



Institute of Business Studies Moscow

International Student Guide

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RUSSIAN PRESIDENTIAL ACADEMY OF NATIONAL ECONOMY AND PUBLIC ADMINISTRATION

The Russian Presidential Academy of National Economy and Public Administration (RANEPA) is a leading university in Russia in the areas of public policy, public administration, and business administration.

RANEPA was established in September 2010 under the Decree of the President of the Russian Federation through merging the Academy of National Economy under the Government of the Russian Federation (established in 1977), the Russian Academy of Public Administration under the President of the Russian Federation (established in 1991), and 12 other regional academies.

The mission of RANEPA is to cultivate globally competitive and adaptive managers for public and business sectors of the Russian economy in order to address the challenges of innovation and development of the society.

Academy Today

RANEPA is the largest leading higher education institution in Russia. Its Moscow main campus plus 67 branch campuses across 53 regions in Russia provide their services to a total of over 170,000 students. Today RANEPA constitutes a multi-tier education, research and training system that embodies the life-long learning philosophy. This system incorporates undergraduate and postgraduate education as well as tailored professional training. RANEPA offers a variety of education and training programs to serve the learning needs of civil servants, entrepreneurs, managers, financiers, and lawyers. These include 48 undergraduate programs, 14 master degree programs, postgraduate research degrees and doctorate programs in 65 research specialties. RANEPA has a strong faculty of which many are prominent Russian academics. They have broad research interests and apply modern methodologies in their teaching. Professor Vladimir Май, a renowned Russian economist, serves as the first President of RANEPA.

RANEPA's alumni include some presidents of the Newly Independent States in the post-soviet area, prime ministers and ministers, well-known financiers, and leaders of the Russia business sector. Indeed, today RANEPA is a home to future leaders in the public and business sectors in Russia and abroad,

Excellence in Business Education

At present, RANEPA is a leader in training top-level managers for enterprises and organizations in Russia. RANEPA was the pioneer in introducing MBA (Master of Business Administration) and EMBA (Executive Master of Business Administration) in Russia. More than one half of MBA (Master of Business Administration) students in the country are trained by RANEPA with the use of advanced learning technologies. Most of the MBA and EMBA (Executive Master of Business Administration) programs are viewed as best practices in quality in the Russian market of business education and they are accredited by the international and national accreditation agencies, such as AACSB International, EFMD and AMBA International.

International Cooperation

Many of RANEPA's programs contain substantial international components to ensure their enrichment, quality, and competitiveness in the international education market.

RANEPA has broad international cooperation with leading foreign universities, participates in a number of international strategic partnerships to provide for students and faculties international mobility, modern opportunities of international education, training and research. The Academy runs several dozen of double degree projects at undergraduate, postgraduate, MBA and EMBA level. It provides unique English language programs for foreign students in the field of Russian politics, socio-economic development, history, religion, management models, cross-cultural issues, etc., thus exporting Russian education to leading countries of the world.

Such cooperation has resulted in Russian students studying abroad through exchange programs, dual diploma programs, and foreign students studying at RANEPA. RANEPA holds membership of several international business education associations, including IAU, AACSB, AMBA, CEEMAN, etc.

INSTITUTE OF BUSINESS STUDIES

Since its inception Institute of Business Studies (IBS-Moscow) within RANEPA has been a leader in the Russian business education market. IBS-Moscow is a collegiate business school operating on RANEPA's premises in Moscow. IBS-Moscow was founded in 1988 within the Moscow State University of International Relations nationally known for strong international expertise. In 1994, IBS-Moscow transferred to RANEPA and became its homogeneous structural unit.

A combination of the international expertise of the Moscow State University of International Relations and RANEPA's rich experience in preparing capable managers and executives has contributed to the broad recognition of IBS-Moscow in Russia and CIS countries. As a collegiate business school and RANEPA's structural unit, we have access to the human and material resources required to ensure the high quality of our learning programmes.

IBS-Moscow has provided educational services to a total of over 19,000 students and managers from Russia and CIS countries. Nearly 4,000 of our graduates are active members of IBS-Moscow Alumni Association.

All our degree programmes are Russian government-accredited. Our part-time MBA and EMBA programmes are accredited by the Association of Masters in Business Administration (AMBA International), and our Master of Science in International Management programme is accredited by EPAS EFMD.

