



NATIONAL RESEARCH
UNIVERSITY

Welcome to HSE Moscow

Orientation summary:

- Resources
- Student Documents
- Visa & Registration
- Medical Insurance
- Russian course
- Student life
- Academic process



Useful Links

- facebook.com/groups/hse.international.students/
- istudents.hse.ru
- istudents.hse.ru/orientation + [Navigating HSE](#)
- hse.ru/recommends
- hse.ru/en

Printing, copying, scanning is always available in **office 301, M11** at the International Students Support office.

HSE merchandise & books can be purchased at БукВышка (BookVyshka) shop, M20.



International Students Support website

SERVICES

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STUDENT SUPPORT

Thank you for choosing our university for your international study experience. It is a great honour and pleasure for the International Students Support to have you with us.

This website is intended to serve as a quick reference whenever you encounter a problem or simply have a question. It will prepare you for life and study in Moscow and answer at least some questions that might arise during the first days of your stay.

Our office assists exchange and visiting students on any matters related to their stay in Moscow. Full-degree students enjoy the support of their respective programme offices and use our site for information about student life at HSE.

We wish you success and many wonderful discoveries!

News ▾

Faculty support

ACADEMICS

[Academic Handbook for Full-degree Students](#)
[Course Catalogue](#)
[Academic Calendar](#)
[Credits & Grading System](#)
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INTERNATIONAL STUDENT HANDBOOK

CONTACTS >

Address: 11 Myasnikskaya Ul., office 301

Office hours: Mon.–Fr. 10:00 – 19:00
Visiting hours: Mon.–Fr., 12:00 – 16:00

Phone: +7(495)772-95-90 + Extension

Email: international.study@hse.ru

Student documents (mobility students)

HSE Arrival form

Who is it for? – Exchange & visiting students.

Where do you get it? – From the International Students Support.

What do you do with it? - Fill it in and return to the International Students Support Manager during the Orientation or later at office 301, M11.

Home University Arrival & Departure forms

Home University Learning Agreement form

Who can sign it and when? – International Students Support Manager, any day at office 301, M11, during visiting hours: 12 PM - 4 PM

Student ID

Who is it for? – full-degree, exchange, Semester in Moscow students.

Where do exchange students get it?

If you provided the scan of your visa & photo by email before arrival – you receive it from the International Students Support Manager, office 301, M11, during visiting hours 12 PM - 4 PM.

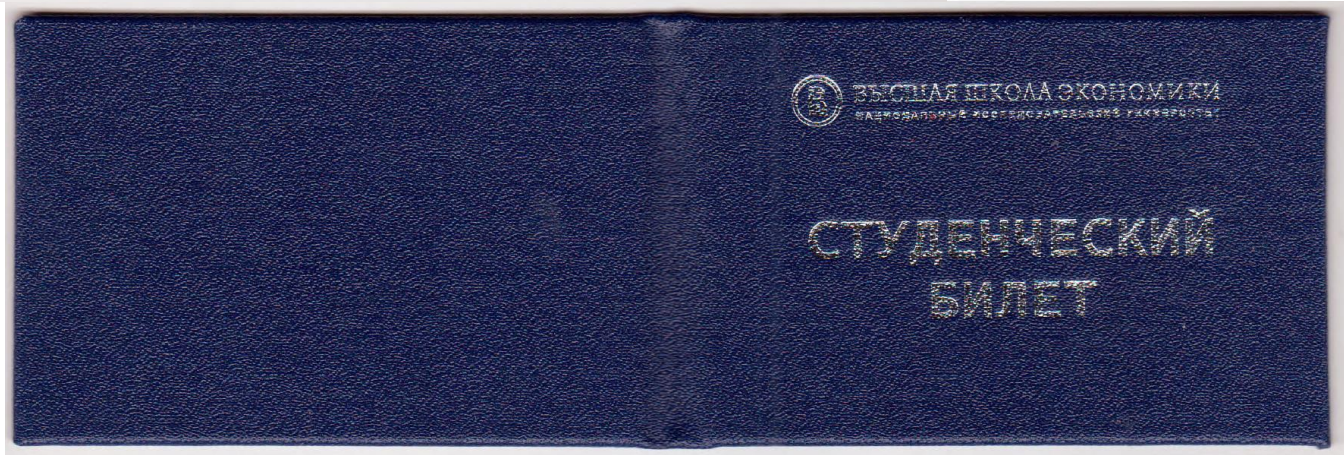
If you provided a visa scan after the arrival the student ID will be ready in 1 week.

