

## Memo on the employment of foreign citizens studying in the Russian Federation

In accordance with the Federal Law of 06.02.2020 № 16-ФЗ "On Amendments to the Federal Law" About the Legal Status of Foreign Citizens in the Russian Federation in terms of simplifying the procedure for employment in the Russian Federation of students in Russian professional educational institutions and educational institutions of higher education of foreign citizens. Well given and persons without citizenship "foreigner studying in the Russian Federation on full-time training in professional educational organizations or educational institutions of higher education (hereinafter University), which have right to carry out labor activities in their free time without obtaining a work permit or a patent, including outside the boundaries of the constituent entities of the Russian Federation, in the territory of which these foreign citizens are studying.

We inform you that in order to conclude an employment or civil law contract for the performance of work with an employer, a foreign student will only need to provide a certificate from the university confirming his status.

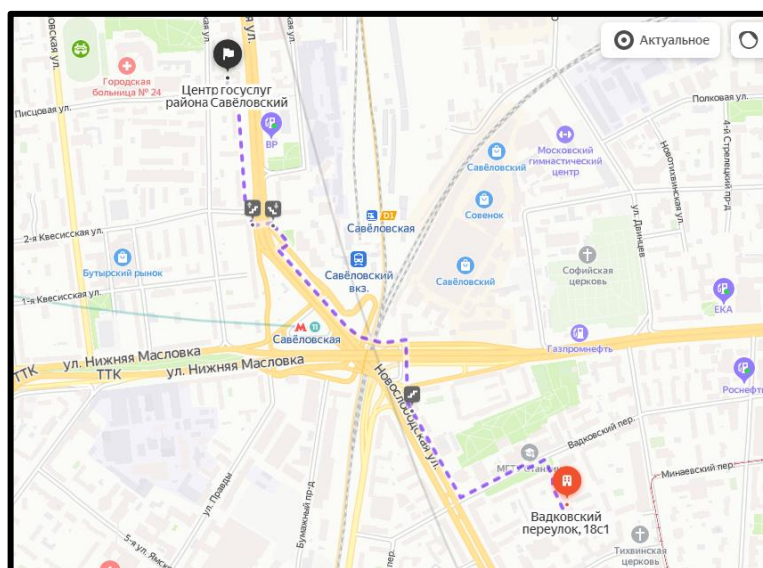
confirming the status of the student (hereinafter - certificate of training) can be ordered at the University from personnel management ( phone 8 (499)972-95-13 , [e.apenysheva@stankin.ru](mailto:e.apenysheva@stankin.ru) , Вадковский пер. д.1., 6th floor. office 0609 ).

When concluding an employment or civil law contract, a foreign citizen must draw up the following documents:

### 1. Certificate of the presence (absence) of a criminal record ( original).

To issue a certificate of the presence (absence) of a criminal record, a foreign student must go to the nearest Public Service Center Мои документы (hereinafter referred to as МФЦ).

For foreign students , who live in the University's dormitory the near МФЦ can be found at - ул. Бутырская 17а, opening hours daily, 08: 00–20: 00



Please note that a certificate of the presence (absence) of a criminal record must be ordered in advance, since this certificate is prepared for 1 month.

The documents , which are necessary to bring:

1. Passport;
2. Migration card;

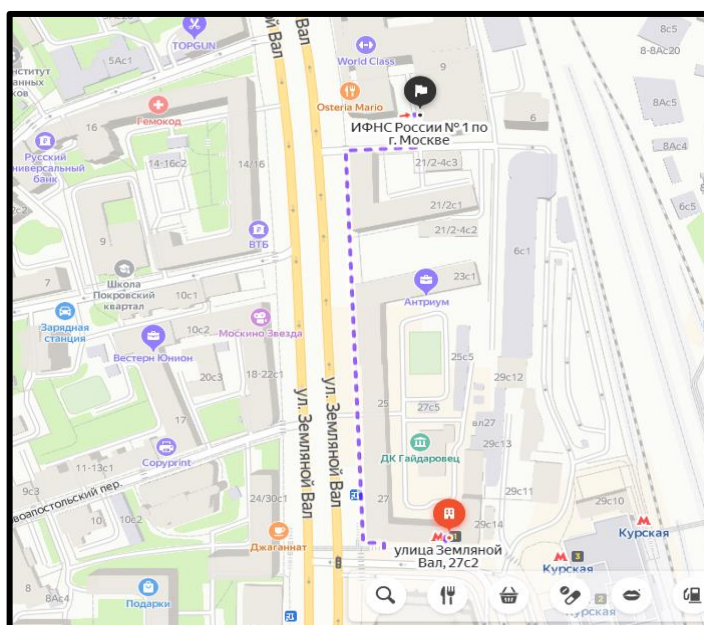
3. Notification of registration in place of living (registration);
4. Notarized translation of the passport .

