

# Student documents

Orientation  
Fall 2017

https://istudents.hse.ru



National Research University Higher School of Economics → Office of Internationalisation → International Student Support



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Attention! Transcripts of records to be issued in mid-August  
 17.07.2017



Request your documents online  
 17.08.2017

## International 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!

### Faculty Support

#### ACADEMICS

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### Feedback Form



Download the [International Student Handbook](#)

### CONTACTS

Address: [11 Myasnitskaya Ul.](#), office 301

**Office hours:** Mon – Fr, 09:30 – 18:30

**Visiting hours:** Mon – Wed., 10:00 – 13:00  
 Thu. – Fr., 14:00 – 17:00

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

Email: [international.study@hse.ru](mailto:international.study@hse.ru)

[Join us on Facebook](#)

We are part of the Office of Internationalisation



**'Everyone Finds It Challenging in the Beginning, but I've Progressed a Lot, and Now I Can Speak Russian Very Well'**

# Student documents (mobility students)

- **HSE Arrival form**

Who is it for? – For exchange & visiting students

What do you do with it? – Submit it to get a Student ID:

**August 31, 10.00-12.00, room 432**

- **Home University Arrival & Departure forms**
- **Home University Learning Agreement form**

- ✓ Submit it through our online service  
[https://istudents.hse.ru/document\\_request](https://istudents.hse.ru/document_request)
- ✓ pick it up in 3 working days at International Students Support.

Our visiting hours: Mon. – Wed., 10:00 – 13:00;  
Thu. – Fr., 14:00 – 17:00



NATIONAL RESEARCH  
UNIVERSITY

# Student documents

NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS



## ARRIVAL FORM FOR MOBILITY STUDENTS HSE INTERNATIONAL STUDENTS SUPPORT

First and last name	
Arrival date	
Address in Moscow (or № of the dormitory)	
Contact phone number	

### I confirm that:

<input type="checkbox"/>	I have submitted my documents (scans) for registration.
<input type="checkbox"/>	I have handed in my health certificate to the dormitory staff.
<input type="checkbox"/>	I have signed my Housing Tenancy Agreement at the Dormitory.
<input type="checkbox"/>	I purchased a health insurance policy before coming to Russia and provided the copy to the International Students Support.
<input type="checkbox"/>	I intend to purchase a health insurance policy offered by the partner companies of HSE.
<input type="checkbox"/>	I am informed that I should check my LMS account and e-mail box daily.
<input type="checkbox"/>	I am informed that I should attend classes and within the established deadlines, abide by all types of knowledge control (assignments, tests, exams).
<input type="checkbox"/>	I am informed that I should submit to the discipline and comply with the academic standards of writing papers: prevent cheating, double submission, plagiarism, forgery, fabrication of data, and results of written tasks.
<input type="checkbox"/>	I am informed that I should timely notify the International Students Support in writing of the necessity to be absent from examinations. In the event of absence from examinations, I should provide the International Students Office with the documents that confirm the validity of the reason for the absence from the examinations (e.g. medical certificate) on the first day of my attendance of the University.
<input type="checkbox"/>	I am informed that as a foreign citizen in Russia I shall enjoy rights and bear responsibilities on a par with the citizens of the Russian Federation, except as otherwise provided by federal law.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Student ID

Who is it for? – All students at HSE.

Where do you get it?

**Mobility students: Myasnitskaya 11, room 432, August 31**

**Full-degree students:** from your *programme manager* when you are officially enrolled (usually in 5-10 working days after submitting your documents)

What do you do with it? – **It is your main HSE ID** used when getting:

- ✓ *HSE student pass card*
- ✓ *Library card*
- ✓ *Social (transport) card*
- ✓ *Discounts on tickets to museums, theatres, etc.*

## Student ID

Российская Федерация  
Федеральное государственное автономное образовательное учреждение  
высшего профессионального образования  
«Национальный исследовательский университет «Высшая школа экономики»

**СТУДЕНЧЕСКИЙ БИЛЕТ № 13109.441489**

Фамилия Квартневский  
Имя, отчество Владимир  
Форма обучения очная  
Зачислен приказом от 31 августа 2015 г. № НБ.И.П.02/3105-03  
Дата выдачи « 31 » августа 2015 г.

