

Checklist for First-Year ICEF Master Students 2021

1. **Mode of study:** on campus (offline), there will be a special arrangement for international students who are not able to arrive in Moscow by September 1, 2021. Please inform the Study Office of the date of your arrival at sbabaeva@hse.ru or enikonova@hse.ru

2. **Your classes start on September 1, 2021.**

The timetable is available at the ICEF MSc Financial Economics programme [website](#).

Information Meeting for ICEF MSc Financial Economics 1st year students is scheduled for **September 1, 2021 at 4:20pm** (Moscow time) at 11, Pokrovsky Boulevard, Room R204.

3. **Enrolment:** to finalize enrolment please submit your Bachelor's degree diploma and transcripts to the Study Office (Room T823) by September 3, 2021 or once you are in Moscow.

4. COVID-19 issues:

- **Mandatory Mask Regime:** wearing facemasks is mandatory for all HSE students and staff.
- **Vaccination:** you can get vaccinated on campus. HSE is the only university in Moscow which organized vaccination procedures for students on campus <https://www.hse.ru/en/covid/>
- **Your COVID-status:** inform the Study Office of your COVID-status and any changes of the status (vaccinated, got infected, quarantine) through the HSE App X. You can access it with the help of your HSE login and password. Submit a scan or a photo of the document confirming your status.

5. Information services and systems:

- **Corporate email:** The HSE provides all students with a university e-mail address (automatically generated). You will receive your email address and guidelines to your personal email registered by the HSE Admissions. In case you do not receive this information by September 1, please refer to the ICEF MSc Study Office. Your corporate HSE email will be used to share all the study related information by HSE faculty and administrative staff. Other email addresses shall not be used.
- **Learning Management System** at <https://lms.hse.ru/>
- **Timetable:** RUZ <https://ruz.hse.ru/ruz/main>
You can download it in App Store or Google Play. Please check your timetable daily.
- Your HSE personal account <https://lk.hse.ru/>
- My HSE at <https://my.hse.ru/marketplace/public/shell/login>
- HSE App X is available at App Store and Google Play.
- **ICEF Info System** at <https://icef-info.hse.ru/>: Please register for the ICEF Info System at [New Account Registration](#).

6. HSE and ICEF Regulations:

- [Academic Handbook](#) covers all matters related to studying at HSE University.
- ICEF Master's programme in Financial Economics main documents are available at <https://www.hse.ru/en/ma/financial/documents>.

7. Student documents:

- 7.1. Receive your **Student ID Card** at the ICEF MSc Study Office (Room T823) on September 1, 2021 or in one week after you provide your photos (2 matt photos 3*4).

7.2. **E-Pass¹** (for entering HSE buildings): Once you receive your paper-based student cards, you need to get an electronic card for entering the HSE buildings. From October 1, 2021, access to the territory of the HSE University is strictly through electronic passes.

When: on September 1-3 and September 21, 2021 at 10am-7pm, break 1pm-2pm

Where: 11, Pokrovsky Boulevard, room Z117, Z101, **tel.:** 8(495) 772-95-90* 11032

Have your Student ID or a Certificate of Attendance from the Study Office to apply for the e-pass.

Beginning from October 1, 2021 and in case of loss, breakdown or malfunction of the electronic pass you can get it at Bolshoy Trekhsvyatitelskiy Pereulok, 3, room 114.

<https://www.hse.ru/org/hse/aup/security/ubr>

7.3. **Library Card:** Read the Library Use Policy [here](#). Fill in [the online registration form](#) on the <https://library.hse.ru/en/>

7.4. . To get registered, you need a student ID card number and an HSE University corporate e-mail address. Upon getting a library membership, every user is assigned a bar code for their personal identification, which can be used as a library card.

ICEF Library at 11, Pokrovsky Boulevard (Rooms S104, S106)

You can borrow your books at the ICEF Library beginning from Sept 1, 2021 (S104) Mon-Fri at 10am-5:30pm. Reading hall (S106) is open Mon-Fri at 9:30am-8pm and on Sat at 9:30am-6pm.

7.5. **Moscow Social Card** (for public transport discounts)

A social card can be obtained from a local office of the Moscow Multifunctional Centre ('My Documents').

Step 1: Check to see if your data has been included on the Moscow Social Register's website: [check the register of students/residents/doctoral students](#).

Step 2: Submit an application for the issue of a Moscow social card in person at one of the My Documents centers (regardless of their place of residence or place of study).

Step 3: Pick up your Moscow social card from the My Documents centre that you selected when making an application for it.

Important: if your personal data is not found in the Register, you must contact the Study Office as soon as possible.

7.6. Obtain a **MIR Card** from VTB Bank (for Scholarship Payments if relevant)

In partnership with Branch N. 7701 of VTB Bank, HSE University's accountants oversee the issue of scholarship debit cards (note: these are not social cards) with free banking services and with a special HSE University design (our mascot, the Crow).

You should send to std@hse.ru:

- a photo/scan of a completed and signed [Application form](#);
- a photo/scan of a notarized translation of your passport;
- a photo/scan of your temporary registration.

In the subject line of your e-mail, please state the following: «Issue of MIR scholarship card from HSE University, Year 1, 2021». A response will be sent with further instructions.

Students will be notified about the place, date and time for their card's issue via their HSE University e-mail accounts.

HSE University Accounting Contacts

(regarding scholarships and other payments to undergrads and graduate students, as well as the issue of MIR bank cards)

Address: Office K-422 (3a Krivokolenny Pereulok, Moscow,)

Office hours: Mon-Fri, 9.30 am-6 pm (with a break at 1pm-2pm)

E-mail: std@hse.ru

Tel.: 8-495-772-95-90 доб. 115-76; 114-15; 113-20

Homepage on HSE University portal: <https://www.hse.ru/en/news/campus/217841716.html>

¹ Students who have completed the bachelor program at HSE can extend their electronic passes by calling 8(495) 772-95-90* 11032

8. Certificate of Attendance (if necessary)

A certificate, confirming that you have been admitted to HSE University under the degree programme in Financial Economics, shall be issued within five working days after an application is submitted.

How to apply for a certificate: write to Sabina Babaeva at sbabaeva@hse.ru or Ekaterina Nikonova at enikonova@hse.ru

When: after the issue of admission directive

9. Learn about visa and registration at <https://ivisa.hse.ru/en/>

HSE Visa and Registration Center Contacts

Address: Moscow, 11 Pokrovsky Boulevard, Building D, D005/D006

Tel.: 8 (495) 531-00-63

Email: visa-registration@hse.ru

10. Contact information

Academic Director of the ICEF MSc programme in Financial Economics, ICEF Deputy Director

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11 Pokrovsky Boulevard, Room S724

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ICEF MSc Study Office

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Head of ICEF Library [Irina Petrova](#)

Finance Office [Irina Vlasova](#)

Visa and Migration issues [Slava Zheleznov](#)

International students issues [Natalia Kononova](#)

Students research coordinator [Natalia Kogutovskaya](#)

Head of ICEF Career Services [Victoria Pralich](#)