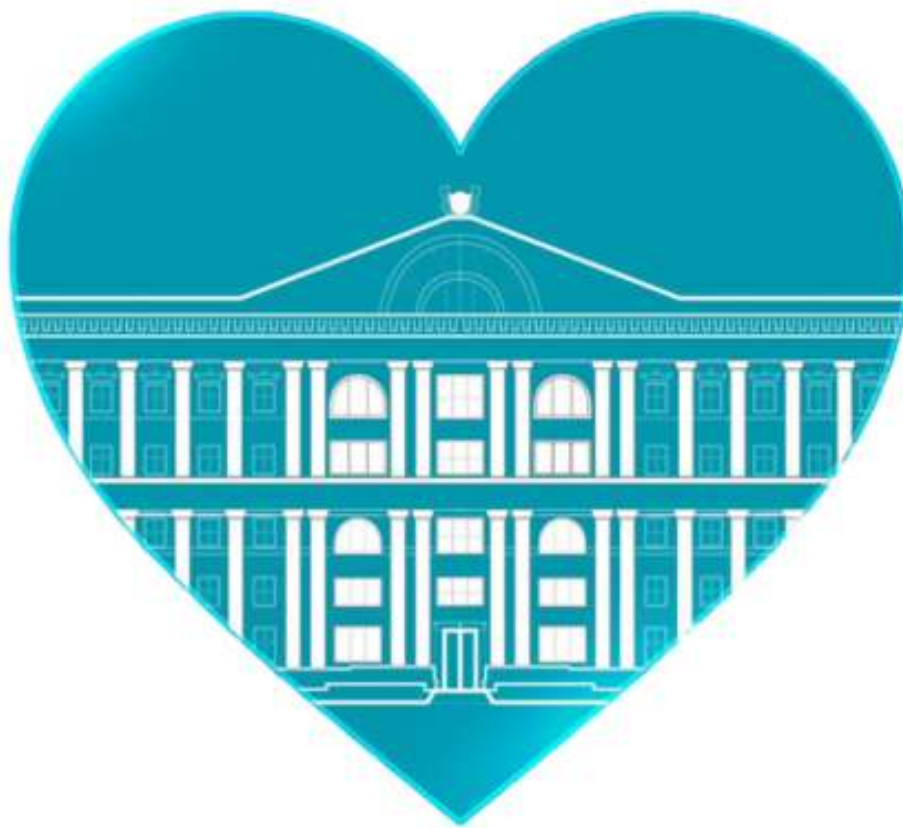


GUIDEBOOK

for International Students



FINANCIAL UNIVERSITY
under the Government of the
Russian Federation

Belongs to

(full name)

(group number)

- Register for migration accounting (Leningradsky Prospekt, 51/1, office 0209)
- Exchange contacts with the staff of the International Affairs Department (Leningradsky Prospekt, 51/1, office 0523)
- Move into the dormitory (Accommodation Service, Baltiyskaya St., 10 building 3, ground floor)
- Find out how to pay for dormitory accommodation on the university website (fa.ru)
- Learn how to purchase a VHI (Voluntary Health Insurance) policy (International Affairs Department, Leningradsky Prospekt, 51/1, office 0523)
- Obtain a student ID card (Dean's Office of your faculty)
- Exchange contacts with the staff of your faculty's Dean's Office and find out how to pay for tuition (Dean's Office of your faculty)
- Obtain an SNILS (Individual Insurance Account Number) at the Multifunctional Center "My Documents"
- Obtain social and campus student cards (Multifunctional Center "My Documents", Dean's Office of your faculty)
- Find out the class schedule (Dean's Office of your faculty, Information and Education Portal)
- Learn about available extracurricular activities, social and cultural projects at the university (International Affairs Department, Leningradsky Prospekt, 51/1, office 0523; Dean's Office of your faculty)
- Borrow the required textbooks at the Library and Information Complex

Dear friends!



By entering the Financial University, you become part of a unique community of creative and successful people, united by a shared past and present.

Throughout its history, the Financial University has graduated more than half a million highly qualified specialists in the fields of economics, finance, and management.

Our university has trained six Ministers of Finance and many other distinguished individuals.

Today, the leaders of the country's largest banks are among our alumni.

All of them remain deeply connected to their alma mater and cherish it throughout their lives.

