



HSE **International** **Student** **Handbook**

Higher School of Economics
Moscow

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Dear international student,

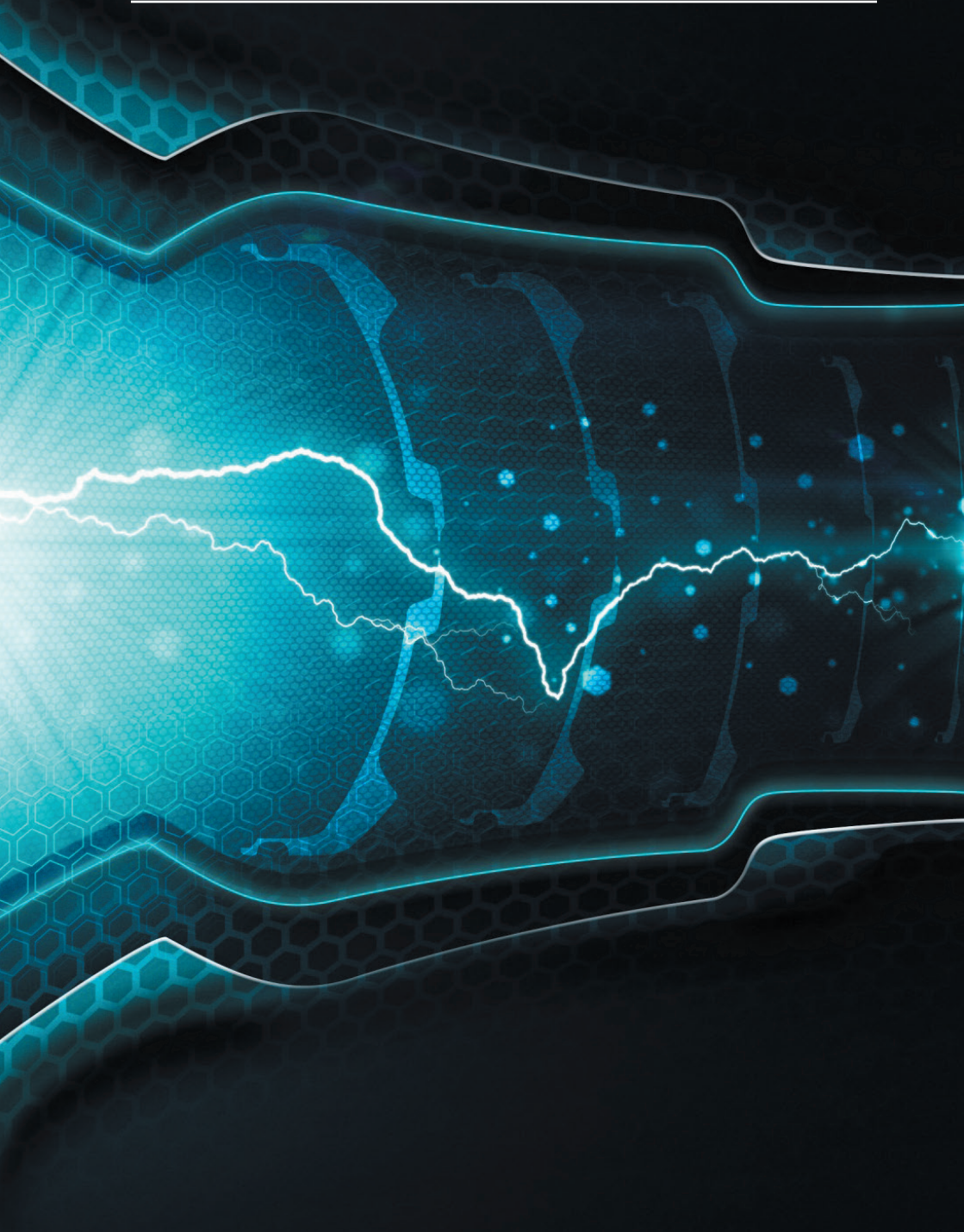
Thank you for choosing our university for your international study experience! It is a great pleasure to welcome you into the HSE family. This handbook is intended to serve as a quick reference for whatever questions may arise during your study at HSE.

