

SAINT PETERSBURG UNIVERSITY



STUDENT EXCHANGE GUIDE

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, founded in 1724, is the oldest University in Russia, which has always had a special place in Russian educational system.

We wish you a very fruitful stay!

Saint Petersburg University

Department of International Educational Cooperation

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

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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 programs 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 there were many famous people: Dmitry Mendeleev, Ilya Mechnikov, Alexander Blok, Vladimir Putin and others.

If you want to get information about SPbU from exchange students you can read reviews and contact former students at <https://spbuambassador.wordpress.com/>

2. BEFORE ARRIVAL

Obtaining Russian Visa

Before your arrival to SPbU you will receive an official visa **Invitation Letter** (approximately middle of July for fall term/full year and middle of December for spring term). Invitation Letters are issued by the Federal Migration Service of the Russian Federation. This procedure usually takes from 30 to 45 days. As soon as the Invitation Letter is issued, it is sent to your Home University (or your home address by request) 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 45 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 months of your stay.

3. UPON ARRIVAL

Getting to the dormitory

The arrival period for exchange students is usually set between August 25 and September 5 for autumn semester and between February 1 and February 10 for spring semester. We advise you to arrive on 25th or 26th of August for autumn semester and on 1st and 2nd of February for spring semester to take part in the orientation activities.

Pick-up service might be available during the recommended dates of arrival. Information about it will be sent to you in August for autumn semester and December-January for spring semester.

Please, check the acceptance e-mail for the registration form link for the buddy program. Buddy is SPbU student who can help you with getting from the airport and around Saint Petersburg University and answer your questions about life in Saint-Petersburg. Please, note that students receive notes from their buddies usually in August for autumn semester and January for spring semester. Please, contact your University coordinator if you have registered for buddy program and haven't received any information from your buddy by the middle of August / middle of January.

From the airport Pulkovo you can take bus 39 or shuttle bus. All the buses go to subway station "Moskovskaya". You can find the map of Saint Petersburg subway on p. 19.

You pay for the bus inside it. In 2018 single bus ticket costs 40 rubles, single subway token costs 45 rubles. Shuttle buses fares vary from 40 to 50 rubles.

If you prefer to order a taxi, use official services or call approved phone numbers. Private drivers can set too big

fare. Taxi from the airport to the dormitory at Vasilievsky island in 2018 costs about 1000-1500 rubles.

We advise you to exchange some money before coming to Saint Petersburg to pay for buses and subway. Most official taxis can be paid by card, but please check this possibility upon booking the taxi. There are plenty of banks with exchange offices in Saint Petersburg. Please avoid exchanging you money at any other places or by private persons. This can be dangerous.

Dormitory

Generally, exchange students are accommodated in the dormitory at Kapitanskaya street 3, 20 minutes on foot from the subway station “Primorskaya”. We advise you to check your e-mail several days before departure in case the address of the dormitory has changed.

All students are accommodated in shared rooms for 2-3 people, the kitchen and bathroom are shared among 1-3 rooms.

To check-in at the dormitory you need to present your passport and a lung x-ray results certificate to the superintendant 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 **departmental coordinator** (the list of coordinators with the contact information can be found in

section 7 of this Guide) who is responsible for students exchanges **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)
- Medical insurance

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 departmental coordinator also to fill in some documents to form your Profile upon your arrival.

Please, note that every time you leave Russia or leave Saint-Petersburg for more than 7 days you need to inform your coordinator and get a new registration upon your return.

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 1600 rubles);
- 4 photos 3*4 sm.

Please contact your departmental coordinator in advance! Coordinators will help you to prepare the application package.

4. Academic issues

Study plan

To find out the timetable, 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 departmental coordinator.

You can be enrolled in SPbU courses (lectures and seminars) only if your level of language of instruction (Russian / English) 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.

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.

If you are not majoring in Philology/Linguistics and you haven't included the Russian language course into your study plan, but you decided that you want to attend it along with the courses at the host faculty, you need to inform your departmental coordinator as soon as possible. To start attending the course you need to get an assignment letter ("napravleniye") from your departmental coordinator (contact information can be found in section 7 of this Guide).

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

Academic calendar

Full academic year: 1 September – 30 June

Nomination and application deadline: 01 May

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

Nomination and application deadline: 01 May

Recommended arrival dates: 25-26 August

Departure is obligatory before 31 January

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

Nomination and application deadline: 10 October

Recommended arrival dates: 1-2 February

Departure is obligatory before 30 June

Scholarship

Under the conditions of the Bilateral Agreement between SPbU and your home university some students have a right to receive a scholarship paid by SPbU. To get the scholarship a student needs to open an account in a Russian bank, preferably Sberbank, ask for the account details (реквизиты счета) and send the details to the University coordinator (e.petryanina@spbu.ru) or your departmental coordinator as soon as possible.

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

ADDITIONAL INFORMATION

Student transport card

Like any national student you can buy a Student Transport 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 coordinator as soon as you receive it. Before going to make a transport card, please, ask your departmental coordinator whether your data is already in the transport database.

You can get the student transport card in any subway station, for this you will need your passport and a photo 3*4. The card costs 250 rubles. To use the card you need to activate it in the cashier office or in the terminal in the subway each month, the month fee for 2017 is around 1000 RUR per month. As not all workers in the subway speak English well, we advise you to ask your buddy for assistance.