Admission

Exchange students are nominated by their home Universities according to a procedure, stipulated in agreements between IBS and their Universities.

Applications deadlines (unless otherwise indicated in the agreement between Universities) is the 21st of May for the first semester and 15th of October for the second semester.

Documents to be submitted:

1. A scan of your passport (the page with the picture)
2. A scan of your highest degree with transcripts.
3. A filled out application form and visa information table
4. CV

Senior bachelor students can also choose master courses, that are delivered in English. Russian-speaking exchange students can attend courses, delivered in Russian. There might be prerequisites to attending master courses.

Semester dates

1 st semester	9 th September – 24 nd December
2 nd semester	1 st February – 15 th June
Spring break	1 st May – 10 th May

Tuition fees: Exchange students do not pay any fees to IBS RANEPA.

VISA AND REGISTRATION

- As an IBS RANEPa student, you will be issued a student visa on the basis of an invitation from Russian immigration agency, valid for the period of study. It takes about 3 weeks to have the invitation issued and then about 2 weeks (depends on the country you live in) to get a visa from the Russian consulate, so please plan your time accordingly when applying for the programme. After you have been accepted to the program, we will ask you to send us a scan of the page in your passport with your picture and signature. Photocopies and faxes will not be accepted as they are not of high enough resolution. **If your passport expires sooner than eighteen months after your intended departure date from Russia**, you must renew it immediately.
- We then submit your documentation for visa support letter to the Immigration Agency. As noted above, it takes approximately 3 weeks for it to be issued. After that we either send you a scanned copy or send the original by courier service. We will ask you to inquire at your closest Russian consulate whether they accept scanned copies – rules may vary in different countries. **Please bear in mind that one may not legally work in Russia** with a student visa.
- Once you receive the visa support letter (invitation) you can apply for a visa at the closest Russian consulate.
- Processing with the consulate is fairly straightforward. Depending on which country you are in the rules may differ, However, be prepared to have the following materials:
 - Passport (original) with at least two free pages (opposing).
 - One passport-sized photo
 - Negative HIV test*
 - Processing fee - this depends on the consulate, your citizenship, and on the processing time.

** Most consulates are now demanding the HIV test for all student visas, regardless of duration. Keep a copy of this test as it may be needed in Russia as well.*

- **Student visas are first issued as single entry and are valid for 3 months.** After you arrive, your visa can be extended for up to one year and may be eligible to be converted to multi-entry after you arrive. Please note that **once your visa is extended, it will be re-issued in a completely different form** (please see "**Extending/Converting Your Visa,**" **below**). If you are studying for less than three months, it is unlikely that your visa can be converted to multiple-entry.
- An example of a student single-entry visa is below:

The Russian Student Visa

Note that the actual visa will contain additional information - this one lists only the fields you will need to know and understand.

See picture at the next page.



Field 1: Visa number.

Field 2: The first date listed is your entry date - you can't arrive before this date. The last date is your exit date. You must leave before this date.

Field 3: Your name. This will be in Russian and English. When entering your name on documents in Russia, use the Russian version of your name used here. Do not alter the transliteration in any way.

Field 4: Your "purpose for visiting" the Russian Federation. On student visas, this will be marked "обучение."

Field 5: Your inviting agency - which is the university you will be studying at.

Migration Card - At The Airport In Russia

1. If you will be arriving at Domodedovo, skip to point 5 on this list. With any other airport, either the flight crew will walk through the cabin asking if there are any foreigners on-board at some point during your flight and they will hand you a migration card, or there will be tables before you enter passport control that have the migration cards. If in doubt, ask your flight attendant.
2. Each foreigner will receive a migration card to fill out in duplicate. The cards are available in English.
3. Make sure you fill in the migration card with the exact information on your visa as we specified above.
4. Your migration card will be torn in half by passport control at the airport (or at the border if you are entering by train) and stamped. One half will be given to you and the other half will be kept by passport control.
5. *If you will be arriving at Domodedovo* (one of Moscow's three major airports), you will not need to fill out the migration card on your own. Passport control at the airport will scan your visa and the migration card will be automatically generated with the appropriate data. Note that they will not explain what they are doing and can often stuff the migration card quickly and silently into your passport. Make sure you watch where it goes so that you don't lose it!
6. **You must keep the migration card safe for the entire length of your stay in Russia.** It is essential to registering your visa - and passport control will ask you for the other half when you leave Russia.

