre two times to complete all procedures.

! If you do not speak Russian, it is recommended that you go together with another non-Russian citizen who speaks some Russian. Please note that Russian citizens (even your buddy) are NOT allowed in the migration centre unless they have a special permit.

I. Prepare the necessary documents:

1	Service Fee	<ul style="list-style-type: none">• Preferably in cash, the exact amount• Fingerprinting: 1 100 roubles• Medical check-up: 4 200 roubles
2	Passport	
3	A notarized translation of your passport into Russian	<ul style="list-style-type: none">• 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	Migration Card	
5	Registration Slip	Must be valid
6	Your Student ID	

II. Choose the visit time

When: Any day from 8 am to 8 pm. The least busy time: on working days after 4 pm and on weekends

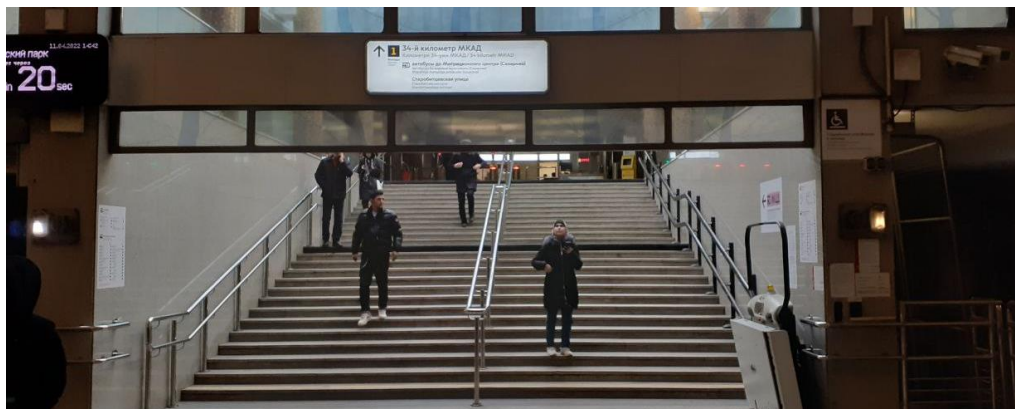
Where: Multifunctional migration centre in Sakharovo (Сахарово). Address: г. Москва, п.Вороновское, Варшавское шоссе, 64-й километр, домовладение 1, стр. 47

Cost of a trip: 1 Troika or social card trip, like in any Moscow bus

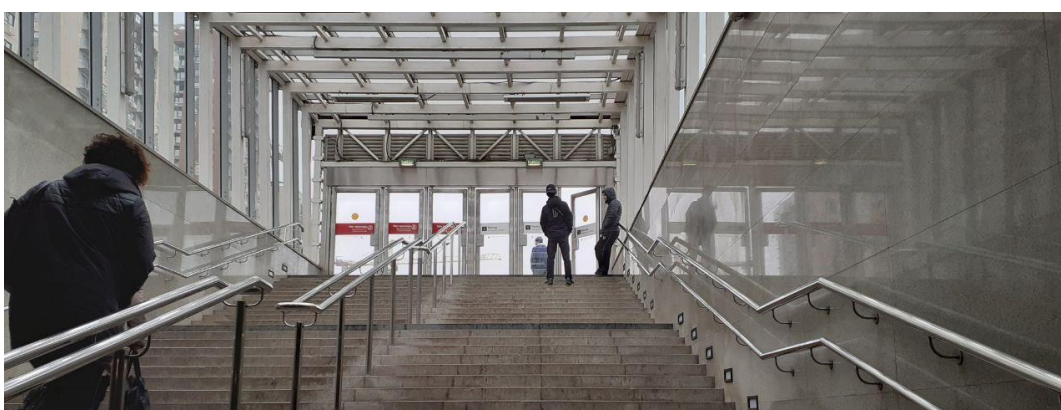
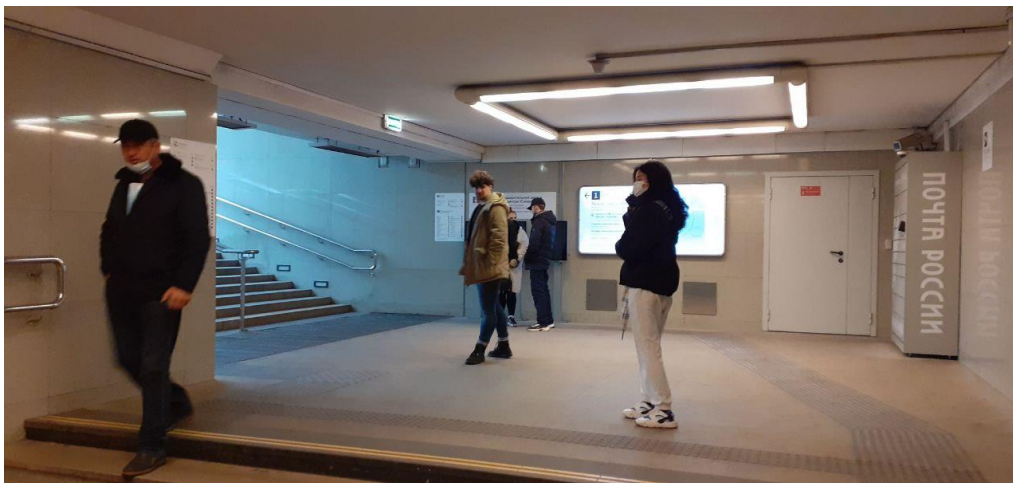
How to get: bus route МЦ1 from metro station Lesoparkovaya (Лесопарковая) (travelling time to the migration centre – around 1 hour 20 minutes; schedule - <https://rasp.yandex.ru/bus/m-yuzhnaya--sakharovo>)

