



# **HSE** **University** **International** **Student** **Handbook**

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**Higher School of Economics**  
**Moscow**

# HOW TO NAVIGATE THROUGH HSE UNIVERSITY WEBSITE

HSE University website: [hse.ru/en](https://hse.ru/en)

Use the magnifying glass icon in the upper right corner to find needed information using key words.

Click the magnifying glass icon to have the search engine line pop up.

Type names of offices mentioned in the Handbook or titles of the chapters and paragraphs in the search line as key words to find needed information.

Click on the section 'Admissions' on the front page of the HSE University website for more information on enrollment for full-degree programmes and further steps [hse.ru/admissions](https://hse.ru/admissions)

Click International Support link to find information on all university services, academics, events and policies [istudents.hse.ru](https://istudents.hse.ru)

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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 University family. This handbook is intended to serve as a quick reference for whatever questions may arise during your study at HSE University.

All international students are recommended to take part in the orientation session at the beginning of the semester. The orientation activities are intended to help you learn about HSE University 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 University wishes you success and many wonderful discoveries!

**Ivan Prostakov**  
**HSE University Vice-Rector**



## **International Student Support** **(SIMO-Student International Mobility Office,** **for exchange and visiting students)**

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

**Visiting hours:** Monday - Wednesday, 10 AM - 1 PM  
Thursday - Friday, 2 PM - 5 PM

**E-mail:** [international.study@hse.ru](mailto:international.study@hse.ru)

**Website:** [istudents.hse.ru](http://istudents.hse.ru)

**Phone:** +7 (495) 772 9590, ext. (\*) 12464, 12466, 12467, 12774,  
23511

## **International Admissions** **(for full-degree programmes newcomers)**

**Address:** 20 Myasnitskaya Ulitsa, office 206 b  
(metro Lubyanka, Turgenevskaya)

**Visiting hours:** Monday – Friday, 9:30 AM – 6 PM

**E-mail:** [inter@hse.ru](mailto:inter@hse.ru)

**Website:** [hse.ru/admissions](http://hse.ru/admissions)

**Phone:** +7 (495) 531 0059

## **Psychological Counseling**

**Address:** 7 Vavilova Ulitsa, office 1005  
(metro Leninskiy Prospekt)

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

**E-mail:** [cpkhse@hse.ru](mailto:cpkhse@hse.ru)

**Website:** [hse.ru/en/cpc](http://hse.ru/en/cpc)

# Visa and Registration

<b>Address:</b>	20 Myasnitskaya Ulitsa, office 538 (metro Lubyanka, Turgenevskaya)
<b>Document submission</b>	Monday, Tuesday, Thursday: 3 PM – 6 PM Wednesday, Friday: 10 AM - 12 PM, 3 PM – 6 PM
<b>E-mail:</b>	<a href="mailto:visa-registration@hse.ru">visa-registration@hse.ru</a>
<b>Website:</b>	<a href="http://visa.hse.ru/en">visa.hse.ru/en</a>
<b>Phone:</b>	+7 (495) 531 0063

# Russian as a Foreign Language

<b>Address:</b>	21/4 Staraya Basmannaya Ulitsa, office 514 (metro Kurskaya, Krasnye Vorota)
<b>Office hours:</b>	Monday, Thursday 3 – 6 PM Wednesday, 10 AM – 5 PM
<b>E-mail:</b>	<a href="mailto:oeremina@hse.ru">oeremina@hse.ru</a>
<b>Website:</b>	<a href="http://hse.ru/en/rfl">hse.ru/en/rfl</a>

# Student Development (Career Development, Student Initiative Support)

<b>Address:</b>	18 Myasnitskaya Ulitsa, office 18-309 (metro Lubyanka, Turgenevskaya)
<b>E-mail:</b>	<a href="mailto:sdo.hse.ru/en">sdo.hse.ru/en</a>
<b>Website:</b>	<a href="mailto:studsupport@hse.ru">studsupport@hse.ru</a>
<b>Phone:</b>	+7 (495) 772-95-90 ext. (*) 12037, 22760



