

SAINT-PETERSBURG UNIVERSITY



**STUDENT EXCHANGE GUIDE
2013-2014**

Dear prospective students!

Welcome to Saint-Petersburg University!

We are glad that you have chosen our University as your study abroad destination! We hope that a semester or perhaps a year at our University will be a very successful and pleasant time of your life!

Saint-Petersburg University is the oldest University in Russia, being founded in 1724, and it still has a special place in Russian educational system.

SPbU is now home for more than 32,000 students, receiving education in more than 300 specialties in 24 faculties, and 13,000 staff members including more than 5,000 professors with academic degrees. Also every year the University hosts about 2,500 foreign students from more than 90 countries of the world.

We wish you a very fruitful stay!

***Saint-Petersburg University
Academic Mobility Department team***

Please, read the information in the Exchange Guide carefully. Following instructions will guarantee that your exchange period at SPbU will be safe and comfortable.

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1. Saint-Petersburg University facts

Saint-Petersburg University is one of the leading universities in Russia. It is situated in a very beautiful city, Russian cultural capital. Being the oldest University in the country, founded in 1724, it plays an essential role in Russian educational system.

Today SPbU is the Alma mater for more than 30,000 students who are studying in more than 200 educational programmes in 24 faculties and schools and about 13,000 staff members including over 4,000 professors with academic degrees. Every year the University hosts about 2,500 foreign students from more than 90 countries of the world. SPbU numbers nearly 300 partner universities all over the world.

Among SPbU alumni were many famous people, namely Dmitry Mendeleev, Ilya Mechnikov, Alexander Blok, Vladimir Putin and others.

2. BEFORE THE ARRIVAL

Obtaining Russian Visa

Before your arrival to SPbU you receive an [Acceptance Letter](#) (around the middle of June for fall term and end of December for spring term) with the information on scholarship and housing.

Please check the Acceptance Letter for information on scholarship and housing. The scholarship is subject to the conditions of the Agreement between your Home University and SPbU. If you have mentioned in your Application Form that you need a place at SPbU dormitory it will be already booked by the time of your arrival.

Tuition fee for exchange students is waived.

As soon as you have booked your tickets, please send a letter to SPbU Incoming mobility coordinator (e.melekhova@spbu.ru) with the date and time of your arrival. Please, include in the letter information on whether you want to take a Russian language course (8 academic hours) along with your studies.

We advise you not to buy tickets before you get Russian visa invitation and know the dates of your visa validity.

Before your arrival to SPbU you will receive an official visa [Invitation Letter](#) (middle or end of July for fall term and middle of January for spring term). Invitation Letters are issued by the Federal Migration Service of the Russian Federation. This procedure usually takes about 30 days. As soon as the Invitation Letter is issued it is sent to your Home University by mail. To obtain Russian visa you should apply to a diplomatic or a consular representative office of the Russian Federation in your country.

Important: make sure that your name and other personal details are written correctly in the Invitation Letter. Name spelling in your passport must match name spelling in your Invitation.

Please, apply for Russian study visa only with the official Invitation Letter from SPbU. Do not apply for a tourist or any other type of visa – this will deny your enrollment to SPbU.

Please note that you will receive a **single-entry 90-days visa** first. After arriving to SPbU you will have to apply for visa extension, which takes up to 30 days. If you leave Russia before your visa is extended, you will not be able to re-enter, and a new visa will be required.

Therefore please do not plan any trips outside the Russian Federation during the first two month of your stay.

3. UPON THE ARRIVAL

Getting to the dormitory

Important: The arrival period for exchange students is usually set between August 25 and September 5 for autumn semester and between February 6 and February 14 for spring semester.

SPbU doesn't provide pick-up service from the airport, so please think over the ways of getting to the dormitory from the airport or train or bus station, especially if you arrive at night.

From the airport Pulkovo-2 you can take bus 13 or a shuttle bus. From the airport Pulkovo-1 you can get to the subway by bus 39 or shuttle bus. All the buses go to subway station "Moskovskaya". You can find the map of Saint-Petersburg subway on p. 25.

You pay for the bus inside it. In 2012 single bus ticket costs 23 rubles, single subway token costs 27 rubles. Shuttle buses fares can vary from 25 to 50 rubles.

If you prefer to order a taxi, use official services or call approved phone numbers. Private drivers can set too big a fare. Taxi from the airport to the dormitory at Vasilievsky island in 2012 costs about 900 rubles.

Please check the acceptance letter to know the address of the dormitory. Get acquainted with the map to feel more assured. Also we advise you to check your e-mail several days before departure in case something has changed.

