

INTERNATIONAL EXCHANGE STUDENT'S HANDBOOK



Welcome to Financial University!

Founded in 1919, FinU has been accumulating its expertise in training experts for diverse economic fields: Finance, Accounting, Banking, Management, HR, Tourism, Logistics, IT, Big Data, Social and Political Studies etc.

Advanced learning technologies, newly designed study programs and wide international partnership network are the main strokes in FinU portrait.

FinU is:

- staying tuned with global trends
- employing internationalization in its educational activities
- keeping quality and accessibility as its top priorities

We value the past, **we build the future.**

Facts & Figures



With 10 campuses in Moscow and 27 branches all around Russia, FinU runs its concept of life-long learning.

**> 50000
students**

**> 3 000
professors**

**9 Faculties
40 teaching
and research
departments**

**> 50
Bachelor
programs**

**> 70
Master
program**



Economics & Econometrics 351 to 400



Business & Management 401 to 450



Social Sciences & Management 451 to 500

QS EECA 174
QS BRICS 153

Offices Responsible for International Admission

Your main contact while staying in Moscow will be **FinU International Team**.



Financial University International Office is located here:

125993 Moscow,
Leningradsky Prospekt, 49
1st floor, rooms 100a, 102, 103 (from the main entrance on your right)

Office hours:

Mon – Tue **9.00 a.m. – 6.00 p.m.**

Fri **9.00 a.m. – 4.45 p.m.**

Sat, Sun **day-off**

Questions to address FinU International Team:

▪ Enrollment
▪ Visa and Migration Issues
▪ Interaction with the Faculty
▪ On-campus facilities & navigation

Incoming Mobility Coordinators:

Svetlana Chugunova	Marina Kryuchkova
Phone: +7 499 553 1302	Phone: +7 499 943 9335
E-mail: SChugunova@fa.ru	E-mail: MOKryuchkova@fa.ru

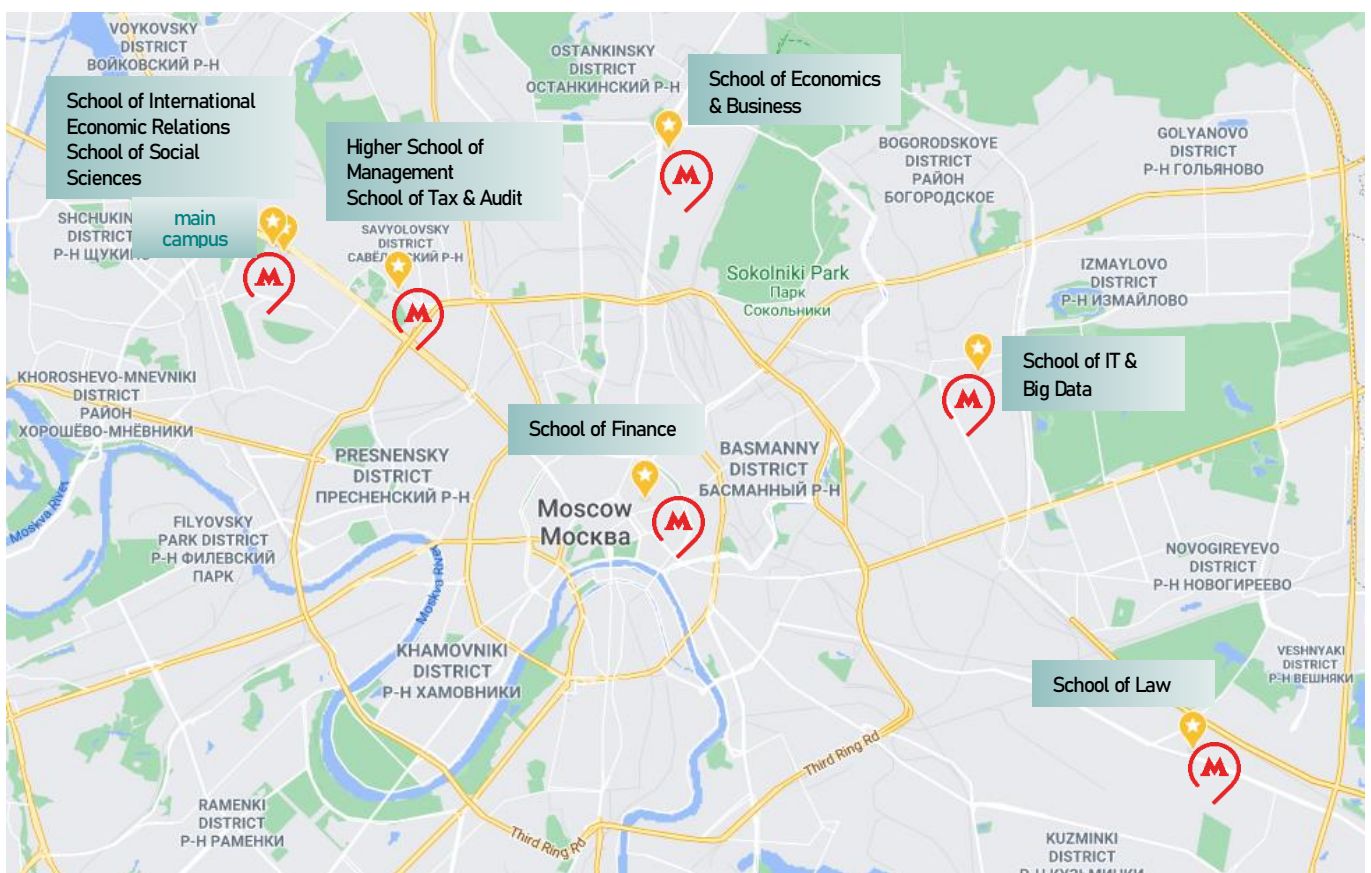
Head of International Relation Department	Liliya Prikhodko Phone: +7 499 553 1298 E-mail: inter@fa.ru
Head of Academic Mobility Division	Tatiana Filimonova Phone: +7 499 553 1293 E-mail: TNFilimonova@fa.ru
Visa & Migration Office	Phone: +7 499 553 1215 E-mail: ovu@fa.ru
24-hour University Security Office Helpdesk (operated in Russian only)	+7 499 943 9974