# Pre-Departure Checklist

## Steps to take before you leave your country

- ☐ Apply for and receive a student visa at a Russian consulate or visa center in your home country (single-entry visa; 90 days duration) (more details on p. 13)
- ☐ Enroll for a health insurance plan valid in Russia or decide which medical insurance to apply for in Russia (more details on p. 23)
- ☐ Check in your HSE University application whether you need dormitory accommodation
- ☐ Get an HSE University health certificate signed and stamped by your physician in order to check into the dormitory (more details on p. 19)
- ☐ Get acquainted with the Dormitory Internal Rules and Tenancy Agreement (more details on p. 19-20)
- ☐ Request a buddy and get in contact with him/her (more details on p. 43)
- ☐ Join our Facebook Group: HSE International Students
- ☐ Check the Life in Moscow website (can be found in the Campus Life section on the International Student Support website) for useful tips
- ☐ Plan to arrive in Moscow in time for the orientation session and the start of the semester
- ☐ Check that the date of your arrival does not precede the start date of your visa
- ☐ Check the Russian customs regulations and your airline luggage regulations
- ☐ Check with your bank the maximum cash amount you can withdraw in Russia
- ☐ Check how to get to the city from the airport (Aeroexpress trains, taxi) (more details on p. 42)
- ☐ Check directions to your HSE University dormitory or any other place of accommodation
- ☐ Check the location of your faculty and other HSE University buildings (more details on p. 43)
- ☐ Make sure to have enough battery power on all your devices upon arrival to Moscow

### What to take with you

- ☐ Valid passport with visa
- ☐ Medical insurance and HSE University health certificate signed and stamped by a physician to check into the dormitory
- ☐ Photocopies to have in your carry-on luggage: passport ID page, passport visa page
- ☐ 4 passport-size (3,5cm x 4,5 cm) colour photos on a mat paper
- ☐ Contacts of your buddy
- ☐ Contacts of your programme coordinator (for full-degree students) or mobility coordinator (for exchange and visiting students)
- ☐ Contact details for your Embassy/Consulate/diplomatic mission in Russia
- ☐ HSE University Acceptance Letter or any other document provided to you by HSE University confirming your student status

### 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 is needed.
- Bring an adapter if needed: Russian electric outlets take round 2-pin Euro plugs with 220V current.
- 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

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### 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/taxi to the city centre, meet your buddy (more on p. 42, 43)
- ☐ Take a ride on the Moscow metro and reach your accommodation

### At the dormitory

- ☐ Check into dormitory, receive your key and a temporary pass card\*
- ☐ Submit copies of your passport, visa and migration card to the passport specialist on the next day after your arrival (more details on p. 14)
- ☐ Read the Dormitory Internal Rules (more details on p. 20)
- ☐ Sign the Tenancy Agreement

### At another accommodation

- ☐ Make sure that the apartment owner applies for your registration to a local territorial body of the Russian Ministry of Internal Affairs upon HSE University's request on the next day after your arrival (more details on p. 14)

### At HSE University

- ☐ Complete all necessary admission procedures, get enrolled
- ☐ Attend the Orientation session (more details on p. 43)
- ☐ Make photocopies of your passport, registration and migration card
- ☐ Meet your programme coordinator (full-degree students) or mobility coordinator (exchange and visiting students)
- ☐ Manage the schedule of your classes
- ☐ Get familiar with the location of HSE University buildings (more details on p. 43)
- ☐ Get familiar with the HSE University campus life (more details on p. 34)
- ☐ Pick up your registration
- ☐ Receive your student ID from your coordinator (more details on p. 25)
- ☐ Apply for a permanent pass card at the Pass Desk (for full-degree students) (more details on p. 26)
- ☐ Apply for a multiple-entry visa at the Visa & Registration Centre (more on p. 17)

### In the city

- ☐ Buy a SIM card for your phone (only after obtaining the registration) (more details on p. 39)
- ☐ Open a bank account (if necessary)
- ☐ Apply for a social (transport) card at one of the Multifunctional Centres (more details on p. 26)

*\*Exchange students can get a pass card from coordinator's office if they don't stay at the HSE University dorm.*

# Visa and Registration

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# Single-entry visa

The information contained in this brochure is accurate at the time of going to print. Please check the Visa and Registration Centre website ([visa.hse.ru/en](http://visa.hse.ru/en)) for the most up-to-date information.

