



2023/2024 a.y.

EXCHANGE SURVIVAL GUIDE

BACHELOR LEVEL



**Graduate School
of Management**
St. Petersburg University



WELCOME TO THE GRADUATE SCHOOL OF MANAGEMENT!

Dear International Students—

On behalf of all of us at the Saint Petersburg University Graduate School of Management, I would like to welcome you to what we hope will be a period of your life that can only be described as a life-changing experience: one which gives you a new perspective on the world, a valuable new international network of friends and future business contacts and especially – those moments to remember, where you discover wonderful things that you otherwise never would have experienced.

Study abroad will always bring challenges: from discovering how to get the courses you need to figuring out how to get just about everything practical to work in your life in this new setting - from public transportation to relations between the sexes. And on top of all of this, you have chosen to “think out of the box” by choosing to do your student exchange in a country, which is still unknown territory for many and by wrestling with a very different new language. You have made a strong move which, by the way, just might be what catches the eye of a future employer when you are looking for that exciting international job after graduation.

In the meanwhile, all of this will not come easily and if it happens that you feel lost occasionally, we want you to know that you are welcome to come in to the office and have a talk with us – we are here to help. Our international program has been a work in progress and one which we hope, with your help - to make even better as we go along.

Добро пожаловать в Санкт-Петербург! ('Welcome to Saint Petersburg!')



Robin Jensen

External Consultant for International Relations

This Student Guide is dedicated to the many GSOM students who have either worked on it as interns, served as buddies or buddy coordinators and all of those who just take time out of their normal daily routines to make our international students feel welcome here

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ABOUT THE HOST UNIVERSITY

Saint Petersburg State University (SPbU)

<http://eng.spbu.ru>



St. Petersburg University was established in 1724 by an edict of Peter the Great.

After almost 300 years, it is a leading higher education and research institution in Russia.

SPbU is made up of many different buildings located around the central city districts and Peterhof.

Many of them are unique architectural monuments, say, Mikhailovskaia Dacha and Bobrinski's Palace, that are harmonious in combining history and modernity.

The Twelve Collegia, as the main building of the University, demonstrates a notable example of Peter the Great's architectural period and was built by Domenico Trezzini and A. F. Shchedrin in the 18th century.

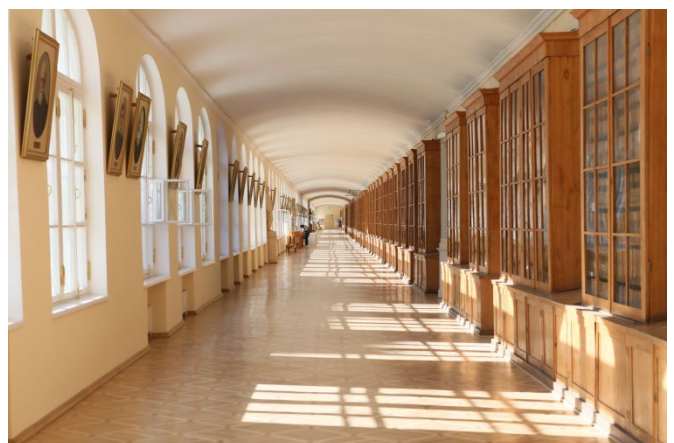
Initially, it was a place for the Russian government. In 1838, it was commissioned to the University. Since then it has included housing offices, Gorky Research Library, resource centres and Research Park laboratories. It is also a place where the important University events are held.

[VIRTUAL TOUR AROUND SPBU](#)

[VIRTUAL TOUR AROUND SPBU MUSEUM OF MODERN SCULPTURE](#)

[VIRTUAL TOURS AROUND SPBU MUSEUMS AND COLLECTIONS](#)

[SOUVENIR SHOP](#)





Graduate School of Management (SPbU GSOM)

<http://gsom.spbu.ru/en>



The School of Management at St. Petersburg University was launched in 1993 in partnership with Haas School of Business at UC Berkeley – with 4 full-time professors and 33 Bachelor students. It started as a Russian Business School with a global vision.

Today it is the #1 Business School in Russia and in Eastern Europe.

Mission:

- Create knowledge**
- Develop leaders**
- Change the world for the better**

GSOM SPbU 2025 is the # 1 Business School in Russia with a global vision and management competencies adapted for the Russian labor market; is a Business School with a unique educational environment and a continuously improving team to develop change leaders at any stage of their career.

- ✓ The only Russian CEMS member school;
- ✓ The only Russian business school in FT Ranking
- ✓ The only Russian member of the Partnership in International Management PIM Network
- ✓ Internationally accredited by EQUIS, AMBA, and EPAS

GSOM SPbU Fact and Figures



Bachelor / Master /
PhD / MBA & EMBA
Programs



1200+
Students

8000+
Alumni

140+

practitioners
with courses
and guest lectures



200

outstanding
corporate
partners



20+

International
visiting
professors

80+

Full-time faculty



GSOM SPbU Academic Partners



1 joint and 3
Double Degree
programs



GSOM



80+

Academic partners in
37 countries





Campuses

GSOM SPbU has two campuses with rich history:

- Volkhovsky pereulok, 3 (also written as Volkhovsky [per.](#)) - Main building & Master programs
- Mikhailovskaya Dacha, Sankt Peterburgskoe shosse, 109, Peterhof – Bachelor Programs

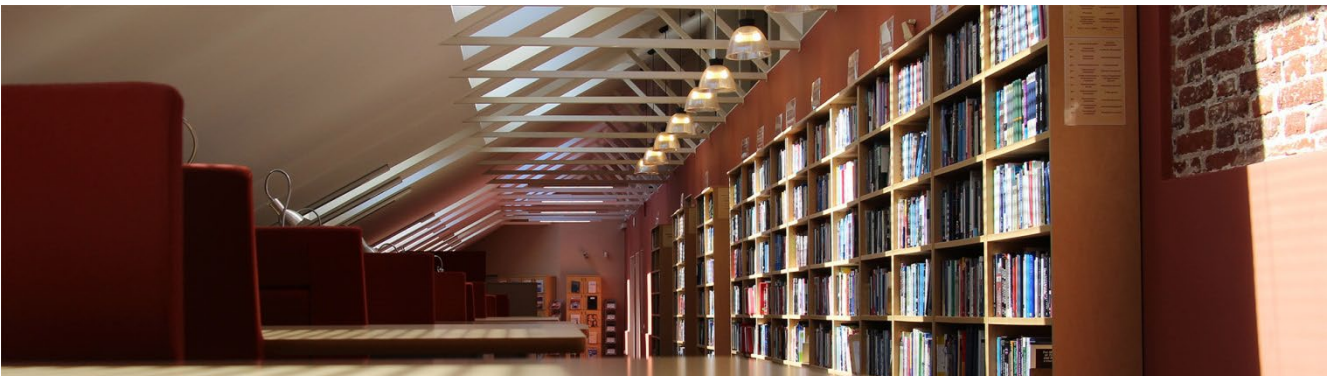


The first main campus is a historical building in the very heart of St. Petersburg, on Vasilievsky Island, near the Twelve Collegia Building, the administrative building of St. Petersburg University and other sights of the Northern Venice.

[MAP AND INFORMATION](#)

The second campus is a suburb campus “Mikhailovskaya Dacha” located between Strelna and Peterhof on the area of former Grand Duke’s summer residence.

[MAP, INFORMATION & VIRTUAL TOUR](#)





Contact information

Master programs

Location: Volkhovsky pereulok, 3, room 210

Tel.: +7 (812) 323 8448

E-mail: [mib@gsom.pu.ru](mailto:mib@gsom.spbu.ru)

Open: Monday – Friday, 9:30 – 18:00

Bachelor programs

Location: Sankt Peterburgskoe shosse, 109, room 2231

Tel.: +7 (812) 363 6000

E-mail: delnik@gsom.pu.ru

Open: Monday – Friday, 10:00 – 19:30

International office is your first port of call for enquiries regarding your stay in Russia.

Volkhovky pereulok, 3, room 207	Sankt Peterburgskoe shosse, 109, room 2218
Tel.: +7 (812) 323 8447 E-mail: exchange@gsom.spbu.ru Open: Monday – Friday, 9:30 – 18:00	Tel.: +7 (812) 3636000 (add. 7246) E-mail: exchange@gsom.spbu.ru Open: Wednesdays, 10:30 – 17:00



Head of the office (agreements, general cooperation issues) & Replacing Ms Bader
Ms. Alisa Stepanova
a.e.stepanova@gsom.spbu.ru



Visa issues:
Ms. Ekaterina Zhulanova
e.zhulanova@gsom.spbu.ru



Outgoing students:
Ms. Ekaterina Bader
(on maternity leave)



CEMS MIM Coordinator:
Ms. Olesya Ustimenko
ustimenko@gsom.spbu.ru
+7 812 323 8448



Incoming students:
Ms. Ekaterina Soloveva
ekaterina.soloveva@gsom.spbu.ru

Academic office contacts



Director, Bachelor Program Office
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+7 (812) 363 60 00 ext. 7055 and +7 (931) 231 04 59



Manager for Teaching Schedule
Ekaterina Podboretskaya
ekaterina.podboretskaya@gsom.spbu.ru
+7 (812) 363 60 00 ext. 7030



BEFORE ARRIVAL

Application procedure

Students nominated by [GSOM SPbU partners](#) receive application instructions right upon the completion of the nomination deadline:

April 25 for Fall semester

October 15 for Spring semester.

A student who is not officially nominated by a partner University or is coming from the University that has no student exchange agreement with SPbU can be accepted for a semester as [a free mover](#) student (on a fee-paying basis).

The application deadlines are:

May 15 for Fall semester

October 25 for Spring semester.

The application is done by each student personally and include the following documents (check-list):

Tick	Document in the application
	<i>Application form in the required format containing the necessary data for the invitation preparation</i>
	<i>A good quality scan of the passport* that must be valid for minimum 18 months beyond the date of the entrance to Russia (since around mid-August for those arriving in Fall semester; since around late January for those arriving in Spring semester)</i>
	<i>Latest academic transcript/report reflecting grades and GPA covering the period of the studies at a home university; or in case the student is 1st year master student in his 1st semester of studies, a bachelor diploma can be a substitution</i>
	<i>English language proficiency confirmation in the form of an international certificate or a confirmation letter from a home university. The required level must be equal or higher than TOEFL ibt 80/ IELTS 6.0 or the level of B2 on an English test administered by a teacher of English qualified to work with CEFR</i>
	<i>Passport type personal photo preferably in jpeg format</i>
	<i>Curriculum Vitae (Resume)</i>

* It is possible to do exchange semester in Russia with a Russian passport if you have it.



Visa application procedure

All citizens of non-CIS (Commonwealth of Independent States) countries are required to have a valid visa when entering Russia. Your international passport serves as your primary ID on the territory of the country.

Invitation document

Form	Electronic
Issued by	Federal Migration Service of the RF (out of GSOM control)
Prepared within	Up to 5 weeks since GSOM application to FMS RF
Special Requirement*	Passport valid for at least 18 months since the date of possible arrival to Russia (approx. mid-August for Fall semester students and late January for Spring semester students).

**Remember to immediately apply for a new passport if yours expires earlier than stated in the requirement and send us the scan once it is ready (invitation letter prepared with the old passport data is invalid).*

It takes approximately 1 month to prepare the invitation document. As long as it is issued by the FMS of RF and not by GSOM or Saint Petersburg University, we unfortunately have no control over this process. Still, we do everything in our power to expedite the time when you have the document that is why we apply for the invitation preparation for the prospective exchange students right upon application deadline completion.

Electronic invitation is sent to the students by e-mail together with the [instruction](#) on the same day when it's received by GSOM.

Then the student applies for the visa in the city which was indicated in his application form.