Generally, all exchange students are accommodated in the dormitory at Kapitanskaya street 3, 20 minutes on foot from the subway station "Primorskaya".

We advise you to exchange some money before coming to Saint-Petersburg to pay for buses and subway. There are

plenty of banks with exchange offices in Saint-Petersburg. Please avoid exchanging your money at any places or by private persons. This can be dangerous.

To check-in in the dormitory you need to present your passport and a lung x-ray results certificate to the superintendent and fill in a short form.

Registration

VERY IMPORTANT! Proper registration at the Federal Migration Service of the Russian Federation will assure your comfortable stay in Saint-Petersburg.

To prepare all the necessary registration documents please contact the **coordinator AT YOUR HOST FACULTY** who is responsible for students exchanges **NOT LATER THAN THE NEXT WORKDAY** after your arrival.

For the registration you will need:

- Passport with valid Russian visa issued based on SPbU Invitation Letter;
- Migration card (make sure to get it at the passport control when crossing the border of the Russian Federation)

If you have not submitted the General Health Certificate during the application period, please provide it upon the arrival. You will be asked by your Host Faculty Coordinator also to fill in some documents to form your Profile upon your arrival.

Multiple visa application

Foreign citizens must submit to Passport and Visa Department the application package for visa extension **not later than 1 month (20 working days)** before the stated date of primary registration expiry (usually it is the last day of your single-entry visa validity).

To extend your visa you need to provide the following documents:

- passport with valid Russian visa (note that your passport should be valid at least 6 months after your required visa expiry date;
- migration card;
- registration notification;
- medical insurance valid for the whole period of stay;
- duty payment receipt (about 1000 rubles);
- 4 photos 3*4 sm.

Please contact your Host Faculty Coordinator in advance! Coordinators of your host faculty will help you to prepare the application package.

4. Academic issues

Study plan and assignment

To find out the timetable at your host faculty, devise your study plan, prepare necessary documents for registration, extend your visa and, at the end of your study period, get a Transcript of Records, you need to contact your faculty coordinator. The list of coordinators with the contact information can be found in section 7 of this Guide.

If your host faculty is not faculty of Philology and you want to attend Russian language classes along with the courses at the host faculty, you need to inform the University coordinator (e.melekhova@spbu.ru) as soon as possible. To start attending the course you need to get an assignment letter (“*napravleniye*”) at the faculty of Philology (contact information can be found in section 7 of this Guide).

Academic calendar

Full academic year: 1 September – 30 June

Nomination and application deadline: 15 May

Fall semester: 1 September – 31 January (With January usually as exam period)

Nomination and application deadline: 15 May

Spring semester: 10 February – 30 June (With June usually as exam period)

Nomination and application deadline: 15 November

Academic Offer

The workload for exchange students is 30 ECTS credits per semester. Students can take a free Russian language course during the whole exchange period (8 academic hours). If chosen, Russian language course is included into the maximal workload for students.

Please note that if you want to attend free Russian language course and your host faculty in SPbU is not Philology, you need to notify the University coordinator by e-mail (e.melekhova@spbu.ru).

SPbU students can take additional language courses beyond their studies at the host university for an extra fee (see www.russian4foreigners.com).

Students whose host faculty is the Faculty of Philology can attend Russian language course for foreigners up to 20 AH per week and/or be enrolled in lectures and seminars at the Faculty of Philology (in case level of Russian language proficiency is confirmed not lower than B2).

NB! You can be enrolled in SPbU courses (lectures and seminars) only if your level of language of instruction is not lower than B2. Thus please make sure that you provided SPbU coordinator with your language proficiency certificate of your chosen language of instruction (Russian or English). The exception is made for students who are going to attend Russian Language course for foreigners (total workload of 20 AH per week). Such students don't have to provide any language certificate.

Scholarship

If under the conditions of the Bilateral Agreement between SPbU and your home university you have a right to receive a scholarship paid by SPbU, you need to open an [account in a Russian bank](#), preferably Sberbank and send the scan of your bankbook or credit card data to the University coordinator (e.melekhova@spbu.ru) as soon as possible.

Please note that the currency of the account should be Ruble.

Examinations and recognition of studies

To take exams you need [to get a register](#). Please ask your faculty coordinator beforehand about the procedures of taking exams at your faculty.

After passing all the examinations come to your faculty coordinator with your individual study plan and your register with signatures of professors. Basing on these documents your faculty coordinator will issue an official [Transcript of Records](#) confirming your exchange period.

Note that if you have attended Russian language course, you need to go to the department where you had your lessons [to get a certificate](#).

