

INSTITUTE FOR THEORETICAL AND MATHEMATICAL PHYSICS
Lomonosov Moscow State University



HANDBOOK



**FOR INTERNATIONAL RESEARCH
FELLOWS**

2021

Moscow State University is one of the oldest Russian institutions of higher education, Moscow University was established in 1755. In 1940 it was named after Academician Mikhail Lomonosov (1711 - 1765), an outstanding Russian scientist, who greatly contributed to the establishment of the university in Moscow.

MSU is in TOP-100 universities of QS, THE and ARWU rankings. Presently, the university includes 15 research institutes, 43 faculties, more than 300 departments and 6 branches.

Victor Sadovnichy was elected Rector by the MSU Council of Academic Councils at the first democratic rector elections on March 23, 1992 and he is holding this position to the present day.

In addition to leading research activities and high quality of education, MSU has a unique academic culture. There is a theater, sports sections, a tourist club, the oldest library in Russia and much more for an active social life.

Website: <https://www.msu.ru/en/>

Support: +7 (495) 939-1000



The Institute for Theoretical and Mathematical Physics is a division of the Lomonosov Moscow State University. It was founded in December 2018. The Institute aims at advancing high-level research and education in fundamental areas of theoretical and mathematical physics.

At present the activity of the Institute is focused on the following areas: string theory and quantum gravity, conformal field theories and holography, integrable systems, quantum field theory and mathematical methods, modified theories of gravity and cosmology.

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ITMP Director

Doctor of Physics and Mathematics



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How to reach us:

ITMP is in Lomonosov building. The nearest metro station is Universitet on the red line. To reach the Lomonosov building of MSU, go to Universitet metro station (метро Университет). When you are here, take the escalator exit (do not take the exit with the stairs). After you are outside, turn left. The traffic will be to your right. It will take you about 10 minutes to reach the Lomonosov building.



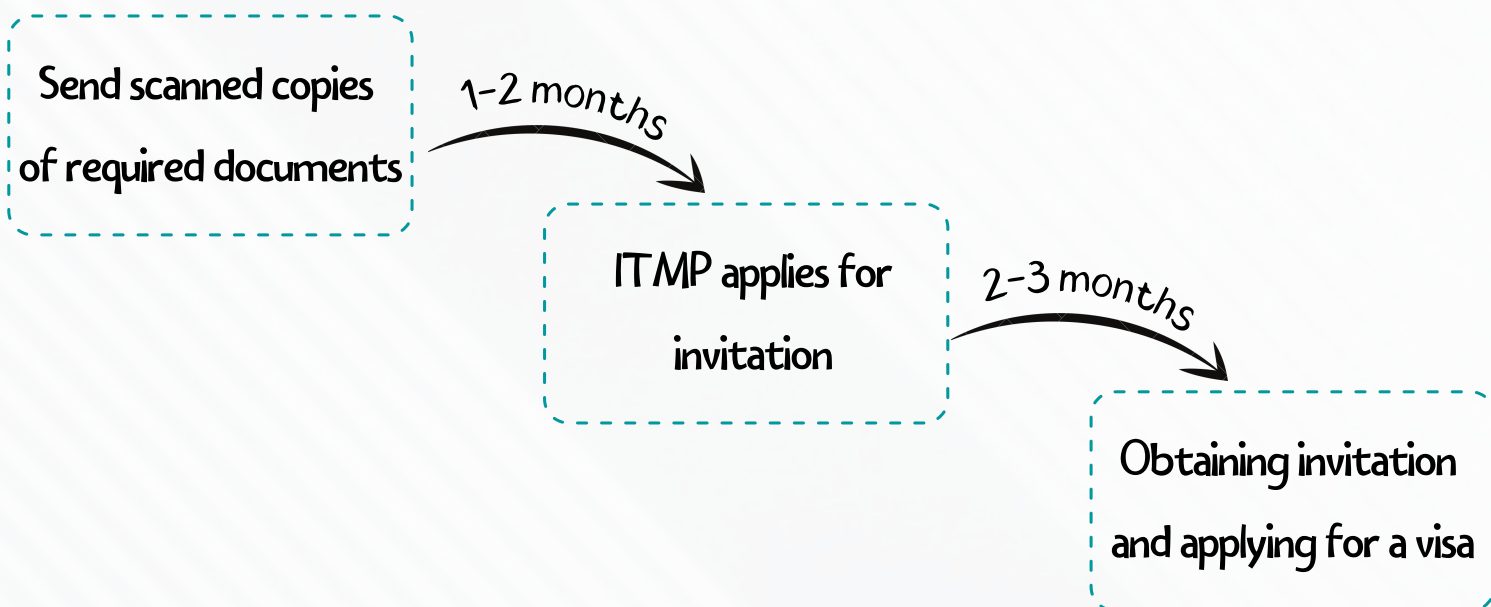
Where an individual is subject to RF immigration control, they will require a visa to work in Russia.