It is important to mention that in case there is a need to change the city, GSOM will have to start the whole process from the start: new city will mean a new invitation and as a consequence another month to prepare it. We'd recommend to avoid such situations not to risk the opportunity to do the exchange in Russia.

Insurance

All students are required to have a health insurance when applying for the visa which should be valid in Russia for the whole period of studies.

The insurance certificate is also required when applying for [visa extension](#) upon arriving to SPb.

GSOM will check the following when collecting electronic copies of the insurances from the students:

- The coverage must be 100 000 rubles and higher;
- Repatriation shall be included;
- The type of the insurance must exclude tourism.

It is necessary to keep all of your [medical bills](#) from the exchange if any so that your insurer could reimburse them to you later.

If anything is stolen from you (including cash), you need to immediately report the case to the police.

Otherwise, you will not be able to make the insurance claim.

The GSOM or the SPbSU cannot reimburse you for any such accident in case it occurs.



Student single entry visa

According to Russian Legislation it is impossible to issue a multiple-entry visa covering the period of the whole semester from the start. That is why as soon as you arrive and GSOM registers you as a student, we will then immediately help you to apply for a multiple-entry visa.

Hence, once you have the invitation document, you need to apply for a **STUDENT SINGLE ENTRY visa valid for 90 days in the city indicated by you in the application form.**



To find out the full list of documents that is required of applicants for a Russian visa, please contact the embassy/consulate/visa center to which you plan to make your application for the visa – the requirements vary greatly at the various Russian consulates, so we are not able to provide sufficient support on this matter.

We encourage you to use the [instruction](#) we prepared specifically for this purpose when proceeding with the application.

When receiving your visa, make sure that the Purpose of Entry is “УЧЕБА” (Education/Study). If

this is not the case, request that the consulate correct this, as this is the status which the letter of invitation has specified for you.

Application for the [multiple-entry visa](#) valid for the whole semester:

When	approximately in 20 days after arrival if a student stays in SPb until extension application
How	GSOM prepares your applications and then invites you to submit passports (with 1 photo and visa fee of 1600 rubles)
How long	5 weeks since passport submission with no possibility to travel outside of Leningradskaya oblast' region
Valid till	the official end of the semester (announced separately)

Please **do not make any travel plans** (both to other Russian cities and outside of the country) for the period of time dedicated to your registration and visa extension (**at least 2-3 weeks to register + 5 weeks to extend visa**).

Booking tickets

The earliest possible entry date is set each semester and announced together with the date of the end of the semester upon application deadline completion.

As long as SPbU is not entitled to extend visas for the dates after the official semester dates, your visa expires with the date of the end of the semester.

Tickets to Russia: we recommend students to book tickets to Russia after the visa is ready or at least upon applying for visa (in case of the latter a student must check with the responsible office the entry date they will indicate in the document: it may happen the visa contains the date different from the one stated in the invitation).

Return tickets:

- If you want to leave Russia once your exams are over, avoid booking your return ticket until you know the **exact dates of all your exams** (announced during the semester);
- If you want to stay until the official end of the semester regardless of when your exams are over, you can book tickets once the end dates of the semester are announced.

Consider your plans carefully and make sure you are in SPb during the [exams](#). Otherwise you risk being forced to change tickets because GSOM doesn't provide individually scheduled exam dates.



Accommodation

Accommodation in the [SPbU dormitory](#) is guaranteed for all exchange students and a place in it is reserved for you automatically. You do not need to apply for it individually.

GSOM bachelor accommodation is located on the territory of the campus: there are usually 2-3 students sharing one flat-type block, 1 student per room, with joint kitchen and bathroom facilities per flat.

If you choose to find a private flat-share, it is recommended to keep the dormitory reservation open until the contract is signed: while dorms reservation is open, students can change their mind any time; but once it is dropped, the process of getting a place back takes around 2 weeks.

Note that **once you move in to the SPbU Dorms, you will be responsible for the payment until you officially deregister from the place** => not to accumulate unnecessary bills, don't forget to cancel your place by informing us once private housing option is settled.

The university is not able (and has no right) to provide any information regarding renting private accommodation. You can ask your Buddy to help with that.

Buddy System

At GSOM each of you will be accompanied by a Russian student - your "buddy" – who will help you to settle more easily into your new environment.

Aw'GSOM Buddy Team

HELPING EXCHANGE STUDENTS SINCE 1999

"Buddies" are the GSOM students who have volunteered to help one or more of our international students. They will make every effort to help you still, please, respect their privacy and remember that they can't only spend all their time with you.

The buddy will help you both before and upon you [arrival](#): meet you at the railway station or airport and bring you to your place of stay, help you through your first days in the city and support you during the semester. He or she will probably become your first Russian friend, with whom you can share a lot of fun time together.



The appointed to you buddy will be in touch with you either via social media or by email approx. a month prior to the exchange.

You should inform the International Office staff and your buddy about your travel arrival arrangements (date, time, flight/train number) as soon as possible, otherwise there will be no one to meet you at the train station or airport. In that case you will have to figure the commuting out on your own.





ARRIVAL TO SPB

Here is a summary of the things you should not forget to bring with you once you depart from home and arrive to Russia:

	Document	Things to check and bring with you
<input type="checkbox"/>	Passport	<input type="checkbox"/> Valid for at least 18 months beyond your arrival to Russia <input type="checkbox"/> Check that the date of your arrival is stamped next to Visa at the Passport Control
<input type="checkbox"/>	Valid Russian Visa	<input type="checkbox"/> Your name must be in the visa written properly <input type="checkbox"/> The type of the visa must be Student: УЧЁБА <input type="checkbox"/> The date of your <u>arrival cannot be earlier</u> than start date of your visa
<input type="checkbox"/>	Migration Card	<input type="checkbox"/> The card is given pre-filled upon passing through immigration if the arrival was by plane. Check that the card is filled in properly. <input type="checkbox"/> If you arrive by bus, train or car, you will have to fill it in yourself. <input type="checkbox"/> Check that the date of your arrival is stamped on the card at the Passport Control <input type="checkbox"/> Be sure to put it in a safe place where you are not going to lose it until you depart from Russia
<input type="checkbox"/>	Photos	<input type="checkbox"/> 3 passport-type items (3x4cm, any colour, white background, matte paper)
<input type="checkbox"/>	Lung x-ray	<input type="checkbox"/> required from those who stay in the dorms of SPbU and for the Medical Check-up* ; <input type="checkbox"/> must be valid during the exchange semester <input type="checkbox"/> for the medical check-up purpose and to avoid extra expenses and x-ray exposure it is strongly recommended to do the x-ray already in Russia

Migration Card – Your Record of Entry

It is an important legal document and is required **both** for registering in the city, and also when leaving Russia — otherwise you may not be given a new visa in the future.

You need to fill in the document correctly (it is easy to do as there are Cards printed in many most spread languages).

If you make a mistake, you should begin over on a new form rather than just writing over the mistake.

This document verifies your date of arrival => you need to hand the paper over to the Passport Control officer and to make sure that you have got a stamp made in the 'Въезд / Arrival' section with the date of your arrival in the frame.

Otherwise you will not be able to register yourself as a student upon arrival and will have to restore it at the Federal Migration Services and police station, the offices where few people speak English.

Same goes for the losing the card – keep it safe to avoid Russian bureaucracy experience.

When you are already in Russia and [multiple entry visa](#) is obtained, every time you go abroad the border police will take your migration card. When you re-enter Russia, **you must** make sure that:

- you have got a new migration card
- the border police have stamped it (on the day of crossing the border)

NB! In Russia it is possible that police might stop you in the street to check your documents. **You should always have with you a copy of your passport and a copy of your migration and [registration cards!](#)**



Settling in

Your buddy will meet you at the [Pulkovo airport](#) or at the train or bus station.

- ✓ Make sure that you and your buddy will be able to recognize each other.
- ✓ Make sure that you have received a migration card and have filled it in as soon as you have crossed the border.

The first thing you need to do after arrival is to settle in.

SPbU Dormitories

The address of the GSOM bachelor dormitory is **Sankt-Peterburgskoye shosse, 109**.

To access the premises you will need to use your passport until your student IDs are prepared (takes around 10 days since arrival).

If a student arrives during the weekend or non-office hours, he is provided with a temporary room in the SPbU dorms at address of **Botanicheskaya ulitsa, dom 66/2**, which is later changed to a place in GSOM dorms (first working day and after the [agreement with the dorms](#) is signed).

Commuting from the airport to the Dormitory

It might be a challenge to go to the Dorms from the airport by public transport with your suitcases, so we would recommend to take taxi. Your buddy will order it after he or she meets you and you are sure that all of your luggage has arrived to Saint Petersburg. Do not use any offers of transport in the arrival hall except from the official taxi counter!

If you make up your mind to use public transport, here is the description of the route:

- From the airport take a bus 39 to [metro](#) station Moskovskaya

	No	Price (year 2023)	Time till metro	Interval
Bus	39	65 rub	30-35 mins	12-20 mins
Express bus	39A	65 rub	15-20 mins	25-30 mins
Metro ride		70 rub		

- From Moskovskaya metro station go till metro station Avtovo (you will need to change lines)
- When exiting Avtovo metro station, go to the right and then go downstairs to cross the road (go upstairs on the right where the bus stops are and walk until further ones)
- Take bus 210 till stop Staryi Peterhof or marshrutka K-424(A), K-404 (around 30+ stops).



Local registration upon arrival

Настоящим подтверждается, что

Фамилия **SURNAME**

Имя **NAME**

Отчество (при их наличии)

Гражданство, подданство **CITIZENSHIP**

Дата рождения: **DOB** число месяц год **GENDER** Пол: мужской женский

Место рождения: **Place of birth** **COUNTRY**

город или другой населенный пункт **CITY**

паспорт **PASSPORT No** серия №

Дата выдачи: **Date of issue** число месяц год Срок действия до: **Date of expiry** число месяц год

в установленном порядке уведомил о прибытии в место пребывания по адресу: **Registration address**

Область, край, республика, автономный округ (область) **C A H K T - П E T E P E B Y P F**

Район

Город или другой населенный пункт

Улица **M O P C K O Y I I Ш E H O T Ы**

Дом

Корпус

Строение

Дом, участок, владение и иное (заполнить согласно документу, подтверждающему право собственности)

Квартира

Квартира, комната, офис и иное (заполнить согласно документу, подтверждающему право собственности)

Заявленный срок пребывания до: **Visa expiration date** число / /

According to the Migration Legislation of RF an international citizen entering Russia must be registered **at the address of his actual stay within 6 working days upon arrival.**

The proof of the completed registration procedure is a strip of A4 paper with your passport data, the address of your stay and the stamp of the registering office.



It must be scanned in IRO office and you always need to have it with you (or its copy) together with the migration card.

It is one of the required documents in the visa extension application.

Renewal of the registration is due after:

- ✓ visa extension;
- ✓ you stay in a hotel or hostel in SPb;
- ✓ you go outside of the city and stay in hotels or hostels;
- ✓ you go outside of the country.

*Your first registration is supposed to be valid until the expiration date of your first visa.

*All the following re-registrations are supposed to be valid until the expiration date of the extended visa.