**I wish you the best of luck, dear students of
the Financial University!**

**Prokofiev S.E.
Rector of the Financial University,
Doctor of Economics,
Professor**

Map of Russia



The flag of the Russian Federation



Coat of Arms of the Russian Federation



Area: 17.22 million sq. km

Population: 146.2 million people

Currency: Ruble ₺



System of government: Federal republic
Head of state: President
Head of government: Chairman of the Government of the Russian Federation
Legislative body: Federal Assembly
Capital: Moscow
Number of federal subjects: 89

Territory



Russia is the largest country in the world by land area. The state is located in the eastern part of Europe and the northern part of Asia

Population



Russia is a multiethnic state. More than 190 ethnic groups live on its territory, each with its own culture, religion, and traditions

Religion



More than 70 religious denominations operate in the country. The majority of believers in Russia practice Christianity in the form of Orthodoxy

General practitioners

31 December – 1 January – New Year

7 January – Christmas

23 February – Defender of the Fatherland Day

8 March – International Women's Day

12 April – Cosmonautics Day

1 May – Spring and Labour Day

9 May – Victory Day

12 June – Russia Day

the first or second Saturday of September – Moscow City Day

4 November – Unity Day



Interest rates



The area of Russia is 1.8 times larger than that of the USA and approximately equal to the surface area of the planet Pluto



The Trans-Siberian Railway is the longest railway in the world (9,288 km), crossing 8 time zones, passing through 87 cities and settlements, and crossing 16 rivers



Russia is the only country whose territory is washed by 12 seas



In Moscow, there are 7 absolutely identical high-rise buildings. In English, this ensemble is called the "Seven Sisters," while in Russian, they are simply referred to as "Stalinist skyscrapers." The style in which these skyscrapers were built is called "Stalinist Gothic"



Saint Petersburg is the northernmost city in the world with a population of over one million people



Russia shares borders with 16 countries: Azerbaijan, Belarus, Georgia, Kazakhstan, China, Latvia, Lithuania, Mongolia, Norway, Poland, North Korea, the USA, Ukraine, Finland, Estonia, and Japan

Transport

The transport system of Moscow includes ground transport (buses, trolleybuses, trams) and underground transport (the metro).

Transport Cards

“Ediny” (“Unified”)

A travel card valid for all types of public transport. The cost of one trip is 80₽. An unlimited ticket for three days costs 720₽, and for 30 days – 3160₽.

Metro

Operating hours: from 5:30 AM to 1:00 AM

“Troika”

An electronic card that can be topped up. The deposit for the card is 150₽. The fare per trip using the “Troika” card is 67₽.

Buses, Trolleybuses, and Trams

Ground transport usually operates from 5:30 AM to 1:00 AM. Buses, trolleybuses, and trams have specific routes.

Food

According to official data, the cost of a basic grocery basket (including bread, pasta, meat, fish, vegetables, fruits, milk, and sugar) in Russia is about **8000₽ per month (~\$100)**. The average bill for lunch in Moscow cafés and restaurants is **700–2000₽ (~\$8.5–25)**, while a business lunch costs **500–700₽ (~\$6.5–9)**. Prices in fast food establishments are slightly lower.

In the academic buildings of the Financial University, there are cafeterias where you can always have breakfast or lunch, choosing dishes from the menu or ordering a set meal.

The cost of a set lunch is about 350₽.

Behavior in the city

1. Always carry a copy of your passport, visa, migration card, and registration.
2. Add the phone number of your country's embassy to your mobile phone contacts.
3. Be cautious in crowded places.
4. Watch your luggage while traveling and try not to take more than you can comfortably carry.
5. Keep your valuables (money, wallet, credit cards, passport) in zippered pockets (either on your clothing or in your bag).
6. Do not respond to verbal insults.
7. The police may stop anyone on the street or in the metro to check documents. If you are detained, it is recommended to contact the Office for International Students and Faculty Affairs as well as your embassy.
8. If you lose your passport, you must immediately contact the International Affairs Department (Leningradsky Prospekt 51/1, office 0523).

Free time

Foreign guests can visit the main attractions of Moscow: Red Square, the Moscow Kremlin, St. Basil's Cathedral, Lenin's Mausoleum, GUM Department Store, Alexander Garden, and many others.

Moscow is home to many unique museums. The largest historical museum in Russia is located on Red Square.

Art lovers will enjoy the Tretyakov Gallery and the Museum of Modern Art.