Obtaining an appropriate visa will provide the individual with the time-limited right to work in the Russian Federation. In order to work in Russia, you will require a Highly Qualified Specialist Visa. The procedure for obtaining this type of work visa includes two main steps:

- issuing an invitation to enter Russia
- applying for a work visa

In order to apply for a visa, you need to receive an invitation to enter Russia. ITMP applies for an invitation itself and then you will receive it by e-mail.

When you receive an invitation you need to find a Russian Embassy and apply for a visa yourself. The visa application must be lodged in the country where you currently reside. This does not have to be your country of origin, but can be any country in which you are living/working/studying. You cannot be a 'Visitor' in that country.



In order to start proceeding the document you need to send us the following documents

- scanned copy of your passports (main page);
- scanned copy of your last Russian visa (if any);
- scanned copy of your Bachelor's diploma with official transcript;
- scanned copy of your Master's diploma with official transcript;
- scanned copy of your PhD diploma (if any);
- your digital passport-style photos (jpeg or PDF);
- contact information (postal address, email address, mobile telephone number). Please provide your address and other contact details in full. If these change, please provide updated details as soon as possible.
- country and city where you are going to apply for a visa;
- personal data processing consent.

Documents for your spouse:

- scanned copy of passport (main page);
- notarized copy of apostilled or legalized marriage certificate;
- notarized translation of apostilled or legalized marriage certificate into Russian;
- contact information (postal address, email address, mobile telephone number);
- country and city where your spouse will apply for a visa.

Please note that only legal marriage status is a reason for applying for invitation.

Documents for your child's visa invitation:

- copy of passport (main page);
- notarized copy of apostilled or legalized birth certificate;
- notarized translation of apostilled or legalized birth certificate into Russian;
- contact information (postal address, email address, mobile telephone number);
- country and city where you will apply for a visa.

Education recognition

You may need to go through a procedure of recognition for your academic degree or diploma in Russia.

Do you need to go through the education recognition procedure?

NO. If your university is included in the [Special List of the Government of the Russian Federation](#).

NO. Documents issued in member countries of the multilateral or bilateral agreements, which abolish the requirement of legalization of documents, are accepted without legalization.

YES. If your diploma does not comply with these statements, then you need to go through the procedure of education recognition. Moscow State University has the right to conduct the recognition of higher education degrees independently.

Legalization of educational documents

According to the legislation of the Russian Federation the documents issued in another country can be used (can be accepted by the Russian bodies and organizations) only with legalization.

There are 2 types of legalizations:

- consular legalization;
- apostille – a simplified legalization procedure.

Before you leave for Russia, make sure you have stamps of legalization on your diploma.

Without legalization. Russia has signed international agreement with a number of countries to abolish the legalization procedure. The list of countries can be found here: <https://nic.gov.ru/en/proc/nic/legalize>

Additional ITMP support

- travel expenses. Booking a flight to Russia. You will receive an electronic ticket after it's purchased.
- paying for the first month of living in Moscow at the University dormitory or apartments.
- providing international employees with a general medical insurance policy.
- in order to organize a comfortable working environment the Institute provides all the research fellows with a personal computer.
- you will be accompanied by your coordinator when needed.
- research funds are available for research related expenses such as travel and equipment (computer, software, etc.)

Things to be checked before leaving

- it is extremely important that your name in visa, passport and in the employment contract should be the same. Please check spelling of your name in English and in Russian before you leave the Embassy or the Consulate;
- it is highly recommended to apply for a visa as soon as you receive the invitation because of possible mistakes in visa;
- make sure you have the originals of properly legalized educational documents (diplomas and degrees together with official academic transcripts);
- do not forget to make 2 photos (3x4cm) on a matt surface paper;
- for border control you need to have printed copies of your documents in hand luggage: page of the passport with personal data and photo, page with visa, legal translation of the passport into Russian, employment contract;
- cash money;
- warm clothes.