Для принимающей стороны либо иностранного гражданина или лица без гражданства в случае, предусмотренном частью 3.1 статьи 22 Федерального закона "О миграционном учете иностранных граждан и лиц без гражданства в Российской Федерации"

Фамилия **E P O P O B A**

Имя **H A T A I I Y**

Отчество (при их наличии) **Л E O H И Д O B H A**

Наименование организации **C A H K T - П E T E P E B Y P F C K И Й П O C** инн **7 8 0 1 0 0 2 2 7 4**

Подпись принимающей стороны, либо иностранного гражданина или лица без гражданства в случае, предусмотренном частью 3.1 статьи 22 Федерального закона "О миграционном учете иностранных граждан и лиц без гражданства в Российской Федерации"

Отметка о подтверждении выполнения принимающей стороной и иностранным гражданином или лицом без гражданства действий, необходимых для его заселения на учет по месту пребывания

Печать организации (при наличии)

ОТРЫВНАЯ ЧАСТЬ ВЛАНКА УВЕДОМЛЕНИЯ О ПРИБЫТИИ ИНОСТРАННОГО ГРАЖДАНИНА ИЛИ ЛИЦА БЕЗ ГРАЖДАНСТВА В МЕСТО ПРЕБЫВАНИЯ

Staying in the Dorms Registration is done by SPbU. We recommend you to stick to this option as you will not be involved in extra paperwork and stress.	Staying in a private place Students have to deal with the registration procedure by themselves together with the owner of the place they rent.
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If you feel the strong need to find a private place, we'd recommend to do it after your visas are extended.

In order to be registered at the Dorms by SPbU responsible office, the first working day you must visit Passport and Visa Department in the Main Peterhof Dormitory #10, OFFICE 103 (ulitsa Botanicheskaya, dom 66/2, tel.428 46 01) to obtain your registration in the city.

Documents required to be registered:

1. Passport
2. Migration card
3. Dorms settling-in agreement
4. Insurance

The registration is prepared within several days, you will need to return to the office to pick it up (the manager will inform you on the exact date).

IF YOU DROPPED DORMS OPTION make 100% sure that the owner agrees to proceed with your MIGRATION REGISTRATION and does it promptly upon the establishment of the contract but **no later than 6 days since your arrival*** (on the 7th day the procedure must be fully completed meaning that you must have the registration paper on this day) - we will not be able TO EXTEND YOUR VISA until you do not obtain the

registration paper. Thus, any delay with it will automatically lead to a delay with visa extension.

**A delay may lead to extra expenses and in the worst cases to fines and deportation.*

📄 An owner may fail to know what migration registration is (МИГРАЦИОННЫЙ УЧЕТ). If that's the case, when discussing the matter, outline that you want the owner to go with you to MFC (МФЦ, multifunctional centers) or one of the departments of Russian Ministry of Internal Affairs (отдел МВД) with your passports, your migration card and the contract to register your arrival (ПОСТАВИТЬ НА МИГРАЦИОННЫЙ УЧЕТ).

⚠️ GSOM doesn't recommend to use the services of the Post Offices to proceed with the registration as there is no guarantee the data reaches Migration Services. Please apply to MFC or MIA offices if possible.

Introduction week

NB! On the first working day upon your arrival **all students** (bachelors and masters) must come to the main building on Volkhovskiy, 3 to go through registration process. Don't forget your passport, migration card and photographs.



Every semester begins with the Introduction Week.

The first days in a new country is always a challenge, so in order to speed up the adaptation process at GSOM, the International Office together with the [Buddy Team](#) have plans for your first week in Saint Petersburg.

Attending the Intro Week is the best way to create a social network and start exploring the unique Russian culture together with all exchange students and the Buddy Team!

The introduction week usually consists of several parts:

- Registration process and sessions dedicated to sharing important information from GSOM offices;
- Guest lectures or company visits to the leading Russian manufactures and service providers;
- Russian language crash course with group distribution by levels;
- Student Exchange Fair in Fall semesters;
- City tour, different excursions and a lot of fun!



Attendance during the Introduction day is expected while social events are always optional, including those cultural and entertaining parts organized by the Buddy Team and that will cost some money. During Introduction Week or right after it you will also [register for your courses](#).



START OF THE EXCHANGE

Registering for courses

Workload	The expected academic load equals 30 ECTS/semester (including a Foreign language course). If you are not planning to take a full workload, you must enclose a statement from your home university confirming it.
Course Offer	The most recent course offer can be found here: https://drive.google.com/drive/folders/OB1azLMkPaZ9IV2t4RXNSckhSSXc The list is reviewed and slightly changed annually and published once confirmed before the start of each semester.
Registration Procedure	Online and on a first come first served basis
When	Not earlier than 3 weeks prior to the semester start, announced separately

The dates of the start of the registration for courses as well as the [instruction](#) and registration rules are announced soon after all the necessary data is provided:

- 1) Closer to the semester start students are provided with the **login and password to SPbU system**. The login and password will be needed in order to enter the system on the day when registration for courses is opened and later during the studies the system is used to exchange course materials: check if this data works on the device that you will use when registering for courses when you receive it and inform us if there is any problem with the access to your account.
 - 2) GSOM also publishes the file with **place quotas/limits** that are granted to exchange students by the offices – they help to estimate the order in which to click the courses during registration. We recommend students to prepare a priority list of as many courses as possible and have it at hand while registering: to quickly choose an alternative in case there are no places left in one of the desired disciplines.
 - 3) Another file provided to you before registration is the **schedule outline** (once the semester starts you will be using [online timetable](#)).
Students are personally responsible for making sure that there are no overlaps in the courses of your schedule, because you need to meet the attendance requirement for all your courses (maximum allowed overlap is 4 academic hours\course).
There might be changes in the schedule during the semester (which you will be announced about in advance): the fact which depends on GSOM internal processes only, not on our students, thus we ask professors to try to be as flexible for you as possible in terms of registration and attendance issues.
- The online field is opened for several days for the students to make changes in it;
 - After the field is closed, GSOM provides approx. 10 add-drop days to change the final choice if needed manually by GSOM managers:
if a change is needed after the online field is already closed, a student emails his home university coordinators until the end of add/drop period putting GSOM International office in cc to issue a priority letter – in this case we will consider the request even if the reply from a home university arrives after the add/drop period.
 - It is possible to join the course if given places and until it starts even after add/drop period.
 - In case you decide not to attend the course after the add-drop period, you will receive Fail for this course in your transcript.



Russian Language Courses

GSOM and SPbU offer several Russian language courses. All of them are free of charge and launched with a separate placement test to distribute students by levels. The levels offered are from true beginners to advanced.

Students can later change their mind when the rest of the courses and the schedules are available and decide not to attend any of the courses offered.

Russian Crash Course, 20 hours/week

This course is held in Master Building during the Introduction Week and neither granted any ECTS nor included into the transcript; neither it is CEMS accredited. A workbook is provided free of charge.

In order to participate in it, a student must arrive by the start of the Intro Week.

Students are signed up for it by indicating their interest in the relevant online form soon after application deadline completion. A placement test for non-beginners is sent prior to the semester start.

This course is aimed at either introducing students to the basics of Russian language (the alphabet and simple every day phrases) or refreshing what they already know and stressing the most necessary in everyday life language skills. It is a good start for a semester as it provides with a chance to meet other exchange students and have a peek on the studying process in Russia.

Foreign Language (Russian), 4 hours/week, 2 ECTS = GSOM Russian

This course is held during the whole semester and is included into your transcript.

The registration for the course is held during the general Registration for courses period.

The classes take place in Master Building; that is why Bachelor students must check their schedule when choosing to attend it.

Students later have to choose between this course or Intensive course (read below).

NB for CEMSies: the course isn't considered as CEMS elective in your CEMS curriculum, but if you need, you can fulfil your FL3 graduation requirement by it because of total working hours number (90h).

Foreign Language (Russian), 8 hours/week, 8 ECTS = Intensive Russian

This course is held during the whole semester and is included into your transcript.

It is NOT CEMS accredited.

There are classes at the building of the [Language center](#) close to the Master Building for Master students and Bachelor students of the beginner level and classes in Peterhof Campus for Bachelor Students of non-beginner level.

Students are signed up for it by indicating their interest in the relevant online form soon after application deadline completion.

Students later have to choose between this course or GSOM course (read above).

GSOM Learning Agreement

Once the semester starts and add/drop registration time is over, your course choice must be reconfirmed by signing Learning Agreements:

Learning Agreement is your confirmation that the courses indicated in it will appear in your [transcript of records](#) – it is used by GSOM when generating the transcripts and by you when checking the draft of the transcript.

International Office sends the instruction which includes completing the relevant draft with the required personal information and your course list (which is done by simply copy-pasting the information from the supportive file). The completed draft is emailed as a word file to be checked and signed by the office and after that is signed by a student.

You have time to proceed with that until the end of your stay in Russia.



Student public transport card

Students of Russian universities, full-times as well as international ones, can apply for **student transportation card – БСК (BSK)**.

*Costs 1 205 rubles monthly (or unlimited metro rides only for 680 rubles; or unlimited buses/trams/trolleybuses rides only for 603 rubles) + 250 rubles to issue a card (year 2022);

*Includes 100 rides in metro and unlimited number of rides by buses, trams and trolleybuses per month;

*Is sometimes accepted in minibuses (marshrutkas).



You can apply for the card once you receive a notification from The International Office.

Exchange students with Russian passports shall bring and provide International Office with their foreign passports in order to receive BSK or Russian internal (not foreign) passports.

You can get it **only with your passport** (the copy of your passport is not welcomed in the Metroliten and may cause a lot of unnecessary unpleasant arguments) and preferably, but not necessarily with your student ID.

If you plan to order BSK card, it is better to do it (both to apply and receive it) before you leave your passports in our office for [visa extension](#) or after you have your passport back.

Temporary BSK-kurs

There is also an option of getting 45-days temporary card (временный носитель «БСК курс» = vremennyi nositel' BSK-kurs), passport is a must.

*valid for 45 days;

*costs 80 rubles (reimbursed after 45 days upon returning the card to Metroliten).

Ways to apply

Each of the described below ways starts with the step of checking if your data is in the metro database. It is fine if you are not found in it from the first try; just address our office to re-upload your data.

WAY 1:

- Take your passport and a photo 3*4 and approach any window in any metro station;
- Make sure they have your data in the database (it might be a good idea to go with UR Buddy);
- If you are in the database, apply for the card which you will receive in 10 days in the same metro station*;
- If you are not in the database either call our office during working hours (sometimes we can solve the matter right on the spot) or email us (in this case you will have to go to metro on another day);
- You will need your passport when applying and getting the card.

*You can ask for a temporary card for these 10 days.

WAY 2:

- Take your passport and approach any window in any metro station;
- Make sure they have UR data in the database (it might be a good idea to go with UR Buddy);
- If you are in the database, apply for the card [online](#) (see the instruction in the [google disk](#); NB! the web-site is in Russian);

You will need your passport at hand while applying to see the spelling of your name in Russian.

- It will take 10 days to issue a card and you will need your passport to get it*.
- If you are not in the database email us, your data will be re-uploaded within 2 days.

*You can ask for a temporary card for these 10 days.



