



**MGIMO  
MOSCOW STATE INSTITUTE  
OF INTERNATIONAL RELATIONS  
(UNIVERSITY)**

**INFORMATION 2023-2024**

**University Name  
and Address**

The Federal State Autonomous Educational Institute of Higher Education *Moscow State Institute of International Relations* (University) of the Ministry of Foreign Affairs of the Russian Federation (MGIMO)

119454, Russia, Moscow, Vernadsky Avenue, 76

Tel/fax +7 (495) 234 84 61/ 225-3923 (International Office)

[www.mgimo.ru](http://www.mgimo.ru)

[http://english.mgimo.ru/education/short-term\\_programs/exchange](http://english.mgimo.ru/education/short-term_programs/exchange)

**Contact Person,  
title and email**

**Head of MGIMO International Office:**

**Mr. Egor Andreev**

[international@inno.mgimo.ru](mailto:international@inno.mgimo.ru)

+7 495 225 3923

**Head of Administrative Department:**

**Ms. Elena Reshetnyak**

[e.reshetnyak@inno.mgimo.ru](mailto:e.reshetnyak@inno.mgimo.ru)

+7 495 234 58 27

**Head of International Students Office:**

**Ms. Elena Timofeeva**

[e.timofeeva@inno.mgimo.ru](mailto:e.timofeeva@inno.mgimo.ru)

+7 495 225 3760

**Coordinator for International Cooperation agreements/**

**Erasmus coordinator:**

**Ms. Daria Chentsova**

[cooperation@inno.mgimo.ru](mailto:cooperation@inno.mgimo.ru)

+7 495 234 84 61

**International Students Office coordinator (outgoing students):**

**Ms. Tatyana Yakovenko**

[outgoing@inno.mgimo.ru](mailto:outgoing@inno.mgimo.ru)

+7 (495) 234 84 61

**International Students Office coordinator (incoming students):**

**Ms. Ekaterina Orlova**

[e.orlova@inno.mgimo.ru](mailto:e.orlova@inno.mgimo.ru)

+7 (495) 234 84 61

## APPLICATION

### **Due Date for Nomination**

- Fall semester - **April 30**
- Spring semester – **October 31**
- Academic year - **April 30**

### **Due Date for Application**

- Fall semester - **May 15**
- Spring semester – **November 15**
- Academic year - **May 15**

### **Documents to be submitted before arrival (via e-mail)**

- application form
- valid passport copy
- Letter of nomination from the home university
- Transcript of Records
- Motivation Letter (in Russian or in English)

### **Medical documents to be submitted upon arrival (issued within 3 months of the arrival date):**

- medical certificates (originals) of:
  - negative HIV test
  - negative Hepatitis B, C tests
  - negative Syphilis test
- international certificates of vaccinations or an original medical report on vaccinations against tetanus, measles, diphtheria, tuberculosis;
- personal health records (PHR) for chronic diseases;
- an international health insurance valid in Russia for the full period of study (can be purchased at MGIMO medical center upon arrival);
- 5 photos 3cm x 4 cm;

### **How to obtain application materials**

By e-mail: [e.orlova@inno.mgimo.ru](mailto:e.orlova@inno.mgimo.ru)

<b>ACADEMIC CALENDER 2021/2022</b>		
	<b><u>Fall semester:</u></b>	<b><u>Spring semester</u></b>
<b>Suggested Arrival dates</b>	August, 23-31	February, 1-6
<b>Integration week</b>	August 26- August 31	February, 1-7
<b>Semester Dates</b>	September, 1 – December 24	February, 7 - June 11
<b>Examination Period</b>	December, 25 - January 25	June, 12 – July 3
<b>Semester Breaks</b>	January 26 – February 07	July 3 – August 31
<b>Official holidays in Russia</b>	<ul style="list-style-type: none"> <li>• January, 1, 2, 3, 4 , 5 — New Year holiday</li> <li>• January, 6, 7 — Christmas</li> <li>• February, 23 —Defender of the Fatherland Day</li> <li>• March, 8 — International Women’s Day</li> <li>• May, 1 — Spring and Labor Day</li> <li>• May, 9 — Victory Day</li> <li>• June, 12 — Independence Day</li> <li>• November, 4 — Unity Day</li> </ul>	