ITMP provides a general medical insurance certificate for international employees and their family members. General medical insurance covers:

1. general medical services and special medical care in emergencies, but for high-technology medical care, if the Insured has the following diseases:

- infectious and parasitic diseases;
- benign disease;
- endocrine disorders;
- eating disorders and metabolic disease;
- diseases of nervous system;
- diseases of the blood and blood-forming organs;
- individual disorders involving immunity mechanism;
- eye disorders;
- diseases of the ear and mastoid process;
- respiratory diseases;
- diseases of the digestive system;
- diseases of the genitourinary system;
- diseases of the skin;
- diseases of the musculoskeletal system and connective tissue;
- injuries, intoxication and some other consequences impact of external cause
- birth abnormality;
- deformity and chromosome breakage.

2. general medical service includes:

- consultation with the doctor on an outpatient basis;
- laboratory and instrumental survey prescribed by doctor;
- providing home medical care by general practitioner;
- provision of required medicine in emergencies;
- delivery of health care emergency by medical service team.

3. special medical care includes the following services:

- departure of medical service team to the Insured, including a complex of emergency medical manipulations, the necessary express diagnostics and medical transportation to the nearest medical institution capable of providing the necessary medical assistance.
- diagnostic and medical services under inpatient treatment include:
 - consultation with the doctors;
 - laboratory and instrumental survey;
 - stay in the intensive care unit, resuscitation procedure;
 - surgical and non-surgical treatment;
 - medicines and other necessary medicines for treatment available in the hospital, included in the list of vital and essential medicines for medical use and medical devices approved by the Government of the Russian Federation;
 - inpatient stay (in a general ward);
 - nutrition therapy in medical settings;
 - donated blood and its components.

The following cases of health disorder are not eligible for an insurance event:

- intentional illegal actions of the Insured;
- malignant tumour regardless of whether the Insured has known about this disease before the trip or not;
- HIV infection, AIDS, hepatitis B and C, sexually transmitted diseases (STDs) and their consequences (complications);
- pregnancy, childbirth, postpartum period and abortion;
- alcoholic intoxication, narcotic or other intoxication or drugs used without a doctor's prescription;
- attempted suicide of the Insured except for the cases when the Insured was driven to suicide by illegal actions of the 3d parties;
- deliberate bodily self-harm of the Insured.

The following diseases are not eligible for insurance event as well:

- highly dangerous infectious diseases (natural smallpox, poliomyelitis, malarial fever) and their consequences (complications);
- diseases included in the list of diseases approved by the Government of the Russian Federation that constitute a danger to the public and their consequences (complications);
- tuberculosis and its consequences (complications);
- diabetes mellitus and its consequences (complications).

Border Control

Documents required for border control:

- passport
- visa
- migration card
- copy of the employment contract (if requested)

Migration Card

Upon entry to Russia you will be given a migration card. This is an identity document for foreign nationals. Migration card contains an individual's passport information, purpose of visit, registration stamp.

It has a serial number and consists of two parts ("A" and "B"):

- part "A" (Въезд/Arrival) is stamped only when entering Russia;
- part "B" (Выезд/Departure) is stamped only when leaving Russia.

"А" (Въезд/Arrival)	
Российская Федерация/ Russian Federation	Республика Беларусь/ Republic of Belarus
Миграционная карта Migration Card	Серия/ Serial No 82 11
Фамилия/Surname (Family name)	
Имя/Given name(s)	
Отчество/Patronymic	
Дата рождения/Date of birth День/Day Месяц/Month Год/Year	Пол/Sex Муж./Male <input type="checkbox"/> Жен./Female <input type="checkbox"/>
Гражданство/Nationality	
Документ, удостоверяющий личность/ Passport or other ID	Номер визы/Visa number:
Цель визита (укажите подчёркнутой) Purpose of travel (to be underlined): Служебный/Official, Туризм/Tourism, Коммерческий/Business, Учеба/Education, Работа/Employment, Частный/Private, Транзит/Transit	Сведения о приглашающей стороне (указание юридического лица, фамилии, имя, (отчество) физического лица), населенный пункт/Name of host person or company, locality:
Срок пребывания/Duration of stay: С/From: До/To:	Подпись/Signature:
Служебные отметки/For official use only	
Выезд в Российскую Федерацию/ Republic of Belarus/ Date of arrival in the Russian Federation/Republic of Belarus	Выезд из Российской Федерации/ Republic of Belarus/ Date of departure from the Russian Federation/Republic of Belarus

