# Procedure for the registration of WP HQS and Working invitation / renewal visa

Step 1

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

Step 2

**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

Step 3

**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.

Step 4

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

Step 5

**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)

**Accreditation of the company** at the Department of Internal Affairs MVD of Russia in Moscow / Moscow region

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

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

Step 7

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

Step 8

**Placing on the Mig. registration** (up to 90 calendar days can stay in the territory of the Russian Federation without registration)

Step 9

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

Step 11

**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.)

**Placing on migration registration (within 3 days of the date of receipt of the visa)**