



EXCHANGE PROGRAM

BRIEF GUIDE FOR STUDENTS

Developed by the
Office of Internacional
Cooperation



General Information about the "Exchange Program"

Participation of Financial University students in international academic mobility programmes is governed by the Regulations on International Academic Mobility of Students

Students wishing to study at a foreign university under the "Exchange program" must participate in a competitive selection process. The competition is held twice a year: in February for the autumn semester of the current academic year, and in September for the spring semester.

The exact dates of the competition are established by the local regulatory acts of the Financial University and are published on the official website of the university.

Competition Stage

Document Preparation

Studies Abroad

Return to the Financial University

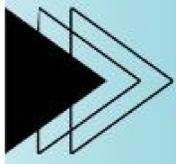
Who is eligible to participate in the competition?

The main competition is open to students who have successfully completed*:

- **3 academic semesters** – for students enrolled in Bachelor's degree programmes (2nd-3rd year students);
- **2 academic modules** – for students enrolled in Master's degree programmes.

The additional competition is open to 3rd-year students enrolled in Bachelor's degree programmes. This restriction is due to the fact that, following the additional selection, students are sent to study at partner universities for the spring semester of the same academic year.

*Successful completion is defined as a student having a Grade Point Average (GPA) of no less than 4.0 (on a five-point scale) and no outstanding academic debts for the entire period of study at the Financial University within their current educational programme.



What documents must be submitted and where, to participate in the competition?

All documents listed below must be submitted as a single complete package to the **International Cooperation Office** at the address: Leningradsky Prospect, 49/2, offices 100a. Students from branches may submit their documents online by writing to email

- **A completed application form** in MS Word format, signed by the Dean of the faculty or the Head of the Master's programme;
- **A document certifying foreign language proficiency** at a level **not lower than B2** (an international language certificate - 30 points or a certificate from the Head of the Foreign Languages Department - 15 points);
- **A copy** of the first page of the applicant's **valid international passport** (must be valid for the entire period of studies plus an additional six months).
- **English-language academic transcript** from the Student Office.
- **Additional achievements** (diplomas/certificates of winners or prize-winners of Olympiads, competitions, conferences, round tables, scientific congresses, etc.)

What criteria are used to evaluate participants?



To evaluate competition participants and subsequently compile the ranking, a 100-point system is used, based on two criteria: the student's academic performance (maximum 70 points) and their foreign language proficiency level (maximum 30 points).

The point-based assessment of academic performance is directly proportional to the student's Grade Point Average (GPA), based on the equivalence of the maximum GPA to **70 ranking points**.

The point-based assessment of foreign language proficiency depends on the student's **CEFR (Common European Framework of Reference for Languages)** level, as determined by the results of an international examination or a certificate issued by the Department of Foreign Languages. **The maximum score (30 points)** corresponds to CEFR levels C1-C2.

Additional points (maximum 7 points) are awarded to the following categories of students:

- Winners of the final stage of the All-Russian School Olympiad, members of national teams that participated in international Olympiads in general education subjects – 7 points;

What documents can certify foreign language proficiency?

There are **two types** of documents that certify a student's foreign language proficiency: an international language certificate and a certificate issued by the Head of the Foreign Languages Department at the Financial University. When preparing your documents, we advise you to note the following:

- Some partner universities **require students** participating in exchange programmes to **hold an international language certificate**. If this requirement is not specified in the informational materials, a certificate is not mandatory; however, submitting one with your application will increase the applicant's competition score;
- When applying to universities in certain countries (e.g., China, Argentina, Brazil), **proof of proficiency in a second foreign language** may be required. The procedure for obtaining a certificate of second language proficiency follows the same general process as for language certificates;
- Some international language certificates (including **IELTS** and **TOEFL**) are valid for a limited period. Certificates with expired validity will **not be accepted**.