FinU Locations

FinU has 9 Faculties

- Higher School of Management
- School of IT and Big Data Analysis
- School of International Economic Relations
- School of Tax, Audit and Business Analysis
- School of Social Sciences and Public Communication
- School of Economics and Business
- School of Finance
- School of Law
- Pre-University Training Faculty





Faculty Map



 This sign indicates **Moscow Metro** – the urban subway system, all campuses are easily accessible by public transport.

Academic Calendar

For better study and vacations please draw your attention to these dates:

	AUGUST, 31	SEPTEMBER, 1	
	Introduction	Fall Semester starts	
LATE DECEMBER		JANUARY 1 – 10	
Final tests		New Year Holidays	
JANUARY 11 – 24		JANUARY, 25 – FEBRUARY, 7	
Exam session		Vacation period	
EARLY FEBRUARY	LATE MAY		JUNE
Spring Semester starts	Final tests		Exam session

We love feasts and celebrations here in Russia, so please keep an eye on state holidays calendar:

January 1 –	New Year Holidays
January 10	
February 23	Fatherland Defender`s Day
March 8	International Women`s Day
May 1	Labor Day
May 9	Victory Day
June 12	Russia`s National Day
November 4	People`s Unity Day

Grades & Assessment

The grading scale applied to Financial University's degree programs ranges from 2.0 to 5.0 and from 0 to 100. The conversion of the 5-point Scale to the 100-point Scale is shown in the table below, where:

- 5.0 and 100 are the highest grades respectively;
- 3.0 and 50 are the lowest passing grades respectively.

Grading scheme				
For examination with grade			For pass/fail examinations	
5-point Scale	100-point Scale	Grade	100-point Scale	Grade
5.0	86-100	Excellent	50-100	Pass
4.0	70-85	Good	0-49	Fail
3.0	50-69	Satisfactory		
2.0	0-49	Fail		

Academic record control implies mid-term tests, final pass/fail tests and exam session.

Admission

To get nominated:

Student should contact International Team of the home university to get a confirmation of Academic Exchange Agreement in effect between this university and FinU. FinU partner universities list can be found here:

<https://en.fa.ru/international/International-Partners/>

Coordinator from partner university makes the nomination by sending an official letter to FinU International Team, mentioning student`s details and preferred study period.

