



Dear Accepted HSE Student,

Congratulations on receiving a Government Scholarship! We look forward to meeting you soon on campus.

This letter contains important information on documents required for your preliminary enrollment. Please review it carefully, and let us know if you have any questions. Note that some of the required documents will take considerable time to complete, so please do not delay in starting the process.

In this document you will find information on the following:

- Government Scholarship
- Document Translation & Legalization
- Visa Application
- Diploma Recognition

### **Government Scholarship**

Final decision on granting you a scholarship is made by the Ministry of Education and Science of the Russian Federation. Your scholarship package for the Ministry must include the following documents in hard copy:

1. Original Scholarship Application. The application form completed in English with a picture in the upper right corner (3×4 cm, color on matte paper) signed by the applicant. You can download the form and guidelines [here](#).
2. Standard general medical certificate confirming that you are medically fit. A specific form for this health certificate is not required; please use the standard format of your home country, issued not earlier than April 2017.
3. Medical certificate indicating HIV test results, issued not earlier than April 2017.
4. Passport you will use when applying for your Russian visa (please note: the expiration date must be no earlier than 18 months from September 1, 2017).
5. Your diploma(s) with supplements indicating the subjects studied and marks (grades) received.  
*If you have not yet received your bachelor's diploma at the time of submission, you can send an official academic transcript (with grades) that reflects the entire period that you have studied at that institution.*

All documents, except p.1, must be translated and certified by an official notary/translation service.

Please refer to the "Document Translation & Legalization" section below for more information on requirements for translations and certified copies.

Please send us **only copies** of the officially translated and certified documents to the following address **no later than June 15, 2017**:

Higher School of Economics,  
Attn: International Admissions Office  
8/1 Pokrovsky Boulevard, Room 301  
Moscow, Russian Federation, 109028

We strongly urge you to use private express delivery services, such as Fedex, UPS or DHL. Please make sure to note the tracking number for each mailing.

Please also send digital copies of each document, including individual photo (imagename.jpg) to [kvoty@hse.ru](mailto:kvoty@hse.ru). **All digital copies should be sent as individual pdf or jpg files and be titled as follows: "StudentLastName StudentFirstName Document."**

### **Document Translation & Legalization**

A number of documents must be translated, officially certified and legalized by an appropriate authority. Further details are provided for each document.

#### **Legalization:**

For a document to be "legalized," it must be either apostilled or consular legalized, depending on the issuing country. Please see below for more details:

If the document-issuing country is a party to the Hague Convention, an **Apostille stamp** (sometimes this procedure is called "the simplified legalization" or "apostilling") will be accepted. To be eligible for an apostille, a document must first be certified by an officer (notaries, in some cases), which will then be recognized by the authority that will issue the apostille. Each country, party to the Hague Convention, makes its own decision on the list of authorized agencies to be allowed to issue apostilles. For more information: <http://www.apostilleofdocuments.com/index.html>.

If a country is not a party to the Hague Convention, **Consular legalization** is required. In this case, a document must be certified by the foreign ministry of the country where the document originated and then by the foreign ministry/embassy or consulate of the Russian government. For example, as a non-signatory, Canadian diplomas for use overseas must be certified by the Deputy Minister of Foreign Affairs in Ottawa or by a Canadian consular official abroad and subsequently by the Russian government office or consulate. For more information: [http://en.wikipedia.org/wiki/Apostille\\_Convention](http://en.wikipedia.org/wiki/Apostille_Convention).

Please Note: Documents from certain countries **do not require legalization**. For more details, visit [our website](#).

#### **Russian official certification:**

This service is offered at most Russian embassies or consulates. We recommend you contact the closest Russian embassy or consulate as soon as possible to arrange this service, or to find other Russian notary services in your area.

### **Visa Application**

To begin this process, you must:

- identify to which Russian consulate in your country you will be submitting your visa application
- review the website of the consulate to find what other documents are required to apply for a student visa; begin preparing these documents

Please note that Russian law requires students to enter Russia on a passport that expires no earlier than 18 months from September 1, 2017. If your passport does not meet this requirement, please begin the application process for a new one **immediately**.

Students **with double citizenship (one of which is Russian)** can only enter the Russian Federation with their Russian passport and cannot apply for a study visa on their second passport.

Students **with diplomatic or working visas** also can enter the Russian Federation and study with these types of visas. In this case, please send a scan of your visa to [kvoty@hse.ru](mailto:kvoty@hse.ru) AND the manager of your programme.

Once we have received your information, we will forward it directly to the Ministry of Education and Science for further processing. When your visa invitation reference number has been issued, it will be sent directly to the

Russian consulate you initially identified. You can check your visa reference number status update on [hse.ru/admissions](http://hse.ru/admissions) or [enter.hse.ru](http://enter.hse.ru). Please note that we anticipate your visa reference number will be ready not earlier than the beginning of August, but please be aware that unexpected bureaucratic delays are possible. As soon as we become aware of any delays, we will communicate these to you. We recommend that you wait to buy your ticket to Russia until you have received your Russian visa.

You will need this number when submitting your visa application to the Russian consulate, along with further instructions.

### **Diploma Recognition**

Before studying at HSE, accepted students must submit all foreign diplomas and certificates for official recognition by the university. This is the standard procedure for recognizing foreign education in the Russian Federation and allows students to continue their education at the appropriate level at a Russian educational institution. Please note that diploma recognition by HSE is only valid for internal purposes and is free of charge.

You will need to have your diplomas first legalized by the government of the country in which it was granted, and then provide a translation notarized by an appropriate Russian notary. Please see the above section “Document Translation & Legalization” for more information.

If you have not received your degree yet, please submit a provisional academic transcript for recognition, also translated into Russian and notarized. As soon as your diploma is issued, you will need to submit a translated and legalized diploma for enrollment.

In addition to your official translated and recognized diploma, you will need to submit an online application:

[Online application for recognition of foreign credentials \(in English\)](#)

[Online application for recognition of foreign credentials \(in Russian\)](#)

For any questions about the recognition procedure, please contact Olga Rodina at [recognition@hse.ru](mailto:recognition@hse.ru).

### **Next Steps**

After we have received and processed these documents, we will be in touch with further instructions for your arrival in Moscow. If you have any questions, please feel free to contact us at [inter@hse.ru](mailto:inter@hse.ru).

We look forward to meeting you soon!