WAY 3:

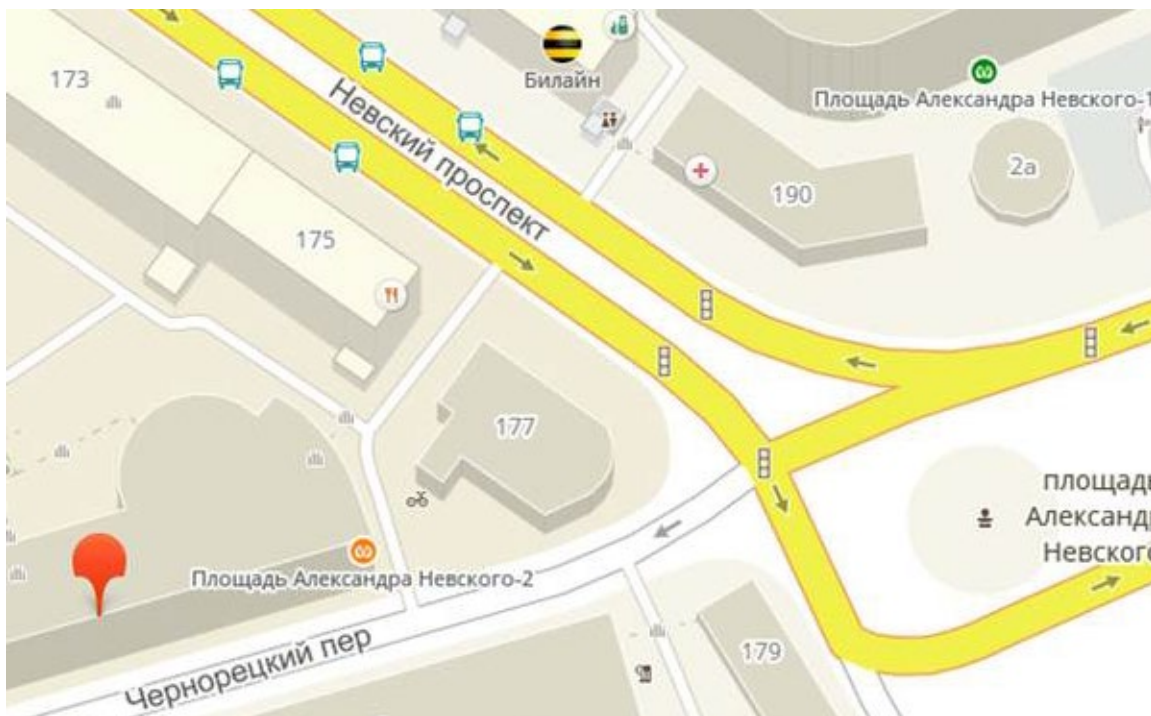
- Take your passport and approach any window in any metro station;
- Make sure they have your data in the database (it might be a good idea to go with UR Buddy);
- If you are in the database, apply for the card in the office ЗАО «Транскарт» (ZAO “Transcard”)* with your passport. Again, it's better to ask your buddy to help you with it as people do not speak English in that office.

Location: **Chernoretsky pereulok, 3** (“Ploschad Alexandra Nevskogo-2” metro station, turn to the right when you exit the station and look for a high porch).

Working hours: every day 09:30 – 19:30

Tel.: 301 97 74; 350-11-29; 610-06-94

- There you make a picture and take a receipt for the payment (the card costs 250 rubles).
- Go to a bank to pay the receipt. The closest bank office is Открытие (Otkrytie) located at the Hotel Moskva, Alexandra Nevskogo square, 2 (entrance from the Neva embankment).
- Come back to “Transcard” with paid receipt and get your card.



WAY 4:

Podorozhnik card

Until you get your student ID, you can buy tokens or tickets each time you use public transport .

Also «Подорожник» (“Podorozhnik”) transport card may be an alternative if you are not planning to use public transport very often:

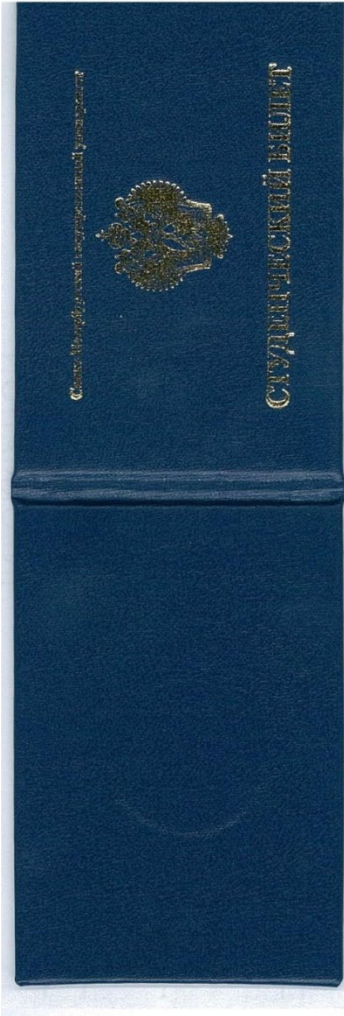
- Price for card – 60 rubles
- You can buy it and charge in metro
- You can put any sum of money on it
- Use it to pay for all means of transport (but not in all minibuses)
- 1 ride = 45 rubles

NB! Mind that you will not be able to use it during 10 minutes in the same vehicle as there is time limit.

**You are charged double when going from Avtovo to Mikhailovskaya Dacha.*



Russian Student ID



On the 1st day of Intro week you will be registered as a student.
Within approx. 2 weeks after that you will receive your Russian Student ID.

With the student ID you will be able to:

- get the transportation card for students;
- get a student discount in museums and other places;
- use the student sport facilities and enter the buildings of the university and the dormitories.

Chipping your student ID

If the chip in your student ID doesn't function properly, address either the International Office or the Program office (bachelor\master) first to check what is wrong.

Fixing chipping problems is done at Universitetskaya naberezhnaya, dom 7/9, room 12 (main University entrance).

2. If you live in the Dorms, activate your chip for the dormitory validators in the [Dorms office](#):

Master students –
ulitsa Korablestroitelei,
dom 20\2;

Bachelor students –
right in the Dorms.





Visa extension application

After approximately 20 days since your arrival to SPb you are invited by email to come to the International Office for visa extension. GSOM is obliged to extend your visas only till the date of the official end of the semester. This date is reconfirmed annually and is separately announced to the students when settled.

In order to extend the visa the following must be in place:

- You must be officially enrolled as a student (around 10 days since your arrival);
- An agreement with the university must be prepared and signed by the Deputy Head of Study Affairs (around 2 days since the official enrollment);
- Our visa manager must have your latest [registration paper](#) (if you do not stay in the hotels or hostels in SPb or in any other Russian city before you apply for visa extension, you will have it for sure on the 7th day since you entered Russia either with our help or with the help of your landlord).

GSOM prepares the visa extension application for you right after the abovementioned has been set. When you receive an email with the invitation to proceed with visa extension, the following steps take place:

Staying in the dorms	Staying at a private place in the city
<ol style="list-style-type: none"> 1. A student is invited to our office in Master campus to pick up the prepared application package and sign an agreement with the university; 2. A student pays the visa extension fee of 1600 rubles (preferably with the help of the bank manager or Buddy-student as long as a mistake while paying the fee may lead to paying it twice); 3. A student submits his application, passport and visa fee receipt to the office in the Main student services office: dorm 10, room 103, tel. 428 47 58; Mon 9:00 – 17:45; Tue 9:00 – 13:00 and 16:00 – 17:45; Wedn 15:00 – 17:45; Thur 9:00 – 13:30; Fri 09:00 – 17:45 Call to us or directly there to be sure the specialist will be in the office at the time of your planned visit. 	<ol style="list-style-type: none"> 1. A student is invited to our office in Master campus to sign an agreement with the university and to submit his passport; 2. A student either pays the visa extension fee of 1600 rubles himself (preferably with the help of the bank manager or Buddy-student as long as a mistake while paying the fee may lead to paying it twice) or leaves the fee to our visa specialist; 3. A student submits the visa fee or the receipt for already paid visa fee and passport to our visa specialist.

After you passport is submitted, visa specialists forwards it to SPbU Passport and Visa department which in its turn takes it to Federal Migration Services.

According to the FMS regulations, the extension takes 5 weeks since passport submission with no possibility to travel outside of Leningradskaya oblast' region.



Given the abovementioned please **do not make any travel plans** both to other Russian cities and outside of the country (the latter will be simply impossible due to the single-entry status of your first visa) for the period of time dedicated to your registration and visa extension **especially if you want to have your visa extended as promptly as possible.**



Migration regulations during the semester



Please note that **it is crucial** to comply with these regulations, because violation of these rules can result in considerable fines both for the university but also for the individual staff members responsible. Please help us by giving this high priority when you return. If you are too late, you will have to bear the extra effort and expense of either going to the border and returning with a new migration card (case 1) or registering yourself in a hotel in SPb (case 2).

Case 1: TRIPS ABROAD

Every time you leave Russia, the border officials will take your **migration card**. When you come back to Russia, make sure you get a new **stamped** migration card.

Each time you enter Russia, you need to be **registered** again in St. Petersburg.

If you stay in the dorms, to get a new registration you need to come to the international office within **3 days maximum** after you arrival with your passport and new migration card.

If you cannot come to the international office in **3 days** you also can within same **3 days** send by email a scan or a good quality photos of:

- 1) your new migration card;
- 2) pages of your passport with new stamps (one photo with 2 full pages: visa page + page next to it with the stamp).

Case 2: STAYING AT A HOTEL IN RUSSIA

If you stay at a hotel\hostel in SPb or any other Russian city, please ask the hotel\hostel staff whether they are going to register you or not. If they register you, make sure you get a **registration** before checking out.

You must bring to the International Office this registration **within 2 days after checking out of a hotel** (or send scans or good quality photos of both sides by email).

If the hotel registers you but for some reason you don't receive this registration, send to the International Office the name and address of the hotel along with the information about duration of your stay there (also preferably immediately, but **within 2 days after checking out of a hotel**).

Obligatory Medical Examination for Migration Purposes

According to new law introduced at the end of 2021, all foreign citizens (except the citizens of the Republic of Belarus), including foreign students, are required to submit their photo and fingerprints to the Ministry of Internal Affairs and go through a medical checkup **within 90 days after arrival to Russia**.

- The service is provided on a fee-paying basis covered at a foreign citizen's expenses (student offer ranges from 5 250 rub. for non-express processing to 7 000 rub., year 2022).
- The service is given at the city Multifunctional Center (MFC) at ulitsa Krasnogo Tekstilschika, dom 10-12 B (Entrance 2) <https://www.7771000.ru/services/daktiloskopiya-i-medosvidetelstvovanie/>

Necessary documents:

- Passport (with notarized translation into Russian, can be translated at MCF)
- Migration card
- Registration (dorms or private address).

Medical documents received after the checkup are valid for one year. Also, as a result of all procedures completion, a foreign citizen gets a **plastic card with a photo and personal data**.



If a foreign citizen fails to complete the procedure, the Ministry of Internal Affairs can shorten the period of one's stay in Russia, or deny this person's future entrance of the territory of Russia.



UNIVERSITY LIFE

University online platforms

The descriptions of all GSOM IT facilities with the instructions can be found here (WI-FI, PRINTING, TV, TELEPHONY, etc.): <https://gsom.spbu.ru/en/students/it/it-service/>



Blackboard <https://bb.spbu.ru/>

Incoming students receive their personal logins (ST) and passwords before the start of the semester. [Change the language to English](#) from the start and remember to check your account on a daily basis during the semester.

Here you will [register for courses](#), find your final list of courses and the information about them (including course materials, tasks, readings etc.). You will also receive notifications here, upload your assignments and take online [exams](#).



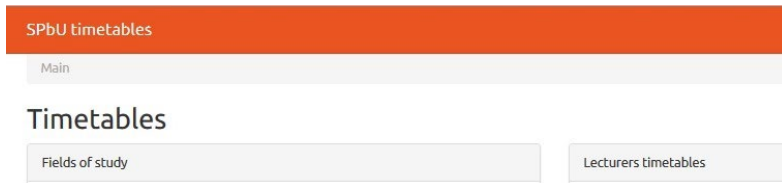
stXXXXXX@student.spbu.ru

During the exchanger you will be receiving all the emails regarding the study process to your corporate email address connected to your personal SPbU login and password



stXXXXXX@gsom.spbu.ru

Microsoft Teams is used for distance learning and communication. It is used for calling, studying, attending guest lectures, storing study materials and perform online tasks.



Online Timetable

The schedule files you will receive before registration for courses will quickly become outdated.

There is no platform in SPbU which will reflect your personal schedule.

During the semester your first and most secure source of schedule and its possible changes (due to professors' sick leaves, business trips or university's events) is the [online timetable](#) which becomes available approximately 2 weeks prior to the semester start.