All international students are recommended to take part in the orientation session in the beginning of the semester. The orientation activities are intended to help you learn about HSE and its facilities, better adapt to living in Moscow, the capital and largest city in Russia, and make your visit as productive and enjoyable as possible.

HSE wishes you success and many wonderful discoveries!

Ivan Prostakov
HSE Vice-Rector

Quick Contacts



International Students Support

Address: 11 Myasnitskaya Ulitsa, office 301
(metro Lubyanka, Turgenevskaya)

Visiting hours: Monday – Friday, 12 PM – 4 PM

E-mail: international.study@hse.ru

Website: istudents.hse.ru

Phone: +7 (495) 772 9590, ext. (*) 12468, 12467

Visa and Registration

Address: 20 Myasnitskaya Ulitsa, office 538
(metro Lubyanka, Turgenevskaya)

Document submission Monday, Tuesday, Thursday, Friday, 2 PM – 5.30 PM
Wednesday, 10 AM – 1 PM, 2 PM – 5.30 PM

E-mail: visa-registration@hse.ru

Website: zkvr.hse.ru

Phone: +7 (495) 772 9590, ext. (*) 11859

Psychological Counseling Centre

Address: 12 Pionerskaya Ulitsa, office 548
(metro Paveletskaya)

Office hours: Monday – Friday, 9 AM – 9 PM;

E-mail: cpkhse@yandex.ru

Website: hse.ru/en/cpc



Pre-Departure Checklist

Steps to take before you leave

- Apply for and receive a student visa at a Russian consulate or visa center in your home country
- Enroll for a health insurance plan valid in Russia or make provision for the medical insurance in Russia
- Check with your HSE programme coordinator whether you need dormitory accommodation.
- Get buddy support – istudents.hse.ru/esn
- Get an HSE health certificate signed and stamped by your physician before departure in order to check into the dormitory
- Check directions to the HSE dormitory or any other place of accommodation
- Get in touch with your buddy and receive your buddy's contacts
- Plan to arrive in Moscow in time for the Orientation session and the start of the semester
- Check that the date of your departure does not precede the start date of your visa
- Check Russian customs regulations and your airline luggage regulations
- Check how to get to the city from the airport (Aeroexpress trains, taxi)
- Get acquainted with the Dormitory Internal Rules and Tenancy Agreement

What to take with you

- Valid passport with visa
- Medical insurance + HSE health certificate signed and stamped by a physician
- Photocopies to have in your carry-on luggage: passport ID page, passport visa page, study contract (contract students), original diploma (full degree Master students), letter of referral from the Ministry of Education and Science (quota full degree students)
- 4 passport-size (3cm x 4cm) photos on a mat paper
- Contacts of your buddy
- Contacts of the International Students Support or the Faculty's study office
- Contact details for your embassy/consulate/diplomatic mission in Russia

A few general tips

- Bring enough cash for the first few days. Not all taxis take credit cards; card readers and ATMs may not always work when you need them.
- Before the flight, charge your mobile devices and refill your mobile and Internet accounts in case urgent communication will be needed.
- Russian electric outlets take round 2-pin Euro plugs with 220V current. Bring an adapter if needed.
- If you take any prescription medication, be sure to bring enough of it for the entire duration of your trip, as some medications may be unavailable in Russia, as such or without a local doctor's prescription.
- Warm clothes and boots, gloves and scarves are always a must. Moscow autumns and winters are often cold and humid.



Upon Arrival Checklist

Arrival

- Be sure to receive your migration card at the passport control
- Get in touch with your buddy and confirm he/she is meeting you
- Take the Aeroexpress to the city centre, meet your buddy
- Take a ride on the Moscow metro and reach your accommodation

At the dormitory

- Check into the dormitory, receive your key
- Submit copies of your passport, visa and migration card to the passport specialist within 2 working days after arrival
- Sign your copy of the Tenancy Agreement

At other accommodation

- Send scans of your passport, visa and migration card to visa-registration@hse.ru within 2 working days after arrival

At HSE

- Complete all necessary admission procedures, get enrolled
- Attend the Orientation session
- Meet your programme coordinator
- Get familiar with the HSE campus life
- Know the location of HSE buildings
- Manage your classes schedule
- Pick up your registration at the Visa & Registration unit
- Receive your student ID from your programme coordinator
- Apply for the HSE student pass at the Pass Desk
- Apply for the multiple-entry visa at the Visa & Registration unit

In the city

- Buy a SIM card for your phone
- Open a bank account if necessary
- Apply for a social card at one of the Multifunctional Centres

Visa and Registration



Single-entry visa

The visa is initially given to you by a Russian embassy/consulate in your country of residence.