For more detailed information, you can visit the official website of the Mayor of Moscow:

The logo for mos.ru consists of a red speech bubble icon above the text 'mos.ru' in a bold, red, sans-serif font.
mos.ru



Admission documents

1. Copies of educational documents indicating the subjects studied and the grades (scores) obtained in them with a notarised translation.



2. A copy of a medical report on the absence of contraindications for studying in the Russian Federation, issued by an official body of the candidate's country of residence (Form № 086/u), a certificate from a dermatologist, infectious disease specialist and vaccination certificate with a translation into Russian. Validity period - 1 year.



3. A copy of the medical certificate of absence of human immunodeficiency virus (HIV) and AIDS disease issued by the official body of the candidate's country of residence (certificate) with a translation into Russian. Validity period - 6 months.



4. Copies of passport pages with a notarised translation into Russian language, by which the foreign citizen will cross the border of the Russian Federation. The passport must be valid for at least 18 months from the start date of the study visa.



Migration and Visa Instruction
Financial University,
Leningradskiy Avenue 51/1, room 0209,
Migration and Visa Department (MVD)

Migration card - the
purpose of entry
"STUDY"

Within 2 workdays from the
date of arrival, you
MUST register for migration
in MVD.

To extend the visa, you
must come to MVD **45
day before** its expiration
date.

Required documents:

- passport;
- migration card;
- copies of all passport pages;
- copy of migration card.

Within **90 days from the date
of arrival** into the Russian
Federation, you must have:

- Medical examination
(Validity period - 1 year)
- Photos (Validity period is
unlimited)
- Fingerprinting (Validity
period is unlimited)

The registration must be
updated **30 DAYS before
THE EXPIRATION DATE!**
If you checked into a hotel
or were being treated in a
hospital, you should
contact the MVD the
NEXT DAY after coming
back.

Foreign citizens need a Voluntary Medical Insurance (VMI) for **the
entire stay in the Russian Federation.**

Steps required to move into a dormitory

1. Fill in an application for accommodation in the International Students Office (Leningradsky Prospekt, 51/1, office 0523)
2. Prepare the necessary documents (see next slide)
3. Together with the application go to the Migration and Visa Department (Leningradsky Prospekt, 51/1, office 0209)
4. Together with the application go to the Accommodation Service (Baltiyskaya St., 10, b. 3, ground floor).

Documents required to move into the dormitory

1. Fluorography (valid for 1 year)
2. General blood analysis
3. General urine analysis
4. Blood tests for RW, HBC, HCV, HIV (valid for 6 months)
5. Specialist doctors: infectious disease specialist, dermatologist, otolaryngologist, therapist (valid for 1 year)
6. Copy of vaccination certificate or included in the medical certificate
7. VMI (voluntary medical insurance)

If the certificates are issued in another country, a notarised translation is required

Without these documents the student CANNOT stay in the dormitory!

How to get a medical policy

A voluntary health insurance policy (VHI) is one of the basic requirements of the university.

The policy is required for:

- migration registration;
- visa registration or extension;
- registration;
- accommodation in a dormitory.

All necessary information about purchasing a VHI policy can be obtained from the Office for Work with Foreign Students and Teachers **at the address:**
Leningradsky Prospekt, ul. 51/1, office 0523

Average processing time: 10-15 minutes

Policy cost: from 7,400 roubles / year



Buying a policy online

Each foreign student must have a voluntary medical insurance policy for the entire period of stay in the Russian Federation, regardless of the form of study.

Passport

If you have lost your passport or it is at the migration and visa office, you can use a copy of it or the certificate you were given when you picked up your passport. You do not need a translation of the passport.



Student card

If you have not yet been issued a student card, you can use any other document that proves your studies at the university (certificate, contract with the university, etc.).



Other documents (registration, migration card, etc.) are not required to apply for a VHI policy.

Campus card

- Issued to students, postgraduates, listeners of the Preparatory Faculty.
- Serves as a pass to the buildings and dormitories of the Financial University.
- Campus card is issued in the **Dean's office of the Faculty**

Campus card is issued at the address: Leningradskiy prospect, 51/1, office 0112 (bring your passport).

Social card

- Issued to full-time students.
- Combines the functions of a campus and social card.
- It is used as a bank card (to receive scholarships, salaries, parking fees, dormitory fees and other banking transactions).

How do I get it?

Social card

1. Obtain an SNILS

Apply to the Russian Social Fund with documents:

- original passport,
- notarised translation of the passport,
- proof of registration.