The Russian Student Visa, II

ВНЗД
М-VI № FIELD 1
ОДНОКРАТНАЯ
FIELD 2
FIELD 3
FIELD 4
FIELD 5
FIELD 6
ВЪЕЗД

Field 1: Visa number.

Field 2: This field indicates if your visa is single-entry (однократная) or multiple-entry (многократная). If you believe a mistake has been made, inform IBS contact person immediately.

Field 3: Your name. This will be listed only in Russian and will cover two lines. When entering your name on documents in Russia, use the Russian version of your name used here. Do not alter the transliteration in any way.

Field 4: Your "purpose for visiting" the Russian Federation. On student visas, this will be marked "обучение."

Field 5: There are two dates listed on this line. The second is your official exit date. You must leave Russia before this date. If you believe a mistake has been made, inform IBS contact person immediately..

Field 6: Your inviting agency - which is the university you will be studying at.

- Note that this is a three-page visa and is quite large. The other pages will repeat the information shown above. One page will be without the picture section. The other page will also feature a picture and will be marked "ВЪЕЗД" where the page above is marked "ВЪЕЗД" (in the lower left corner).
- **The first time you leave Russia on the visa, the border guard will tear off the page marked "ВЪЕЗД."** The guard will stamp the remaining two pages when you re-enter Russia. This is normal.
- Please note that this is now your official visa. You must carry it with you always when inside Russia. The first visa, pasted into you passport, is now void. We highly recommend purchasing a passport cover (available at kiosks throughout Russia which sell office supplies) in order to keep all these bulky documents in one place.

Document Checks

- **You must carry your documentation** with you at all times. This includes your passport, visa, a copy of your registration card, and your student id (issued by IBS after you register). Carry your documentation in safe place - never in your back pocket or in a jacket pocket - always in a front pants pocket (preferable) or your purse.
- If you look "ethnic" (i.e. Asian, Hispanic, or Indian) you could get stopped more often. This is unfortunate, but ethnic profiling is legal and accepted in Russia.
- Always carry a cell phone so that you can call the embassy and IBS contact person at any time in case of emergency.
- **Russia is safe for travel** - but you should make sure that you are travelling legally and that you are fully aware of your rights as a foreigner in Russia!

TRANSPORT

1. Russian Airports

In Moscow Sheremetyevo II (SVO II – terminals D and F) and Domodedovo (DME) process most of Russia's incoming international flights. Most domestic flights go through Sheremetyevo I (SVO I – terminals A, B, and C) and Domodedovo. Vnukovo (VKO) airport also hosts some

2. Entering Russia by Air

You can roughly expect the following sequence of events upon arrival:

1. **Disembark** and follow the flow of passengers to passport control. Usually one line is for Russian citizens, but all others are for foreign nationals.
2. **Passport control** will take your passport (where the visa is glued in) and your migration card. Both will be stamped and returned to you.
3. **Baggage claim.** Carousels are usually not marked - but there are not many and everyone just figures out where their bags are. Collect them and head toward customs (indicated by red and green signs). Have your luggage tickets handy (usually in sticker form on your ticket holder) because airport officials may check them against the tags on the bags you are bringing out of baggage claim to make sure they are yours. *3a. If your luggage is lost.* Go to the booth inside the luggage area and fill out a claim slip. Ask the person at the booth for a phone (they will generally let you use theirs) and call IBS contact person if you need help.
4. **Customs.** If you have less than \$10,000 in cash/travelers checks or goods, you may go through the "Nothing to Declare" GREEN line.
5. **Arrivals hall.** IBS will normally provide a driver to pick you up at the airport. Look for someone holding a sign with your name. If you do not see someone right away, do not go far. If your flight has arrived early, wait near the exit from customs. Drivers usually plan to arrive no earlier than half an hour after your flight is scheduled to land since it usually takes that long to exit customs.
6. **Rubles.** It is not a bad idea to change a bit of money (\$50-100) or withdraw rubles (1500-3000 RUR) from the ATM at the airport. The exchange and ATMs are located near the customs exit.