Nomination Deadlines:

May 1 – for Fall semester

November 1 – for Spring semester

Admission Documents Set

As the confirmation of nomination comes, a student should get the following docs in his online admission set:



signed application form to get admission at FinU



scanned copy of a passport, expiration date no less than 18 months starting from the Study Visa date of issue



application CV



certificate of language proficiency level (FinU programs are delivered fully in Russian or English, or mixed), B2 Level is compulsory



academic transcript to certify the mid-term academic results at home university



draft version of individual study plan



photo of applicant (.jpeg format)

Application Deadlines:

May 15 – for Fall semester

November 15 – for Spring semester

Visa Recommendations:

Coordinator at FinU e-mails the applicant an Official Invitation Letter for Entering the Russian Federation. The Invitation is to be presented to the Consular Department **in the city mentioned in application form and invitation itself**. The Invitation should be accompanied with all necessary visa application documents. It is important to apply for a **STUDY VISA ONLY!** A visa is to be issued for 90 days of validity and is to be extended while student`s stay in Russia.

Immigration Requirements & Travel Hints

You may have time and opportunity to explore other Russian cities and sites, so please keep in mind the following:

1.	According to Federal Law you must fill in the Immigration Form upon arrival
2.	Please choose "STUDY" or "EDUCATION" as the "PURPOSE OF VISIT"
3.	PLEASE DO NOT THROW AWAY OR LOSE your immigration form! Within 2 days after arrival, you should pass them to the International Office (room 100a) of FinU and show your valid passport there. This will serve as your temporarily registration in Moscow.
4.	If you want to travel to other cities during your study period in Moscow (St. Petersburg, the Golden Ring towns, wherever), you must once again come to International Office at FinU for extending your registration after coming back to Moscow!
5.	Not extending your registration for study purposes after checking in hotels in other cities may lead to fines and fees at the passport control at departure!
6.	To secure your legal immigration status we recommend having your Immigration Card with you all the time.

The useful hint here is to **provide your FinU International Team Coordinator with scanned copy of your visa** – this can be helpful in case of any emergency, like having your passport lost, or forgotten in your room while you may need to present it somewhere (ticket offices, hotels, intercity railway stations, airports, etc.)

Migration Registration

Upon Arrival

Please e-mail the following documents to FinU coordinator SChugunova@fa.ru and MOKryuchkova@fa.ru



Scanned copy or photo of your Immigration Form you filled in upon arrival



Scanned passport page with issued visa

Please note: If sending a photo, be sure that all the text is readable, and the picture quality is fine. It is better to send the documents in a single e-mail with the subject indicating your name and “Migration Registration” as a topic.

At FinU

Please present at FinU International Office:

- Your Immigration Card
- Your passport with page of issued visa
- Photo 3*4



After your registration is ready Please do not forget to come to the International Office to pick up your documents that confirm your official registration

Extending your Visa

As you may remember, the Study Visa is issued for 90 days only. To extend your visa please visit the International Office with following documents:



Visa Application Form



A receipt confirming the payment of visa processing fee

Both can be downloaded from www.fa.ru/org/div/ovu/Pages/docs.aspx



Your original passport with valid visa



The detachable part of your registration form



Two photos 3x4 cm



International coordinator will inform you about the date by which your new visa is ready



Please do not forget to come to the International Office to pick up your document

Getting to FinU

AeroExpress train is the best way to get from Airport to Moscow. A fast speed train that provides rail passenger transportation services, covering routes between Moscow and airports of the Moscow Air Cluster (Vnukovo, Domodedovo, and Sheremetyevo). We recommend flying to **Sheremetyevo International Airport (SVO)** when you arrive in Russia since it is the nearest one to FinU Main Campus.

See more about AeroExpress here: <https://aeroexpress.ru/en/>

AeroExpress + Metro ticket: 1 single journey in a standard class carriage strictly in accordance with the date and route specified on the ticket and selected upon purchase and 1 journey on public transport (metro/bus/trolleybus/tram) within 5 days, including the date of purchase.
Cost: from 399 ₺.

Buddy programme (UniFriend)

A current FinU student will be your buddy and will meet you at the metro station upon your arrival. Student will help you with all the details: meet & greet, assistance with checking into a residence, applying for a migration card, assistance in submitting documents for a student card and university campus tour.

Most students receive their **buddy's contact information 2 weeks before the program start date**. As soon as you receive this information, contact your buddy to introduce yourself and to share your flight details. This is very important, so that you can arrange for pick-up.

Important: If your flight is delayed, you should call your buddy or leave a message. All Moscow Airports have free Wifi if you need to contact your buddy.

FinU Main Campus

Financial University is located in just a few steps from the **Metro station 'AEROPORT'** (emerald green line 2), the walk from the station to dormitory will take less than 10 min. Metro is the fastest and most popular public transport.

Our University Main Campus:



Building 49

Here you can find the International Office, the library, our University Council Hall, some Faculties, ATMs and the Museum of Finance.