2. Apply for a social card

Via personal cabinet on mos.ru:

- log in,
- fill in the application form, attaching your SNILS.

3. Receive the finished card

After notification from mos.ru, collect it from the Russian Social Fund.

SIM card

1. Obtain an SNILS

- Where: Social Fund of Russia.
- Documents:
 - Passport + notarised translation
 - E-mail

2. Register on Gosuslugi

- Where: Bank or MFC.
- Documents:
 - SNILS
 - Passport + translation
 - E-mail

3. Take biometrics at the bank

- What you need:
 - Confirmed Gosuslugi account
 - Passport + translation
 - SNILS
- Process: Photo + voice recording.

4. Buy a SIM card at a telecoms shop

- Documents:
 - Passport + translation
 - SNILS or e-mail
 - Phone (to check IMEI)
 - Ready biometrics

Student appearance

Regardless of cultural and religious traditions, the appearance of a student of The Financial University must comply with the norms of business style and exclude provocative details in clothing.

Session attendance

- At the Financial University, the academic year begins on 1 September (for postgraduates - from 15 October) and ends according to the working curriculum for a particular field of study
- Class duration is **1 hour and 30 minutes**
- Break between classes is 10 minutes, lunch break is **40 minutes**
- Students must attend the classes provided for in the academic or individual plan
- Students must inform the dean's office in writing in advance that **they cannot attend the classes, as well as the e-learning sessions.**



Code of Ethics
of The Financial University

Point-rating system

The Financial University has a **point-rating system.**



The maximum possible number of points for the ongoing progress control

40 +

20 + **20**

the maximum possible number of points for the first ongoing progress control

the maximum possible number of points for the second ongoing progress control

The maximum possible number of points for the test and exam

60 = **100**

86-100 — excellent

70-85 — good

50-69 — satisfactory

less than 50 — unsatisfactory



50-100 — accredited

less than 50 — not accredited

The maximum possible total number of points for the test and exam in the subject

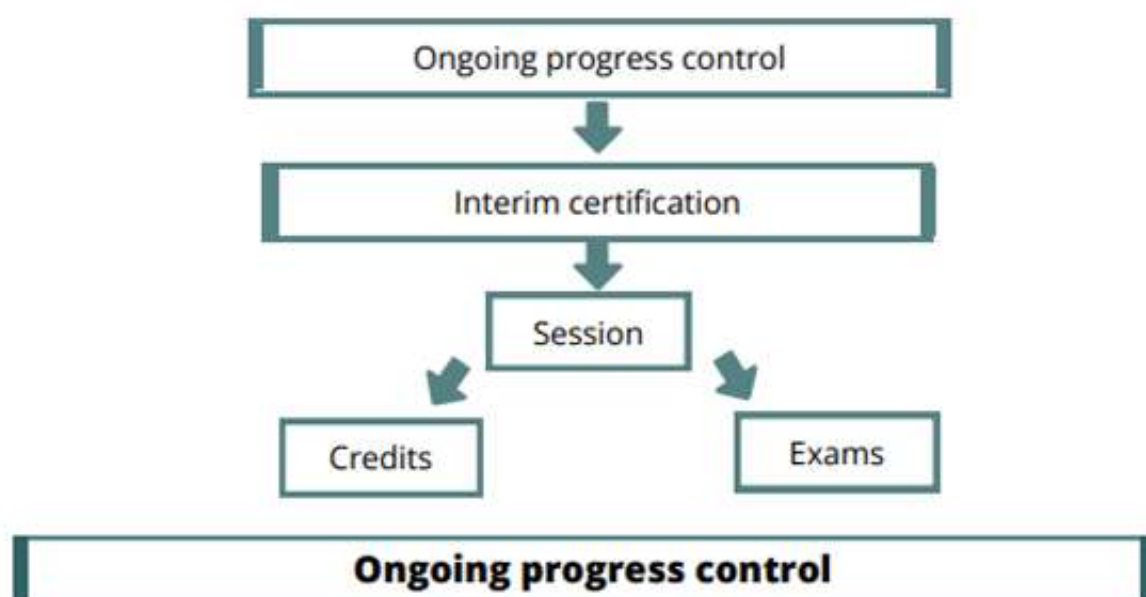
Rating is your place in the general list of students of the faculty.

The higher the rating, **the more benefits students receive.**

The teachers announce the scoring criteria to the students on the first lesson of each discipline.

