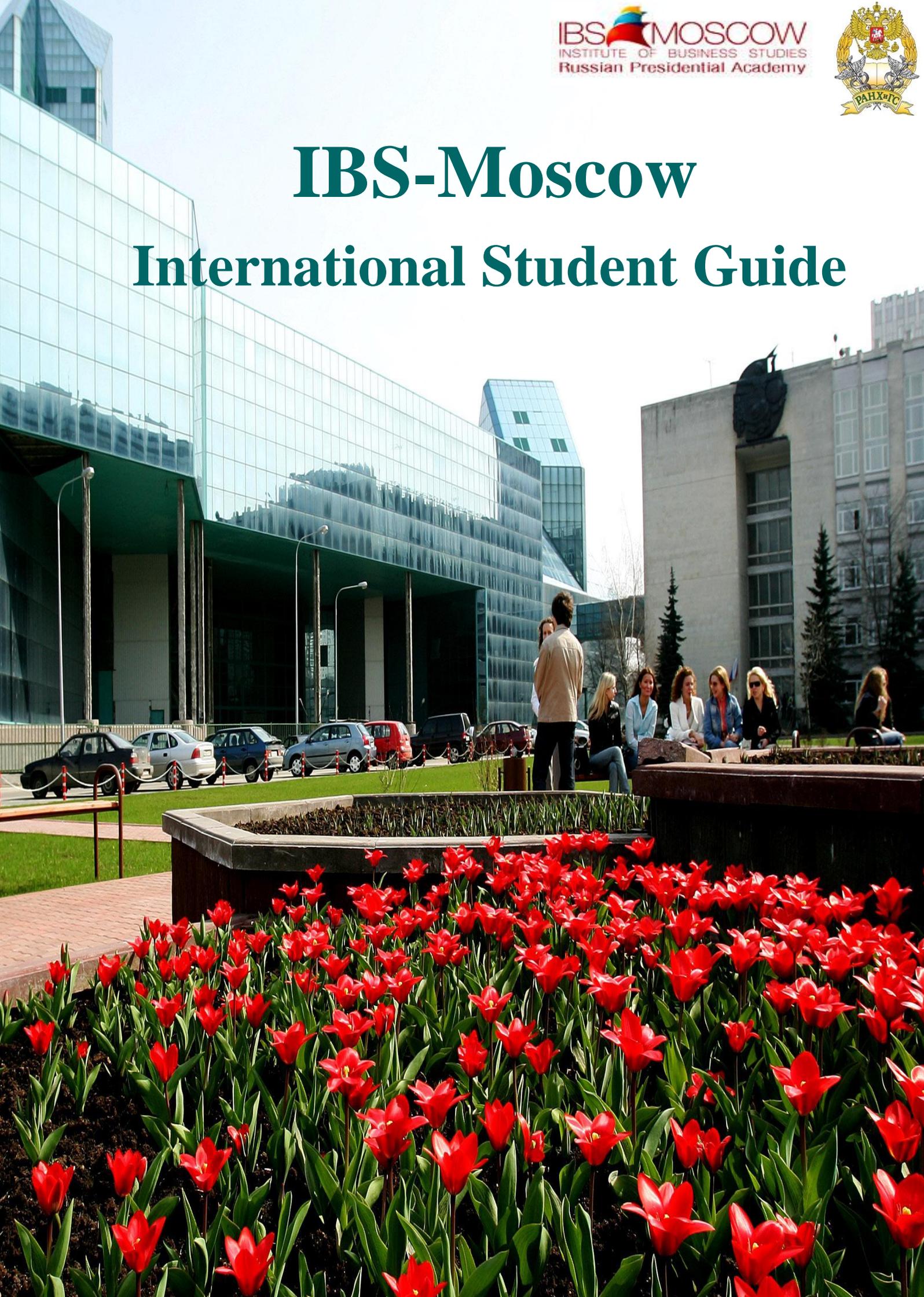


# **IBS-Moscow**

## **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 business administration and management, public policy and

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 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 54 branch campuses across 53 regions in Russia provide their services to a total of over 200,000 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. This includes 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 with broad research interests. Professor Vladimir Mau, 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 AMBA International.

## *International Cooperation*

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, international education, training and research. The Academy

runs several dozens 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.

RANEPA holds membership of several international business education associations, including IAU, AACSB, AMBA, EFMD, CEEMAN, etc.

## INSTITUTE OF BUSINESS STUDIES

IBS-Moscow is a collegiate business school of RANEPA. Since its inception Institute of Business Studies (IBS-Moscow) has been a leader in the Russian business education. IBS-Moscow offers a complete range of higher educational programs: bachelor, master, MBA, EMBA and a doctorate program (DBA). The School has over 35 000 alumni in Russia and other countries.