We recommend you to use the website regularly, preferably daily. There are several ways to use it:

If you know the name of the professor: <https://timetable.spbu.ru/EducatorEvents/Index>

- (1) Copy-paste the professor's 2nd name;
- (2) Click on the right teacher (check the schedule for all teachers of a course from the syllabus if the course is delivered by more than 1 teacher);
- (3) Change the language into Eng if needed (the button on the right at the top of the page) ;
- (4) Look up the schedule by clicking "for a week" or "term"
- (5) Download the excel file from the page and filter the information if needed.

If you know the program and year of the course <https://timetable.spbu.ru/GSOM>

- (1) Click your level of studies;
- (2) Click the year of the course (the website reflects the years of students' admissions) next to the name of the relevant program;
- (3) Change the language into Eng if needed (the button on the right at the top of the page) ;
- (4) Search for the course in the schedule by clicking "for a week" or "term"
- (5) Download the excel file from the page and filter the information if needed.



Libraries



The [GSOM Library](#) is a branch of SPbU Scientific Library. GSOM students and staff, as members of the SPbU community, may use the core collection of the Scientific Library, as well as the collections and services of each branch of the Scientific Library.

The Library consists of two divisions, in both GSOM buildings. Both Bachelor and Master students are allowed to use either of them, as well as all the provided facilities, access to which is granted GSOM-wide.

On your first day in GSOM you will receive a Library Card. It is free of charge, personal, non-transferable and must be returned to the Library after the end of the study program. You will need it to borrow books and print materials if topped up with some money.

The Library aims to offer its users a clean and peaceful work environment: [Library rules](#)

The library is not responsible for personal items left in its premises.

The library is able to provide a number of open-space reading rooms with open access to the collection (including periodicals), as well as group work areas.

The facilities provided include:

- Computers with a high-speed access to the Internet, connected to the databases;
- Photocopying & scanning machines;
- Wireless connection to the Internet;
- Electronic catalogues;
- Electronic RFID book registry terminals.

The following is the normal Library working schedule in Bachelor Campus, though you should be aware of the fact that during the vacations period, the Library open hours are usually reduced. The latest schedule is always available at the GSOM Library web-page.

Mon	10:00–19:00
Tue	10:00–19:00
Wed	10:00–19:00
Thu	10:00–19:00
Fri	10:00–19:00
Sat	closed
Sun	closed

Contacts

E-mail: library@gsom.spbu.ru

+7 812 324 12 70 (add.70-54)



Search for Information On-line

Here is a list of resources available in English, which you may find useful while preparing your work during the semester in GSOM:

- [The list of the database](#) available for GSOM students for free, by subject and content type;
- [A-Z list of databases](#);
- [GSOM OpenArchive Project](#) — digital repository of the GSOM research publications;
- Combined Russian & international periodicals search engine "[A-Z Journal Finder](#)"

Printing

Your library card can be used to print documents in the university. You can put money on the card <https://paydev.spbu.ru/> to use printers:

- *charge your card with money;
- *send the materials from GSOM computer to SafeQ printing or to safeq@gsom.spbu.ru or use USB;
- *apply the card to the machine;
- *generate the PIN-code at <http://gsomsvsafeq5.ad.pu.ru/> and print.

The cost of printing is 4 rub/b&w page and 18 rub/colour printing.

Wi-Fi and library computers

In both GSOM buildings, wireless broadband Internet access is granted for all the students, professors and visitors. You will receive an ID and password to connect to the GSOM IT system - BlackBoard. They are also needed to connect to the university Wi-Fi (name: GSOM) and to use university computers.

Conference room booking

You can book rooms in order to work on the project with your team.

To book the room use the guide <https://gsom.spbu.ru/en/gsom/library/bron/>

GSOM rules

- Alcohol is prohibited in SPbU buildings as well as attendance while intoxicated;
- Smoking in the university buildings is prohibited. You can only smoke outside but at a distance from the entrance;
- Eating during classes is not allowed;
- Sitting in overclothes in class is not allowed. You may take off the jacket and take it in class with you or leave it in the cloakroom

In order to simplify your learning experience, keep in mind the rules that you have to follow. Attendance is mandatory and most often counts into your final grade:

- ✓ You must complete homework and take part in in-class assignment as long as they are counted in the grade;
- ✓ You can miss a class only upon reasonable grounds (such as an overlap between courses or another academic or medical reason);
- ✓ In order to lessen the negative effect of overlapping courses if you have such, email or talk directly to the professors of both clashing courses to find out if an assignment is planned or not. Attend the class that has an assignment on the day of the overlap;
- ✓ If you happen to [fall ill](#), make sure you get a medical certificate the same day you missed classes;



In case you miss an assignment, you must have a written proof of your reason in order to address GSOM with the request to provide you with an opportunity to make up for the missed task. The final decision still depends on the professor as some of the tasks cannot be compensated such as group work and other.



Exams

The courses taught at GSOM are either exam courses assessed in accordance with 100-scale or pass/fail courses which are assessed on a pass/fail basis. Nevertheless both of the types are granted ECTS. One course has one exam which may be scheduled either at the end of the course (a midterm session exam) or at the end of the semester (a final session exam).

It is obligatory to be physically present at the in-class exams and assignments. No individual exam schedule is set for either GSOM or exchange students.

In case of [illness/accident](#):

- Inform International office by e-mail/phone about your absence as soon as possible.
- Send a sick leave certificate copy (with the registered beginning date) to the manager.
- Bring a certificate to the office *no later than three days from the end date appointed in that paper*.

Quality of the Courses Evaluation

Before each exam, right after the end of each course Evaluation session is opened in [Blackboard](#). If you fail to evaluate the courses on time, you won't be able to see your grade for the course in the system after the exam.

NB! Evaluation of each class is open before and only up to the exam.

Dates announcement

According to the SPbU rules the exams to be announced not later than 2 weeks prior to the start of the session.

This is the approximate schedule of when the settled dates are delivered to students (they subject to change due to different factors both of the academic offices and professors schedules):

	Fall Semester	Spring Semester
Announced:	Midterms: early October Main session: Late November	Midterms: mid/late March Main session: Late April
Exams are held:	midterms: end of October – beg. November Main session: Late December – January	midterms: early/mid April Main session: May – end of June

In-class exams

In-class exams may be either open book or closed book exams. Presence is obligatory and cannot be rescheduled individually.

Online exams

The online exams are available at a set time in [Blackboard](#). Some of them are online with the requirement of your presence in the classroom (e.g. online closed-book).

The [instruction](#) to proceed with online exams held in BB is published in the GSOM Drive.

General online exams guidelines

1. An On-line exam starts at the time indicated in the official schedule. The duration of the test is indicated in the syllabus of the course. In most cases it is 2 academic hours (90 min).
2. You have to take the exam during the time which is indicated in the syllabus.
3. After you finish the test, you have to upload it to the system. If there are any problems with uploading the test you should **immediately** send an e-mail with your file and a screenshot (as a *.jpg file), displaying the problem and the time when it happens to the professor within 10 minutes after the end of the test. If you upload or send the test after this limited period, the test would be graded as failed.



4. Please note that communication among students taken the exam or any other forms of cheating is strictly forbidden and will have serious consequences when discovered.
5. Plagiarism – the use of another person’s text without indicating the source – is similarly considered to be cheating.

Paper Demonstration

When you receive the schedule with the exams there are three dates in it set for each of the courses:

- 1) the date of the consultation – the time to revise the information and discuss pending questions with the teacher before the exam, in most cases held during the last lecture of the course;
- 2) the date of the exam – an official and the only time to pass the course;
- 3) the date of paper demonstration - an official and the only time to ask questions about the grading of your exam.

Please note that the professors have the right to deny to discuss the exam results with you any other time except for the paper demonstration time.

Re-sits

All students have the right to take part in the re-sit session while they are still officially GSOM exchange students (i.e. until the end of their exchange semester).

Here is what you must keep in mind with this regard:

- **Dates => availability of such option**

Both Fall and Spring semester has mid-term exam session for a number of courses and the general exam session for the rest of the courses.

The majority of resits of mid-term and general exam sessions are organized in September for Spring semester and in February for Fall semester, which makes it impossible for the exchangers to participate in it because by this time you are no longer GSOM exchange student.

Some of the resits of mid-term exams are scheduled right after the first tries (check the exact courses with IRO) which enables exchange students to join them.

- **Number of attempts**

There are 3 attempts to pass the exam.

In case you fail to be present at the first attempt due to medical reasons, the attempts during the re-sit session will be considered as your 1st and 2nd attempts giving you the chance of individually scheduled 3rd attempt if needed.

In case you appear to be absent from the first attempt due to any other reason but medical, the re-sits are considered as 2nd and 3rd attempts.

Grading system

At the bachelor level of studies GSOM applies the absolute scale when grading groups with the number of attendants less than 50 (50 percent – passing grade):

Points	RF Grades	ECTS Grades
90 – 100	Отлично/Excellent (5)	A
85 – 89	Отлично/Excellent (5)	B
83 – 84	Хорошо/Good (4)	B
75 – 82	Хорошо/Good (4)	C
71 – 74	Хорошо/Good (4)	D
65 – 70	Удовлетворительно/Satisfactory (3)	D
50 – 64	Удовлетворительно/Satisfactory (3)	E
< 50	Неудовлетворительно/Failed	F



Sometimes the number of students in the course is more than 50, in such a case a relative scale is applied:

Russian grading

% of students successfully achieving the grade	Grades
25%	Excellent (5)
	Excellent (5)
50%	Good (4)
	Good (4)
	Good (4)
25%	Satisfactory (3)
	Satisfactory (3)
-	Failed

ECTS grading

% of students successfully achieving the grade	Grades
10%	A
25%	B
	B
30%	C
25%	D
	D
10%	E
-	F

Transcript of records

There is no need to apply for the document: once the official exam session period is over, GSOM generates your transcripts of records automatically. You will receive its draft by email first (within approx. 2 weeks after the end of the semester) in order to check if everything is correct. Then the soft copy will be sent to your home university coordinator and if required, a hard copy as well.

This is the information that is reflected in the document:



Saint Petersburg University
Universitetskaya nab. 7/9,
199004 St. Petersburg, Russia
www.spbu.ru
Graduate School of Management
Volkhovskiy per., 1-3
199004 St. Petersburg Russia
Phone: +7 812 323 84 47
Fax: +7 812 329 32 34
E-mail: exchange@gsom.spbu.ru
www.gsom.spbu.ru

Academic Transcript of Records

Issued to: **Family name, First name**

Date of birth:

Home University/school:

Host faculty at Saint Petersburg University: **Graduate School of Management**

Semester: SPRING/FALL TERM, **official semester dates**

The student has completed the following courses at Saint Petersburg University:

No.	Course title	Points (out of 100)	Russian grade	Workload (student work hours)	Workload ECTS credits	ECTS grade
1.						
2.						
Total ECTS credits:						

Date of issue:

Stamp

Deputy Head of Academic Affairs Office

An official Transcript of Records is valid only signed and stamped by Saint Petersburg University

Prepared by:



Completing Exchange



Please remember that you should [book return tickets](#) only after the exam dates are announced because there are no personal schedules for the exams in GSOM.

The steps to take before you depart are as follows:

1. Make sure you signed [Learning Agreement](#);
2. Hand in your **library card** to the International Office;
3. Return the **books** borrowed from the library;
4. Sign **the Departure paper** the draft of which you will receive from the International Office;
5. Make sure you are [deregistered from the dormitory](#) if you stayed there – if you do not do it, your bill will keep accumulating until you are officially deregistered;
6. Send us an **electronic copy of your flight\train\bus ticket from Russia** (for the University registration procedures) once you have it;
7. Share your feedback with us: GSOM wants you to help us understand our exchange students better and improve our approach to the exchange in the future. Complete the online form the link to which will be emailed to you by the International Office.

After the official end of the semester GSOM has a month to prepare and provide you with the transcript of your academic records.