5. ADDITIONAL INFORMATION

Student travel card

Like any national student you can buy a Student Travel Card for all kinds of Petersburg public transport except for shuttle-buses. To be able to do it in time you need to **send the scan of your visa** to SPbU University coordinator (e.melekhova@spbu.ru) as soon as you receive it.

For the student card you should go to the metro station “Ploschad Aleksandra Nevskogo”, **Chernoretskiy prospect, 3**. Once inside you have to fill in the form and then go to the office; submit the form to the manager and he will give you a request of payment of approximately RUR 400. With this form you can go to the nearest office of Sberbank (there is one on the main street to the right from the station). You will need your passport with visa and your registration to make a payment. Take a receipt for your payment from the cashier and return to the travel card office. They will make a photo and give you a student travel card immediately. Wait for some minutes. Then you can go to one of the cash desks of the metro station, give them your Student Travel Card and charge it with app. RUR 700 for one month.

Although the procedure may seem complicated, it is worth doing as it is 3 times cheaper to travel using the Student Travel Card.

Library

The main SPbU library («Gorkovskaya library») is situated on the first floor of the main University building (Universitetskaya embankment, 7/9, entrance from Mendeleevskaya Line).

Besides, each faculty has its own library.

To join SPbU libraries you need to come to the Gorkovskaya library, subscription department (“abonement”) with your students card.

Internet

Each faculty has its own computer class with Internet access. You can get information about these classes at your host faculties.

You can use free Wi-Fi on the 1st floor of the Main Building.

Students can also use Internet in their dormitories. To do this you need to come to the subscriber department of SPbU (Rectorskiy fligel, entrance from the right side of the building). Please take your computer with you when you go to the department.

Extracurricular activities

The information about sport sections and teams is on the website of the Physical culture department <http://sport.spbu.ru>.

The information about the activities that currently take place in SPbU (orchestra, choir, game clubs, theatre, sport sections, dance studios etc) can be found on the official SPbU website <http://www.students.spbu.ru/mmen-meroprijatija/meropriyatiya-spbgu.html>. All the information about the extracurricular activities on SPbU website is given in Russian.

6. DEPARTURE

Every time you are leaving the territory of the Russian Federation **YOU HAVE TO INFORM** your SPbU host faculty coordinator about it. Please mind also that upon coming back **YOU HAVE TO APPLY FOR A NEW REGISTRATION**. Otherwise you will be charged a fine.

At the end of your exchange period (or if you decide to break your exchange programme) **YOU HAVE TO INFORM** your Host Faculty Coordinator. Otherwise you will not get your Transcript of Records (your exchange period will not be confirmed) and it will lead to further problems in university cooperation.