IBS is the only school in Russia, that has received **AACSB accreditation**. It also holds AMBA accreditation. All our degree programs are Russian government-accredited. IBS is ranked # 58 in the **Financial Times European Business School Rankings**, and our EMBA is ranked # 52 in the **Financial Times EMBA Ranking**. According to "Expert" Analytical Center, we are the most international school in Russia both by the number and by the quality of partner institutions. For seven years in a row we have been ranked No 1 in Russia by MBA alumni income growth.

**Our mission is** to educate globally-minded, innovative and socially responsible leaders and entrepreneurs and to advance the principles of sustainability and continuous improvement in Russian business education. Sustainability and corporate responsibility are central to our activities. As a student you will be able to participate [in different projects and trainings](#). IBS was the first Russian school to join UN Global Compact initiative "Principles of Responsible Management Education" (**PRME**), and has been a [PRME Champion](#) since 2018.

Learn more about the School [here](#).

## 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 15th of May for the first semester and 30<sup>th</sup> of October for the second semester.

## DOCUMENTS TO BE SUBMITTED:

- [Application form](#)
- Certificate of enrollment from the sending institution
- Academic transcripts (courses taken at the program in which you are currently enrolled)
- [Learning agreement](#)
- Curriculum Vitae
- 2 passport size photos (b/w or color)
- Passport copy (1st page)
- [Visa information table](#) (see visa section)

Information on the available courses for bachelor and master exchange students as well as application procedure for degree-seeking master students can be found at:

<http://eng-ibda.ranepa.ru/enrollees/bachelor-and-master/>

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 <sup>st</sup> semester	5 <sup>th</sup> September – 24 <sup>nd</sup> December
2 <sup>nd</sup> semester	1 <sup>st</sup> February – 15 <sup>th</sup> June
Spring break	1 <sup>st</sup> May – 10 <sup>th</sup> May

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

## VISA AND REGISTRATION

- As an IBS RANEPА student, you will be issued a student visa on the basis of an invitation from Russian immigration agency. 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.
- 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. **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. After the invitation has been issued we send to you 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, a special permission is needed (you can apply for it when you are in Russia).
- 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).
- An example of a student single-entry visa is below:



4. **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.

### Registration

**All visas must be registered within 72 hours after entering Russia.** Failure to do so may result in fines. The 72 hours include only business days. So, for example, if you arrive on Friday night, you should be registered by the end of the business day the Wednesday following your arrival.

### Russian Registration Card

The image shows a Russian Registration Card form. It has several sections:
 

- Field 1:** A grid for the date of registration (Дата убытия).
- Field 2:** A grid for the name of the person in charge (Фамилия, Имя, Отчество).
- Field 3:** A circular blue stamp from a university.
- Field 4:** A circular postmark stamp from Moscow (МОСКВА 127051).

 There are also checkboxes for 'Для принимающей стороны' and 'Подпись принимающей стороны'.

**Field 1:** This is the expiration date of your registration. **Field 3:** This is the stamp of the university you are attending in Russia

**Field 2:** This is the name of the person in charge at the university you are attending in Russia. **Field 4:** This is the stamp that shows you are registered. **Without a stamp in this box you are not registered!**

- **To receive this registration card**, you must submit to IBS upon arrival:
  - ✓ your original passport, with the visa inside,
  - ✓ your migration card (received on the plane or at the airport)
  - ✓ a very small fee (usually only about five dollars)
- You must also de-register and re-register if 1) you leave Moscow for more than three days **or** 2) you leave Russia for any amount of time. Be sure to tell IBS personnel about your travel plans so that we can prepare for this.

Please note that that registering of foreign students at the Academy address can be done only if they actually are accommodated on Academy premises (in the hotel or in the dormitories). In case you live at another address, you will have to be registered with the FMS (Federal Migration Service) by your landlord at his/her home address. In order to be registered at the address where the foreign nationals and stateless persons live, it is necessary to notify the local branch of the Ministry of Internal Affairs of Russia upon arrival.

For this purpose, it is necessary to make the following:

- ✓ To agree with your landlord about registering at the rented apartment's address;
- ✓ To check where the closest office of migration registration authority is located (on the website of the Ministry of Internal Affairs in Russia);
- ✓ To fill in the registration form;
- ✓ To submit the registration form to the migration registration authority (we would recommend to check the opening hours in advance). It can be also sent by post at the nearest post office (if such service is provided in your region). Please notice that it must be done by the landlord personally.