SVO I or II <--> Moscow

You have two options to get to the metro. The metro has maps posted in each station and in each wagon of every train. Make sure you get on a train heading in the right direction.

Option 1: Aeroexpress

Aeroexpress is a high-speed train from SVO II to the Belorusskaya metro station (on the ring line where green meets brown in the north). Follow the signs at SVO II that say "Exit to

Aeroexpress." From SVO I, you can take a shuttle bus to SVO II, then follow the signs. At SVO II, exit the arrivals hall, walk through a long tunnel, then re-enter the airport – it takes 7-10 minutes. Purchase a ticket at the ticket window. As of summer, 2012, *the cost is 300 RUR* or 340 RUR with a one-trip metro ticket (there is always a huge line of people for metro tickets at Belorusskaya). The ride will take about 35 minutes and is non-stop to Belorusskaya metro.

Tickets can also be purchased online (<http://www.aeroexpress.ru/en/>) for *350 RUR* up to 30 days before departure. Be sure to hold onto your ticket for the duration of the trip.

Option 2: The Bus

Take either bus 817 to metro Rechnoi Vokzal (end of the green line), or bus 851 to metro Planernaya (end of the purple line). As of summer, 2015, *the cost is 50 RUR*. If you have a large bag, you will have to pay *50 RUR* for the bag as well. There are many stops along the way, so you will need to pay attention in order to get out at the right stop. The duration of the trip depends on traffic, and can take anywhere from 40 minutes to two hours or more.

Small minibuses, called "marshrutkas," and are usually faster, cost about twice as much (you will also still need to buy your bag a seat if it takes one). Look for one that lists "M. Rechnoi Vokzal" or "M.Planernaya" (in Cyrillic) on the side.

DME <---> Moscow

Option 1: Aeroexpress

The high-speed Aeroexpress train can take you to the Paveletskaya metro station. Follow the signs at the airport that say "Exit to Aeroexpress." Purchase a ticket at the ticket window. As of summer, 2015, *the cost is 450 RUR* or 500 RUR with a one-trip metro ticket (there is always a huge line of people trying to buy metro tickets at Paveletskaya). Hold on to your ticket as you will need it to get through the turnstiles to exit Paveletskaya. The ride will take about 45 minutes and is non-stop.

Tickets can also be purchased online up to 30 days before departure. Be sure to hold onto your ticket for the duration of the trip.

Option 2: The Bus (<http://www.domodedovo.ru/en/main/getting/1/>)

A fleet of specially marked busses and minivans (white, with "Domodedovo" written on the side) runs to the metro station Domodedovo (green line, south). Wait for the bus outside of the airport, between doors two and three. You may be asked to buy another space if your bag takes up a seat.

3.Metro

Transportation in Moscow is very efficient. All fare is still quite inexpensive (50 rubles per one-way ticket - approximately 75 cents), but if you will use a certain form of transport regularly, get a monthly pass – that will cost about 40 euro for all kinds of transport (good for 70 rides) and 35 euro for the metro only.

In Moscow, the metro operates from approximately 5:30 am until 1:00 am.

Tickets may be purchased from kiosks at the entrances of each station. The ticket cost doesn't depend on how much time you spend in Metro or how many transfers you do from one line to another.

Additional information: <http://engl.mosmetro.ru/>

The metro map can be viewed here: <http://engl.mosmetro.ru/flash/scheme01.html>

What to do with the ticket will be fairly clear, but make sure you use the ticket slots to the right of the turnstile and be sure that the light has turned from red to green.

When on the escalators, stand right on the right side and walk on the left side. If your train is full, the people behind you may ask you "Vy Vyhodite?" (Will you will get off at the next stop?) If you are, answer "Da." If not, try to step aside and let them closer to the door.

The metro is the most common place to arrange to meet someone, so it pays to know each station well. It is very normal to agree to meet "at the last wagon of the train going from the center on the red line" or "the center of the platform." Each station is constructed differently and the center of the hall is not always the best place to meet.

Timing is very easy on the Moscow metro. Allot 5 minutes per station en route, and 5-10 minutes per change of line. You can buy tickets only at ticket offices before going down to the station.

