Approved by

Acting Rector of the IKBFU

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Provision on the Visa Support Centre of the Federal State Autonomous Educational Institution of Higher Education "Immanuel Kant Baltic Federal University"

1. General Provisions

1.1. The Visa Support Centre of the Federal State Autonomous Institution of Higher Education "Immanuel Kant Baltic Federal University" (hereinafter - VSC) is a structural subdivision of the Federal State Autonomous Educational Institution of Higher Education "Immanuel Kant Baltic Federal University" (hereinafter - IKBFU, University ).

1.2.This Provision regulates the activities of the VSC, defines its goals, objectives, functions, rights and obligations.

1.3. In its activities, the VSC is guided by the legislation of the Russian Federation, the Charter of the IKBFU, this Provision, the Provision on the stay of foreign citizens and stateless persons at the Immanuel Kant Baltic Federal University, other local regulatory legal acts.

1.4. The structure, number, staffing table, as well as any changes in the structure and staffing table of the VSC are approved by the rector of the IKBFU. The work conditions of the employees of the VSC are determined by the labor contracts and job descriptions concluded with each employee, as well as the Internal Labor Regulations of the IKBFU.

1.5. In addition to its employees, the deputy vice-rector for International Cooperation, the rector and persons authorized by him to check or familiarize with the activities of the VSC have the right to access the documents of the VSC.

1.6. The regulation on the VSC, additions and changes to it are approved by the order of the rector.

2. Main goals and objectives

2.1. The VSC was created in order to organize work on compliance with the rules of migration legislation and registration of the legal status of stay of foreign citizens and stateless persons in the IKBFU.

2.1. Based on its goals, the activities of the VSC are aimed at solving the following tasks:

- registration of visa invitations and renewal of visas for foreign citizens and stateless persons arriving at the IKBFU for the purposes of study, scientific, cultural, educational, youth exchange and (or) employment;

- migration registration and renewal of temporary stay of foreign citizens and stateless persons arriving at the IKBFU for the purpose of study, scientific, cultural, educational, youth exchange and (or) employment;

- registration of the status of a foreign highly qualified specialist (hereinafter - HQS) which includes obtaining of a work permit and issuing of a work visa for a foreign citizen and his family members arriving at the invitation of the structural units of the IKBFU;

- notification of the Labor Migration Department of the Office of the Ministry of Internal Affairs of Russia in the Kaliningrad Region about the conclusion (termination, termination) of labor relations with foreign citizens, notification of the fulfillment of obligations to pay wages (remuneration) to foreign citizens (stateless persons) and HQSs;

- maintaining of the databases of foreign students, working with homeowners who provide living quarters for foreign students and the IKBFU employees, conclusion of agreements with them.

- coordination of work to prevent cases of violation of migration legislation by foreign citizens (stateless persons) arriving at the invitation of the IKBFU.

3. Rights and obligations of the VSC

3.1. The VSC has the right:

- To request and receive the information from the structural units of the IKBFU necessary for the performance of the assigned functions of compliance with the migration legislation by foreign citizens and stateless persons arriving at the IKBFU including information about their progress and attendance, reports on the residence of foreign citizens in dormitories, contact details, etc .;

- To submit proposals for the development of the VSC in coordination with the Deputy Vice-Rector for International Cooperation to the rector of IKBFU;

- In agreement with the Deputy Vice-Rector for International Cooperation, involve relevant institutions, offices, centres, services and other structural divisions of the IKBFU in performing the main tasks of the VSC.

3.2. The VSC is obliged:

- To perform the tasks and functions assigned to it qualitatively and in full;

- To carry out the decisions of the Academic Council of the University, orders and instructions of the rector of the IKBFU, other officials of the Iniversity in a timely manner;

- Maintain the confidentiality of information contained in the documents of the VSC and documents received from other structural divisions of the IKBFU.

Agreed:

Director of the International Office

N.B. Milyavskaya