- A certificate from the Head of the Foreign Languages Department is equivalent to 15 points out of the maximum possible 30, while the results of international examinations are rated higher

	LEVEL CERF	TOEFL iBT	IELTS	TOEIC	Cambridge Exams	Linguask ill
30	C1-C2	100-120	7,0-9,0	945-990	185+	180+
25	B2	90-99	6,5	851-944	176-184	170-179
20	B2	79-89	6,0	785-850	169-175	160-169

How can I find out which universities I can apply to?

Information about **the available partner universities** can be found on the Financial University's website in the "Exchange Program" section. To select a university offering a programme **most closely aligned with your field of study at the Financial University**, you should click on the name of the foreign partner institution. This will open a file containing detailed information about that university. Using the hyperlinks provided in the file, you can navigate to the official university website's page dedicated to academic exchange programmes, where you can review the courses offered and compare them with your curriculum at the Financial University.

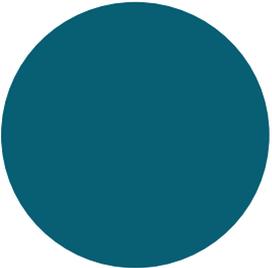
The same file also contains the contact details of the International Cooperation Office staff member responsible for the university you are interested in, whom you can reach out to should you have any questions.

How many universities can I choose?

The student has the right to indicate up to three foreign educational institutions in the application form, ranking them in order of priority. It should be noted that priority plays a crucial role in determining the results of the competition: the lists are formed based on the priorities indicated by the students, therefore applicants are strongly advised to carefully consider the choice of partner university. At the same time, the student must be prepared to study at any of the selected universities.

How can I find out how many quotas are available at my chosen partner university?

To obtain all necessary information regarding quotas, you should **contact the coordinator responsible for your chosen destination** via email or telephone. You can also obtain this information from the information boards located in Building 49/2 on Leningradsky Prospekt, near the offices of the International Cooperation Department on the first floor.



What are the next steps after submitting the documents?

After submitting your documents, you should wait for the official publication of its results: the minutes of the selection committee meeting will be posted on the official website of the Financial University. You will be able to receive further instructions from the coordinator of your program, who will contact you via the email address provided in your application form. First, the coordinator carries out the "nomination" - the submission of candidates of students who have passed the competitive selection for consideration by the host university. This procedure is largely formal in nature; however, it may require you to submit additional documents immediately after the announcement of the competition results. Therefore, it is worth checking your student email regularly.

What is the registration process for the program at the host univers

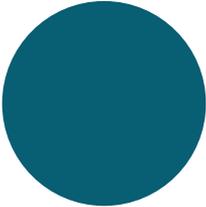


After the Financial University nominates candidates, the vast majority of foreign universities send relevant emails to those students. These emails contain a list of documents that need to be prepared, as well as the deadlines for doing it. Typically, a student needs to submit:

- Motivation letter
- CV
- Recommendation letter
- Academic transcript in English
- Proof of English language knowledge

Then you need to fill out the registration forms, decide on your accommodation, choose the subjects you plan to study, as well as draw up an individual study plan and have it approved by the Dean of the faculty

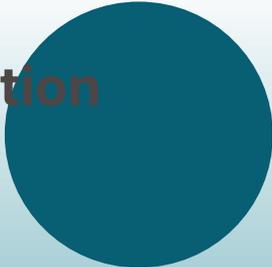
Timely submission of these documents is the key to receiving an invitation well in advance for visa processing. Therefore, we advise you not to postpone submitting your documents until the last day. **You should remember that services for course registration and housing allocation often operate on a "first come – first served" basis.** Delays in preparing your documents may result in you missing the opportunity to enroll in your desired courses or force you to spend additional time and money searching for and booking accommodation.



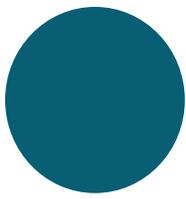
How to decide which courses to take ?

The choice of a host university should be based on the similarity of the content of educational programs. Although achieving a complete match is often impossible, course selection should be carried out with a view to having your mobility outcomes recognized upon your return to the Financial University. We advise you to seek assistance from the Dean's office of your faculty, which can help you select the necessary disciplines. Please remember that you will be required to retake any courses that are not credited (accepted for credit transfer) after you return to the Financial University.

