

# HOW TO ENSURE FOREIGN CITIZENS COMPLY WITH THE MIGRATION RULES IN THE RUSSIAN FEDERATION.

## CHECKLIST FOR THE INVITING PARTY

A set of migration rules governs the stay of foreign citizens in Russia. When inviting foreign employees, it's important to ensure that they comply with them, otherwise you may face significant penalties & fines.

**Browse through our simple infographic to protect your employees from incompliance risks and your company from regulatory penalties and fines.**

1

### STAY IN TOUCH

When inviting a foreign citizen, make sure the invitee has all your contact details: email, phone, address, etc.

2

### ENSURE PROVISIONING OF ALL MEANS OF SUPPORT LISTED IN THE INVITATION

Financing, medical assistance (health insurance), housing

3

### ASSIST THE INVITEE IN COMPLIANCE WITH THE STATED PURPOSE OF VISIT

- ✓ **Business:** organization of business meetings, conferences, negotiations, etc.
- ✓ **Work:** provision of a workplace, conclusion of an employment agreement
- ✓ **Study:** enrollment for studies, conclusion of studying agreement
- ✓ **Personal:** registration at the actual address via migration authorities
- ✓ **Humanitarian:** organization of charity missions or cultural events

4

### NOTIFY THE MIGRATION AUTHORITY

Make sure to inform the migration authority in case you lost contact with the invited person