



APATITY
2020

Handbook for the visitor

OF THE FEDERAL RESEARCH
CENTRE “KOLA SCIENCE CENTRE
OF THE RUSSIAN ACADEMY OF
SCIENCES”

Prepared by: the International
Department KSC RAS

CONTENT



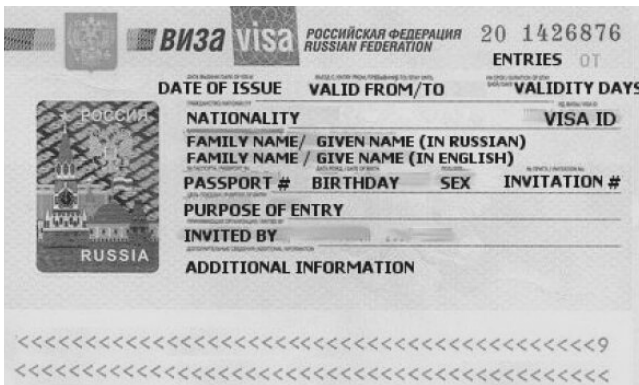
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1. VISA SUPPORT/ LETTER OF INVITATION

We provide visa support processing for your travel to visit our Federal Research Centre. Usually, there are different forms of cross-border cooperation and agreements between Russia and foreign countries. First, you need to check whether there is a visa-free or other types of cooperation between Russia and your country. Second, if a visa is needed, you need to request the subdivision of FRC KSC RAS which you plan to visit to help you with the processing documents.

The type of visa is **Humanitarian**. A humanitarian visa can be issued for the foreign citizen traveling to Russia with sport, cultural, scientific-technical, public, religious, charity, or humanitarian purposes.

Single-entry and double-entries Humanitarian visas can be valid for a period of no longer than 90 days. Multiple Entry Humanitarian visa can be valid for 1-3 years. (Please note that a Multiple Entry Humanitarian visa is NOT a Residence Permit. You can use it NOT for long term staying in the Russian Federation but for multiple re-entries only. According to the Russian Migration Law foreign citizen with Multiple Entry Visa can stay in Russia only 90 days within each 180 days period).



Example of Russian visa and its details

ФМС России

Электронное приглашение на въезд в Российскую Федерацию
Electronic invitation to enter the Russian Federation

Номер приглашения / Invitation number: 771500 2Y8878437

Орган, оформивший приглашение / Invitation issuing authority: NET

| | | | |
|--|-----------------------------|--|------------------|
| Дата и место рождения / Date and place of birth | | Пол / Sex | МУЖ |
| Гражданство / Nationality | | | |
| Документ, удостоверяющий личность / Passport or other ID | | | |
| Номер / Number | Дата выдачи / Date of issue | | |
| Категория и вид визы / Category and type of visa | ОБЫКНОВЕННАЯ ДЕЛОВАЯ [ОД] | Количество въездов / Number of entries | МНОГОКРАТНАЯ [М] |
| Выезд с / Entry from | Пробывание по / Stay until | На срок (дней) / Duration of stay (days) | 0365 |
| Место получения визы / Place of visa issuance | | | |
| Цель поездки / Purpose of entry | ДЕЛОВАЯ | | |
| Приглашающая сторона / Invited by | | | |

771500 2Y8878437

Example of the Official invitation processed through the FMS

The list of supporting documents to process your visa can be found on the website of the Russian Embassy in your country. Supporting documents should be supplied with the Official Letter of invitation which may come from the institution you plan to visit, the Federal Migration Service (FMS), Russian Ministry of Foreign Affairs (MFA) or its regional offices, or from both – the local authorities and institution. Depending on the origin of the letter of invitation, the processing period might take from 1 week to 1 month. Please plan your visit ahead.