The visa is valid for 90 days only. It lets you enter Russia only once.

If you leave the country before getting a multiple-entry visa you will not be allowed to enter Russia until you receive another single-entry visa.

Multiple-entry visa

The visa replaces the single entry visa and is issued for the whole period of your studies. It allows you to leave and re-enter Russia as many times as necessary for the duration of your studies.

Apply for a multiple-entry visa no later than 45 days before the single-entry visa expires.

Steps to apply for a multiple-entry visa:

1. Prepare the following documents:
 - passport (+ copy)
 - migration card (+ copy)
 - registration (+ copy)
 - 1 photo 3x4 (against white background)
 - visa extension fee payment (pick up at the Visa & Registration Unit)
 - certificate of enrollment (given by your programme coordinator)
 - copy of your contract (for contract students)
 - letter of referral from the Ministry of education and science (for quota degree students)
 - copy of enrollment order (exchange students)



IMPORTANT! HSE does not sponsor visas for family members or friends. If you intend to have guests visiting you in Russia, their visa and registration arrangements will have to be taken care of independently.

2. Submit the documents to the Visa & Registration Unit (Myasnitskaya Ul. 20, office 538) and leave your contacts for future reference.
3. Visa & Registration Unit submits the documents to the Migration Office. Issuance of a multiple-entry visa usually takes 30-45 days.
4. Visa & Registration Unit contacts you by email or phone when your multiple-entry visa is issued.
5. Bring your passport to the Visa & Registration Unit. It will be taken to the Migration Office for the visa to be stamped into the passport.
6. Pick up your passport with the new multiple-entry visa at Visa & Registration Unit.



Registration

Every international passport holder must be registered within 7 working days after arrival to Russia.

Every time you cross the Russian border you must be registered.

Registration steps:

1. If you are staying at the HSE dormitory, after you check in the passport specialist will make photocopies of your passport (ID page + visa page) and migration card and email the scans to the Visa & Registration Unit at visa-registration@hse.ru.
If you are not staying in the dormitory, email the scans of your passport (ID page + visa page) and migration card to the visa-registration@hse.ru, and copy international.study@hse.ru on the message.
2. The Visa & Registration Unit applies for your registration at the Migration Office.
3. Pick up your registration at the Visa & Registration Unit (Myasnitskaya Ul. 20, office 538) 3 days after your documents have been submitted.

Travelling in Russia

If you travel in Russia and stay in another city for more than 7 working days, you will need to receive a new registration. The hotel/hostel or a friend you will stay at will have to register you at their address.

After you return to Moscow, you must apply for a new registration again.



Migration card

Keep the migration card that you receive at the passport control on your entrance to Russia. This document has to be presented at the passport control when you leave.

If you lose the card, immediately address the Visa & Registration Unit for instructions on how to receive a new card.

"B" (Выезд/Departure)		Российская Федерация/ Russian Federation		Республика Беларусь/ Republic of Belarus	
Миграционная карта Migration Card	Серия/ Serial	4 6 1 4			
	№	7 8 8 8 3 3 8			
Фамилия/Surname (Family name)					
Имя/Given name(s)					
Отчество/Patronymic					
Дата рождения/Date of birth				Пол/Sex	
День/ Day	Месяц/ Month	Год/ Year	Муж./Male <input type="checkbox"/>		Жен./Female <input checked="" type="checkbox"/>
				Гражданство/Nationality	
Документ, удостоверяющий личность/ Passport or other ID				Номер визы/Visa number:	
Цель визита (только для выезда в Purpose of travel (to be indicated):		Сведения о приглашающей стороне (именное/крупное/мелкое предприятие, учреждение/Office, Trade/Industrial Enterprise, Business, Educational Institution, etc.)			
Специальный/Other, Transit/Transit, Самостоятельно/Independently, Число/Pass, Transit/Transit, и/and		Имя (штетного) физического лица, населенный пункт/Name of host person or company, locality: г./City			
Срок/Duration of stay		C/From		Подпись/Signature:	
092		ПОСЕТИТЕЛЬ 014			
Специальное отметки/For official use only					
Выезд из Республики Беларусь/ Departure from Belarus		Выезд из Российской Федерации/ Departure from the Russian Federation			
Дата/Date		Дата выезда из Республики Беларусь/ Date of departure from the Russian Federation			

