Appendix 4 Officialmemo

To Vice-Rector for International Affairs

ArtemYu. Rykun

**OFFICIAL MEMO**

Dear ArtemYurevich,

I ask you to assist in the preparation of an invitation letter to enter the Russian Federation for a period

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| from |  | to |  | for | citizen |
|  | *(dd.mm.yyyy)* |  | *(dd.mm.yyyy)* |  | *(country name)* |
|  |  |
| *Full name (in Latin or Cyrillic characters)* |

Placeofwork:

*Full name of the organization abroad*

Workaddress:

*Full addressof the organization abroad*

|  |  |  |
| --- | --- | --- |
|  |  Jobtitle: |  |

who is invited with the purpose of ***(choose from the list)***:

|  |
| --- |
| * study (courses/NR TSU main educational program);
* work at NR TSU;
 |
| * participationintheevent
 |  |
|  |
| which will be held from |  | to |  |
| **Visatype, purpose and multiplicity:** (See the table form below) |  |

According to Article 16 of the Federal Law No. 115-ФЗdated July 25, 2002 “On the legal status of foreign citizens in the Russian Federation” and Resolutions of the Government of the Russian Federation No. 167 dated 24.03.2003 "On the procedure for submitting guarantees for material, medical and housing support of foreign citizens and stateless persons for the period of their stay in the Russian Federation”**inviting organization (NI TSU)**:

 1. Assumes an obligation to provide the possibility of his/her placement for the entire period of stay in the Russian Federation in a residential building

 2. Provides medical care for the period of his/her stay in the Russian Federation on the basis of an agreement (policy) of voluntary medical insurance or an agreement on the provision of paid medical services, unless otherwise provided by an international agreement of the Russian Federation and (or) Federal laws of the Russian Federation, or provides, if needed, money for receiving medical care.

3. Assumesanobligationtoprovidefunds required to leave the Russian Federation at the end of the period of his stay in the Russian Federation.

|  |  |
| --- | --- |
| Assigned person, faculty supervisor in Russia:  |  |
| / | / |  |
| Jobtitle, division, fullname, contactdetails(phone number, email) | Signature | Date |

|  |  |
| --- | --- |
|  | **Visa type** |
| **Type**(SeeFederallawNo. 114 Article 25.6) | **Study** | **Work** | **Humanitarian** |
| Purposeoftravel (See Order No.19723A/1048/922 dated 27.12.2003) | Postgraduatestudy | Employment  | Scientificandtechnicalrelations |
| Training / Internship | AssignedLecturers/Academics | Sport relations |
| Courses | Youthrelations |
| Education (firstly, a single entry is issued for 90 days, then an extension for 365 days is possible on the basis of a document of education)  | Culturalrelations*(without possibility of paying for work to a foreign citizen)* |
| **Visamultiplicity**(SeeFederallawNo. 114 Article 25.2, Decree of the Government of the Russian Federation No. 335 dated 09.06.2003) | **Single entry** | Entry to the territory of the Russian Federation 1 time. |
| **Double entry** | Allow to entry to the territory of the Russian Federation 1 or 2 times. |
| **Multi-entry** | Allow to entry to the territory of the Russian Federation more than 2 times.The total period of stay according to a multiple-entry visa is not more than 90 days out of 180, i.e. 90 days in the Russian Federation, then goes abroad for 90 days, and then may come back for another 90 days in the Russian Federation.Issued only if a person has already entered the territory of the Russian Federation earlier. |