

Part 1. Medical examination for foreign workers.

Step 1. Prepare the required documents:

- Passport + a copy of the biographical page with your photo;
- Notarized Russian translation of your passport (the biographical page with your photo) + its copy;
- Visa and its copy (for international students from visa required countries);
- HQS card;
- Migration card and its copy;
- Migration registration and its copy;

Let the registration clerks know that you are passing medical examination within the voluntary health insurance plan provided by HSE University (rus. ДМС).

Step 2. 1st visit to the clinic

Visit City Polyclinic No. 3 (22/26 Yermolaevsky Lane, Building 1) during the office hours (Monday - Friday, 8:00 a.m. - 3:30 p.m.; prior registration is not required). Please take all the required documents and visit the polyclinic on an empty stomach.

- Visit room 107 on the ground floor, submit the required documents, fill in the consent for personal data processing and medical intervention - you will then be issued a medical records card;
- Take the medical records card, pay the service fee, go up to room 209, sign up the contract;
- Undergo an X-ray, chemotoxicological test, blood test;
- Visit room 107, submit the medical records card, clarify the date of your next visit to the polyclinic.

Step 3. 2nd visit the clinic again

Visit City Polyclinic No. 3 again on the appointed date and time (3-4 working days later):

- Visit room 107 on the ground floor and obtain your medical records card;
- Undergo examination by medical specialists: a TB specialist, a dermatologist, an infectious disease specialist. Depending on the results of your medical tests, you may be required to see other specialists;
- When you have completed all the procedures, go to room 107 and obtain the results of medical examination (medical certificate, HIV certificate, addiction psychiatrist report).
- Additionally inquire the results of your X-ray fluorography (the actual film and/or medical conclusion) – the will be handy for completing HSE-associated periodic check-up.

Step 4. Inform HSE University

Send the scanned copies of your medical examination certificate to intstaff@hse.ru within 1 day after receiving your results. Put "Medical Examination Documents" in the subject of your message.

Part 2. Fingerprinting and photographing procedures

Fingerprint registration and photographing can be done for free in the Migration Offices. The procedure is performed once regardless of the number of entries to Russia.

Undergo fingerprint registration and photographing.

Please complete the following steps:

Step 1: Prepare the required documents:

- Passport and its notarised copy translated into Russian (the biographical page with your photo). The copy translated into Russian must be stitched together with the copy of your original passport;
- Visa and its copy (for international students from visa required countries);
- Migration card and its copy;
- Migration registration and its copy;
- Medical examination results (medical certificate, HIV certificate, addiction psychiatrist report).

Step 2: Choose the Migration Office

Depending on your place of residence, choose the Migration Office.

If you rent your accommodation, you should visit the local Migration Office in your neighborhood. You may ask your landlord for the address of the local Migration Office.

Step 3: Visit the Migration Office and undergo the procedures

- During the office hours, visit the Migration Office and undergo the fingerprinting registration and photographing;
- Receive the document confirming the procedure (a plastic card).

Step 4: Inform HSE University

Send a scanned copy of the confirmation document to intstaff@hse.ru within 1 day after receiving the card. Put "Fingerprinting and photographing document" in the subject of your email.