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.

To continue your stay in Russia you will have to apply for a multiple-entry visa (for more information please see p. 17). 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.

**IMPORTANT!** Be prepared to stay in Russia without leaving for the first 3 months after your arrival, until you receive your multiple-entry visa.

## 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.

**Important:** at the passport control, make sure that the option 'Учёба/Travel' is underlined in your migration card.

A foreign citizen who has lost his/her migration card cannot stay in Russia longer than 3 days. If you lose the card, apply for a certificate of loss at any nearest police station. Your migration card must be restored. Please note that this process can take from 5 to 14 days.

15 (Business/Departure)  
Российская Федерация/  
Russian Federation  
Миграционная карта  
Country  
46 14  
№  
7888338  
Фамилия/Surname  
(Family name)  
Имя/Given name(s)  
Отчество/Patronymic  
Дата рождения/Date of birth  
Day Month Year  
Sex/Male ☐ Female ☒  
Гражданство/Nationality  
С 15.11.18  
До 18.11.19  
Подпись/Signature  
18.11.18  
18.11.19  
Визовый центр  
Визы на Российскую Федерацию/  
Russian Federation  
Визы на Беларусь/  
Belarus  
Визы на территорию России  
и Республики Беларусь/  
Russia and Republic of Belarus

**REMINDER** Every time you enter Russia you will be given a new migration card and you will have to re-apply for registration. For more information visit the website of Visa & Registration Centre.



# Registration

Your registration is a confirmation of your lawful stay in Russia. You shall submit documents the next working day after crossing the border of the Russian Federation. You need no registration, if your stay in any Russian city lasts less than 7 working days.

Every time you leave and enter Russia, and receive a new migration card you must apply for a new migration registration. If you have been registered in another city in Russia, please make sure that you again apply for a new registration after your return to Moscow.

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<div><div></div>ОТРЫВНАЯ ЧАСТЬ БЛАНКА УВЕДОМЛЕНИЯ О ПРИБЫТИИ ИНОСТРАННОГО ГРАЖДАНИНА В МЕСТО ПРЕБЫВАНИЯ</div>																											

## Registration steps:

1. If you are staying in a dormitory, please submit a scanned copy of all pages in your passport with stamps, marks and visas and a scanned copy of your migration card to the passport registration officer at the dormitory.  
If staying in a rented apartment, ask the apartment owner to apply for your registration at a local territorial body of the Russian Ministry of Internal Affairs upon HSE's request. The list of necessary documents can be found on the Visa and Registration Centre website.
2. You pick up your registration in the dormitory or from the landlord of the rented apartment.

**NB:** When you apply for a multiple-entry visa you will have to submit the original registration notice and migration card together with the application documents. After you receive your new visa, please immediately apply for a new registration at your place of residence. If you live in a dormitory, ask the passport officer in your dormitory. If you live in a rented apartment, please ask the landlord to submit your documents to the local territorial office and then collect your registration.

### Travelling in Russia

Whenever you move to another place of residence or stay in hotels, hostels, private apartments and Russian cities, you must always register at the place of your actual residence/stay.

Please see the Visa and Registration Centre website for more information on this.

Keep your passport, registration and migration card with you at all times. Also it is recommended to make photocopies of these documents.

**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.

All questions must be addressed to  
Visa & Registration Centre  
20 Myasnitskaya Ul., office 538  
+7 (495) 531 0063  
[visa-registration@hse.ru](mailto:visa-registration@hse.ru)  
[visa.hse.ru/en](http://visa.hse.ru/en)



# Multiple-entry visa

The visa replaces the single-entry visa and is extended for the period of your studies at HSE University. However, a student visa may not be extended for more than 1 year at a time. It allows you to leave and re-enter Russia as many times as necessary for the duration of your studies.

If there is a necessity for you to leave Russia before your single-entry visa expires, you can return to Russia only via obtaining a new invitation and applying for a new single-entry visa in your country of residence.

To extend your visa, please prepare all relevant documents and submit them in person to the HSE Visa and Registration Centre not earlier than 90 calendar days and no later than 45 calendar days prior to the expiry date of your visa. If you submit the documents for the multiple-entry visa later than 45 days until the expiry of the current visa, the Visa and Registration Centre will not accept them.