Building 51

Here we have our Hall with a capacity up to 1200, the digital library, auditoriums and different catering facilities. By the way, some of your classes will be held here.

Building 55







Besides other facilities, it homes the Dormitory. Other buildings house administrative and academic departments, such as HR, media laboratories or cafes.



FinU Dormitory

How to get a place at FinU Dormitory

All exchange students are provided with the place in the room in FinU Dormitory. To confirm the accommodation please e-mail to your FinU coordinator. Upon arrival, you need to present the following documents:

-  original passport and its copy
-  2 photos, 3x4 cm
-  medical insurance for the whole period of stay in the Russian Federation
-  official medical certificate confirming you have no AIDS and HIV (**the certificate should be translated into Russian and notarized!**)
-  general medical certificate including your current health status, vaccine record and dermatologist review (**the certificate should be translated into Russian and notarized!**)
-  dormitory accommodation application form

Accommodation cost 2000 RUB per month, please contact your coordinator to get updates if there are cost changes. The payment is to be processed with a credit/debit card in the beginning of the month. Payment receipts should be presented to the Dormitory Administrator.

Campus Card & On-Campus Accommodation rules

All FinU students use Campus Cards to enter the university territory, this helps to maintain security. To get yours please contact your coordinator!

A Campus Card should never be passed to other persons. In case of losing a card please contact your coordinator to get a temporary one.

It is prohibited to provide other persons with your dormitory room. If you want to invite guests, please fill in a form to get visitor cards for them.

FinU Facilities

The University Library and Information Complex

The FinU Library houses 851,136 physical volumes, including scientific & teaching literature, literature in foreign languages, a collection of theses defended at the university, a fund of printed periodicals in Russian and foreign languages, a collection of unique rarities (the earliest is dated 1854), a fund of fiction and digital books. 10 libraries are located at FinU campuses, the main ones are at Building 49, Building 51.

FinU Electronic Library

The library information complex is fully equipped with computers, printers, copiers, scanners, RFID. The local area network is integrated into the university communications network, which allows students to work independently with the on-line information resources in study halls, media libraries and a co-working space. Total number of seats: 591 (34 seats for people with disabilities). Total number of registered readers: 23,428.



Full-text electronic collections are available to FinU users from the media libraries, any computer that is part of the university's local network and has Internet access, as well as remotely 24 hours a day.

For more information: <http://www.library.fa.ru/>



Where can I get a library item I need?

Students obtain all the prescribed manuals and textbooks that they need during the semester at the University library. They are available for home use. Other items are only available for home use if there is more than one copy of the items.



How can I use the library items remotely?

In order to get remote access to e-library items, you need to show your campus pass card to the library personnel. A user can obtain a login and a password if he/she abides by the library items use rules.

International Bookcrossing Project

If you bring your book to the bookcrossing project depository at the student residence hall located at **Building 55 (5th floor)**, you can choose a book from the list of available books and take it.


Co-working


FinU coworking space for collaborative innovators in the heart of University. FinU offers flexible days and space for teams of 1-20+. FinU supports students looking to take their idea to impact. Join us for a tour to learn more about our Co-working workspace.




Health and Wellness

FinU sees health and wellness as top priority of life quality. Students can use:


 25-meter swimming pool (swimming classes, aqua aerobics)

 Light Gym Hall (aerobics, pilates, yoga, etc.)

 4 gyms with various types of equipment

 2 rooms equipped for table tennis competitions

 professional boxing ring

 coaches classes for: volleyball, basketball, futsal, swimming, tennis, table tennis, boxing, recreational gymnastics, martial arts



Food and Catering Services

There are many dining halls and snack counters on the University premises.

Dining hall: You can have a full-fledged three-course meal.

You can choose dishes from the menu or have a fixed meal in the University dining halls/canteens.

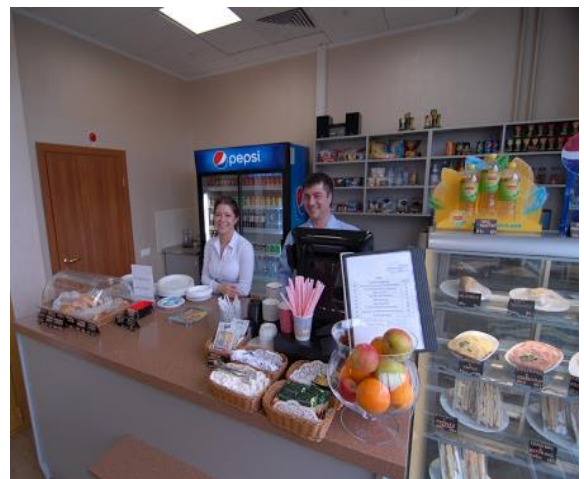
A fixed meal is a three-course meal offered every day. It costs about 300 rubles.



