

## CHECKLIST FOR YOUR FIRST DAYS AT HSE

When you arrive to Moscow and complete enrollment procedures with the Admissions office, get settled at the dormitory (if applicable) there are a few things you will need to finalize. To make it easier for you, we've put together the following checklist with all the essentials.

**Get your student ID**

After you complete the enrollment with the Admissions office, your student ID will be ready in 1-2 days. You should pick up your student ID from the program manager (Maria Prudnikova) Myasnitskaya ulitsa 9/11 (opposite the main building) room 529.

**Get you student electronic pass**

To access the HSE buildings you will have to get an electronic pass. This should be done after you get your student ID. Please go to Bolshoy Trekhsvyatitelsky pereulok 3, room 114 or Shabolovka ulitsa 26, room 4110 to arrange the pass. Office hours are MON-FRI 10:00-19:30 (lunch break 13:00-14:00). You will be asked to present you student ID.

**Get your HSE email**

Upon receiving your student ID from the program manager you will also receive your HSE student email details.

**Get you Moscow Student card (also transport card and stipend bank card)**

- You should collect the application form at Myasnitskaya 20 room K-326. Please ask your classmates or program manager to help you fill in the form correctly. After you complete the form you should get it stamped at Myasnitskaya 20 room K-326.
- The complete application (student ID, filled in application form with university stamp and your photo, passport) should be presented at the cashier desk at the Moscow metro.
- The nearest accepting cashier desk is at Lubyanka station. Metro cashier desks accept applications on weekdays from 10.00 to 19.00. You may grab the card in 1-2 weeks. [List of stations](#) that accept transport card applications

If you are an international student please ask your classmates or program manager for assistance with the Moscow Student card application.

**Get your stipend (if applicable)**

Your Moscow Student card is also a bank card with the Bank of Moscow. When your card is ready you should inform HSE finance department (K-408) on your card number so they can arrange stipend transfer for you.

**Get your library card**

- HSE library card should be collected at Myasnitskaya 20 (second floor – follow library signs) upon presenting your student ID, passport and 3x4cm photo. The library is operating from MON-FRI 10:00-20:30.
- To get remote access to HSE Electronic Resources please follow instructions at [http://library.hse.ru/e-resources/ez/ezregulation\\_eng.htm](http://library.hse.ru/e-resources/ez/ezregulation_eng.htm)