"Б" (Выезд/Departure)	
Российская Федерация/ Russian Federation	Республика Беларусь/ Republic of Belarus
Миграционная карта Migration Card	Серия/ Serial No 82 11
Фамилия/Surname (Family name)	
Имя/Given name(s)	
Отчество/Patronymic	
Дата рождения/Date of birth День/Day Месяц/Month Год/Year	Пол/Sex Муж./Male <input type="checkbox"/> Жен./Female <input type="checkbox"/>
Гражданство/Nationality	
Документ, удостоверяющий личность/ Passport or other ID	Номер визы/Visa number:
Цель визита (укажите подчёркнутой) Purpose of travel (to be underlined): Служебный/Official, Туризм/Tourism, Коммерческий/Business, Учеба/Education, Работа/Employment, Частный/Private, Транзит/Transit	Сведения о приглашающей стороне (указание юридического лица, фамилии, имя, (отчество) физического лица), населенный пункт/Name of host person or company, locality:
Срок пребывания/Duration of stay: С/From: До/To:	Подпись/Signature:
Служебные отметки/For official use only	
Выезд в Российскую Федерацию/ Republic of Belarus/ Date of arrival in the Russian Federation/Republic of Belarus	Выезд из Российской Федерации/ Republic of Belarus/ Date of departure from the Russian Federation/Republic of Belarus

Please check the spelling of your name and passport details properly. You must keep the migration card during your staying in Russia.



SIM Card

If you don't want to spend a lot of money on roaming, it might make sense to get a local SIM right at the airport.

There are several options for getting to the city from the airport

Aeroexpress train

It is the fastest and easiest way to get to the city.

A ride takes about 35-40 minutes and costs about 500R (€5-7) one way. Tickets can be purchased on the spot or with Aeroexpress mobile app.



Taxi

The most popular taxi services in Moscow are Uber and Yandex.Go. The price for a drive to the center of Moscow will be about 1000-2000R (€20-30). Install the app, mark your location after you leave the airport, and your driver will arrive in about 5 minutes max.

NOTE: the price for a drive can never exceed €30

Metro

It is useful to download a map of the Moscow metro (please find it in the annex). Interactive map of the Moscow Metro can be found here:

yandex.com/metro/moscow
mosmetro.ru



ITMP covers the first month of living in Moscow at the university dormitory or apartments while you are searching for a long term apartment. The Institute has an agreement with the agency that can help you by offering a few reasonable options and assisting with signing the contract.

In order to get acquainted with the real estate market in Moscow please visit the biggest platform for apartment searching in Russia: www.cian.ru

The cost of renting apartments in Moscow includes:

- first month rental fee
- deposit (equal to the amount of a one-month rental fee)
- commission to the agency is 30-100%.



AFTER ARRIVAL. TEMPORARY REGISTRATION

All foreign nationals in the Russian Federation must be registered with the Federal Migration Service in the city where they are currently staying within 7 days of their arrival. The owner should give his consent to provide a certificate of temporary registration of a foreigner. Your staying in Russia would be illegal without this certificate.

Once you have been registered, you will be issued a certificate of temporary registration.

If you enter Russia several times (through a double or multiple entry visa) then you must register each time you re-enter **within 7 business days**.

If you travel around the Russian Federation and stay in one city for more than 7 days, you need to register at that city.

Your current certificate of temporary registration becomes invalid every time you leave for another city in Russia for more than 7 days or when you travel to another country.

Do not forget to notify your coordinator before you leave.

Приложение № 3
к постановке МВД России от 30 июля 2019 г. № 514

УВЕДОМЛЕНИЕ О ПРИБЫТИИ ИНОСТРАННОГО ГРАЖДАНИНА ИЛИ ЛИЦА БЕЗ ГРАЖДАНСТВА В МЕСТО ПРЕБЫВАНИЯ

Пожалуйста, заполните форму на русском языке, рукой с черными или темно-синими чернилами; разборчиво, заглавными печатными буквами и цифрами по следующим образцам:

A	B	V	G	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	0	1	2	3	4	5	6	7	8	9
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

1. СВЕДЕНИЯ О ЛИЦЕ, ПОДЛЕЖАЩЕМ ПОСТАНОВКЕ НА УЧЕТ ПО МЕСТУ ПРЕБЫВАНИЯ

Фамилия:

Имя, отчество (при наличии):

Гражданство, подданство:

Дата рождения: число месяц год Пол: мужской женский

Место рождения: государство

Город или другой населенный пункт:

Документ, удостоверяющий личность: вид серия №

Дата выдачи: число месяц год **Срок действия:** число месяц год

Вид и реквизиты документа, подтверждающего право на пребывание (проживание) в Российской Федерации:

Виза: Вид на жительство **Разрешение на временное проживание:** Серия №

Дата выдачи: число месяц год **Срок действия:** число месяц год

Цель въезда: служебная туризм деловая учеба работа частная транзит гуманитарная другая

