**Procedure for the registration of WP HQS and**

**Working invitation / renewal visa**

Step 1 Step 2 Step 3 Step 4 Step 5



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| **Registration of working invitation -** the Ministry of Internal Affairs of the Ministry of Internal Affairs of the Russian Federation for Moscow / Moscow - filing after the assignment of the WP HQS. | |
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| **Accreditation of the company** at the Department of Internal Affairs MVD of Russia in Moscow / Moscow region | |



**Notification of the conclusion of Employment Contract with foreign citizen** (within 3 w.ds) – GUVM MVD of Russia for Moscow city / Moscow region

**Registration of work permit (WP) HQS -** GUVM MVD of the Ministry of Internal Affairs of Russia for Moscow city/ Moscow Region-14-16 working days

Forwarding the original of the working invitation to the foreign citizen (DHL)

**Registration of multiple work visas for up to 3 years -** Rus. Consulate abroad in the country of residence - according to the terms of the Consulate (approximately 1-30w.ds)

Step 10

**Quarterly notices on the payment of HQS salary** (during the month, following the reporting period - during January, April, July, October) During the whole work activity..

Step 6 Step 7 Step 8 Step 9 Step 11

Entry of foreign citizen into the Russian Federation with a multiple working visa

**Obtaining WP HQS -** GUVM MVD of the Ministry of Internal Affairs of Russia at Moscow city / Moscow region

**Placing on the Mig. registration** (up to 90 calendar days can stay in the territory of the Russian Federation withoutregistration)

**Renewal of WP HQS** (not later than 2 months before the end of the validity of WP)

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| **Re-registration of multiple work visas without leaving the RF –** UVMGU MVD of the Russian Federation in Moscow city/ Moscow region - (not later than 20w.ds.) | |
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| **Placing on migration registration (within 3 days of the date of receipt of the visa)** | |