There are certain phrases that you will frequently encounter on signs in the metro. If you are coming to Russia with a limited amount of Russian, here's what some of them mean: ВХОД В МЕТРО (ENTRANCE TO METRO) – НЕТ ВХОДА (NO ENTRANCE) ПЕРЕХОД НА КОЛЬЦЕВУЮ ЛИИНИЮ (TRANSFER TO CIRCULAR LINE) – ВЫХОД В ГОРОД (EXIT TO CITY) ПЕРЕХОД ПРЕКРАЩАЕТСЯ В 1 ЧАС НОЧИ (PASSAGE CLOSES AT 1 A.M.) – К ПОЕЗДАМ ДО СТАНЦИЙ (BOARDING TO THESE STATIONS) – ПОСАДКИ НЕТ (NO BOARDING).

4. Bus, trolley, tram

While generally logical systems, surface transport in Russia can be overloaded and not in the greatest condition. If you do not have a monthly pass, you must purchase a ticket from the driver or, sometimes, the attendant (identifiable by their orange smocks). Tickets are also available at the metro and now at any street kiosk that says "*proezdnye bilety*" somewhere thereon. The ticket procedure in Moscow uses "electronic conductors," transport with a turnstile at the front where you must slide your ticket, then grab your ticket when it pops back out, and walk through. You should always get on at the front of the bus.

5. Scheduled taxi

A scheduled taxi (microbus) is called a *marshrutnoe taxi*. They service the outlying areas, suburbs, airports, as well as supplement the public bus system (they are numbered the same as the buses they duplicate). The cost ranges from about 1.00 euro to 3.00 euros, depending on route length. Pay the driver when you get on. It's a bit more expensive, but you always get a seat and it's faster than a bus and cheaper than a taxi. The route is posted on the front and/or side window.

6. Regular taxi

Moscow has a system of new, yellow taxis. They are fairly pricey, so always ask the cost before getting in. If you need to get to the airport at a very early hour, it is pretty reliable to book a car with a private taxi service, which you can find in the "Business Telephone Guide" for various cities on-line. A good taxi service is Taxi 956 (<http://www.taxi956.com/>), you can call a taxi by placing a call to 495 956 8 956.

Private cars

While we cannot officially recommend it, most of Russia (Russians and foreigners alike) rides in private "gypsy" cars. Especially in more remote areas, it is a waste of time to expect an official taxi to wander by. If you do travel this way, please go in groups, do not sit in the front seat alone, and never get in a car that already has a passenger. Have a good sense of where you are going so that a) you stand on the correct side of the street (cheaper fare if the car is going that way anyway) and b) you are not taken for a "ride." Negotiate the price before you get in and don't be afraid to wait for the next if the price is too high or if you feel in any way uncomfortable with the driver. Beware of cars that wait outside clubs - go to the nearest major street out of their vision and hail a passing car.

Elektrichki

Elektrichki or commuter rails run from Moscow's 9 train stations to locations as far as 3-4 hours away. We strongly recommend getting out of the city this way, if only for a weekend day. It gives an interesting perspective on Russian life. At the station, look for signs saying "*Prigorodnie*" to find the correct *kassa* and timetable. Always keep your ticket, as you need to produce it again to leave the station (this is to control freeloaders who try to make a return trip without paying).

ACCOMMODATION

Dormitory

IBS provides students with accommodation on campus. The dormitory is a very short walk from classes (one minute) and is offered at a very modest price of approx. 170 euros per month. It is a shared room (2 students per room) with a common kitchen on each floor. Other services are also available (laundry etc). If you require accommodation on campus, please let us know by the 1st of June so that we can reserve a room for you. You do not have to stay in the dormitory throughout the duration of your studies - you can stay a month while looking for a private apartment and then move out. Payment is made on a monthly basis at the dormitory reception in rubles.

Renting Apartments and Rooms

Most former students will recommend staying in the dormitory at least some time to meet potential roommates and take time to search for a good apartment. Finding such an apartment can be either tedious or a matter of luck. You should also be aware of the legalities involved before deciding to rent. Most private ads in newspapers and on the street are actually from agents who will require one month's rent as commission. This may seem expensive, but in the long run it is a better choice. As you will quickly discover, most online listings are already taken (listings posted in English go quickly).