DORMITORIES

All arriving international students will be offered housing in a university student dormitory, there is no need to apply for it individually.

If you for some reason choose not to make use of the space which has been reserved for you, please let us know immediately, as there is a long list of students waiting for rooms.

The rooms and facilities are very basic if you require more of your living space. But they give you easy access to social contact with other students and a real taste of student life in Russia.

Moving in

The Dormitories for Bachelor program exchange students are situated in Sankt-Peterburgskoye shosse, 109, on the territory of [GSOM Bachelor campus](#).

To register in the dormitory you need to give your passport and a photograph at the “reception”. You will be asked to read few papers about safety and rules and sign that you are acquainted with them.

You will be provided with a temporary paper pass. After a while, approx. in 2 weeks you will have your [student ID](#) and will use it in order to enter the dorms.

Working hours for all Dormitory Buildings:

Mon-Wed, Fri: 9:00-13:00, 14:00-17:45

Thursday: 9:00-21:00

If you arrive during the working hours (week days, 9:30-18:00):

- Go to ulitsa Botanicheskaya, dom 66/2, to get your settlement agreement there (DOGOVOR) and then to office 103 to get your [local registration in the city](#)
- Go to GSOM Dorms Sankt-Peterburgskoye shosse, 109 to settle in

If you arrive at night\during the weekend:

- Go to the SPbU Dorms at ulitsa Botanicheskaya, dom 66/2, tel.428 46 01 and settle in a temporary allocated room
- First working day get your settlement agreement there (DOGOVOR) and proceed with [local registration in the city](#) in office 103.
- Then move to GSOM Dorms at Sankt-Peterburgskoye shosse, 109

To register in the dormitory and in the city you need:

- **your passport**
- **your migration card**
- **insurance copy**
- **Lung X-ray (can be provided later during first days in SPb)***

To complete your registration within few days after arrival you will need to present your lung x-rays, it is a general rule for all students in Russia. You can make it for example in the city center, on Vosstaniya 1 (metro station Ploschad Vosstaniya). Do not forget to take your passport. This procedure costs 400 rubles (year 2022). Give the report to the dorm's administrator afterwards. The buddies will help you with this. **We recommend to make X-ray already in Russia as its result will also be used for Obligatory Medical Check-up later.*

Conditions

There are two- or three- bedroom apartments, one room per student, in a flat-type blocks, with a separate toilette, a bathroom and a kitchen in each flat. The student's room is equipped with a bed, a cupboard, a chair and one table. The kitchen is equipped by a fridge and a stove. Crockery, cutlery and pans are not provided. Upon settling in you will be given bed linen, a pillow, a towel, and a blanket which you will have to hand in personally on deregistering.



There are always guards at the entrance of the dorm checking for entrance card therefore living in the apartment is safe.



Payments

The dorm costs 9 500 rubles per month (Spring Semester A.Y. 2022/2023 Price). The services such as Internet, etc. are not included.

You can pay either for each month separately or for several months at once **in advance: the delay in payment is unacceptable.**

- Do not wait for several months with the payment as you might be charged extra fee for a late payment);
- In case of paying in advance, we do not recommend to pay for the last month of your stay until you have your return ticket and are sure about your date of departure, because they recalculate the fee according to the number of days you stayed. You can pay for the final month when you are sure when you move out exactly.



To get a receipt for the payment you need to address the comendadnt of the dorms. You may have to go to [Housing service office](#) to pay or to a bank (the latter charge small fee). You need your passport (later – Russian student ID) and the room number.

In case you want to pay [online](#) by card, be ready to struggle through the instructions in Russian.



Please save the receipts until the end of the exchange and beyond in case SPbU Accountant office requests the payment confirmations.

Rules of order in the dormitory

Guests can visit you. To let them in you need to come downstairs and show your entrance card. Your guest leaves an ID document at the entrance, which is given back when they exit. Guests cannot stay for a night unless previous permission is granted* and payment made.

** It is not possible to host any guests in the dorms for a night stay unless they already have registration in the city. This document is received as a rule in hotels or hostels upon checking in – which makes it pointless to later address the Dorms for a place there.*

While staying in the dorm you must accept to abide by the rules of order in effect for all university buildings.

9.2. The following is prohibited on campus:

- Conduct which could prevent or disrupt normal operation of any unit
- Smoking outside places specially designated and equipped for this purpose
- Consumption of alcoholic beverages, including those with a low alcoholic content
- Storage, use or distribution of toxic substances or drugs or similar substances (the list of which is determined by the competent authorities)
- Gambling
- Appearing under the influence of drugs, toxic substance or drugs
- Bringing animals into the building
- Storage, distribution or use of explosives and pyrotechnics
- The disturbance of peace and quiet at night - from 23:00 to 07:00.

NB! Please read these carefully and be prepared to respect them **to the letter**. We know that part of student life is to enjoy yourself and the company of other students and we hope that doing exactly this will be part of the good memories that you take home with you. We must, however, ask you to do this outside of the university residences.

We are aware that you might see other students, whether Russian or other international students, who break these rules, but this will not be accepted as an excuse if a formal complaint is lodged against you.

SPbU GSOM has no authority over the dormitories and is greatly dependent on a good relationship with the Housing administration if we are to be able to continue to offer university housing to all of our arriving students who would like to have it.

If you break these rules, you might find yourself involved in a very unpleasant formal procedure which could jeopardize your stay at the university and which certainly will involve reporting to your home university. There will be very little that we at GSOM can do to assist you if this happens.

Commuting

Trip to the city center

To get to the city center from the Bachelor Campus you can take buses № 200, 201, 210, 401, 300 till the stop Avtovo (Автово) or buses 103, 329 till the stop Prospekt Veteranov. Then change to the [metro](#) and go to any area in Saint-Petersburg. It takes up to 2 hours to get to the city center depending on the traffic.

You can also take a train from the Dormitory area from the train station Stary Peterhof (Старый Петергоф) till the last stop – Baltiisky Vokzal (Балтийский Вокзал) (metro station Baltiisky Vokzal – red line). It will take you around 1,5 hours to get to the city center.

Cost of train ticket (year 2023)	62 rub without student ID, 31 rub with student ID
Cost of bus ticket (year 2023)	65 rub
Cost of metro (year 2023)	70 rub

Moving out

According to the rules of the Dormitory in order to move out, a student has to complete the following steps:

1. The student **must** inform the person at the reception about the date of leaving the dorm for them to prepare the necessary papers and final receipt.

Please note that this information is not official and is not the proof of your leaving the dorm;

2. The student receives the bill, either in advance or on the day of moving out (until lunch time only).

Please note that in case you receive the bill on the day of moving out, you have to pay it **the same day**. Any delay can be considered as a prolongation of your stay at the dorm;

3. The student pays the bill and brings the receipt and the bill back to the dorm, they make a copy of it;

4. The student must turn in

- ✓ the bed clothes, the pillow and the towels to the office where it was given to him (or to the receptionist if the student doesn't move out during working hours);
- ✓ the dorm pass and the key (to the receptionist)

Optional Step:

If a student moves out during working hours he is usually asked **to sign a document** stating that he is officially deregistered. **Please, ask** for such document at the reception (in Russian 'Дополнительное соглашение о расторжении Договора на проживание') stating that you are allowed to take your things and leave the room. Please keep this paper as it may be used as a proof that you have completed the deregistration procedure.



Please note that if any of the 4 steps is skipped, the procedure is not formally completed and you will then remain on the list of the Dormitory as its resident and the accounting office will keep issuing **bills for every new month until all steps of the deregistration process are completed.**



Main student services office

NB! Remember to bring your **student pass** in order to enter the area.



The **administrative staff** works in the **MAIN STUDENT SERVICES OFFICE** in the **dorm №10**, so this is the place where you can:

- get your permanent pass to the dorm;
- pay the bills for the dorm and its services;
- apply for [visa extension](#) if you live in the Dorms.

The office is located in the **dorm №10, ulitsa Botanicheskaya 66/2**

(улица Ботаническая), bus stop Rectorsky proezd (Ректорский проезд).

You can take any bus (210, 359, and 358 to get there from bus stop.

University internet

SPbU internet is provided in every student dorm. To get SPbSU internet in GSOM Bachelor Dorms:

* Go to <https://wifi.spbu.ru/> and login

* Press get the key and make sure you save it for the future;

* Connect to wifi called *spbu.ru* with your login and the generated key.

Laundry

There is a free of charge Laundry right in your Dorms.



Other facilities

On the campus there are **different facilities** for students:

In the **dorm №10** there is a **computer center** where you can use computers and print and copy the documents you need.

- **The Gym** is located in the **dorm №13**. *Working hours 08:00 till 23:00*
- On the campus you can also find **2 cafés** (in the **dorms №12 and №14**)
- In the **dorm №20** you can play **billiards**.

You can also **rent some of the equipment** (such as bikes, roller-skates etc.) in the «**Palace of Culture and Science**» (**ДКиН** on the map), where a lot of students' **activities** are held.

Shopping in the area

Saint Petersburg city offers great number of places for shopping where you can find goods that suit particular all tastes and budgets. Almost all shops work 7 days per week from 10am till 10pm. Some shops work 24/7.

Grocery stores in the area

7 minutes away by bus (Frontovaya Street) there is MAGNIT store (low-budget supermarket).

The closest **hypermarket** Lenta (Лента) is 20 minutes away by bus, where you can find wide range of products under one roof, including full groceries lines and general merchandise.

To get there you have to take either bus (№210 or №359) or marshrutka (№224 or №424) till the stop Prospect Budenova (Проспект Буденного).

25 minutes away by bus (Pogranichnika Garkavogo street) there is shopping mall [Zhemchuzhnaya Plaza](#).

There is also Leroy Merlin next to LENTA for those who need something out of furniture or household items.



[Lenta \(lenta.com\)](http://lenta.com)

Delivery Services

It is a common practice among students to order delivery of the products to the Bachelor Campus premises. Many shops offer this service via mobile phone applications. You can ask your buddy for particular tips.



EXTRACURRICULAR ACTIVITIES

List of SPbU artistic activities (in Russian)

<https://students.spbu.ru/mmen-meroprijatija/tvorcheskie-kollektivy.html>

Volunteering at SPbU (in Russian) <https://students.spbu.ru/volunteer>

Students initiatives

GSOM students run many [projects](#) and activities.

You can also email [Student Council](#) to learn more about the details or other activities.

Sports

[Sports in the University](#) (in Russian)

[Sports in GSOM](#)

Sokos Palace Bridge Wellness Club special price – THE OFFER IS ON PAUSE IN 23/24 A.Y.

You can sign up for the Sokos Gym (Birzhevoy Pereulok, 4) at a special rate as a GSOM exchange student with unlimited access to the center including group classes, gym and spa.

To subscribe, bring the announced fee to the International Office last week of the month prior to the month of the subscription.

The [schedule](#) of the gym is updated monthly (in Russian, click СКАЧАТЬ РАСПИСАНИЕ).

Football

There are two pitches right behind the Master students dorm and all you need is a football and people to be enthusiastic to show up 😊 So feel free to organize yourself!

We have a GSOM Football tournament, which is held each semester and takes 1 month to complete.

University swimming pool at Universitetskaya nab., 7/9

Health certificate is required (can be obtained in any hospital or clinic)

Tel.: 328 9514

Working hours: 08.00 – 22.00 daily, closed from July until mid of September

Prices of the year 2015:

- 1 month (4 sessions) – 1000 rubles
- 3 months (12 sessions) – 2500 rubles
- 5 months (20 sessions) – 4000 rubles

Planeta Fitness

Location: Korablestroiteley, 32/2 - the nearest fitness center to your dorm

Tel.: 449 3311

Working hours: Mon-Fri 7.00-23.00, Sat-Sun 9.00-22.00

GSOM may negotiate a special price for you. Tell your buddy if you want to join in order to organize a group and register you in the fitness center. Prices for year 2015:

	Fitness only, rub. monthly	Fitness + Aqua, rub. monthly
3 months	7500	10300
4 months	8500	11300



HEALTH

Medical care

We hope that during your stay you will not need medical care. But if you do, **always check your insurance policy or contact your insurance company at first place** and follow their instructions to make sure that they will cover your costs.