### Extending/Converting Your Visa

If your program is longer than three (3) months, your visa will be extended after you arrive. Once the visa is extended and/or converted, you will be issued a new, three-page green visa. The most important page is shown below:

### The Russian Student Visa, II



**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 "ВЫЕЗД" 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 "ВЫЕЗД."** 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 your 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.
- **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.
4. *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.
5. **Customs.** If you have less than \$10,000 in cash/travelers checks or goods, you may go through the "Nothing to Declare" GREEN line.
6. **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.
7. **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

The best way to get to the city from SVO airport is *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 (<https://aeroexpress.ru/en/> ) for *400 RUR* up to 30 days before departure. Be sure to hold onto your ticket for the duration of the trip.

You can also travel to and from SVO airport by bus <https://www.svo.aero/en/htgt/to-sheremetyevo/public-transport>

## DME <---> Moscow

*Option 1: Aeroexpress* (<https://www.dme.ru/en/transport/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.

More info in available transport options <https://www.dme.ru/en/transport/>

### **3.Metro**

Transportation in Moscow is very efficient. All fare is still quite inexpensive (55 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.

What to do with the ticket will be fairly clear, but make sure you use the ticket reading devices 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 ЛИНИЮ (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**

If you do not have a monthly pass, you must purchase a ticket from the driver. Tickets are also available at the metro. The ticket procedure in Moscow uses "electronic conductors," transport with a turnstile at the front where you must place your ticket to the reading screen. You should always get on at the front of the bus.

### **5.Regular taxi**

Moscow has a good taxi system. You can install mobile apps for Uber, Yandex Taxi and Get taxi on you mobile phone. A good but more expensive taxi service is Taxi 956 (<https://taxi956.ru/ru>), you can call a taxi by placing a call to + 7495 956 8 956.

### **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. 250 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](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](http://HostelWorld.com), which offers a fairly extensive selection of Russian hostels.

- [Home from Home Hostel](#)
- [Napoleon Hostel](#)
- [Godzilla's Hostel](#)
- [Comrade Hostel](#)

## CAMPUS FACILITIES

Campus facilities include a modern administrative and residential complex comfortably located in the South-Western district of Moscow. The complex is made up of three academic buildings comprising 120,000 square meters of classroom space, administrative buildings, two hotels and two dormitories with a total of 1,300 single and double rooms.



Our students and staff have access to several libraries. The library stock comprises more than 1,200,000 items in Russian and foreign languages, including books, doctorate, candidate of science and students' theses and dissertations and periodicals.

The classrooms are equipped with all necessary devices and facilities including TV sets, flip charts, multimedia projectors, LCD projectors, computer and video-conferencing equipment. IBS provides its students and faculty with an access to a wide range of databases and information resources. Students and faculty have Wi-Fi access to the Internet from anywhere on campus, including the dormitories.



The campus also has a sports and fitness complex with a gym, a gymnastics training facility, a sports hall, a swimming pool, a sauna, an open air sports ground and tennis courts. Both the students and the faculty and staff of IBS may use the services of a medical center and medical laboratories, located on campus, with general practitioners, medical specialists, dentists and nurses.



## WORK

It is illegal to work without a work visa or permit. The procedure for getting a work permit is not complicated. See more information at <http://studyinrussia.ru/en/life-in-russia/arriving-in-russia/job-for-students/>

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
1. <u>Accommodation/Housing</u> Accommodation in the Student's Dormitory (a shared room).	250 euros
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.	150-200 euros
3. <u>Insurance</u> A medical insurance for \$15 000 costs about 75 euros.	100 euros
4. <u>Transportation</u> Students transport cards for underground transport and for buses, trolleybuses etc. give possibilities for discounts.	15-40 euros
5. <u>Phone</u> Russian Mobile SIM card. One minute outgoing in Russia around RUB 2-4, incomings are free.	30-40 euros
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.	20 euros
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)	25 euros
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 euros. Admission to Moscow's museums and exhibition halls costs from 3 to 10 euros	75-100 euros
<b>TOTAL</b>	<b>600-900 euros</b>

## RANEPА Moscow campus plan



### Contact information:

<b>General Inquiries</b>	For General Inquiries, please contact <b>Reception</b>	+7 (495) 937 07 48	<a href="mailto:ibda@ibda.ranepa.ru">ibda@ibda.ranepa.ru</a>
<b>Exchange Inquiries</b>	<b>Evgenia Pashkevitch</b> – International Program Director	+7 (905) 5118120	<a href="mailto:ibs-master@ibs-m.ru">ibs-master@ibs-m.ru</a>
<b>International Student Support</b>	<b>Zemfira Galimullina</b> International Student Coordinator	+ 7 (495) 433 5666	<a href="mailto:zemfira@ibs-m.ru">zemfira@ibs-m.ru</a>
<b>Postal Address</b>	#82, Prospect Vernadskogo, Moscow 119571, Russian Federation		