

Paperwork for organization of international events with foreign participants:

1. Three months prior to the date of the event it is necessary to start issuing an invitation for a foreign citizen. For this purpose the Director of an Institute is required to:

1) Prepare an administrative note for the rector requesting to allow issuing of the invitation for the foreign citizen. The administrative note should contain: surname and name of the foreign citizen / foreign citizens, country, the purpose of visit, the period of the stay, the source of stay expenses financing (at the expense of a foreign citizen, at the expense of a grant, at the expense of TSU according to the estimate of expenses, etc.);

2) Provide the International Relations Department (room 29, Medical Institute) with the following information:

- Administrative note approved by the rector;
- Copies of all completed pages of passport of the foreign citizen;
- Dates of arrival and departure of the foreign citizen;
- Country and exact birthplace;
- Country and region of full-time residence;
- Country and city visa receipt;
- Work place (full name of organization/ firm abroad);
- Full address of the work place;
- Work position;
- 800 rub (state duty for issuing of the invitation).

2. A month before the date of event:

1) To make a plan of the event and to submit it to the International Relations Department (room 29, Medical Institute);

2) To issue the University order for carrying out the international event and to submit it to the International Relations Department (room 29, Medical Institute);

3) To make an approximate estimate of expenses of the event and to sign it;

4) In case of any accommodation or food expenses to be paid by the University - to issue the order(s) for payment of these expenses to certain citizens.

3. 15 days prior to the date of the event to submit to the International Relations Department (room 29, Medical Institute) the exact dates of arrival and departure of foreign citizens and the final program of the event.

4. The day after departure of the foreign citizen to submit the report for the Office of the Federal Migration Service in the corresponding form to the International Relations Department (room 29, Medical Institute).

The invitation is not issued in case if:

1. A foreign citizen has an outstanding or unexpunged conviction for commission of deliberate crime on the territory of the Russian Federation or abroad, recognized as deliberate according to the federal law.
2. A foreign citizen was brought to administrative responsibility according to the legislation of the Russian Federation for commission of an administrative offense on the territory of the Russian Federation two and more times during the last three years.
3. During the previous stay in the Russian Federation a foreign citizen has evaded paying a taxes or an administrative penalty or has not refunded the expenses connected with administrative exclusion out of borders of the Russian Federation or with deportation (up to full payment).
4. It is necessary for ensuring defense capability or safety of the state, either a public order, or protection of health of the population.
5. During the previous stay in the Russian Federation a foreign citizen was exposed to administrative exclusion out of borders of the Russian Federation or was deported.
6. A foreign citizen has an outstanding or unexpunged conviction for commission of grave or gravest crime on the territory of the Russian Federation or abroad, recognized as grave or gravest according to the federal law.
7. There is a decision on undesirability of residence (living) of a foreign citizen in the Russian Federation.

The term of issuing of invitations in the Office of the Federal Migration Service of Russia across the Tambov region is 1 month from the moment of delivery of documents in the Office of the Federal Migration Service.