In the МФЦ, you need to approach a specialist at the counter at the entrance and say - “Добрый день! Я бы хотел заказать справку об отсутствии судимости. After you have received a statement that you have requested a certificate of the presence (absence) of a criminal record , you will be given a receipt for the request. We recommend that you keep this document and, if necessary, present it to the employer.

## 2. Taxpayer identification (individual) number (hereinafter ИНН).

ИНН in simple words is a number that is assigned to an employee in the tax base. To obtain a ИНН, a foreign student must go to the nearest inspection of the Federal Tax Service (hereinafter referred to as the ИФНС).

For foreign students who live in the university dormitory, the nearest ИФНС is located at ул. Земляной Вал, д. 9, metro station Курская, exit from metro number 1., opening hours : Mon 09: 00-18: 00; Tue 09: 00-20: 00; Wed 09: 00-18: 00; Thu 09: 00-20: 00; Fri 09: 00-16: 45.



The documents , which are necessary to bring:

1. Passport;
2. Migration card;
3. Notification of registration in place of living (registration);
4. Notarized translation of the passport.

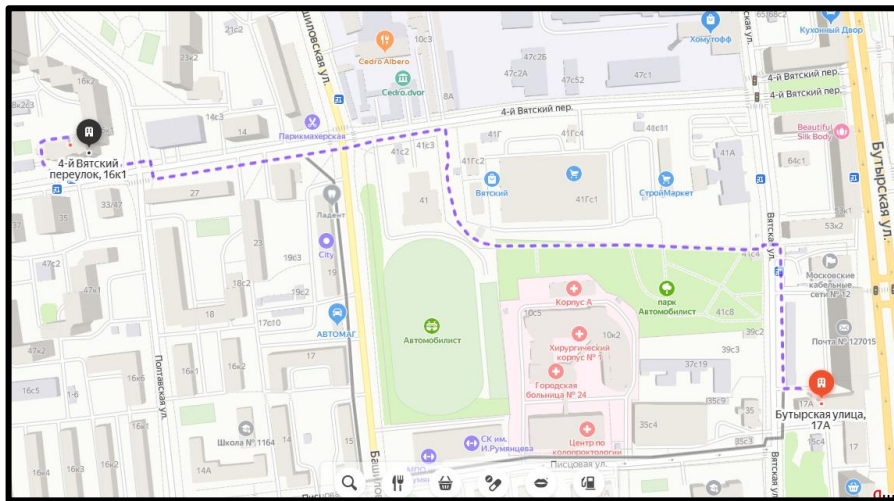
## 3. Insurance number of an individual personal account (hereinafter - СНИЛС)

СНИЛС is a unique number of the individual personal account of the insured person in the compulsory pension insurance system.

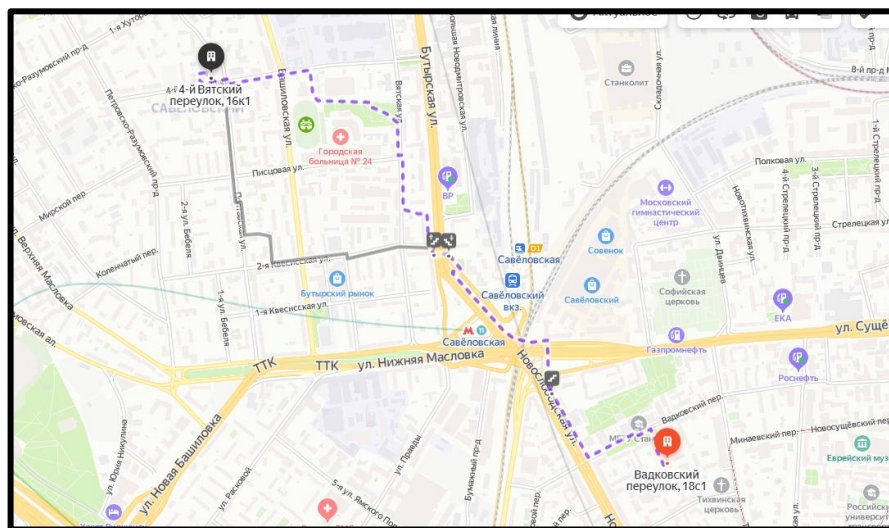
To issue СНИЛС, a foreign student must go to the nearest branch of the Pension Fund of the Russian Federation (hereinafter referred to as the ПФР) .

For foreign students who live in the university dormitory, the nearest PFR branch is located at 4-й Вятский пер. д 16, корп 1, hours of work: Mon-Thu 09: 00-18: 00, break 13: 00-13: 45; Fri 09: 00-16: 45, break 13: 00-13: 45 .

If you walk , then the ПФР branch is located a little further than the МФЦ



or



The documents , which are necessary to bring:

1. Passport;
2. Migration card;
3. Notification of registration in place of living (registration);
4. Notarized translation of the passport.

#### 4. Medical report

According to the Labor Code of the Russian Federation Article 213.

#### 5. Other documents at the request of the employer