7. CONTACT INFORMATION

Website: <http://ifea.spbu.ru>

SPbU University coordinator Campus Europae coordinator

Melekhova Ekaterina

Tel.: +7 812 3287562

E-mail: e.melekhova@spbu.ru

Universitetskaya nab., 7/9, Rektorsky fligel, room 206

Erasmus Mundus coordinator

Porodina Anna

Tel.: +7 812 3287562

E-mail: a.porodina@spbu.ru

Universitetskaya nab., 7/9, Rektorsky fligel, room 206

Passport and Visa Support Department

Tel.: +7 812 3264944

Universitetskaya nab., 7/9 (main building), room 23

Faculty of Applied Mathematics and Control Processes

Faculty of Mathematics and Mechanics

Dorofeeva Nina

Tel: +7 812 428 47 19

E-mail: pm-dorofeeva@yandex.ru

<http://www.math.spbu.ru/ru/index.html>

<http://www.apmath.spbu.ru/ru/>

198504, Saint-Petersburg, Peterhof, Universitetsky pr., 28, room 431

Faculty of Asian and African Studies

Alekseeva Maria

Tel: +7 812 3289570

E-mail: international@orient.pu.ru

<http://www.orient.spbu.ru/>

199034, Saint Petersburg, Universitetskaya nab., 11, room 27

Faculty of Biology
Faculty of Philosophy
Faculty of Psychology

Zdvizhkova Irina

Tel: +7 812 3289560

E-mail: zdvizhkova_irina@mail.ru

<http://philosophy.spbu.ru/>

<http://www.psy.spbu.ru/>

199034, Saint-Petersburg, Mendeleevskaya Line, 5, room 122

Faculty of Geography and Geoecology

Faculty of Law

Vasilieva Irina

Tel: +7 812 3219922

E-mail: vasilyeva@jurfak.spb.ru

<http://www.jurfak.spb.ru>

<http://www.bio.spbu.ru/>

<http://www.geo.pu.ru/>

199026, Saint-Petersburg, 22nd Line of Vasilievsky ostrov, 7,
room 10

Faculty of Chemistry

Faculty of Physics

Serova Elena

E-mail: serova.elena@gmail.com

<http://www.phys.spbu.ru/>

<http://www.chem.spbu.ru/>

Tel: +7 812 4284314

198504, Saint-Petersburg, Peterhof, Ulianovskaya str., 3, room
208

Faculty of Economics

Okomina Elena

E-mail: interstud@econ.pu.ru

Kozub Irina

E-mail: kozub.irina@gmail.com

Tel: +7 812 2720785

<http://www.econ.pu.ru>

191123, Saint-Petersburg, Tchaikovsky str., 62, room 208

Faculty of History

Serdyukova Gloriya

Tel: +7 812 3233682

E-mail: gloriya.serdyukova@gmail.com

<http://www.history.spbu.ru/>

199034, Saint-Petersburg, Mendeleevskaya Line, 5, room 52

Faculty of Humanities and Arts

Borisova Ekaterina

Tel: +7 812 3200726

E-mail: borisova@smolny.org

<http://artesliberales.spbu.ru/>

190000, Saint-Petersburg, Galernaya str., 58-60

Faculty of International Relations

Ryazantseva Tatyana

Tel: +7 812 5767824

E-mail: bugriy@mail.sir.edu

<http://www.sir.spbu.ru/>

191060, Saint-Petersburg, Smolnii str. 1/3, entrance 8, room 224

Graduate school of Journalism and Mass Communications

Bekurov Ruslan

E-mail: bekurov@yahoo.com

Tel: +7 812 3299461

<http://eng.jf.spbu.ru/>

199004, Saint-Petersburg, 1st Line of Vasilievsky ostrov, 26, room 319

Graduate School of Management

Khanzhiyan Alisa

Tel: +7 812 3238447

E-mail: khanzhiyan@gsom.pu.ru

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

199004, Saint Petersburg, Volkhovsky per., 3, room 206

Faculty of Medicine**Faculty of Medical Technologies and Dentistry**

Taranova Natalia

Tel: +7 812 326 03 26

E-mail: n.taranova@spbu.ru

<http://med.spbu.ru/>

<http://www.dent.spbu.ru/>

Saint-Petersburg, 21st Line of Vasilievsky ostrov, 8A, room 217

Faculty of Philology

Ayshetu Sheikh

Tel: +7 812 3289646

E-mail: im.international.office@gmail.com

<http://www.phil.pu.ru>

199034, Saint-Petersburg, Universitetskaya nab., 11, room 14

Faculty of Political Science

Kotsur Ekaterina

Tel: +7 812 5764431

E-mail: cip.edu@mail.ru

<http://www.politology.spbu.ru/>

191060, Saint-Petersburg, Smolnii str. 1/3, entrance 9, room 211

Faculty of Sociology

Chubsa Alexandra

E-mail: aleksandra.chubsa@list.ru

<http://www.soc.pu.ru>

191060, Smolny street 1\3, entrance 6, room 206

CHECKLIST

ARRIVAL

- Inform the University coordinator about your date of arrival and your plans about Russian language courses
- Send a scan of your visa to the University coordinator after getting it
- Make registration on the territory of the Russian Federation in 1-2 working days upon arrival
- Arrange your Study plan with the coordinator at your Host Faculty
- If your host faculty is not faculty of Philology and you want to attend Russian language course, come to the faculty of Philology coordinator to get an assignment letter for the Russian language course
- Get a Student ID card at your Host Faculty
- Buy a student travel card
- Inform your coordinator at the Host Faculty about ways of contacting you in St. Petersburg (e-mail, local mobile number)
- If you are supposed to get a scholarship open an account in Sberbank and send the data to the University coordinator (e.melekhova@spbu.ru) or bring it in her office (Universitetskaya nab. 7\9, Rectorskiy fligel, room 206).

CHECKLIST

DEPARTURE

- Get a register to take exams at your host faculty
- Pass exams and give a register with signatures of your professors back to your faculty coordinator
- Inform about the date of your departure in advance your Host Faculty coordinator and reception at the dormitory
- Get a transcript of records from your Host Faculty coordinator and a Certificate at the Faculty of Philology if you attended Russian language course
- If needed get a general confirmation of study from your Host Faculty coordinator and eventually from Erasmus Mundus TRIPLE I and ERANET-MUNDUS Programmes coordinator (at the Academic Mobility Department)
- Check out from the dormitory