How to find a bus stop by metro Lesoparkovaya (Лесопарковая):

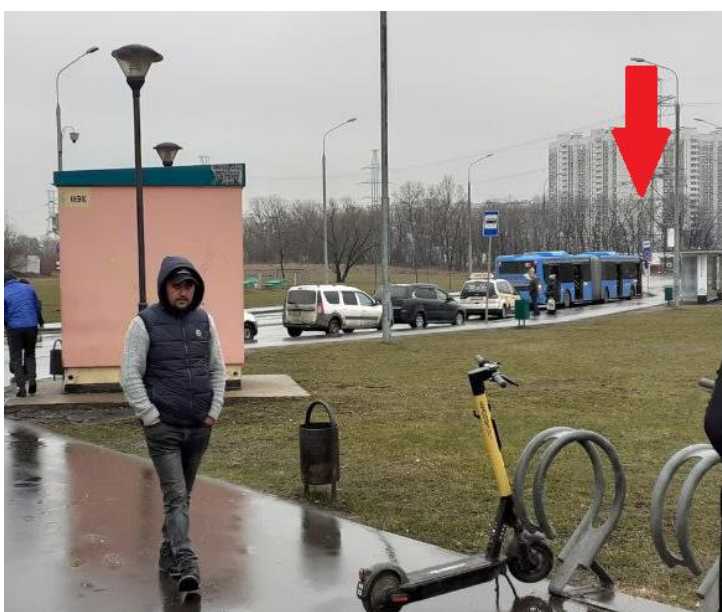
There is only one exit. Go up the stairs and go through the turnstile on the right:



Turn left and go up the stairs to exit to the street:



Walk straight and turn right and you will get to the bus stop. Do not cross the road:



!On the left, behind the metro exit, there is a bus parking lot. You cannot get on the bus there.

III. Visit #1 (document submission and procedures)

1. ARRIVE IN THE MIGRATION CENTRE

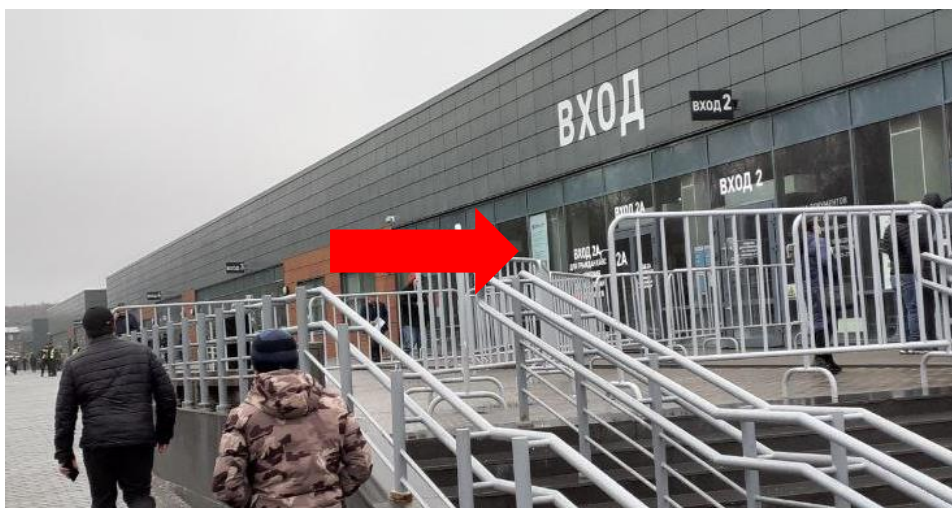


- 1) Arrive in the migration centre. Follow signs to enter the migration centre territory through a passport control gate to a big grey building with the sign «Многофункциональный миграционный центр»
- 2) Take **entrance 2A (вход 2А)**.

If asked which services you need, you can say (or show this sentence):

«Я иностранный студент и хочу пройти медосвидетельствование и дактилоскопию»
(‘I’m an international student and would like to do a medical check-up and fingerprint submission’).

Tip: There is a WC after the security check on the left from the queue ticket machines.