In a life threatening conditions medical help is delivered by the emergency services (**03 or mobile phone 103 and 112**) in any medical establishment of Russian Federation.

All further examinations and treatment is carried out according to the insurance company instructions.

After you contacted your insurance company, in case you need\want to, you may check the following:

State medical centers

- [SPbU clinic](#) (switch to English; check with your insurer the policy of reimbursement in case of addressing SPbU clinic);
- [SPbU medical stations](#) (web site is in Russian; check with your insurer the policy of reimbursement in case of addressing SPbU medical stations);
- **Any medical establishment**, e.g. close to the place of your stay in SPb (check with your insurer the policy of reimbursement in case of addressing the establishment you have chosen).

Private medical centers

To receive assistance in English you may use private medical centers services but keep in mind that services of such clinics are quite expensive, unless your insurance policy will cover this.

The following private clinics have multilingual staff and offer 24-hour doctor availability, house calls, and emergency care. Dentistry, pharmacy and laboratory services are available on site. The majority of Russian doctors have received Western training on top of their very good Russian education. Medical costs are considerably higher than those charged by normal Russian hospitals and clinics.

Euromed Clinic – recommended as long as there is a direct contact between GSOM and the clinic

Location: Suvorovskiy pr., 60

Tel.: 327-0301 (24/7)

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

International Clinic Medem

Location: Marata str. 6,

Tel.: 336-3333, 336-3336 (24/7)

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

American Medical Center (rather expensive)

Location: Moika emb., 78

Tel.: 740 2090 (24/7),

<http://www.amclinic.com/>

Pharmacies close to the dorm

Pervaya Pomosch (Первая помощь)

Odoevskogo str., 31 (close to metro station Primorskaya)

Rodnik zdorovya (Родник здоровья)

Korablestroiteley str., 34 (close to the dorm)

Аптека Dla Vas (Аптека для Вас)

Korablestroiteley str., 36 (close to the dorm)

In case it is officially prescribed for a student to study under special conditions due to medical reasons, it must be supported upon the student's arrival by presenting to the International office an official medical document stating certain conditions to be taken into account (in Russian).



Psychological help

It is possible to get [psychological help in SPbU](#) (web site in Russian).

Please use google translate to check the **conditions** upon which the counselling is provided, as well as there is a brief introduction of each of the counsellors.

The calendar you will see is interactive: you can make an appointment with one of the counsellors with its help or just check it to see the available hours to have an impression of the working hours of the unit.

We recommend you to email the services mentioning that you are an exchange student and you need counselling in English.

Address 1: Mendeleevskaya linya, 5, in the yard.

Address 2: nab.Makarova, 6 (room 109B)

Tel.: 363-65-01, 328-94-17

E-mail: psy.clinic@spbu.ru

Emergency numbers

112 - This is a single emergency Russian hotline for calls from cell phones in emergency situations. Calls can be made even when there is no SIM card, no money on the account, the phone or phone's keypad is locked.

01 or from mobile phone 101 – Fire emergency

02 or from mobile phone 102– Police

03 or from mobile phone 103 – Ambulance

04 or from mobile phone 104- Gas tech service (dial if you smell gas).

Taxi numbers

TIP! Do not use the services of unofficial taxi drivers. There is a number of unpleasant accidents ending with money loss.

If you are too late to get home by public transport, here are several numbers where you can order a taxi.

- 318 0318 (<https://vezet.ru/saint-petersburg>). With this taxi you can get a minor discount if you tell the operator promotion code **710**.
- 324 7777 (www.taxi068.ru)

TIP! At some taxi services you can order a cab online. And sometimes it is considerably cheaper. For instance, taxi "Vezet" (rutaxi.ru) claims a 25% discount for online orders. Check out their mobile app as well, available for all major mobile OS. Another application to call for a taxi from your smartphone is GetTaxi.

Most popular taxi apps:

- Yandex Taxi



- Uber



- Taxovichkov



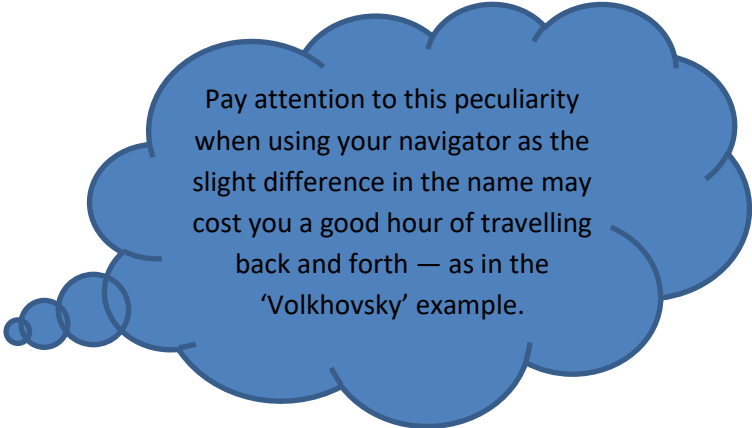


COMMUTING IN SPB

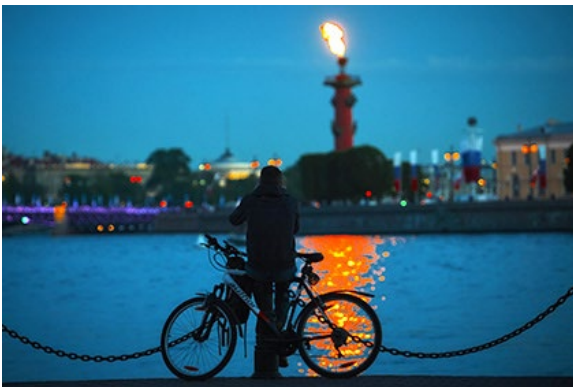
Tips

When checking the address of the place you are heading to, remember that there are number of locations in St. Petersburg having the same core name, alongside with a different second word. The 'pereulok' word is for a lane in Russian, while 'ulitsa' is for a street and 'prospekt' is for a boulevard:

Volkhovsky Pr. and **Volkhovsky Per.** are in a very different parts of the city.



Pay attention to this peculiarity when using your navigator as the slight difference in the name may cost you a good hour of travelling back and forth — as in the 'Volkhovsky' example.



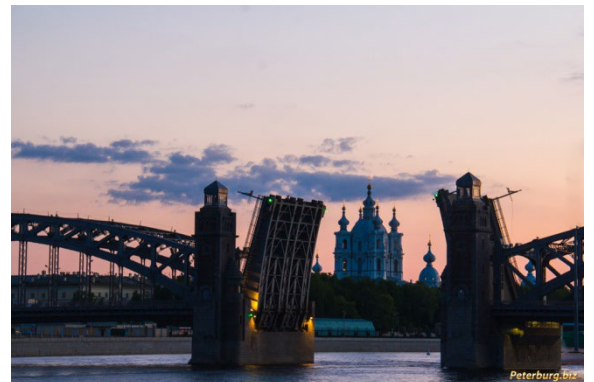
Cycling in Russia is a **relatively new** tendency, that is why there are **few or no cycling paths** and car drivers do **not always pay attention to other vehicles** except cars. You should be aware of that and consider carefully the idea of commuting by bicycle.

We would recommend to use it as a way to spend your leisure time renting a bike in large parks, for example in [Peterhof](#).

Another commuting trick in SPb is [Bridges schedule](#).

Saint Petersburg is called the Venice of the North because of its many rivers and canals in the city. But every night during the navigation period the city is split into two parts, because 13 bridges, that cross Neva River, open at night for at least four hours to let large ships pass. This is why you must pay attention to the bridge schedules otherwise you may have to stay on the wrong side of the city for the whole night waiting for the opportunity to get home.

The bridges are drawn from May 5 till November 20 (approximately).





Public transport

Apps and sites to check routes

There are some apps that will help you a lot during your stay in St.Petersburg.




2GIS: offline map with information about organizations and transport routes. Available for all smartphones OS. You can also install PC version or use their website. In Russian only.



SPb Transport Online: mobile app to track buses, trolleybuses and trams location in real time. In Russian only.



WikiRoutes.info: website for public transport routes, schedules etc. Can track buses in real time mode. Available in English.

 RUSAVTOBUS.RU

Rusavtobus.ru: website and iPhone app for planning your route. Available in English.



Metropolitan or **Yandex.Metro:** mobile app with metro map, can search for fastest routes and calculate time needed for a ride.



Yandex Karty (Maps): mobile app to navigate in the city, check traffic jam and track public transport in real time mode. Also has info about transport routes, schedules etc.

Tickets

Prices for single ride in public transport in 2023:

Metro	70rubl
Bus, tram, trolleybus	65rub

Using [Podorozhnik](#) card is more efficient if you use public transport more than 10 times per month.

Students of Russian universities can use [student transportation card](#).

Types of public transport in SPb

Buses, trams and trolleybuses

These vehicles generally work from 5:30 to 00:30 (it depends on a route and particular stop). Check the [schedule](#) for the exact vehicle you need but note that they do not always follow it properly due to the traffic. Use Yandex Transport, SPb Transport Online or WikiRoutes apps in real time mode to check whether a bus is coming soon or not (marshrutkas re not tracked in all of the apps).

There are **night buses**, which follow routes of metro lines. They work from April, 30th till November, 15th on weekends and public holidays from 00:00 to 06:00 considering bridges opening time with interval of 30 minutes.

Check routes here: <https://transportspb.com/nochnie-avtobusi>



Metro Schedule

NB! Be careful if you have to switch from one line to another: all changes close at 0:15

Interactive Metro map <http://www.metro.spb.ru/en/interactive.html>





ENTERTAINMENT

The city center

Events aggregators

Saint Petersburg is well known for huge amount of tourist attractions as well as a lot of festivals, temporary exhibitions and theatrical performances. To find out more about “must visit” places as well as about upcoming events we recommend you to visit some of these web-sites.

Web-site	Description	Language
The Village (Saint Petersburg) http://www.the-village.ru	This web-site provides a lot of useful information about upcoming events along with news and just interesting articles	Russian
KudaGo (Saint Petersburg) http://kudago.com/spb/	The web-site which is devoted to most interesting places and activities in Saint Petersburg . Here you can find all information about upcoming events, concerts and festivals, where they will be held etc.	Russian
City tourist portal http://visit-petersburg.ru/	This web-site is mostly devoted to places of tourist attraction in Saint Petersburg , but you can also find some useful information about interesting events in Saint Petersburg .	English
Blog-Fiesta (Saint Petersburg) https://www.fiesta.ru/	This web-site is for people who are interested in the events of St. Petersburg and all that is connected with the city. There is a lot if information about interesting and extraordinary events in the city.	Russian
TripAdvisor (Saint Petersburg) https://www.tripadvisor.com/Attractions-g298507-Activities-St_Petersburg_Northwestern_District.html	One of the most popular web-site about traveling, sightseeing and amusement. (Almost) All you need to know about attractions in Paint-Petersburg is in here.	English



Cinema



You must be aware that in almost all of the commercial cinemas, ALL showings are dubbed in Russian (although you might be surprised about how much of an action film you understand even though it is in Russian!).

Cinema-freaks can check out THE FOLLOWING PLACES for the movies in the original. Among the most popular places screening films in the original there are [Dom Cinema](#) or [Rodina](#) (both sites are in Russian but you can see the titles in other languages), the [Angleterre Cinema Lounge](#), the [Artpokaz](#), where you can find films in the original shown on the silver screens in different parts of the city.