The Federal Research Centre KSC RAS provides the letters of invitation for its partners and visitors. Please get in touch with your KSC partner or the International Department of the FRC KSC RAS (om@ksc.ru)



2. WHEN TRAVELING TO RUSSIA/ MIGRATION CARD

Upon entry to Russia, you will be given a migration card, which is usually distributed to passengers on incoming flights while passing through passport control and available at arrival points in Russia.

| "А" (Въезд/Arrival) | | | | | | | | | | | |
|---|--|------------------|--|--------------|--|---|--|--------------------------------------|--|---|--|
| Российская Федерация Russian Federation | | | | | | Республика Беларусь Republic of Belarus | | | | | |
| Миграционная карта Migration Card | | Серия/ Serial | | 9809 | | № | | 1000305 | | | |
| Фамилия/Surname (Family name) | | И | | в | | а | | н | | о | |
| Имя/Given name(s) | | И | | в | | а | | н | | | |
| Отчество/Patronymic | | И | | в | | а | | н | | о | |
| Дата рождения/Date of birth | | | | | | Пол/Sex | | | | | |
| День/ Day | | Месяц/ Month | | Год/ Year | | Муж./Male <input checked="" type="checkbox"/> | | Жен./Female <input type="checkbox"/> | | | |
| 0 | | 4 | | 0 | | 8 | | 6 | | | |
| 0 | | 8 | | 6 | | 9 | | R U S S I A N | | | |
| Документ, удостоверяющий личность/ Passport or other ID | | | | | | Номер визы/Visa number: BLR 1234567 | | | | | |
| 6 | | 4 | | N | | 2 | | 1 | | | |
| 1 | | 1 | | 6 | | 5 | | 7 | | | |
| 2 | | 1 | | 1 | | 6 | | 5 | | | |
| 7 | | 2 | | | | | | | | | |
| Цель визита (нужное подчеркнуть)/ Purpose of travel (to be underlined): Служебный/Official, Туризм/Tourism, Коммерческий/Business, Учёба/Education, Работа/Employment, Частный/Private, Транзит/Transit | | | | | | Сведения о приглашающей стороне (наименование юридического лица, фамилия, имя, (отчество) физического лица), населенный пункт/Name of host person or company, locality: Боров Александр Иванович Москва, Лондон | | | | | |
| Срок пребывания/Duration of stay: С/From: 01-02-2012 До/To: 01-03-2012 | | | | | | Подпись/Signature: | | | | | |
| Служебные отметки/For official use only | | | | | | | | | | | |
| Въезд в Российскую Федерацию /Республику Беларусь/ Date of arrival in the Russian Federation/Republic of Belarus | | | | | | Выезд из Российской Федерации /Республики Беларусь/ 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 | | 9809 | | № | | 1000305 | | | |
| Фамилия/Surname (Family name) | | I | | v | | a | | n | | o | |
| Имя/Given name(s) | | I | | v | | a | | n | | | |
| Отчество/Patronymic | | I | | v | | a | | n | | o | |
| Дата рождения/Date of birth | | | | | | Пол/Sex | | | | | |
| День/ Day | | Месяц/ Month | | Год/ Year | | Муж./Male <input checked="" type="checkbox"/> | | Жен./Female <input type="checkbox"/> | | | |
| 0 | | 4 | | 0 | | 8 | | 6 | | | |
| 0 | | 8 | | 6 | | 9 | | R U S S I A N | | | |
| Документ, удостоверяющий личность/ Passport or other ID | | | | | | Номер визы/Visa number: BLR 1234567 | | | | | |
| 6 | | 4 | | N | | 2 | | 1 | | | |
| 1 | | 1 | | 6 | | 5 | | 7 | | | |
| 2 | | 1 | | 1 | | 6 | | 5 | | | |
| 7 | | 2 | | | | | | | | | |
| Цель визита (нужное подчеркнуть)/ Purpose of travel (to be underlined): Служебный/Official, Туризм/Tourism, Коммерческий/Business, Учёба/Education, Работа/Employment, Частный/Private, Транзит/Transit | | | | | | Сведения о приглашающей стороне (наименование юридического лица, фамилия, имя, (отчество) физического лица), населенный пункт/Name of host person or company, locality: Borov Aleksandr Ivanovich Moscow, London | | | | | |
| Срок пребывания/Duration of stay: С/From: 01-02-2012 До/To: 01-03-2012 | | | | | | Подпись/Signature: | | | | | |
| Служебные отметки/For official use only | | | | | | | | | | | |
| Въезд в Российскую Федерацию /Республику Беларусь/ Date of arrival in the Russian Federation/Republic of Belarus | | | | | | Выезд из Российской Федерации /Республики Беларусь/ Date of departure from the Russian Federation/Republic of Belarus | | | | | |

Example of the Russian migration card

How to complete a migration card?

