

RUSSIA HIGHLY SKILLED WORKER WORK PERMIT PROCESS MAP

STEP 10: QUARTERLY SALARY NOTIFICATIONS

The Russian Employer is required to make quarterly declarations to the Ministry of Internal Affairs (MIA) confirming salary, that the contract is still current and valid, and making notifications of any unpaid vacation for longer than one month.

STEP 9: TAX ID NUMBER CERTIFICATE APPLICATION

If the Russian Tax Identification Number Certificate has not been issued on the work permit it should be requested within 30 days of the work permit collection and once notification has been received from the Tax Authority.

STEP 8: REGISTRATION

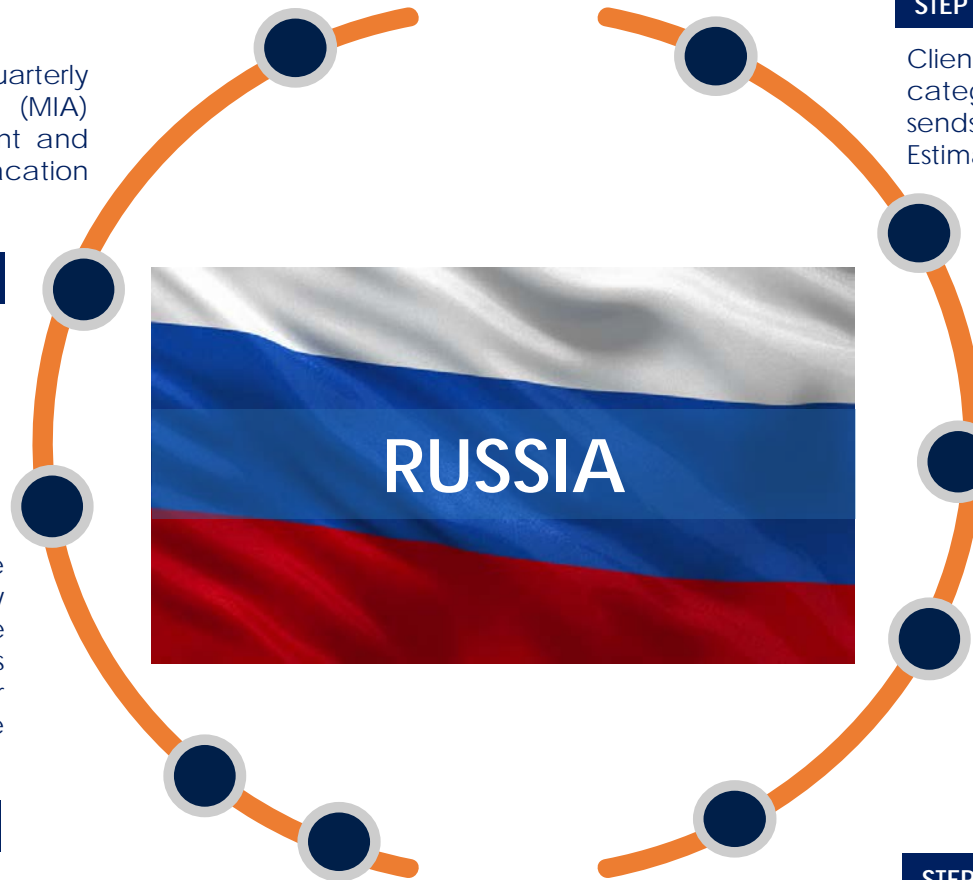
Highly Skilled Workers and their dependents are required to register EACH time they enter Russia only in case their stay exceeds 90 consecutive days. If the stay is for less than 90 consecutive days, registration is not mandatory. Each time Highly Skilled Workers or his/her family depart Russia, they will be automatically de-registered.

STEP 7: COLLECTION OF PERSONAL WORK PERMIT

The Personal Work Permit must be collected post arrival in person from the Ministry of Internal Affairs (MIA). The applicant can begin work after this step.

STEP 6: ENTRY TO RUSSIA

Applicant and accompanying dependents may now enter Russia with the visas, which should be stamped at the port of entry. Applicant and dependents will also be asked to complete a migration card on entry.



STEP 1: INITIATION

Client initiates the case with FGI. FGI assesses work permit category and sends document checklist to the client. Client sends the documents listed on the checklist to FGI.
 Estimated Turnaround: 1- 3 days.

STEP 2: CONTRACT NOTIFICATION

The Russian employment contract should be signed prior to any applications and the Ministry of Internal Affairs (MIA) should be notified within three business days of the signature. Proof of the submitted notification should be obtained.

STEP 3: PERSONAL WORK PERMIT APPLICATION

The application is submitted to the Ministry of Internal Affairs (MIA).
 Processing time: 3 weeks

STEP 4: VISA INVITATION LETTER APPLICATION

The application for the formal visa invitation letter for the principal applicant and any visa-required dependents is made to the Ministry of Internal Affairs (MIA) and processed simultaneously with the work permit application.
 Processing time: 3 weeks

STEP 5: VISA APPLICATION

The visa application is submitted to the Russian Embassy or Consulate in the area of residence or country of nationality of the applicant and family, and in some cases fingerprints may be required.
 Processing time: 1 day – 2 weeks