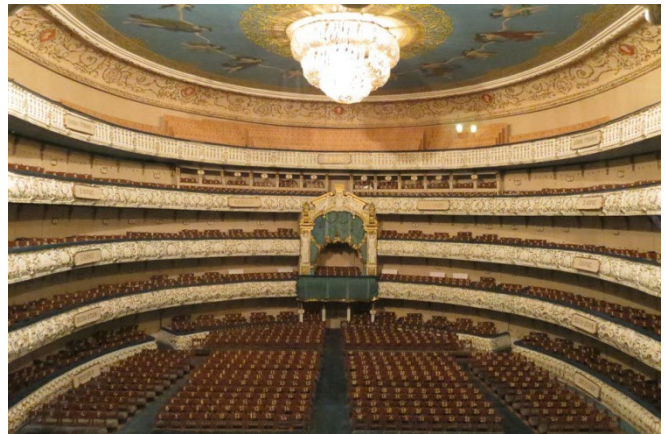
The Mariinsky theatre special price **THE OFFER IS ON PAUSE IN 23/24 A.Y.**

While studying at GSOM, you have access to both the Old and New Stages of one of the world's greatest theatres with classic and contemporary opera and ballet, as well as concerts in the nearby concert Hall.

As a student in Russia, you can purchase tickets for personal use at substantial discounts:

- Go to the [Mariinsky's site](#) to see the details for the individual order;
- Wait for the monthly mail-out from GSOM for the even cheaper special offer.

The operas generally have synchronised English supratitles on the electronic banner above the stage.



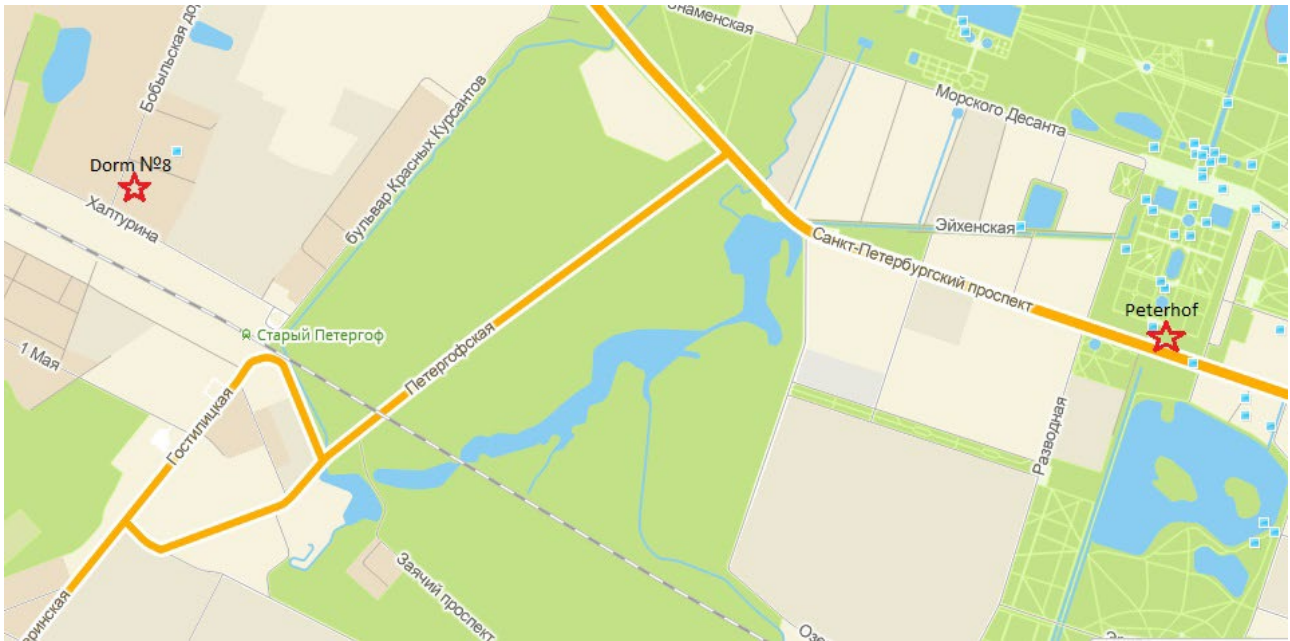


Towns next to SPb

There is [Peterhof Grand Palace](#) not far away from the territory of the Dormitory. It is very beautiful place for walking or jogging. Moreover there are several **museums** worth visiting there.

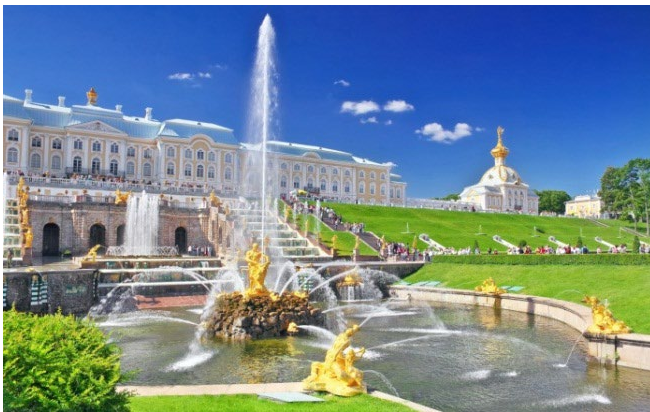
To get there you can take **any bus or marshrutka till stop Fontany (Фонтаны)**.

From Peterhof Park you can take a boat [Peterhof-Express](#) straight to the city center.



Another royal residence [Oranienbaum](#) is located not far away from the student dorm. To get there you can for example take a train from the city center till stop **Oranienbaum I (Ораниенбаум-1)** in Lomonosov town.

You can also find the palaces, parks and other sights in Kronstadt, Vyborg, Pushkin ([Ekaterininskyi Garden](#)), Pavlovsk, and [Gatchina](#).





Traveling

The most memorable time of your exchange semester can be connected with traveling around Russia and Northern European countries. While travelling, it is important to keep up to date with the travel status of places you plan to visit.

TIP! Think about your trip **in advance**: plan the route, accommodation, places to visit etc. Since it can be quite hard to find a person who speaks English, it is better to have a plan, a map and any other information needed for your trip.

Traveling regulations for international students

[Travelling in Russia](#)

[Travelling outside of Russia](#)

According to Russian laws, every person has to be [registered in a city](#), if he or she stays there for more than 3 days. If you are staying at a hotel/hostel, its administration will do it for you.

It is crucially important that you notify the international office about your trip each time you leave the city, especially if your trip is abroad, as well as about the fact that you have returned back by bringing new migration/registration card and your passport to the office.

Since the university is responsible for you and your safety, administration of GSOM must register the fact that you're gone and when you are back in St. Petersburg. So to avoid fees and fines notify international office each time.

If you are traveling abroad, the border police will take and keep your [migration card](#) every time you leave the country. When you enter Russia again, you must:

- Be sure to get a new migration card
- The border police **must** stamp it (on the day of crossing the border)

NB! When you are **back in Russia** from abroad, don't forget **to send a scanned copy** of your new **migration card** to exchange@gsom.spbu.ru **within 1 working day** after entering Russia.

NB! When you are back in St. Petersburg after traveling within Russia or after your stay in any hotel/hostel of St.Petersburg, send the address of a hotel/hostel you stayed in last time and dates of your trip also to exchange@gsom.spbu.ru.

NB! Each time you travel **take your passport and migration card** with you!

Websites for traveling

One of the most useful sites with information about sightseeing, hotels etc. is TripAdvisor. There you can also find useful tips that are necessary to keep in mind.



<http://www.visitrussia.org.uk/> - this web-site also contains useful information about main tours in Russia and gives you an idea what to visit while being in Russia

Russian railways and Russian airlines

Via <http://rasp.yandex.ru/> you can find all information about timetables (trains, local trains, airlines, buses etc.), but the web-site is in Russian.

TIP! Buy tickets and book hotels only via **reliable** sites or official sites.



You can travel by air in Russia just like anywhere else in the world. To buy tickets you may use either websites of these companies, or any internet agent, e.g. Skyscanner, AviaSales, Ozon-Travel.

The list of Russian airlines includes:

- Aeroflot –the largest airline in Russia, an extensive network of routes across Russia and many countries of the world
- Rossiya Airlines – domestic and international flights from St. Petersburg
- UTair – the leader on domestic routes Russia
- Sibir (S7 Airlines) – extensive route network from Moscow and Novosibirsk
- Transaero – leading Russian carrier for travel and long-haul routes



Российские железные дороги

Russian Railways (RZD) is one of the most common means of transport for long-distance traveling and suburban traveling. Direct routes link Russia with many national railway systems in Europe and Asia such as: Finland, France, Germany, Poland, China, Mongolia, North Korea etc. along with many Russian cities.

It is possible to get a student discount if you register via RZD website a week in advance of the ticket purchase. You will need your enrollment confirmation among other documents which you can ask at the International Office (the paper is issued within 2 working days).

You can **buy tickets** both on railway stations and online via [RZD website](#).

Trans-Siberia

The [Trans-Siberian Railway](#) is a network of railways connecting Moscow with the Russian Far East and the Sea of Japan and one of the most well-known routes for traveling in Russia.



Tourist offices in St. Petersburg

A range of tourist information and advice is available at [The City Tourist Information Centre](#) offices. You can also call their Tourist help line +7 (812) 300 33 33, 24 hours a day for an English-speaking hotline who can tell you everything from the opening hours of the local supermarket to

what to do if you've just landed in the drunk tank.

There are 9 tourist information points within the city.

The main one:

Sadovaya str. 14 (metro Gostiny Dvor),
tel. 310 28 22.

Open Mon-Fri 10:00 - 19:00, Sat 12:00 - 18:00

Others are located at:

1. Sadovaya str. 37, open Mon-Fri 10:00 - 19:00, Sat 12:00 - 18:00
2. Dvortsovaya ploshad (Palace square, the Hermitage), tel. 982 82 53, open Mon-Sun 10:00 - 19:00
3. Isaakiyevskaya ploshad (St. Isaac's square), open Mon-Sun 10:00 - 19:00
4. Ploshad Rastrelli (Rastrelli square - close to Smolny cathedral), open Mon-Fri 08:30 - 16:00
5. Ploshad Vosstaniya (next to Moskovsky train station), open Mon-Fri 10:00 - 19:00
6. Airport Pulkovo, open Mon-Sun 10:00 - 19:00.



USEFUL INSTRUCTIONS

Some useful information you may need for filling in a visa application form:

- **Purpose of visit (section):** *STUDY*
- **Purpose of visit:** *STUDY*
- **Visa category and type:** *common educational*
- **Number of entries:** *single*
- **Date of entry into Russia:** *here you can put any date starting from the date stated in ENTRY FROM field but not later than the date of your arrival to Russia*
- **Date of exit from Russia:** *see STAY UNTIL field*
- **Name of organization:** *Saint Petersburg State University*
- **Address:** *Universitetskaya nab., 7-9 199034 Saint Petersburg Russia*
- **TIN organization:** *7801002274*
- **Directive (telex) number:** *please, don't enter any data in this field since it's not applicable in your case*
- **Itinerary (places of visit):** *Saint Petersburg and Moscow*
- **Invitation letter number:** *starts with 2L*

When you get your visa, please make sure the following data is correct:

- Full name
- Date of birth
- Passport number
- Purpose of entry is *УЧЕБА*

Please also send to GSOM a copy of your visa once you get it - it makes the registration process in GSOM after your arrival easier and faster.

<https://drive.google.com/open?id=0B1azLMkPaZ9INTZmTUI6Y3JHdGs>

1. Folder Blackboard:
 - How to change language in Blackboard
 - How to register for courses in Blackboard
 - Online exams in Blackboard
2. Folder Drafts:
 - Learning Agreement draft
 - Departure Paper draft