Long-Term Apartment Rentals, while not cheap, do offer the best value for long-term stays. There are numerous pitfalls to watch out for, however, with this option, so it's a good idea to make sure you know your rights and responsibilities as a renter by reading an article on the subject (http://www.acg.ru/english/renting_in_russia).

- Search yourself with Cian.ru, which is only in Russian and, because posting is free there, has many that are actually from brokers. However, it can be worth it to find those from actual owners, as you can save the 100% broker fee that is standard in Russia – although you will likely still have to still pay first and last month's rent.

Short-Term Apartment and Room Rentals are also known as "serviced apartments" and are competitive with hotels, especially if you are traveling with others and can share the costs. They are also more likely to have free Internet and calls! A service we would recommend is ApartmentsMoscow.com (<http://www.apartmentsmoscow.com/>). Lastly, social networking can also be used to find roommate arrangements on such sites as Expat.ru, Redtape.ru or Couchsurfing.org. As always, you should be careful about who you chose to room with – and make sure that your housing solution will be able to register you.

Hostels: Hostels in Moscow cost \$25-45 per night for dormitory-style rooms. Some include breakfast, others don't. Some also have a couple of twin or single rooms available. Below you can see a list of hostels that have their own website (you can find it by the name of the hostel on the internet). To book others you can go through one of the many online portals such as HostelWorld.com, which offers a fairly extensive selection of Russian hostels.

- Home from Home Hostel

- [Moscow Home Hostel](#)
- [Napoleon Hostel](#)
- [Godzilla's Hostel](#)
- [Buddy Bear Hostel](#)
- [Chocolate Hostel](#)
- [Comrade Hostel](#)
- [HM Hostel Moscow](#)
- [Kita Inn \(gay friendly\)](#)
- [Yellow Blue Bus Hostel](#)
- [G&R Hostel Asia](#)

WORK

It is illegal to work without a work visa and permit, which are expensive. If you find a professional job, your company may supply these. While we cannot encourage the practice, working "under the table" in "unofficial" jobs has been common for foreigners and Russians alike.

As a student you may try to get a job as a foreign language teacher, editor, translator etc. You can also try to use the sites already mentioned above

[Expat.ru](#) - Look especially in the business and services sections of these forums.
[Redtape.ru](#) - Another forum with business and services sections.

ESTIMATED LIVING EXPENSES

Expense	Estimation
<p>1. <u>Accommodation/Housing</u> Accommodation in the Student's Dormitory (sharing TWIN room).</p>	175 euros
<p>2. <u>Food</u> At the cafeteria and student canteen breakfast/lunch will cost you approximately \$4. Moscow has a huge variety of restaurants and cafes for every taste. Normally, it is possible to have a good dinner for \$15 per person, although it will go up to \$30 and more. In the dormitory there are kitchens on each floor.</p>	150-200 euros
<p>3. <u>Insurance</u> A medical insurance for \$15 000 costs about 75 euros.</p>	75 euros
<p>4. <u>Transportation</u> Students transport cards for underground transport and for buses, trolleybuses etc. give possibilities for discounts.</p>	15-40 euros
<p>5. <u>Phone</u> Russian Mobile SIM card. One minute outgoing in Russia around RUB 2-4, incomings are free.</p>	30-40 euros
<p>6. <u>Internet</u> On campus wi-fi Internet is available for free (rooms for self-study, library etc). LAN Internet in the dormitory may be an additional expense of 20 euros.</p>	20 euros
<p>7. <u>Visa Registration, Visa Prolongation</u> Every foreigner who comes to Russia should have his/her Russian visa registered within 72 hours upon arrival, excluding holidays and weekends. All students firstly get one entrance visa for 90 days. Visa prolongation costs RUB 1000 (25 euros)</p>	25 euros
<p>8. <u>Leisure Activities</u> A rather good ticket to the Bolshoi theater costs about 75-100 euros. A reasonable place to any other theater can be booked at about 15-20 euros. A movie ticket costs from 7 to 15 euris. Admission to Moscow's museums and exhibition halls costs from 3 to 10 euros</p>	75-100 euros
TOTAL	550-650 euros

RANEPA Moscow campus plan



Contact information:

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