Fill out two identical sections (A and B) of the migration card. The card should be completed using an ink pen without blots or corrections in Russian or English block letters according to your travel document data. Indicate gender in the corresponding column with an "X". Please be sure to indicate the inviting party and the duration of the stay as stated on your current visa.

What should be done with a migration card?

The migration card and passport with visa are handed over to a migration control officer for checking and further endorsement. Section A is taken by the migration official and section B is given back to you. The stamp date is considered the first day of your stay in Russia. Make sure that it is legible. A migration card must be carefully kept throughout the duration of your stay in Russia and is given back upon departure. A new migration card must be filled out each time a foreign national enters Russia.

What happens if you lose your migration card?

You should inform your partner organization (FRC KSC RAS) and follow the procedure outlined below within 1-2 days of the loss of the migration card. We advise you to keep copies of your migration card, passport, visa, and registration coupon in your files in addition to the originals. After your migration card is re-issued, please mind that you should apply for registration (*see below*).

A foreign citizen who has lost his/her migration card cannot stay in Russia for longer than 3 days. A migration card must be restored. Please note that the process can take from 5 to 14 days. You need to pass through the following steps:

- 1** - Apply for a certificate of loss ("*spravka ob utere dokumenta*" / «*справка об утере документа*» in Russian) at any nearest police station.
- 2** - Get a certificate of loss.
- 3** - Submit all required documents (passport, registration, and certificate of loss from the police) to the regional Migration Office where your registration was made – see the section below).
- 4** - Get a duplicate of your migration card.

3. YOUR ARRIVAL AT THE KOLA SCIENCE CENTRE

As a foreign citizen, you must be registered by the General Administration for Migration of the Interior Ministry of Russia upon arriving in Russia. This registration is proof of your legal stay in Russia, and foreign nationals must show confirmation of their registration together with their passport and migration card to police officers when asked. Please forward your questions on the registration issues to the International Department of the FRC KSC RAS (om@ksc.ru).

If you are staying at a hotel/guesthouse in all locations of your travel plan, its staff will take care of your registration. If you are staying at a rented apartment, its owner may provide you with registration by applying to the local territorial body of the Russian Ministry of Internal Affairs. If you checked-in at a hotel and then checked out, please remember to register at your actual place of stay **within 3 business days**.

What do you need to submit to be registered?

You should provide the following items to the administrator of the Guesthouse / apartment owner / hotel where you intend to stay:

1.
 - a) a copy of all passport pages
 - b) a copy of your current visa
 - c) a copy of your migration card

2. Please be kindly informed that the list of necessary documents can be different and it depends on the local territorial body where the documents will be submitted. To get the complete list of documents please contact the guesthouse/hotel or at the local territorial body personally or with the assistance of the landlord.

When travelling across Russia

If you hold a humanitarian visa and travel across Russia (without actually leaving the country), you have 3 calendar days to get registered at your actual place of stay in another city. Each time you leave the country, your registration is cancelled. Upon return to Russia – you must register again.

Which document confirms your registration?

This document is a registration coupon. It is to be collected within several days upon submitting the documents for registration. Please be careful not to lose this coupon. It is useful to make photocopies of your registration coupon, passport, and migration card to keep in your files.

Линия отрыва

Настоящим подтверждается, что

Фамилия С М И Т

Имя, отчество Д Ж О Н

Гражданство, подданство В Е Л И К О Б Р И Т А Н И Я

Дата рождения: число 1 1 месяц 1 2 год 1 9 9 1 Пол: мужской женский

Документ, удостоверяющий личность: вид П А С П О Р Т серия № 1 2 3 4 5 6 7 8 9

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

Область, край, республика, АО

Район

Город или другой населенный пункт М О С К В А

Улица П Р О Ф С О Ю З Н А Я

Дом 1 8 5 Корпус Строение Квартира

Срок пребывания до: число 0 8 месяц 1 2 год 2 0 1 7

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

Example of a registration coupon

4. ADDRESSES AND CONTACTS

Please ask your hosting institution within FRC KSC RAS to provide you with the contact information of the person responsible for your visit. For general inquiries you can use the following contact information:

184209, Apatity,
Murmansk region, Fersman St., 14

tel .: 8 (81555) 7-53-50; 79-5-95 (English)
fax: 8 (81555) 7-64-25

Email: ksc@ksc.ru

Contact information of the International Department of the KSC RAS:
mo@ksc.ru

**We hope your stay with us will be
pleasant and productive!**