## Steps to apply for a multiple-entry visa:

1. Prepare the following documents:
  - a copy of your passport (all pages with stamps, marks and visas);
  - a copy of your visa;
  - an application form;
  - a copy of your registration (both sides);
  - a copy of your migration card;
  - a colour photo (3.5 x 4.5 cm);
  - a confirmation of the state duty payment;
  - an certificate of enrollment from your programme/mobility coordinator;
  - an extract from your admission directive or a copy of your admission directive provided by your programme/mobility coordinator;
  - a copy of your referral letter, issued by the Ministry of Education and Science of Russia and certified by your programme coordinator (if you are a quota student);
  - a copy of your agreement certified by your programme office (if you are studying on a fee-paying basis).
2. Submit the documents to the Visa & Registration Centre and leave your contacts for future reference. Visa & Registration Centre submits the documents to the Migration Office. Issuance of a multiple-entry visa usually takes 45 calendar days.
3. Visa & Registration Centre contacts you by email or phone when your multiple-entry visa is issued.
4. Leave your passport at the Visa & Registration Centre for 1-2 days. It will be taken to the Migration Office for the visa to be stamped into the passport.
5. Pick up your passport with the new multiple-entry visa at Visa & Registration Centre and extend your registration at your place of residence (more details on p. 14).

# Dormitory

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

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

Tenants have 24/7 access to the dormitory. 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 on 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 dormitory fees on the HSE University website.

### 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 after 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**

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All international students are recommended to purchase a health insurance policy **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 these medical insurance is mandatory.

**Check that your insurance plan 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 HSE University partner insurance companies. Check **Office of Staff and Student Benefits** website for more information.

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

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**European Medical Center**

**Address:**

5, bld.1 Spiridonievsky Pereulok, 123104 Moscow

**Phone:**

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

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

**E-mail:** [emcinfo@emcmos.ru](mailto:emcinfo@emcmos.ru)

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**Medsì  
(former American Medical  
Center)**

**Address:**

26, bld. 6 Prospekt Mira, (entrance from Grokholsky Pereulok), 129090 Moscow

**Phone:** +7 (495) 7-800-500

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# Student Documents and Cards



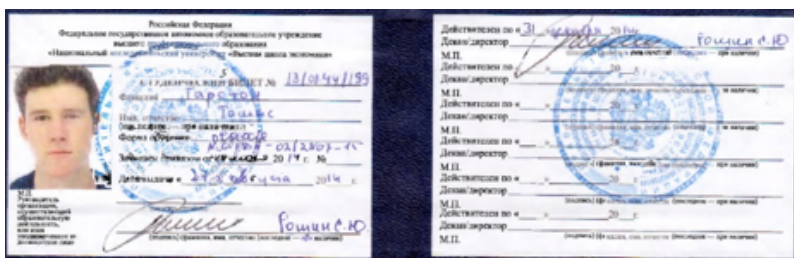


### Student ID card

A Student ID card is an official document certifying that you are an HSE University student.

Exchange and visiting students receive their student ID from SIMO-Student International Mobility Office after receiving a notification via email.

Full-degree students receive their student ID from their programme coordinator after they are officially enrolled.



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

A student ID card offers discounted 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

A pass card allows entry into all HSE University buildings.

All international students who live in a dormitory get a temporary pass card upon check-in.

Exchange and visiting students who rent an apartment can receive their temporary pass card at SIMO-Student International Mobility Office. Full-degree students who live in a private accommodation do not receive a temporary pass card, only a permanent one.

All international full-degree students must apply for a permanent student pass card after they receive their student ID. It can be done at the Pass Desk. Have your passport and Student ID with you.



## Social (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.

Enrolled students can start applying for the social card after receiving an email notification from their programme coordinators. Check the HSE University website 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 or self-service ticket machines at the bus stops).



# HSE University International Student Handbook



# Study Process

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## HSE University International Student Handbook

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Full-degree students can get information on study process and regulations in the **HSE Academic Handbook** ([hse.ru/en/studyspravka](https://hse.ru/en/studyspravka)).