What to do after receiving an invitation from a foreign university?



An invitation from a foreign university serves as the basis for issuing you a visa. The student is responsible for obtaining the student visa independently; however, if any questions or difficulties arise, you may contact the embassy. Please note that visa processing takes a certain amount of time, so we recommend not delaying the submission of your documents to the visa section of the embassy.



How to arrange a student's study abroad placement?

The main local regulatory act authorizing a student's study abroad placement is an order (decree) from the Financial University. To have this order issued, you will need to provide your coordinator with the following package of documents:

-  Application for Study Abroad Placement
-  Application for Transfer to an Individual Curriculum
-  Completed and approved individual curriculum
-  Copy of the invitation from the foreign university
-  Translation of the invitation text into Russian (without notarization)
-  Risk Statement

Sample application forms and individual curricula can be found on the Financial University's website in the 'Inclusive Education' section. These documents should be submitted to the International Cooperation Office immediately after receiving the invitation from the host party. Sending a student abroad without an official order is impossible, and their absence from classes will be treated as truancy, which may lead to penalties, including possible expulsion from the Financial University.

How is participation in the "Exchange program"

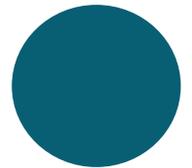
Studies at the host university under the quotas established by agreements with the Financial University are provided free of charge. All other expenses (including transportation, visa fees, accommodation, meals, etc.) are the responsibility of the student. You can check the approximate cost of living in a particular city on the university's website or on the Numbeo website.



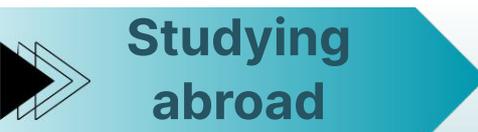
How to arrange a student's study abroad placement?

Please be advised that fee-paying students remain liable for tuition payments to Financial University during their studies at the partner university.

How to fill out an Individual Curriculum?



The Individual Curriculum (IC) is a crucial document for a student during their participation in the "exchange program". The IC contains a list of disciplines provided for by the educational programme of the Financial University, as well as a list of academic subjects that the student plans to study at the host university. The IC reflects the possibility of recognizing academic mobility results, for which purpose, in the relevant columns, it is necessary to indicate the names of the disciplines at the Financial University and the foreign educational institution. The IC also establishes deadlines for taking tests and exams in academic disciplines that are absent from the student's curriculum at the host university. These deadlines are binding, and compliance with them is monitored by the Dean's office of the faculty. For advice on filling out the IC, you can contact to your Dean's office. Remember that by signing your IC, you undertake obligations to fulfill it.



Studying abroad

What is the procedure to follow after being sent abroad?



Upon arrival at the foreign university and after completing all necessary registration procedures for the program, you must inform your coordinator at the International Cooperation Office of your arrival at the host university.

Throughout the entire period of study, you should promptly inform the coordinator from the Office of International Cooperation and the staff of the Faculty Dean's Office about any emergency situations that arise during your studies. Such cases include, for example, the loss of identity documents, problems with academic performance, the need to change the date of return to the Financial University, and other situations requiring a prompt response. Remember that you are obliged to meet the deadlines set by your application for study assignment, and their violation may entail corresponding disciplinary action.



**Return to the
Financial
University**

What needs to be done upon returning to the Financial University?



Come to the
Dean's office



Bring the notarized
transcript



Take exams



Write a review

First of all, you need to come to the Dean's office and report your return so that the appropriate official order can be prepared. The Dean's office will help you arrange with your professors to have your mobility period results recognized and to take exams for any remaining courses. For your learning outcomes from the partner university to be recognized, you must submit your transcript issued by the foreign university, along with its translation into Russian, which must be certified. After the end of the program, it is necessary to provide a review of the academic exchange program with photos