Students can earn points by completing tasks during seminars, doing homework, and attending classes.

The rating is formed based on the results of the interim assessment for the semester and the session.



- The purpose of the current progress control is to check the student's level of knowledge in the subjects during the semester.
- The first current control is held from **1 to 10 November and at the end of the semester.**
The second current control is held from **1 to 10 April and at the end of the semester.**
- The current progress control is carried out **2 times each semester, for a total of 4 controls per academic year.**
- The minimum number of points to pass the current progress control is **7 POINTS**, the maximum is **20 POINTS**.
- A student who has received between 0 and 6 points is considered unattested. **3 non-attestations - reprimand, 3 reprimands - expulsion from the university.**
- The results of the current progress control affect the final grade at the credit and examination. **The higher the scores for the current control, the higher the chances of getting a positive result.**
- The results of the current progress control cannot serve as a reason for not allowing a student to participate in interim certification (credits and exams).

Exams

- Intermediate attestation is designed to assess the intermediate and final results of learning in the disciplines.
- Intermediate attestation is conducted in the form of a credit, examination, defence of coursework or practice report.
- If a student fails to attend the interim certification for a valid reason, the Dean of the Faculty shall set individual deadlines for the interim certification.

Academic debt

- The lecturer independently determines the form of credit (written/verbal).
- The credits are taken at the last seminar session.
- Early positive assessment of the discipline without the need to take credit is possible if the total number of points for interim certification is not less than 35 points.
- The results of the credit are reflected in the record sheets with the entry 'pass' or 'fail' with the indication of points.



The rights of students in the dormitory

- To live in the room assigned to them during the entire period of study, provided that they comply with the rules of the dormitory and the rental agreement
- To ask the administration of the dormitory to repair equipment that has broken down through no fault of their own
- To use the household facilities, equipment and inventory of the dormitory
- To participate in the elections of the student council of the dormitory and to be elected to it
- To use electrical appliances in compliance with fire safety rules

Responsibilities of students in the dormitory

- Use the accommodation for its intended purpose
- Provide documents for registration at the place of stay in due time
- Use electricity and water economically
- Fulfil the terms and conditions of the rental agreement
- Receive guests at the strictly designated time (8:00-22:00)
- When using the rooms for independent study, keep quiet and do not disturb others
- Pay for accommodation in the dormitory in a timely manner
- Clean your accommodation on a daily basis.



In the campus area of The Financial University **it is prohibited:**



To smoke tobacco (including electronic cigarettes and other special devices), as well as inhaling nicotine-containing vapes, including using special devices.



To use of drugs and narcotic substances.



To drink alcohol beverages, including low-alcohol, being in a state of alcoholic, narcotic and toxic intoxication.



To play cards and other gambling games.



To use swearing expressions.



To take outsiders to the student dormitory and sharing living space with them, including people living in dormitory.



Unauthorized relocation of residents and the transfer of furniture from one room to another is not allowed.



For violation of fire safety rules, a student can be **ousted from the dormitory and expelled from the Financial University.**

To stay up to date with events, trips, news and important announcements for international students.



channel of the Office for International Students
and Teachers (OISAT)

Address: 51/1 Leningradsky
Prospekt, office 0523
e-mail: iso@fa.ru



channel of the Migration and Visa
Department (MVD) of The Financial
University

Address: 51/1 Leningradsky
Prospekt, office 0209
e-mail: ovu@fa.ru



International Students Club

A comprehensive system of interaction between foreign and Russian students with the help of “country leaders” - active representatives of different countries.



FinКульт



The project is aimed at familiarising foreign students with Russian culture.

In addition to lectures and interactive assignments, excursions to theatres, conservatories and museums are organised.

The Russian Way

A course of lectures on Russian history. After listening to all lectures and completing a number of assignments, students are given a certificate that provides 10 points for admission to undergraduate, graduate and postgraduate programmes.



Bridges of Friendship



A project to exchange cultural traditions and strengthen international ties. Representatives of diplomatic missions are invited to the events, and also international students from other universities.

Buddy System

A project whose participants help foreign students who come to study in the Russian Federation to adapt to life and study in a new environment.



How and where can I get books?



Every semester students receive sets of educational literature from the university libraries.



The rest of the books can be taken home unless they are provided in a single copy.

Is there a fiction collection in the library?



The library has a rich fund of fiction, which is constantly replenishing.

You can get the books at the libraries **Leningradsky prospekt 49, office 100** and **Leningradsky prospekt 51/1, office 0116**.