REMINDER

Every time you re-enter Russia you will be given a new migration card and each time you will have to re-apply for registration by emailing the scans of your passport ID page, visa page and migration card to visa-registration@hse.ru

Keep your registration and your migration card with you at all times. Also, carry photocopies of these documents with you just in case.

You can **request to get a copy of your passport** authorized and stamped by the Visa & Registration Unit in order to carry it with you instead of the original. Keep the original passport in a safe place. Address the Head of the Visa & Registration Unit to authorize your copy.

All questions must be addressed to
 Visa & Registration Unit
 20 Myasnitskaya Ul., office 538
 +7 (495) 772 9590, ext. (*) 11855
visa-registration@hse.ru
zkvr.hse.ru/en

Dormitory



All international students in need of housing support from HSE are guaranteed a dormitory place for the duration of their study.

Upon check-in you need to submit to the dormitory administration the health certificate signed and stamped by a physician in your country of residence before your departure to Russia. The form can be downloaded on hse.ru/en/dormitory.

Tenants have 24/7 access to the dormitory. For safety reasons, however, the security usually closes the doors during the night hours, so students need to ring the bell in order to be let in.

Guests are allowed to stay in the dorm until 11 PM only. Visiting relatives and friends are not permitted to reside in the dormitory.

If you reside in the dormitory there are a few simple rules that will help you:

- ✓ Carefully read and sign the dormitory Internal Regulations and the Tenancy Agreement
- ✓ Pay your rent in time
- ✓ Dormitory staff does not speak English so if you need to communicate with the dormitory administration it is recommended doing that through a Russian-speaking friend or buddy

Payment

Rent payment must be made after you check into the dormitory, no later than before the 5th of every month. If you arrive in August, the first payment will also include paying for the remaining days of August.

Check the rent fees on hse.ru/en/dormitory.

Payment steps

- ✓ Pick up a payment form at the dormitory administration.
- ✓ Fill in your name and pay the amount at a local bank or ask your buddy to help you.
- ✓ Submit the payment receipt to the dormitory administration.



Internal regulations

Students read and sign the dormitory internal regulations upon check-in and are required to follow them at all times.

- ✓ Respect other residents and dormitory staff.
- ✓ Keep your room neat and clean.
- ✓ Dispose of your trash in designated areas.
- ✓ Cook only in designated kitchens on the floors.
- ✓ Follow the fire safety rules.
- ✓ Avoid using electrical appliances (stoves, boilers, irons, etc.) in your room.
- ✓ Avoid loud noises and keep your music to a moderate volume at all times.
- ✓ Receive authorization from the dormitory administration before arranging parties and gatherings.
- ✗ Smoking, alcohol, drugs are not permitted on the premises.
- ✗ Do not bring pets into the dormitory.
- ✗ Noise is not allowed from 11 PM to 7 AM.

Rooms

Students' bedrooms are shared, arranged on the basis of double occupancy.

Each room is equipped with:

- free Internet access
- desks
- bookshelves
- a closet
- single beds
- mattresses, blankets and pillows
- bed linen and towels

Residents are asked to purchase their own cutlery and kitchen utensils, laundry detergents, shampoo, and shower gels.

Everything provided in the room is the property of the University, and students will have to pay if damage and loss occur.

Non-residents are not permitted to stay in the dormitory past 11 PM.



Facilities

SHOWER ROOMS and BATHROOMS (men's and women's) are located on each floor. The dormitory staff cleans them every day.

LAUNDRY ROOMS can be used 24/7.

IRONING EQUIPMENT can be requested at the floor administrator's.

KITCHENS are located on each floor and are open 24/7. In some dormitories there are also dining rooms.

