



Information sheet 2017/2018

NAME OF THE UNSTITUTION : PLEKHANOV RUSSIAN UNIVERSITY OF ECONOMICS

ERASMUS CODE: NOT APPLICABLE

ADDRESS: OFFICE 649, STREMYANNY PER., 36 117997, MOSCOW, RUSSIA

TELEPHONE: +7 (499) 237 85 17 **FAX NUMBER:** +7 (499) 237 95 18

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OUR STAFF

NAME	POSITION	CONTACTS
Nana SADYKHOVA	Head of Department International Mobility Programs	SAD-NANA@YANDEX.RU
Nina STEPANOVA	Mutual Degree Programs Coordinator	INTMOBIL@REA.RU
	Exchange Programs Coordinator (outbound)	
Aglaya BUSALOVA	Exchange Programs Coordinator (inbound)	For incoming students: INBOUND@REA.RU For outgoing students: OUTBOUND@REA.RU

ACADEMIC INFORMATION

Generally undergraduate (bachelor) level programs has the following academic calendar

Fall semester: beginning of September – end of January

Spring semester: beginning of February – mid or end of July

Generally graduate (master) level programs has the following academic calendar

Fall semester: mid of September - mid of January

Spring semester: end of February/beginning of March - end of July (some programs may start in the mid of January as well, for precise contact with academic coordinator from hosting faculty).

Arrival days: 1-3 days before a semester starts

Integration days: first week upon arrival

Average course load per semester up to 30 ECTS.

APPLICATION INFORMATION

**Nomination deadline: April 5 for Fall (Autumn) semester
October 10 for Spring semester**

When nominating your students, please, send the following information by e-mail to inbound@rea.ru, copy to intmobil@rea.ru

- Surname
- Given name
- Date of birth
- Gender
- Nationality (Citizenship)
- Passport details (passport number, date of issue, date of expiry)
- Level of study (bachelor or master)
- Applying study program (exchange or DD)
- Period of stay at PRUE (fall/spring semester or academic year)
- GPA
- E-Mail

Once a student is officially nominated, we will contact the partner university coordinator about registration procedure and on campus accommodation.

**Application deadline: April 20 – for Fall (Autumn) semester
November 1 – for Spring semester**

No student can be admitted without **prior nomination** (see nomination deadlines above) from home university

Accommodation (on campus): exchange students are accommodated at University's dormitory.

NB! No hard copy documents are required. All the documents should be sent in PDF format by **International coordinator from partner University** not by the students themselves. Please note that incomplete application files can not be processed.

ADMISSION DOCUMENTS REQUIRED

1. official nomination letter from a partner university indicating the level of the study (bachelor/master) and period of study.
2. filled-in application form (available upon nomination)
3. clear scanned copy of national passport (the passport must be valid at least 18 months from the day of departure), please also indicate place of birth and a city where you are going to apply for entry visa.
for French nationals: kindly ask you to provide a certified translation to Russian language of a national passport (first page with photo).
4. transcript of academic records (for undergraduate students)
5. copy of previous education (for graduate students)
6. copy of medical insurance policy valid in Russia for the whole period of stay
7. **PLEASE, send us a copy of visa of your students AS SOON AS they receive them! We need it to make contracts with the dormitory!**

LETTERS OF INVITATION

are sent to partner universities by express-post

VISA AND REGISTRATION REQUIREMENTS

Students may apply for a single entry visa (90 days) with the Letters of Invitation. The International Office of PRUE issues multiple student visa for the whole period of stay in Moscow (depending on program of study) within 14 days after student's arrival.

Note: PRUE International Office kindly recommends you to apply documents for a Russian visa in Russian consulate; international coordinator will not contact visa centers in case of emergency.

Inbound student should come to the International Office within 3 days after arrival to Moscow to initiate registration procedure (building #3, room #649) with the following documents:

- Passport with Russian Visa
- Migration card (issued at the Airport in Moscow by Passport Control service)
- 1 photo 3x4
- 1600 rubles (approx. 25 Euro) for multiple visa

Please note: Those students who plan to temporarily leave Russia for holidays should come to the International Office within 3 days after arrival back to make a new registration. No extra payment for registration is to be charged. In case student shows interest to extend study at PRUE the following arrangements to be done:

- Present to PRUE International Office official consent from the Home University in written form 1 month prior to the end of the registered period at PRUE
- Come to PRUE international Office 1 month prior the end of the program to extend Russian visa

TYPE OF ACCOMMODATION OFFERED & PRICE

Dormitory on-campus (double and triple fully-furnished rooms, allocated to students upon receiving a complete application file, bed linen is provided, TV and Internet access), 2500 Rubles per person per month (subject to change), paid on a monthly basis, no deposit is required.

LIVING COSTS

Average living expenses per month are following:

- Accommodation 3570 Rubles
- Food approx. 20 000 Rubles
- Local transport approx. 1700 Rubles

Books may cost around 4000 Rubles per semester if bought + deposits in the library 800-4000 Rubles refunded in full upon the return of the books.