Snack counter: You can get a bite to eat in here or take-away. Various sandwiches and soft drinks are on offer.

Meals, Catering and Food Expenses in town

According to official average data, the basic foodstuffs cost about 6000 rubles a month (~ Euro 70 per month).



There are many restaurants, fast food points and delivery services of any type of cuisine right in FinU Main Campus nearest surroundings

... and more FinU Opportunities!

Museum of Finance

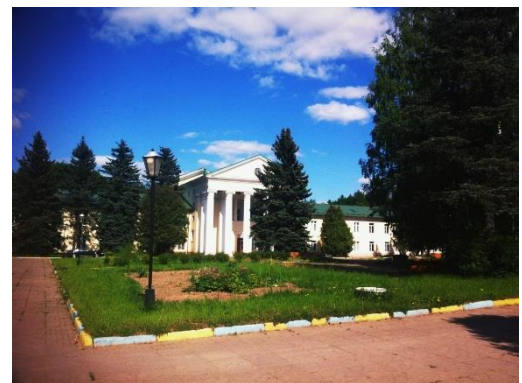
FinU Main Campus hosts a unique museum, located in **Building 49** (2nd floor). The collection of notes, coins, historical items and antiques is mainly devoted to the centennial of Russian contemporary monetary system, from the turbulent times of the Revolution of 1917 till latest notes emission in 2017. However



today it is beyond the initial framework, you can learn more about money, such a piece of everyday life: which of them were used as wallpapers, what happens to them when they get worn-out, is it possible to maintain an economy without money, and how it is connected with the history of FinU.

“Lesnoye Ozero” Guesthouse, SPA & Conference Hall

FinU offers special rate to its students and staff members while booking a stay at “Lesnoye Ozero”. Located in the north of Moscow Region in a picturesque forest, with eco-trails for hiking in summer and cross-country skiing in winter, it has wide range of facilities to create relaxing atmosphere during vacation. Various types of rooms, beach by the lake, sports grounds, wellness center, conference hall, free Wi-Fi, open-air barbecue zones – quite a revitalizing escape in 70 km from Moscow.



More information here (in Russian only):
<http://www.fa.ru/org/div/uok/Pages/About.aspx>

MUST-SEE ATTRACTIONS



MOSCOW KREMLIN PALACE & MUSEUMS

Moscow signature landmark, walled gardens, old palaces, cathedrals and actual residence of the President

<https://www.kreml.ru/en-Us/museums-moscow-kremlin/>



THE RED SQUARE

The very core of the city center: St.Basil`s Cathedral, Spasskaya Tower, Lenin`s Mausoleum, GUM Shopping – all in one

no website, it`s admission free, open 24/7



GUM SHOPPING MALL

Abbreviated from 'the Main Shopping mall', GUM is one of the oldest and most beautiful shopping centers in Europe.

<https://gumrussia.com/>



BOLSHOI THEATRE

'Bolshoi' means 'big', so this is truly the greatest theatre in Russia and one of its symbols - you can see it even on a 100 RUB note!

<https://www.bolshoi.ru/en/>



PARK ZARYADIE

New attraction built in 2017 in a few steps from Kremlin: the landscape park, picturesquely situated on the bank of Moskva river, with a flying bridge

<https://www.zaryadyepark.ru/en/>



MOSCOW CITY – PANORAMA 360”

The highest observation deck in Europe is placed on level 89 of the Federation Tower (327 m)

<https://pnr360.ru/en/>



KREMLIN IN IZMAILOVO

Built in 1998, it hosts numerous museums, craft shops and tourist attractions all year round

<http://www.kremlin-izmailovo.com/>



V.D.N.H. (THE NATION-WIDE ECONOMIC EXPO)

Huge park built in 1930ies to demonstrate economic achievements now homes industrial & space interactive pavilions, open-air gigs and cycling roots

<http://vdmh.ru/en/>



OSTANKINO TV TOWER

Another high-flying observation deck with multimedia museum and panoramic restaurant facilities – almost 500 m above the ground!