2. SUBMIT YOUR DOCUMENTS

- 1) Get your ticket from a queue ticket machine and go to the hall indicated in your ticket to submit your documents.
- 2) Wait for your turn, go to the counter number that you see on a queue screen and submit your documents.
- 3) If your documents have been accepted:
 - the staff will put a QR-code sticker on your passport. You will need it during your Visit #2.
 - you will receive a bracelet with a QR-code that you will need to enter the next halls of the migration centre. Please keep it until the end of your visit.
- 4) If you can, check with the staff at your counter when your fingerprint card and medical certificates are expected to be ready.
 - It usually takes around 5-7 calendar days for the card and certificates to be ready.

3. MAKE PAYMENT

Go to the 'Bank' ('Банк') zone and make a payment at a terminal (by a Russian bank card or in cash). Please note that if you pay in cash, you should have the exact amount as the terminals do not give change.

4. DO A MEDICAL CHECK-UP

Go to the 'Medicine' zone ('Медицина') and go through a medical check-up: a blood test, an urine test, a chest X-ray, a check-up by a nacrologist.

5. SUBMIT YOUR FINGERPRINTS

- 1) Go through turnstiles to the 'Fingerprinting' ('Дактилоскопия') zone and check the sector number on the screen above the turnstiles.
- 2) Wait for your turn and submit your fingerprints and have your biometric photo taken.
TIP: After exiting the 'Дактилоскопия' zone, there is a WC.

6. LEAVE THE MIGRATION CENTRE AND RETURN TO MOSCOW

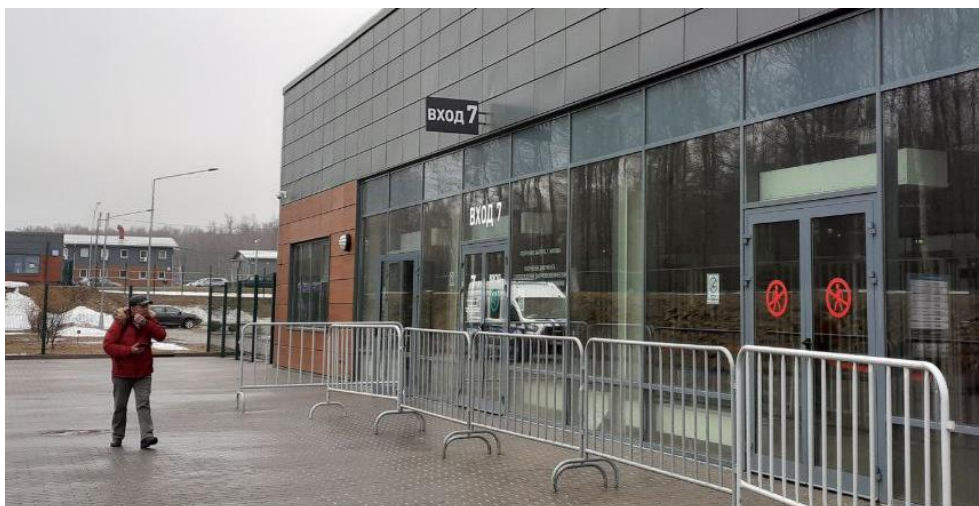
IV. Visit #2 (documents pick-up)

1. TAKE THE FOLLOWING DOCUMENTS WITH YOU:

1. Your passport with a bar code sticker received during Visit#1
2. Your migration card
3. Your registration slip

2. ARRIVE IN THE MIGRATION CENTRE

- Arrive in the migration centre on the date that was recommended by the migration centre staff during your Visit #1 (usually in around 7-10 days after your Visit #1).
- Follow signs through passport control gates towards a big grey building with the sign «Многофункциональный миграционный центр» at the far end of the territory (the building where you submitted your documents during Visit #1).
- Take **entrance 7**, go through the security check.



3. GET A MARK ON YOUR QUEUE TICKET

- 1) After entering, scan a bar code sticker on your passport in a queue ticket machine to get your queue ticket.
- 2) Wait for your turn on the queue screen. When you see your number, go to the indicated counter. Show your passport and registration slip and have your queue ticket marked.
- 3) Scan your queue ticket at a turnstile, go through and walk right to sector П.

Tip: In the area after the turnstile and before entering sector П, there is a WC.

4. RECEIVE YOUR FINGERPRINT CARD AND MEDICAL CERTIFICATES

- 1) Scan your queue ticket at a turnstile and enter sector П.
- 2) Wait for your turn and go to the counter number you see on the screen. Show your passport, put a signature and collect your fingerprint card and medical certificates.
- 3) Congratulations! You have completed the obligatory procedures and can now leave the migration centre.

5. AFTER COLLECTING YOUR FINGERPRINT CARD AND MEDICAL CERTIFICATES

1. On the next day, show your fingerprint card to your dorm's passport specialist.
2. On the next day, email a scan/photo of your fingerprint card and medical certificates to: international.study@hse.ru and isdocuments@hse.ru.