What do you do with it? – **It is your main HSE ID** which is required to apply for **student pass card, social (transport) card, library card.**

Also it provides discounts on tickets to museums, theatres, suburban trains, etc.

Student documents

Student ID



HSE student Pass card

temporary pass

Received at the dormitory. If you do not reside in the dormitory, receive the pass from the International Students Support, office 301, M11, during visiting hours 12 PM - 4 PM.

The pass must be exchanged at the Pass Desk for a regular pass.

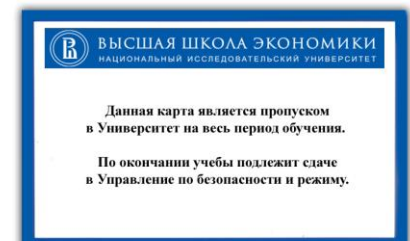
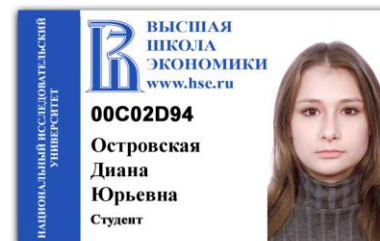
regular pass

Apply at the Pass Desk after you get the student ID.

Take your student ID and passport and apply for the pass at the

Pass Desk at [Bolshoy Trykhsvyatitelskiy per. 3](#), office 114.

Check istudents.hse.ru/document for the Desk's office hours.



Social (transport) card

What is it for? – HSE students use it as transport card to use the Moscow metro and ground public transit with discount.

Where and when do you apply for it?

At one of the **Multifunctional Centres in Moscow.**

Check the full instruction on how to apply here: istudents.hse.ru/document

What do you do with it?

Deposit **~400 rubles to the card each month** and use the Moscow metro unlimitedly.

Deposit separately **~300 rubles each month** for the unlimited use of ground public transit.

Also can be used for discount on suburban train tickets.



Library card

Apply for the library card at the central [library](#) at **Myasnitskaya Ul. 20, 214-k** with passport and student ID.

All enrolled international students can receive a library card at the Central Library: Monday-Friday: 12 PM – 6 PM, Saturday: 10 AM – 6 PM

Tours around the Central Library in English are offered to new students on Mondays and Wednesdays at 5 PM and on Fridays at 1 PM.

Leave coats and bags in the cloakroom/storage room on the ground floor.
Check for more information: istudents.hse.ru/library

HSE Visa & Registration Unit

Applies for registrations and multiple-entry visas for international students, advises on migration and visa matters.

visa-registration@hse.ru

zkvr.hse.ru/en/

20 Myasnitskaya Ul., Room 538

Office hours: Monday-Friday, 9:30 AM-6PM

Document submission hours:

Monday, Tuesday, Thursday, Friday - 2 pm - 5:30 pm

Wednesday - 10 am - 1 pm, 2 pm - 5:30 pm

Contact:

Elena Kiseleva, +7(495)772-95-90*11859

Visa & Registration: Migration card

Migration card

You receive it at the passport control when you enter Russia.

Keep the migration card close. Do not lose it.

This document has to be presented at the passport control when you leave.

Every time you re-enter Russia you will receive a new migration card.

If you lose your migration card, you will need to immediately restore it.
Check zkvr.hse.ru/en/register for the procedure.