Saint-Petersburg subway map



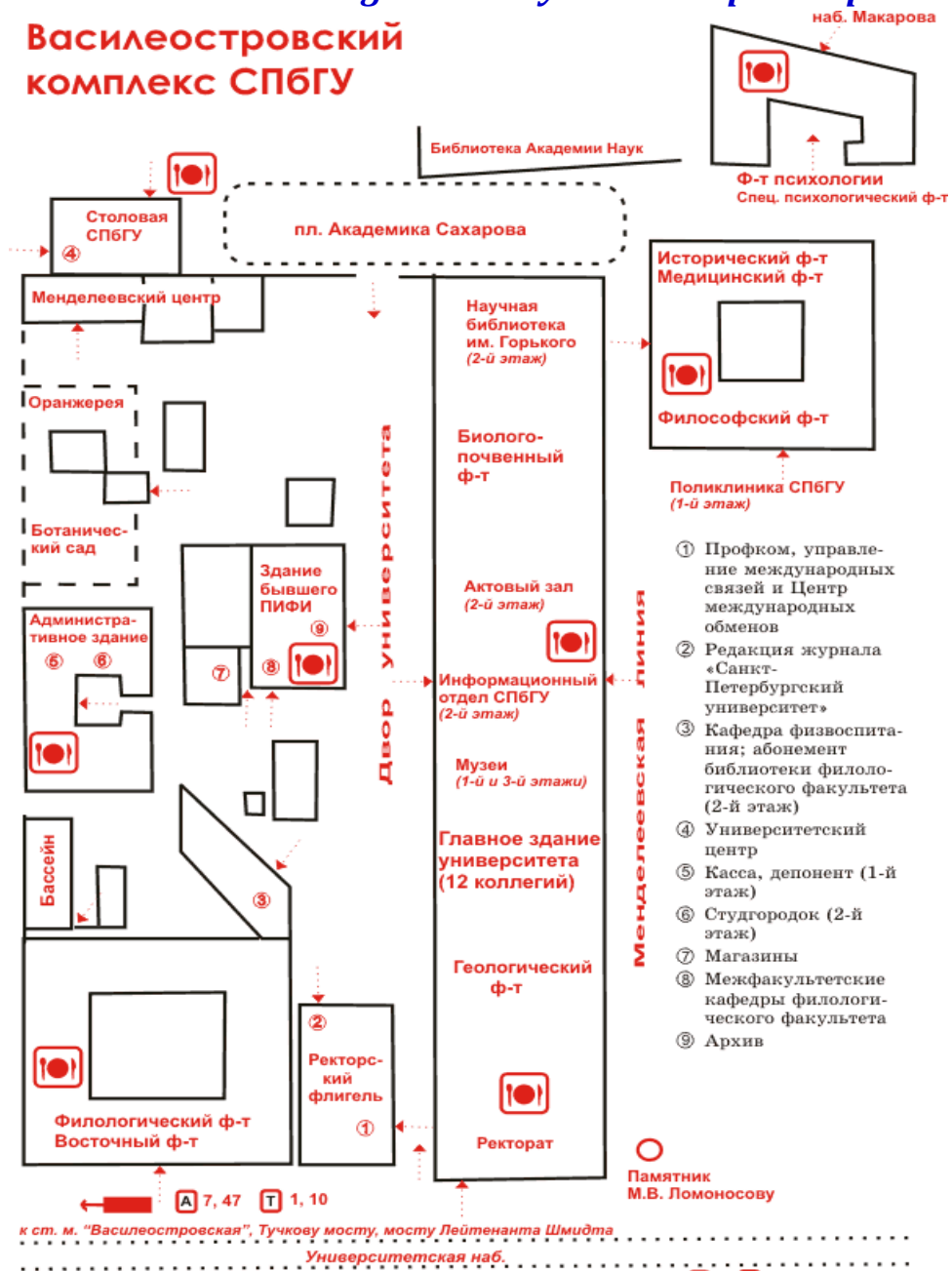
ST. PETERSBURG METRO MAP



					METRO LINES		RAILROAD STATIONS		SEA AND RIVER PORTS		BUS TO AIRPORT
					CROSSING STATIONS						

Saint-Petersburg University main campus map

Василеостровский комплекс СПбГУ



- ① Профком, управление международных связей и Центр международных обменов
- ② Редакция журнала «Санкт-Петербургский университет»
- ③ Кафедра физвоспитания; абонемент библиотеки филологического факультета (2-й этаж)
- ④ Университетский центр
- ⑤ Касса, депонент (1-й этаж)
- ⑥ Студгородок (2-й этаж)
- ⑦ Магазины
- ⑧ Межфакультетские кафедры филологического факультета
- ⑨ Архив