

List of documents required for the employment of foreign aliens with MGIMO

1. Passport (international passport, must contain at least 3 blank pages)
2. Work authorization:
 - for permanent residents of the Russian Federation, residence permit;
 - for temporary residents, temporary residence permit;
 - individuals on limited stay – FOR PROFESSORSHIP POSITIONS
 - for individuals from visa-requirement states, work invitation from MGIMO (drafted by International Department on request from the faculty); for individuals from non-visa states, no such requirement
3. Migration card (for individuals on limited stay)
4. Voluntary medical insurance policy (issued in the MGIMO medical center)
5. COVID-19 vaccination certificate
6. Criminal history clearance certificate – obtained by a personal request at gosuslugi.ru or individually in a multiservice center “My Documents” (“Moi document” «Мои документы»)
7. Mandatory pension insurance certificate (issued by the accounting department)
8. Copies of documents certifying degrees in education, qualifications, special skills (may be provided electronically at the address of the Personnel Department: kadry@inno.mgimo.ru)
9. Medical check-up certificate form 086/y (obtained at Medical Center “HOMO 89”; address: 18 Brateevskaya Str, bldg 5. tel (495)779-98-90, (495)779-98-91; or at metro stations Polezhaevskaya, Begovaya: 21a Khoroshevskoe Schosse tel: (495)941-03-03, (495)941-29-74, (963)991-29-74, (963)991-20-34. Open Monday to Friday from 9:00 till 14:00 and Saturday from 9:00 till 14:00.
Appointment card may be obtained against signature at the Personnel Department.
10. Employment Agreement in 2 copies. Agreement forms are available at the web-page of the Personnel Department, section “Personnel Guide”, subsection “For Candidates”.
11. Payroll card MIR (МИР), obtained at the accounting department, room 2005-B.