

## **List of documents to be submitted by the overseas experts prior to becoming employed by the Financial University**

### **Copies of the following:**

1. Passport and its translation into Russian certified by a Notary Public;
2. A migration card bearing a stamp stating registration (for temporary stay);
3. A business visa (for nationals of countries with the visa regime). In order to obtain the business visa, you should fill in the questionnaire (please find attached), submit a copy of the passport and send it to the Financial University.
4. Certificates of education (indicating qualifications and the field of major), incl. information about the academic degree and title, other documents proving the fact of obtaining qualifications by the overseas expert or a proof of the correspondence of the documents to the Russian certificates of education and their translation into Russian certified by a Notary Public;
5. A valid medical insurance policy;
6. A state pension insurance certificate (issued by the Financial University during the employment procedure);
7. TIN certificate (issued by the Financial University during the employment procedure).

### **Originals of the following:**

1. Certificate proving the absence of criminal record in the country of origin and its translation into Russian certified by a Notary Public, and an equivalent certificate issued by the Ministry of Internal Affairs of the Russian Federation;
2. A pre-employment medical certificate (issued after the certificate proving the absence of criminal record);
3. A list of research works and learning materials published during the last 5 years signed by the author and certified by head of the hosting department (M. V. Polevaya) (a Russian translation);
4. Your personal data processing consent form (please find attached. You should fill it in in Russian);
5. HR Department personal employee file (please find attached. You should fill it in in Russian and sign it);
6. An autobiography in Russian (please find attached. You should fill it in in Russian and sign it);
7. One photo (size: 3 x 4 cm).