STUDY ROOMS and GYMS are also available.

Medical Emergency

If you have a medical emergency – immediately address the dormitory administration to call "112" (mobile) or "103" (landline) for the ambulance. Emergency medical assistance is free for everyone in Russia.

Medical Insurance



HSE International Student Handbook

All international students are recommended to purchase health insurance before arriving in Russia. The insurance plan must be valid in Russia. You may require medical treatment and doctor's appointments, tests and diagnostic procedures, even a simple health certificate to be allowed to a swimming pool – for all that medical insurance is mandatory.

Check that your insurance plans contains:

- ✓ Insurance card
- ✓ Insurance plan details (medical services to which you are entitled)
- ✓ Payment or reimbursement details
- ✓ Emergency contacts
- ✓ List of hospitals or medical centres where you can get medical assistance in Russia

Students can also purchase medical insurance in Russia, from an HSE partner insurance companies. Check istudents.hse.ru/medical for more information.

Keep in mind that American Medical Center and European Medical Center in Moscow cooperate with many international insurance companies, including BUPA International, Allianz WorldWide Care, and CIGNA International. They can also provide treatment by English-speaking personnel.

American Medical Center

Address:

129090 Moscow
Prospekt Mira 26, build. 6 (entrance from
Grokhol'sky Pereulok)

Phone: +7 (495) 933-77-00**E-mail:** reception.amc@medsigroup.ru

European Medical Center

Address:

123104, Moscow, Russia
Spiridonievsky pereulok 5, bld.1

Phone:

+7 (495) 933-66-55 - multiline
+7 (495) 933-66-45 - emergency

E-mail: emcinfo@emcmos.ru

Students Documents and Cards

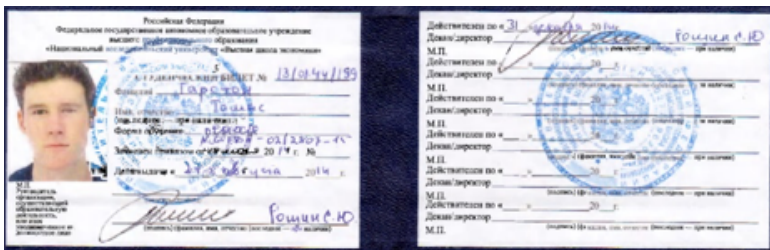


All HSE students receive a student ID, a social card and an e-pass.



Student ID card

An official document certifying that you are an HSE student, signed by the Vice-rector and stamped with the official stamp of the University. It will be given to you by your programme manager after the enrollment. Note that it might take 1-2 weeks for international full-degree students to be fully enrolled.



A student ID allows students to apply for a student social card (also known as transport card), which offers a significant discount on public transport in Moscow.

A student ID offers discounts and sometimes even free admission into some museums, theatres, cinemas, clubs, exhibition centres, and zoos. The student ID also allows for seasonal discounted purchase of railway tickets. On special occasions, some shops and cafes also offer certain discounts to students.



Electronic pass card

An electronic pass card allows entry into all HSE buildings.

After receiving a student ID international students must apply for a permanent e-pass at the pass desk. Have your passport and student ID with you. Check a more detailed instruction on istudents.hse.ru/document.



Social card (transport card)

Student Social Card is used as a transport card and allows students to take public transport in Moscow (metro, buses, trams, trolleybuses) at a lower price.

Students may apply for a social card after receiving their student ID. Check students.hse.ru/document to learn about the social card application procedure. **Be aware that after you submit your social card application you will have to wait for at least 1 month until the card is issued.**

The social card must be activated and then refilled every month, separately for the metro (at a metro cashier's) and the ground public transport (in grey transport tickets kiosks).



Library

HSE has a large contemporary university library with academic works on Economics and Management, Social and Political Sciences. It comprises over 600,000 items, most of which are recent works by Russian and foreign scholars. The Library's five branches in different parts of Moscow are open to international students.

Library hours (reading halls and delivery desks)

Monday-Friday: 10 AM - 9 PM

Saturday: 10 AM - 6 PM

Sunday: closed



Library card

All international students are instructed by their programme manager about how and when they can pick up their library card and sign the library service agreement.

