

SNILS is Individual Insurance Account Number issued and used by the Pension Fund of the Russian Federation for tracking social security accounts.

INN is Taxpayer Identification Number given and used by the Federal Tax Service for tracking taxpayers in Russia.

Both SNILS and INN are required for those students, who want to find a job during non-study time.

International students may apply for SNILS and INN at the local Multifunctional Public Services Centre at the place of permanent or temporary residence. **Ask managers of International Cooperation Office to book an appointment for you.**

Multifunctional Public Services Centre in Murmansk

Address: Lenina str., 45

Working schedule

Monday, Wednesday – 9.00 until 19.00

Tuesday – 10.00 until 20.00

Thursday, Friday – 8.00 until 18.00

Saturday – 10.00 until 15.00

The processing of SNILS and INN is **free of charge**.

Certificate of no criminal records

Certificate of no criminal records is an obligatory document for students who have practical training or internship in their curriculum. International students can get the certificate in the Information Centre of the Ministry of Internal Affairs' Office in the Murmansk Region.

The centre is located at Ponomareva str., 8 (see how to get there *below*).

Working schedule

Tuesday – 14.00 until 17.00

Wednesday – 14.00 until 19.00

Thursday, Friday, Saturday – 10.00 until 13.00

Documents required for the certificate processing:

- Passport
- Notarized translation of the passport into Russian and its copy

The certificate is valid for 3 months.

How to get to the Information Centre

- **From MASU:** take bus number 18, 27 or 51, trolleybus number 6 or 10 from 'Kapitana Egorova' bus stop (on the other side of the road from university, direction towards Murmansk Mall) to 'Kapitana Ponomareva' bus stop (the 4th bus stop). Then cross the street via underground crosswalk and follow the route given below.

The route in 2gis mobile app: <https://go.2gis.com/42p4s>