Section for **Exchange and Visiting students** on the HSE University website provides information on:

- general academics
- preliminary course choice
- course enrollment scheme
- shopping period for course enrollment
- transcript of records

### LEARNING MANAGEMENT SYSTEM (LMS)

Learning Management System (LMS) is a single HSE University information educational environment. It can be reached at [lms.hse.ru/](https://lms.hse.ru/)

Students use it with the following purposes:

- Enroll for courses
- Study training materials
- Perform different types of academic activities (upload assignments and term papers, pass tests)
- Communicate with teachers, study offices and other students
- Check grades in the electronic grade book

International students are notified about their LMS login details by their programme and mobility coordinators.

If you have problems logging into LMS please contact [lms@hse.ru](mailto:lms@hse.ru)

### HSE UNIVERSITY STUDENT CORPORATE E-MAIL

All international students are provided with HSE University email addresses. During your stay at HSE University all emails and notifications from your programme and mobility coordinators and professors will be sent there.

If you have problems logging into your HSE University email please contact you programme coordinator or study manager.

For more details please check the International Student Support website.

# RUSSIAN AS A FOREIGN LANGUAGE



All international students can attend classes of Russian as a foreign language at all levels during their studies at HSE University for one semester for free. Before the classes, 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 course lasts one semester (two modules): it is comprised of 8 – 10 academic hours per 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 on a fee-paying basis.

## Contacts

<b>E-mail:</b>	<a href="mailto:oeremina@hse.ru">oeremina@hse.ru</a> Olga Eremina, Director of the Centre
<b>Address:</b>	21/4 Staraya Basmannaya, office 514 (metro Kurskaya, Krasnye Vorota)
<b>Office hours:</b>	Monday: 3 PM – 6 PM Wednesday: 10 AM – 5 PM Thursday: 3 PM – 6 PM
<b>Website:</b>	<a href="http://hse.ru/en/rfl">hse.ru/en/rfl</a>

# Services and Facilities

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# Library

HSE University library comprises over 700,000 items on Economics and Management, Social and Political Science, etc., most of which are recent works by Russian and foreign scholars. The Library's eleven branches in different parts of Moscow are open to international students.

The main library branches are located at 11 Pokrovsky Bulvar and 3a Krivokolenny Pereulok.

Check all addresses and working hours at [library.hse.ru/en/subdiv](http://library.hse.ru/en/subdiv)

## Library card

Exchange and visiting students: you can receive your library card during the library tours organized during the orientation session.

Full degree students: after you receive your student ID, you can pick up your library card at the main HSE library within the designated visiting hours.

## Access to remote e-resources

You can receive access to remote HSE University 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 HSE University Library website ([library.hse.ru/en](http://library.hse.ru/en)).



## Cafeterias

Almost all HSE University buildings in the Moscow campus have cafeterias or snack bars. You can check the list of them on [hse.ru/en/buildinghse/dining](https://hse.ru/en/buildinghse/dining)

## Sports

HSE University Sport Facilities are offered at most of the dormitories and also in the campus building at 3 Bolshoy Trekhsvyatitskiy Pereulok. In order to join any HSE University Sport club a student must present a medical certificate from a physician proving that the student's health allows doing sports. For more information please check [students.hse.ru/sports](https://students.hse.ru/sports)

## Printing Hubs

Printing is available in:

- Study areas on campus
- SIMO-Student International Mobility Office
- Admin offices in the dormitories

You are advised to have your own printing paper. Copying is also available in the library.

## HSE University Bookshop

At HSE University bookshop 'Bookvyshka' you can purchase both books published by the HSE University publishing house and books of Russian and international authors on a variety of study areas.

It is also possible to find many HSE University souvenirs, such as T-shirts, hoodies, mugs, etc. with HSE University logo.

The shop is located at 20 Myasnitskaya Ulitsa.

### Working hours:

**Monday - Friday:** 10 AM to 8 PM

**Saturday:** 10 AM to 7 PM

**Sunday:** closed

You can also check their website (available only in Russian): [bookshop.hse.ru](https://bookshop.hse.ru)

# Career Guidance

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 in Russia 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%.

No work permit is required if you are doing unpaid internship.

For advice on career and job opportunities at HSE University and beyond, check **HSE University Career Development Centre** website.