## **ACADEMIC INFORMATION**

<b>The language of instruction</b>	The language of instruction is Russian and English
<b>Russian language</b>	<b>Russian language classes are offered free of charge to all exchange students.</b> Study load is 10-12 academic hours per week (one class = two academic hours)
<b>Language requirements</b>	English language - <b>B2 level</b> – for the English taught courses Russian language – <b>B1 level</b> – for the Russian taught courses <b>NO LANGUAGE CERTIFICATES (RUSSIAN OR ENGLISH) ARE REQUIRED.</b>
<b>Courses restriction</b>	Classes of foreign languages (French, German, Spanish etc.) and double-degree Master program classes <b>are not available</b> for exchange students

**Compulsory courses**  
**Course registration period and procedures**

No compulsory courses

There is online registration for Bachelor –level and Master –level courses taught in English.

**Examination regulations**

Exam: the type of assessment which only takes place during examination periods (“sessions”).

Zachet: regular tests which take place during the semester and are based on your continuous evaluation throughout a course.

The final grade on ZACHET depends on 3 rating papers (“srez”) during the semester.

Final Grade = (Rating1 + Rating2 + Rating3) / 3

If Final Grade is over 70, that means you have secured your credit for a particular course.

**Credit system**

ECTS

**Records transfer to ECTS credits (Bologna Process Office #2036 )**

**MGIMO Grading Conversion System**

**Grading system**

National Grades	ECTS Grades	Rating Grades %
5 (excellent)	A	90%-100%
4 (good )	B	82%-89%
	C	75%-81%
3 (satisfactory)	D	67%-74%
	E	60%-66%
2 (fail )	F	0%-59%

**Pass or Fail Tests**

Pass	A, B, C, D, E
Fail	F

**Number of credits offered**

1 academic year – 60 ECTS credits

1 semester – 30 ECTS credits

**ACCOMODATION**

**Accommodation**

Accommodation is offered in one of MGIMO dormitories

<https://english.mgimo.ru/admission/dorms>

Accommodation is booked upon request.

**Cost of accommodation**

600 rubles per night for one person in a double room. The contract is to be signed upon arrival and paid for the whole period of study. Some students can be exempted from paying for accommodation in accordance with conditions of bilateral agreement.

**Additional services**

There is a possibility to connect to Internet in the room. There is a laundry at the dormitory (free of charge).

## HEALTH INSURANCE

### Insurance requirements

**The medical insurance is an indispensable condition for studying in MGIMO University.**

There are two options to purchase health insurance:

1. To purchase it in student home country. The insurance company must have agreements with medical centers in Moscow so that student can be treated in one of them.
2. To purchase it at MGIMO medical center. Having MGIMO health insurance students can be treated in MGIMO medical center.

## ADDITIONAL

### Student associations

MGIMO student association

<https://english.mgimo.ru/admission>

### Buddy system

MGIMO student (tutor) is appointed to assist a foreign student to be involved in the new society upon request.

### Food service

There are several student canteens at MGIMO. The average check for lunch is RUB 300.

## VISA AND TEMPORAL RESIDENCE PROCEDURE

### Getting Russian visa

Upon receiving a completed application form & copy of the passport from the applicant MGIMO sends a request to the Department of Consulate Service of Foreign Ministry of Russia in Moscow (not earlier than 45 days prior to student's arrival). The Department sends an official invitation telex directly to the Russian Consulate in the student's home country. The Reference Number of this telex is forwarded to the student. The Reference Number is the only condition for obtaining a single entry student visa for 90 days. This type of visa is extended upon student's arrival at MGIMO 45 days before the visa expires. Letter of Invitation or Letter of Acceptance is not required!