"Б" (Выезд/Departure)		Республика Беларусь/ Republic of Belarus	
Российская Федерация/ Russian Federation		Республика Беларусь/ Republic of Belarus	
Миграционная карта/ Migration Card	Серия/ Serial №	46 14	
		№	
		1234567	
Фамилия/Surname (Family name)			
ИВАНОВА			
Имя/Given name(s) Отчество/Patronymic			
ЕКАТЕРИНА			
Дата рождения/Date of birth			
День/ Day	Месяц/ Month	Год/ Year	Пол/Sex Муж./Male <input type="checkbox"/> Жен./Female <input checked="" type="checkbox"/>
0	6	0	1990
Документ, удостоверяющий личность/ Passport or other ID			
0601111111			
Цель визита (нужно подчеркнуть)/ Purpose of travel (to be underlined)			
Служебный/Official, Туризм/Tourism, Коммерческий/Business, Учеба/Education, Работа/Employment			
Сведения о принимающей стороне (наименование юридического лица, фамилия, ИМЯ (отчество) физического лица), название пункта/Name of host, rezident or company, locality.			
ПФ			
Срок пребывания/Duration of stay: С/From: 01.01.2014 - До/To: 03.2014			
Подпись/Signature:			
651 (нужно отрезать) / for official use only			
Въезд в Российскую Федерацию/ Entry into the Russian Federation/Republic of Belarus		Въезд из Российской Федерации/ Exit from the Russian Federation/Republic of Belarus	
651		651	

Registration

Every foreign passport holder must apply for registration **within 7 working days after arrival. Documents needed are: passport, visa, migration card.**

At the dormitory you submit your documents to the passport specialist and the scans are sent to the Visa & Registration Unit at visa-registration@hse.ru.

Non-dormitory residents submit the scans of their documents directly to the Visa & Registration Unit at visa-registration@hse.ru.

Pick up your registration 3-4 days after arrival, in the Visa & Registration Unit.

REMINDER: Every time you leave Russia and come back you obtain a migration card and re-apply for registration.

You must have the original registration with you at all times, except when it is submitted with the multiple-entry visa application. Carry a copy then.

Visa & Registration: Multiple-entry visa

To apply for the multiple-entry you need the following documents :

- ✓ copy of passport
- ✓ copy of visa
- ✓ migration card original + copy
- ✓ registration original + copy
- ✓ 1 photo 3,5x4,5 (in color)
- ✓ visa extension fee payment receipt

prepared by the student

- ✓ certificate of enrollment
- ✓ order of enrollment (*exchange & visiting students*)
- ✓ copy of quota referral (*quota degree students*)
- ✓ copy of contract (*fee-paying students*)

picked up from
exchange (degree) coordinator

**Issuance of the multiple-entry visa takes at least 30 days.
Apply at least 45 days before the expiry of your current visa.**

When the visa is issued the Visa & Registration Unit will notify you to your HSE e-mail.

Bring your passport to the Visa & Registration Unit, leave it there for 1-2 days for it to be taken to the Migration Office and for the visa to be put in. After that you can pick up the passport.

Documents that you may require

Passport translation

Request from translation@hse.ru with the passport scan attached, pick up the translation at M11, office 301.

Certified copy of the passport

A good back-up to have on you in the city instead of the original passport. Bring your passport copy to Maria Mertzlina at the Visa & Registration Unit, office 538, Myasnitskaya Ul. 20. for certification with the main HSE stamp.

Copies of your passport, visa, registration, migration card – recommended to have with you at all times

Russian as a Foreign Language

www.hse.ru/en/rfl/

Russian as a Foreign Language course for 1 semester (6 credits, 216 hours) is free of charge.

Signing up for 2nd semester: e-mail **Olga Eremina**, the Director of the Russian as a Foreign Language Centre, at oeiremina@hse.ru and request information about enrolling for the course.

Courses offered (according to levels):

Zero, Zero+

Pre-intermediate,

Intermediate Low, Intermediate High

Advanced

Course locations: Myasnitskaya Ul. 20 and Staraya Basmannaya Ul. 21/4
Schedules need to be specified with the teachers.

All international students at HSE are required to have medical insurance.

You should either:

- Have a medical insurance policy purchased in your home country
- Purchase a medical insurance policy after arrival in Russia

You may choose a medical insurance plan to your liking from the list of options offered by the partner companies of HSE, prices range - from 6000 to 10000 roubles.

Check benefits.hse.ru/en/medstud for detailed overview of the Medical Insurance options offered to students in Moscow.

To receive more detailed info about a particular medical insurance option contact **Natalia Romanova**, Social Sphere specialist, nsromanova@hse.ru



Erasmus Student Network at HSE
hsemsk.esnrussia.org
facebook.com/esnhse

Student Clubs and Activities
istudents.hse.ru/active

Events Announcements
hse.ru/en/news/announcements
istudents.hse.ru/news/announcements