Access to remote e-resources

You may receive access to remote HSE electronic resources by following the General Procedures for Obtaining Remote Access on the library website.

Library etiquette

- Leave your bags in the checkroom
- Keep quiet
- Do not talk on the cell phone in the reading halls, switch the sound off
- No food or drinks are allowed in the library

For more information, please check istudents.hse.ru/library.



Employment

International full-degree students holding a student visa are allowed to work part-time in Russia, on and off campus.

A student interested in getting a part-time job off campus during their studies must first apply for a work permit.

Note: if you work in Russia, a 30% tax will be applied to your salary until you stay for a total of 183 days within the last 12 months. After your stay in Russia exceeds 183 days, the tax rate will decrease to 13%.

HSE Career Development Center

For advice on career and job opportunities at the HSE and beyond, check HSE Career Development Centre career.hse.ru/en.

Address: Myasnitskaya Ul., 18, office 310

Phone: +7 (495) 621-77-92



Russian as a foreign language

International students can attend classes in Russian as a foreign language at all levels during their studies at HSE, for free or for a fee. Before the classes all international students are required to take an entrance test and get enrolled into courses according to their test results.

Language courses are offered to the whole set of levels - from Beginner to Advanced, along with a wide selection of elective courses. Studying in small groups, students will develop their reading, writing, and speaking skills through a unique combination of academic instruction, conversational practice with native speakers, and the latest technologies in language instruction.

A standard intensive course lasts one semester (two modules): it is comprised of 9 academic hours each week and is worth a total of 6 ECTS credits. Students can opt to complete only one module to earn 3 ECTS credits. Other options are also available.

Contacts

E-mail: oeremina@hse.ru
Olga Eremina, Director of the Centre

Address: 21/4 Staraya Basmannaya, office 514

Office hours: Monday: 3 PM – 6 PM
Wednesday: 10 AM – 5 PM
Thursday: 3 PM – 6 PM

Website: hse.ru/en/rfl



Psychological counselling

International students often encounter difficulties while adapting to the new environment and having to deal with culture shock, language barriers, and homesickness all at once. HSE Psychological Counseling Centre is always there to provide the students with professional help: anonymously, individually or in groups.

Consultations for students are free of charge.

Check the Centre's website for more details: hse.ru/en/cpc

Contacts:

Address: 12 Pionerskaya Ulitsa, office 548
(metro Paveletskaya)

Office hours: Monday – Friday, 9 AM – 9 PM

E-mail: cpkhse@yandex.ru

Website: hse.ru/en/cpc

To keep healthy both mentally and physically students may also join an HSE sport club. Learn about the options on istudents.hse.ru/sports.



Safety

HSE is focused on providing for a safe and secure living and studying environment to its students. Students are required to follow the safety procedures and abide by the code of conduct.

We recommend getting a closer look at istudents.hse.ru/safety to check the existing safety and security regulations, internal rules and guidelines.

On campus

During office hours, any emergency can be directed to the International Students Support:

Myasnitskaya Ul., 11, office 301

Phone: +7 (495) 772 9590, ext. 12467, 12468

All HSE buildings are equipped with:

- security guard posts (so remember to carry your e-pass and student ID with you at all times)
- first aid medical kits (check the list of their locations on istudents.hse.ru/safety)

Off campus

Off the International Students Support office hours, in case of emergency either address the dormitory administration or the police directly.

Follow basic precautions that would apply to living in any big city:

- Always have a copy of your passport with visa, and the original registration on you
- Watch out for pickpockets in crowded places
- Keep an eye on your luggage while travelling
- Store your valuables (money, credit cards) in a wallet in zipped pockets (on clothes or in a bag)
- Always know how you will get home late at night (the time of the last train/bus or the telephone number of a reputable taxi service)
- Do not react to verbal abuse/invitations
- Do not stay late at night in an isolated place with people you do not know

UNIVERSAL EMERGENCY NUMBER FOR MOBILE PHONES – 112

Communications



Mobile

You can use your own mobile phone number if your provider has a roaming agreement with a Russian mobile company. However, to avoid roaming charges, you can purchase a Russian SIM card from one of the stores operated by the top three nationwide mobile phone service providers in Russia:



Beeline

www.beeline.ru



MegaFon

english.megafon.ru



MTS Mobile

en.mts.ru

All of them offer reasonably priced plans for the customer's needs and convenience.