<https://tvtower.ru/en/services/buro/>

MUSEUMS AND GALLERIES



RUSSIAN HISTORICAL MUSEUM

Situated by the Kremlin walls at the Red Square, it embraces various collections, permanent and temporary exhibitions

<http://en.shm.ru/>



TRETYAKOV GALLERY

Greatest art collection including masterpieces of Repin, Vrubel, Levitan, Malevich, Aivazovsky, Vasnetsov, Munk

<https://www.tretyakovgallery.ru/en/>



STATE PUSHKIN MUSEUM

Despite being named after the great Russian poet, it is a big collection of sculpture, graphics, paintings and archeology.

<https://pushkinmuseum.art/?lang=en>



MULTIMEDIA ART MUSEUM

Vibrant and electric place that houses media and visual art space along with photography and expressionist art

<http://mamm-mdf.ru/en/>



MOSCOW MUSEUM OF MODERN ART (MMOMA)

Home to contemporary art in Moscow unites branches all around the city and has its own educational centre

<http://www.mmoma.ru/en/>



MANEZH EXPO HALL

The oldest exposition facility in Moscow, situated near Kremlin and Okhotny Ryad shopping center

<http://moscowmanege.ru/en/>



WINZAVOD

The center for contemporary art was created on a base of an abandoned factory

<http://www.winzavod.ru/eng/>



MOSCOW ZOO

One of the oldest in Europe, it was open in 1864 and now homes 1132 different types of animals

<http://moscowzoo.su/>



PARK KOLOMENSKOE

Picturesque green fields and forests on the banks of Moskva river hide historical wooden palaces and famous churches

<http://mgomz.com/>



TSARITSYNO

The unique landscape park designed in 18th century is famous due to its fusion architecture, having barocco, classics and neo-gothic in the main palace, manor, towers and bridges.

<http://tsaritsyno-museum.ru/en/>



GORKY PARK

The famous park from the good old song by Scorpions, now it has amusement park, boat cruises pier, cycling roads and open air stage

<http://www.park-gorkogo.com/en/>

We hope that this Handbook is useful for your both studying and leisure time. Just let us remind you about the regulations prescribed by Federal Law:



NO SMOKING!

University is a non-smoking zone. Smoking in halls, auditoriums and dormitory rooms is strictly prohibited. Smoking in cafes, restaurants, parks, playgrounds and public places is subject to fine up to 3000 RUB regardless of citizenship.



NO ALCOHOL!

Consumption of alcohol in public is strictly prohibited by law. Financial University has its own regulations that do not allow alcohol at the territory of the Campus. Hard liquors and other alcohol beverages can be found in restaurants and bars. Please keep in mind that alcohol can not be purchased in shops after 10.00 p.m.!



QUIET HOURS

Dormitory quiet hours are
10.00 p.m. – 08.00 a.m.
City quiet hours are
11.00 p.m. – 07.00 a.m.

Please respect your neighbors and local community!

RESCUE	112
FIRE DEPARTMENT	101
POLICE	102
AMBULANCE	103

Moscow Subway Lost&Found +7 495 622-20-85

Police Lost Documents Dept. +7 495 694-86-20

A short dictionary of essential words

Русский	Phonetics	English
Здравствуйте	Zdravstvujte	Hello (to teacher)
Привет	Privyet	Hi (to friend)
До свидания	Do svidaniya	Goodbye
Доброе утро	Dobroe utro	Good morning
Добрый день	Dobryj den'	Good afternoon
Добрый вечер	Dobryj vecher	Good evening
Спасибо	Spasibo	Thank you
Извините	Izvinite	Excuse me/Sorry
Пожалуйста	Pozhalujsta	Please
Помогите	Pomogite	Help
Да/Нет	Da/Nyet	Yes/No
Я не понимаю	Ya ne ponimayu	I don't understand
Рад тебя видеть	Rad teebya videt'	Nice to see you
Как поживаешь?	Kak pazhivaesh?	How are you?
Спасибо, прекрасно!	Spasibo, prekrasno!	Fine, thanks!
Как вас зовут?	Kak vas zovut?	What's your name?
Меня зовут...	Menya zovut...	My name is...
Здесь/Там	Zdyes'/Tam	Here/There
Лево/Право	Lyevo/Pravo	Left/Right
Что/Когда/Где	Shto/Kogda/Gdye	What/When/Where
Почему/Как	Pochimu/Kak	Why/How
Хороший/Плохой	Haroshiy/Plakhoy	Good/Bad
Правильный	Pra-vil'-niy	Right (correct)
Неправильный	Ne-pra-vil'niy	Wrong