

# Checklist for First-Year Students

## For new students enrolled in 2024

Dear first-year students,

Here is a list of crucial steps that you need to follow to address various organisational matters at HSE University. This will help you avoid any unpleasant situations during your studies.

### **1. Check in to the dormitory** **(if you do not reside in Moscow or in Russia)**

#### For international students

You will be assigned a place at the dormitory automatically in the International Applicant's Personal Account.

You can get access to the Dormitory section in your personal account after completing your consent to study at HSE University and going through the recognition procedure, but not earlier than August 19, 2024.

Check-in for first-year bachelor's and master's students will take place starting from August 21, 2024. Your accommodation referral will be valid for 10 days.

You will already have a place reserved at one of the dormitories when you arrive in Russia.

Please make sure to download the accommodation referral from your Personal Account, print it, and have it on hands when checking in to the dormitory.

You must also have the following documents on you when checking in to the dormitory:

- your passport (ID);
- a copy of the bio page of your passport with personal data and photo;
- your migration card;
- a vaccination certificate issued by a medical institution in any format (please note that measles vaccination is mandatory);
- a voluntary health insurance policy covering the whole period of your stay in Russia;
- a medical certificate confirming you do not have any contraindications or medical precautions that would preclude living in a dormitory (form 086y or similar) – see [Annex 8](#).

If you want to learn more about medical documents required for dormitory check-in, please visit the website of the [Office of Staff and Student Benefits](#).

If you have any questions, please reach out to us at [zaselenie@hse.ru](mailto:zaselenie@hse.ru).

## **2. Study the guidelines about your visa and migration registration (if you are an international student)**

### **HSE Visa and Registration Centre**

**Address:** D005/D006, Building D, 11 Pokrovsky Bulvar, Moscow (visiting hours: 10.00 am – 6.00 pm).

**You can ask your questions at the Student Service Centre** (submit and receive documents): 2:00 pm to 6:00 pm, Monday–Friday, at 11 Pokrovsky Bulvar, Entrance 5 (from Pokrovsky Bulvar)

**Phone:** 8 (495) 531-00-63

**Email:** [visa-registration@hse.ru](mailto:visa-registration@hse.ru)

**Website:** <https://ivisa.hse.ru/>

*Mandatory medical examination, fingerprinting, and taking of official photographs for international students*

Starting from December 29, 2021, amendments to the Federal Law "On the Legal Status of Foreign Citizens in the Russian Federation" have taken effect. These amendments now require all foreign nationals who come to Russia for 90+ days, including for educational purposes, to complete a medical examination, undergo fingerprinting, and have their official photograph taken.

Individuals who do not comply with these mandatory procedures or do so after the deadline may face penalties such as an administrative fine or a reduction in their allowed stay in Russia.

HSE University partners with City Polyclinic No. 3, where international students enrolled in state-funded places within the Russian Federation's 2024/25 quota can complete a complimentary (free) medical check-up by scheduling an appointment in advance. Information on how to register for the medical check-up will be published on the [website](#) of the HSE Visa and Registration Centre.

## **3. Get a student ID card**

Student ID cards will be issued until September 15.

Make sure to bring your photo to the Academic Office until September 2.

## **4. Get a library card**

Follow [this link](#) to learn more about how to use the HSE University library.

To get a library card, please complete the online [registration form](#) on the library's website (you will need your student ID card and your HSE University email to sign up). After submitting the form, you will receive your library card number, which can be found in HSE App X.

You can now access the library's electronic resources remotely by clicking on [this link](#).

If you have any questions, please reach out to the [HSE University Library Hotline](#) or contact the library on social media at <https://vk.com/hselibrary> or [https://t.me/s/hse\\_library/](https://t.me/s/hse_library/).

If you are interested in joining a guided tour around the library or want to learn more about searching for information in printed and electronic resources, please send an email to [library@hse.ru](mailto:library@hse.ru).

## 5. [Get a Moscow Social Card](#)

This card gives you discounts for riding on public transportation within the City of Moscow and on suburban trains. To get one, you will need to visit one of the “Moi Dokumenty” Multifunctional Public Services Centres (in Russian: МФЦ, or MFTs) in Moscow.

**Step 1:** Verify your details on Moscow Social Register to check [your status as a bachelor's/master's/doctoral student or medical resident](#) in Moscow.

**Step 2:** Register at the [www.mos.ru](http://www.mos.ru) website and submit an application for a Moscow Social Card in your personal account. Your application will be reviewed within **30 calendar days**. You can monitor the status of your application either in your personal account or via [this link](#).

**If you are an international student, you will need to get a SNILS (personal insurance account number, in Russian: СНИЛС) before you can apply for a Moscow Social Card.**

### [Where can I get my SNILS?](#)

You can apply for a SNILS in person at the nearest office of the Pension Fund of Russia, or visit a “Moi Dokumenty” Multifunctional Public Services Centre (in Russian: МФЦ, or MFTs).

Make sure to have the following documents on you:

1. an ID (passport or residence permit);
2. a notarised translation of your ID.

A list of Pension Fund branches in Moscow:

<https://sfr.gov.ru/branches/moscow/info/~2022/05/21/7034>

A list of MFTs offices in Moscow: <https://www.mos.ru/pgu/ru/md/>.

## **6. Get a bank card for your scholarship (issued by VTB, MIR payment system)**

The Accounting Office and Admissions Office at HSE University partner with Branch 7701 of VTB Bank. You can get a bank card with free banking service and corporate design to receive your scholarship.

These bank cards will be automatically issued to all first-year students, including foreign nationals, who are eligible for scholarships at HSE University. If you have previously studied at HSE University and received scholarship payments via a bank card, these payments will continue to be deposited into the same card.

If, for any reason, the university is unable to issue a bank card for you, you will be notified via your university email account.

Once the bank cards are ready, they will be handed out to students in line with an established schedule either on campus or at VTB branches.

Check your university email to find out where and when you can pick up your scholarship card.

### **HSE University Accounting Office**

(for any enquiries regarding scholarships and other payments to students and questions about getting a scholarship bank card)

Email: [std@hse.ru](mailto:std@hse.ru)

Certificates on income/scholarship amount: <https://lk.hse.ru/service-detail/61>

## **7. Apply for a study certificate (optional)\***

You can apply for a study certificate at the [Student Service Centre](#) starting from September 1, 2024.

\* You do not need to apply for a study certificate to check in to the dormitory, these documents will be issued automatically.

## **8. Get an e-pass to visit university buildings**

The schedule for getting an e-pass will be emailed to you and posted on the website at: <https://www.hse.ru/org/hse/aup/security/propusk>.

*Before applying for an e-pass, please make sure to submit copies of your migration documents to the HSE Visa and Registration Centre and get a relevant receipt. You can do it either during the orientation session for international students which will be held between August 27 and*

*August 31 or by visiting the Student Service Centre in September (2.00 pm – 6.00 pm Monday–Friday).*

## **Useful links**

[HSE University's Academic Handbook](#): Use it when you have any questions about the study process.

HSE University bylaws and regulations can be found [here](#).