### Temporal registration

All international citizens arriving to Russia must be registered by the Federal Migration Department **within 7 working days.**

**The registration should be renewed whenever person temporally leaves Russia and returns back. The penalty for violation the immigration regulations is deportation.**

<https://english.mgimo.ru/admission/visa>

**must be filled in typing way**

**Moscow State Institute of International Relations  
(MGIMO University)  
INTERNATIONAL OFFICE**



**APPLICATION FORM**

**Period of study (Please tick ✓)**

**Academic year** (September 1<sup>st</sup> – July 09<sup>th</sup>)

☐

**Fall Semester** (September 1<sup>st</sup> – January 31<sup>st</sup>)

☐

**Spring Semester** (February 7<sup>th</sup> – July 09<sup>th</sup>)

☐

**Other period** \_\_\_\_\_

Photograph

<b>Фамилия</b> Surname	
<b>Имя</b> Given name(s)	
<b>Дата рождения</b> Date of birth	
<b>Место рождения (страна, город)</b> Place of birth (country, city)	
<b>Домашний адрес на родине</b> Home address in native country	
<b>Контактный телефон на родине</b> Contact phone no. in native country (with area code)	
<b>E-mail</b>	

**Home University or current employer**

**Address of Home University**

**Contact phone no. of Home University**

**Level of Russian Language (Please tick✓)**

A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐

<b><u>Accommodation details:</u></b>			
MGIMO residence	<input type="checkbox"/>	Other arrangements	<input type="checkbox"/>
Next of kin details :			
Relation degree	Full name and citizenship	Occupation, phone number of employer	Cell phone number, e-mail

Hereby I consent to the Federal State Autonomous Educational Institution of Higher Education "Moscow State Institute of International Relations (University) of the Ministry of Foreign Affairs of the Russian Federation", the rights to process of my personal data, as well as transfer to a third party in order to ensure the implementation of the organization of the educational process, for commitment of the actions under paragraph 3 of Art. 3 of the Federal Law "On Personal Data".

This consent is valid from the day of its signing until the day of withdrawal in writing.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**The following documents are to be attached with this application form:**

- **Passport copy (first page)**
- **Letter of nomination from Home University**
- **Transcript of records**
- **Motivation letter**

**The following documents are to be submitted before or immediately after arrival:**

- **Copy of your health insurance which covers your possible medical treatment while you are in Russia**
- **Medical certificate with HIV, RW (antibody test for syphilis) and hepatitis tests.**
- **List of vaccinations**
- **Certificate of health**

**АНКЕТА ИНОСТРАННОГО ГРАЖДАНИНА ДЛЯ ОФОРМЛЕНИЯ ВИЗОВОГО УКАЗАНИЯ НА ВЪЕЗД В  
РОССИЙСКУЮ ФЕДЕРАЦИЮ  
VISA INVITATION FORM FOR FOREIGN CITIZENS**

1.	Фамилия Surname	
2.	Имя Given names	
3.	Место рождения (страна, город) Place of birth (country, city)	
4.	Домашний адрес на родине (индекс, страна, город, улица, номер дома) Home address in native country (index, country, city, street, house number)	
5.	Телефон на родине Contact phone no. in native country	
6.	E-mail	
7.	Кратность получаемой визы Number of entries	однократная single
8.	Место получения визы (страна, город) Place where Russian visa is going to be obtained (country, city)	
9.	Дата въезда (предполагаемая) Date of entry (estimated)	число/ месяц/ год date/ month/ year
10.	Программа обучения Study program	бакалавриат, магистратура, аспирантура, подготовительное отделение, стажировка (нужное подчеркнуть) bachelor, masters, PHD, language preparation program, exchange, internship, visiting, research program (underline)

Контактный телефон:

Contact Telephone no.:

Координатор в МГИМО

Your coordinator in MGIMO

Необходимо прислать копии страниц паспорта с личными данными (номер, срок действия, продление срока действия). Копия должна быть четкой, легко читаемой, лицо на фотографии должно быть хорошо видно.

Please send a copy of your passport (page with Number, Valid until/ Prolongation until) The copy should be clear and easy to read. The photograph of your face must be easily visible.

**Следует обратить внимание! Срок действия паспорта должен быть не менее 1,5 года с начала срока действия российской визы. PLEASE NOTE! Your passport must be valid for 1,5 year after the beginning date of your Russian visa**

**Неправильно заполненная анкета и нечитаемая копия паспорта влечёт  
за собой отказ в оформлении приглашения!!!  
Incorrectly filled in form and illegible photocopies of your passport will  
result in a refusal of your invitation!!!**