**Address:** 3 Krivokolenny Pereulok, office 3-309  
(metro Lubyanka, Chistye Prudy, Turgenevskaya)

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

**Office hours:** Monday to Friday, 10 AM – 7 PM

# Student Initiative Support

The Student Development Office focuses on enhancing students' creative energy, supporting student initiatives, clubs, organizations, informal communities, and university events.

If you have a bright idea for a project and are looking for funding, you can take part in the Student Project Contest. It is held several times a year and supports student projects varying from a city scavenger hunt to a youth choral festival to a computer system vulnerability search competition. More information is available on the Student Development Office website.

HSE University has over 100 student associations and clubs catering to every taste. Whether you like dancing or playing Go or want to try your hand in writing for a magazine, you will certainly find like-minded students at HSE University. More information about student organizations is available in the 'Mini-guide for Freshmen' on the HSE University website.



## 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 University 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.

## Safety

HSE University 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 Safety and Code of Conduct section on the HSE University website to check the existing safety and security regulations, internal rules and guidelines.

### On campus

If you are in an emergency situation or have questions concerning your health and safety, please contact the **Centre for International Student Support at +7 985 040 13 55**.

If you are an exchange or visiting student, you can contact the SIMO-Student International Mobility Office directly.

All HSE University 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 in the Safety and Code of Conduct section on the HSE University website)

### Off campus

- Off the working 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 a 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**

### USEFUL APPS (available in English)

Below you will find some of the apps that could help you in your daily life in Moscow.



**Maps.Me**  
Offline maps



**Yandex.Metro**  
Offline metro map



**Google Translate**  
Online translator



**Yandex.Taxi and Gett Taxi**  
Online taxi services

# Communications

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### 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 four nationwide mobile phone service providers in Russia:



#### Beeline

[moskva.beeline.ru/  
en-us/welcome/general-  
information](https://moskva.beeline.ru/en-us/welcome/general-information)



#### MegaFon

[moscow.megafon.ru](https://moscow.megafon.ru)



#### MTS Mobile

[en.mts.ru/coverage/offices](https://en.mts.ru/coverage/offices)



#### Tele2

[msk.tele2.ru](https://msk.tele2.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 will be easier to explain yourself at the store.

### Internet

Nearly all HSE University buildings offer free WiFi access.

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

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

# Public Transport

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### Metro

The Moscow metro is efficient, fast and easy to use. Almost all stations have signs translated into English, however, only a few of them are 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 about tickets and fares please visit [mosmetro.ru](https://mosmetro.ru)



## Ground public transport

Moscow's ground public transportation includes buses, trolley buses, and trams. Students can use their social (transport) card on all types of public transport. If needed, you can also purchase tickets from drivers or in kiosks near the stops. Travel cards for both ground and underground transport are also available for purchase in metro stations.

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

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](https://mosgortrans.ru).

## 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.

Uber is also available in Moscow. Other useful apps are Gett Taxi and Yandex. Taxi.

## Aeroexpress Trains

Aeroexpress provides rail services between the city centre 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](https://aeroexpress.ru/en)

# ERASMUS STUDENT NETWORK

ESN buddies are Russian-speaking HSE University students that are happy to offer assistance to all non-Russian-speaking international students at HSE University. 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 University.

If you need buddy support you can request a buddy on [esnhsensk.broadaddy.com/register/international](https://esnhsensk.broadaddy.com/register/international)

# 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 International Student Support website for the schedule and events of the Orientation.

# CAMPUS

We recommend checking the HSE University buildings webpage [hse.ru/en/buildinghse/list](https://hse.ru/en/buildinghse/list) 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!**

SIMO-Student International Mobility Office and the whole Office of Internationalization, within which it operates, wish you many engaging experiences and fruitful discoveries alongside your professional path in HSE University 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	<a href="https://istudents.hse.ru">istudents.hse.ru</a> <a href="https://hsemsk.esnrussia.org">hsemsk.esnrussia.org</a>
Facebook	<a href="https://hse.international.students">hse.international.students</a>
Email	<a href="mailto:international.study@hse.ru">international.study@hse.ru</a>

**Universal emergency number for mobile phones: 112**

**HSE hotline for health and safety emergency situations:  
+7 985 040 13 55**

**Welcome to the HSE University Family!**