Профессия:

Дата въезда: число месяц год **Срок пребывания до:** число месяц год

Миграционная карта: серия № **Телефон (при наличии):**

Сведения о законных представителях:

Адрес прежнего места пребывания в Российской Федерации:

Отметка о подтверждении выполнения обязанностей с торгашой и иностранцами гражданскими лицами без гражданства действительна на протяжении для этого постановке на учет по месту пребывания

Линия отрыва

Настоящим подтверждаю, что

Фамилия:

Имя, отчество (при наличии):

Гражданство, подданство:

Дата рождения: число месяц год Пол: мужской женский

Документ, удостоверяющий личность: вид серия №

и установленном порядке уведомил о прибытии в место пребывания по адресу:

Область, край, республика, автономный округ (область):

Район:

Город или другой населенный пункт:

Улица:

Квартал, площадь, офис-блок:

Строение:

Характеристики:

Дли участка, владения и иного (заполнить согласно документу подтверждению права собственности)

Срок пребывания до: число месяц год

ОТРЫВНАЯ ЧАСТЬ БЛАНКА УВЕДОМЛЕНИЯ О ПРИБЫТИИ ИНОСТРАННОГО ГРАЖДАНИНА ИЛИ ЛИЦА БЕЗ ГРАЖДАНСТВА В МЕСТО ПРЕБЫВАНИЯ

This section explains key terms of employment and procedures which are relevant to academic, academic-related and research staff and has essential forms and templates.

All new employees must complete a number of forms at the ITMP and provide the originals of documents listed below.

ITMP will keep a record of the details you provided. Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including some databases that are shared between the University. Access to your personal information is limited to staff who have a legitimate interest in it for the purpose of carrying out their contractual duties, and our use of your personal information will not be excessive. We consider the processing of your personal information for these purposes to be either necessary for the performance of our contractual obligations with you (e.g. to manage your employment contract), or necessary for compliance with a legal obligation (e.g. applying for a work permit). We store your personal information as part of your staff record for the duration of your employment.

- **Valid Passport**
- **Migration Card**
- **Work Permit**
- **Temporary Registration Certificate**
- **Educational Documents (Bachelor, Master and PhD Diplomas)**
- **Certificate of No Criminal Record and Certificate of No Penalties for Drug Use**
- **Medical Certificates**
- **Bank Details**

You can find more detailed information on our website:

itmp.msu.ru/en/employees/employees-employment

What is Work Permit?

It is a personalised plastic card that proves your legal right to work in Russia. You have to take it strictly in person and confirm the receipt with your signature.

Am I able to start working remotely after obtaining a work visa?

No. Obtaining a work visa is not enough for starting the Contract. Only after obtaining a work permit you will be able to start working.

Where do I apply for Certificate of No Criminal Record and Certificate of No Penalties for Drug Use?

In order to obtain these certificates you need to visit one of the Centers for Public Services. To apply for the certificates you need to provide legal translation of your passport, migration card and temporary registration certificate. Since the applications are to be completed in Russian, you will be supported by the coordinator.

When do I get my first salary?

Salaries are paid to all staff twice a month on the 2d and on the 17th of the month, unless this falls on a weekend or bank holiday when the pay day will be brought forward to the next working day.

How do I open a bank account and a bank card?

Your salary will be paid directly into your bank. In order to get a salary you need to open a bank account in Sberbank and apply for a MIR bank card. The bank services expenses are 700 rubles a year. To open a bank account you need to provide a passport, its legal translation of pass and complete an application in the bank.

What are the regulations for working hours and breaks?

The typical working week is 40 hours. You will normally be expected to take a midday break of not less than one hour.

Instructions on the flight. When boarding a flight to the Russian Federation, all passengers should take a COVID-19 PCR-based testing no sooner than 72 hours before the flight. The medical certificate with a negative testing result should be in English or in Russian. In case you can not submit such document in Russian or in English then you can provide it in the official language of the state that issued this medical document, but the Russian translation is a must. Translation into Russian must be certified by a consular official of the Russian Federation. During the flight, please use mask and gloves.

Quarantine. Quarantine requirements for incoming foreign citizens were canceled in May 2021.

PCR-based testing. You need to take one more testing within three days from the date of arrival. Remember that this requirement is obligatory every time you leave Russia.

Vaccination. All interested MSU employees can be vaccinated against coronavirus with “Sputnik V” at university's clinic. In addition to this option, you can get vaccinated at one of the 100 job stations at city outpatient clinics and mobile points.