You will need to bring your passport to the store to register your local SIM card. If you are accompanied by a buddy it would be easier to explain yourself at the store.

Internet

Nearly all HSE buildings offer free WiFi access.

login: **hseguest** password: **hsepassword**

Dormitories also have either free WiFi and/or wired internet access.

Public Transport



Metro

The Moscow metro is efficient, fast and easy to use. However, only few stations still have signs translated to English and/or wheelchair accessible. All metro lines have their own colour. All radial lines intersect the brown ring line. Metro entrances are marked with a large red letter “M”.

Students can use their social (transport) card to use the metro at a lower price. Other fares and tickets are also available at metro cashiers.

The metro is open from 6 AM to 1 AM.

Be sure to follow the metro safety guidelines:

- Do keep an eye on your belongings and pockets, especially in crowded areas.
- On escalators: stand on the right side, pass up or down on the left side holding the handrail; stand behind the protective strip. Never sit or place objects on the stairs of escalators, do not run along them or enter an idle escalator.
- On platforms: stand away from the platform edge until the train stops completely, and after it stops, clear the space at the coach doors to let passengers depart. Never descend onto the metro tracks or put items on them.
- In coaches: do not lean against the doors, or open them while moving, allow passengers to enter and exit the train. Do not use the “passenger – driver” intercom system unless necessary. Never place luggage on seats. Always hold the handrail while in a moving train coach.

For further information (including fares), please visit engl.mosmetro.ru



Ground public transport

Moscow's public ground transportation includes buses, trolley buses, and trams.

Students can use their transport card on all types of public transport. If needed, you can also purchase tickets from drivers or in kiosks near the stops. Uniform passes are also available for purchase in metro stations.

Ground transport operates from 5.30 AM until 1 AM. There are a few night routes.

Always enter the bus, trolleybus or tram through the front door near the driver. Validate your ticket or card at the automatic pass control validator and proceed inside.

Bus stops are marked by yellow plates marked with "A" signs, trolley stops – white plates with "T", and tram stops – white plates with "Tp".

For further information (including fares) check mosgortrans.ru/en.

Taxi

We highly recommend that you use official registered taxi services. While there are illegal taxis in Moscow that offer a cheaper alternative, we strongly advise against using them, as they may be unsafe. Hitchhiking is not recommended either.

Aeroexpress Trains

Aeroexpress provides rail services between the capital and all of the major Moscow airports:

- Vnukovo (via the Kiyevsky railway station)
- Domodedovo (via the Paveletsky railway station)
- Sheremetyevo (via the Belorussky railway station)

Aeroexpress is a quick and safe way to reach the airport without having to deal with traffic jams.

Tickets are available at the stations as well as on the Aeroexpress website: aeroexpress.ru/en

ERASMUS STUDENT NETWORK

ESN buddies are Russian-speaking HSE students that are happy to offer assistance to all non-Russian-speaking international students at HSE. A buddy can give you advice about student life, help with language barriers around the city, as well as become a good friend you may want to stay in touch with long after you finish your studies at HSE.

If you need buddy support you can request a buddy here: istudents.hse.ru/esn.

ORIENTATION

All international students are recommended to attend the Orientation session in order to learn a lot of vital information about living and studying in Russia and better integrate into the HSE student life.

Check istudents.hse.ru/orientation for the schedule and events of the Orientation.

CAMPUS

We recommend checking the HSE buildings website hse.ru/en/buildinghse in order to get familiar with the map and locations of the campus buildings, dormitories, canteens and other facilities.

Congratulations on your acceptance to the Higher School of Economics!

The International Students Support and the whole Office of Internationalization, within which it operates, wish you many engaging experiences and fruitful discoveries alongside your professional path in HSE and also on your cultural journey around Moscow and Russia.

In order to learn more about the HSE facilities and services, as well as the student life and events, we recommend exploring our online resources:

Websites istudents.hse.ru

hse.ru/en

iai.hse.ru

Facebook facebook.com/groups/hse.international.students

Email international.study@hse.ru

Welcome to the HSE Family!