Fiction is given out in **the amount of 1 to 3 books for up to 15 days**.

How can I get remote access to full-text materials?

Online



To get remote access, you need to go to the library on any territory of the University, **having a campus card with you**.

The user receives an individual login / password **only if there is no liabilities to the library**.



Sports and recreation complex of the University

The sports and recreation complex consists of three educational and sports bases:



Leningradsky prospekt, 55



Kasatkina street, 17



Verkhnyaya Maslovka street, 15



Swimming enthusiasts can make use of the **25-meter swimming pool**.

3

Gyms.



There are classes in volleyball, basketball, mini-football, swimming, tennis, table tennis, boxing, wellness gymnastics.

2

Table Tennis Hall.



4

Gyms equipped with various types of exercise equipment.



Martial arts hall with professional ring and training equipment.



Sports life of the
University

There are several cafeterias and buffets in the buildings of The Financial University.

Cafeterias



The opportunity to have a full lunch, choosing the first and second course



The opportunity to have a snack by buying a sandwich

Buffet



In the cafeterias of the University, you can choose each dish individually to choose from or order a set lunch.

A set lunch consists of salad, soup, main course, drink and bread. The menu of a set lunch is formed every day.



The cost of a set lunch does not exceed 350 rubles.

The dining room menu consists of several types of dishes that differ in the way of cooking: fried, boiled, stewed or baked.

Tuition fee can be paid in the following ways:



Payment using a receipt in a bank



Online payment



You can send a scan copy of the payment receipt to the following email address: oplata@fa.ru.

Payment for accommodation in the dormitory can be made in the following way:



Payment using a receipt in a bank



Online payment



University site



The payment receipt must be shown to the administrator and saved in case any issues arise.

Normative documents of the University



Laws of Russia





Moscow Metro



Currency
exchange rate



Moscow transportation
system



Official site of
Moscow city



Free events in
Moscow



Occasions in Moscow



Big city



The Bolshoi theatre



Moscow zoo



Urban Behaviour

Faculty	Address	Dean
Preparatory Faculty	Moscow, Shcherbakovskaya St., 38	Pukhova Marina Mikhailovna (MRukhova@fa.ru)
Faculty of International Economic Relations	Moscow, Leningradsky Prospect, 49	Seleznev Pavel Evgenievich (PSeleznev@fa.ru)
Faculty of Finance	Moscow, Maly Zlatoustinsky Lane, 7, Bld. 1 Moscow, O. Dundina St., 23	Siluanov Anton Germanovich (AGSiluanov@fa.ru)
Faculty of Economics and Business	Moscow, Kibalchicha St., 1, Bld. 2	Bezsmertnaya Ekaterina Ramonovna (EBezsmertnaya@fa.ru)
Faculty "Higher School of Management" (BIShU)	Moscow, Verkhnyaya Maslovka St., 15	Kadyrova Gulnaz Mannurovna (GMKadirova@fa.ru)
Faculty of Information Technology and Big Data Analysis	Moscow, 4th Veshnyakovsky Drive, 4, Bld. 1	Feklin Vadim Gennadievich (VFelkin@fa.ru)
Faculty of Taxation, Audit and Business Analysis	Moscow, Verkhnyaya Maslovka St., 15	Zasko Vadim Nikolaevich (VNZasko@fa.ru)
Faculty of Social Sciences and Mass Communications	Moscow, Leningradsky Prospect, 49	Fedorov Valeriy Valerievich (VVFedorov@fa.ru)
Faculty of Law	Moscow, Shcherbakovskaya St., 38	Ruchkina Gulnara Florovna (GRuchkina@fa.ru)
Faculty of Finance (repeated address entry, listed twice above)	Moscow, Maly Zlatoustinsky Lane, 7, Bld. 1	Siluanov Anton Germanovich (AGSiluanov@fa.ru)

Emergency numbers



112

Rescue
Service



103

Ambulance



102

Police



101

Fire
Department

University Numbers

+7 (499)943-9855

University Inquiry office

+7 (499)553-1218

International Students Office

+7 (499)553-1216

Migration and Visa
Department

+7 (495)249-5319

Support division for the
activities of international
students and teachers

+7 (499)553-1382

Group of campus cards

+7 (499)943-9592

Accommodation Service

+7 (499)553-1424

Extracurricular Activities
Department

+7 (499)553-1088

Student Sports Club