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 student card.

You can work with the books in the Reading Hall, but unfortunately you can’t take books home (the exception can be made for some textbooks).

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.

To get information about SPbU extracurricular activities organized for the international students you can join the facebook page <https://www.facebook.com/spbuexchange/>

5. DEPARTURE

Every time you are leaving the territory of the Russian Federation **YOU HAVE TO INFORM** your SPbU departmental 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.

Please, note that the autumn semester ends on 31 January and spring semester ends on 30 June. Your visas will be valid only until that date so you will need to leave before that date. Please, plan your departure accordingly.

At the end of your exchange period (or if you decide to break your exchange program) **YOU HAVE TO INFORM** your departmental 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.

6. CONTACT INFORMATION

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

SPbU University coordinator

Petryanina Ekaterina

Tel.: +7 812 3287562

E-mail: e.petryanina@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

Departmental academic mobility coordinators

Field of Studies	Name	Address	Phone number	E-mail
Biology, Earth Sciences	Zdvizhkova Irina	Mendeleevskaya line 5, room 136	328-95-60	i.zdvizhkova@spbu.ru
Journalism	Giniyatullova Rustam	1 line V.O. 26, room 318	328-46-48	r.giniyatullova@spbu.ru
Humanities and Arts	Borisova Ekaterina	Galernaya st. 58-60, room 340	320-07-23	e.b.borisova@spbu.ru
History	Persianova Natalia	Makarova nab. 6, room 2096	328-96-62	n.persianova@spbu.ru
Mathematics and Mechanics, Physics, Chemistry	Serova Elena	Peterhof, Ulianovskaya st. 3	428-43-14	e.serova@spbu.ru
Medicine, Dentistry	Yakovleva Tatiana	22 line V.O. 7, room 18	329-09-29	tija@jurfak.spbu.ru
Management	Soloveva Ekaterina	Volkhovskiy per. 1-3, room 207	323-84-47	ekaterina.soloveva@gsom.spbu.ru

Psychology	Persianova Natalia	Makarova nab. 6, room 2096	328-96-62	n.persianova@spbu.ru
Philology, Arts, African and Asian Studies	Kulemicheva Ksenia	Universitatskaya nab. 11, room 14	328-96-46	im.international.office@gmail.com
Philosophy	Zdvizhkova Irina	Mendeleevskaya line 5, room 136	328-95-60	i.zdvizhkova@spbu.ru
Economics, International Relations, Political Science, Sociology	Okomina Elena	Chaikovskogo st. 62, room 208	272-07-85,	e.okomina@spbu.ru
	Petrova Natalia	Chaikovskogo st. 62, room 208	272-07-85,	nataliya.petrova@spbu.ru
Law	Yakovleva Tatiana	22 line V.O. 7, room 18	329-09-29	titya@jurfak.spbu.ru

CHECKLIST

ARRIVAL

- Inform the coordinator about your date of arrival
- Send a scan of your visa to the coordinator after getting it
- Make registration on the territory of the Russian Federation in 1-2 working days upon arrival
- Finalize your Study plan with the departmental coordinator within 2 weeks after arrival
- If you are not majoring in Philology / Linguistics and you have applied to attend Russian language course get an assignment letter for the Russian language course from your departmental coordinator, take the placement test
- Get a Student ID card
- Buy a student transport card
- Inform your departmental coordinator about ways of contacting you in Saint Petersburg (e-mail, local mobile number)
- If you are supposed to get a scholarship, open an account in Sberbank and send the account details to the University coordinator (e.petryanina@spbu.ru) or bring it in to her office (Universitetskaya nab. 7/9, Rectorskiy fligel, room 206).

CHECKLIST

DEPARTURE

- Check your study plan with your departmental coordinator and inform your coordinator about the courses which you are going to take exams at
- Pass exams and make sure that the register with your grades with signatures of your professors reaches your departmental coordinator
- Inform your departmental coordinator and the reception at the dormitory about the date of your departure in advance
- Get a transcript of records from your departmental coordinator
- Check out from the dormitory



УСЛОВНЫЕ ОБОЗНАЧЕНИЯ MAP SYMBOLS

- 

ЛИНИИ МЕТРОПОЛИТЕНА
SUBWAY LINES
- 

СТАНЦИИ ПЕРЕСАДОК
CHANGE FOR ANOTHER LINE
- 

СТАНЦИЯ СТРОИТСЯ ИЛИ ПРОЕКТИРУЕТСЯ
THE STATION IS UNDER CONSTRUCTION
- 

ЖЕЛЕЗНОДОРОЖНЫЕ ВОКЗАЛЫ, СТАНЦИИ, ПЛАТФОРМЫ
RAILROAD STATIONS
- 

АВТОВОКЗАЛ
BUS STATION
- 

АВТОБУС В АЭРОПОРТ
BUS TO AIRPORT
- 

МУЗЕЙ МЕТРО
METRO MUSEUM
- 

ПОРТЫ
SEA AND RIVER PORTS

Saint Petersburg University main campus map

Vasileostrovsky Campus of SPbU



*to Vasileostrovskaya Metro station