М.П. Руководитель организации, осуществляющей образовательную деятельность, или иное уполномоченное им лицо (подпись) Росин С.И.  
(подпись студента)

Действителен по « 31 » августа 2015 г.  
Декан/директор (подпись) (фамилия, имя, отчество (последнее — при наличии)) Росин С.И.  
М.П. Действителен по « 31 » 20 г.  
Декан/директор (подпись) (фамилия, имя, отчество (последнее — при наличии))  
М.П. Действителен по « 31 » 20 г.  
Декан/директор (подпись) (фамилия, имя, отчество (последнее — при наличии))  
М.П. Действителен по « 31 » 20 г.  
Декан/директор (подпись) (фамилия, имя, отчество (последнее — при наличии))  
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Декан/директор (подпись) (фамилия, имя, отчество (последнее — при наличии))  
М.П. Действителен по « 31 » 20 г.  
Декан/директор (подпись) (фамилия, имя, отчество (последнее — при наличии))  
М.П.





## HSE Student pass card

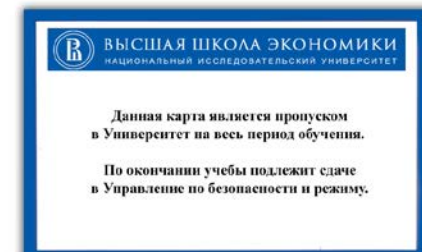
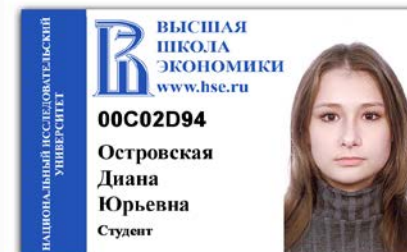
### temporary pass

- ✓ Received at the dormitory
- ✓ Valid for 1 semester

### regular pass

Received at Pass Desk: [Bolshoy Trykhsvyatitelskiy per. 3](#), office 114, from 10.30 AM to 5.30 PM

Take your student ID, temporary pass and passport



## Library card

Received at the Central Library (Myasnitskaya Ul. 20, 214-k)

**Exchange students:** with passport on **August 30-31, check the time in your e-mail**

**All enrolled international students:** with passport and Student ID

Monday- Friday: 12PM – 4.30PM

Saturday: 10AM - 6PM

*Check library rules before your visit: see HSE handbook (p.27) or [istudents.hse.ru/library](http://istudents.hse.ru/library)*



## Social (transport) card

Who is it for? – All students at HSE.

What do you do with it?

- ✓ Used as transport card on the metro and ground public transit.
- ✓ Metro: ~**400 rubles each month** for the unlimited use.
- ✓ Ground public: ~**300 rubles each month** for the unlimited use.
- ✓ Suburban train tickets: up to 50% discount.

Where and when do you apply for it?

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

**Mobility students:** can apply for it after September 10.

**Full-degree students:** can apply 10 days after they are enrolled.

Check the full instruction on how to apply here: [istudents.hse.ru/document](https://istudents.hse.ru/document)



## Registration

**Students staying at HSE dormitory:** dormitory passport specialist will do it for you.

**Students not staying at HSE dormitory:** e-mail scanned copies of **your passport (ID page + visa page)** and **migration card** to the Visa & Registration at [visa-registration@hse.ru](mailto:visa-registration@hse.ru).

Pick up your registration slip at **Visa & Registration Unit** in 7 calendar days after submission of documents: **20 Myasnitskaya Ulitsa, Room 538**

# Other documents that may be required

## Passport translation

- ✓ Required at the banks and Multifunctional Centres.
- ✓ Email your request to [translation@hse.ru](mailto:translation@hse.ru) with the passport scan attached (ID page + visa page).

## 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

# Medical insurance

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

You should **either**:

- ✓ Purchase a medical insurance policy in your home country
- ✓ Purchase a medical insurance policy in Russia

Check [benefits.hse.ru/en/medstud](https://benefits.hse.ru/en/medstud) for detailed overview of the Medical Insurance options offered to students in Moscow.

For more details contact **Natalia Romanova** at [nsromanova@hse.ru](mailto:nsromanova@hse.ru), Office of Staff and Student Benefits, Deputy Head