

Printing and Copying Services on Campus

In each building of HSE St. Petersburg you can find multifunctional printers “Xerox”. You can use them for copying, printing and scanning. This is a fee-paying service.

Where can I find printing machines?

- 3 Kantemirovskaya street, 3rd floor
- 55 Sedov street, 1st floor
- 17 Promyshlennaya street, 4th floor
- 16 Soyuz Pechatnikov street, 2nd floor

How much does it cost?

- one A4 sheet – 3 rubles
- one A3 sheet – 5 rubles

How can I get access?

Step 1. Get your entrance card to the university (“*propusk*”)

Step 2. Fill your balance

Deposits to your printing account can be made on weekdays (10.00 – 13.00; 14.00 – 15.00) in the Accounting Department located on Soyuz Pechatnikov 16, office 216. Make sure you keep the receipt after completing the procedure.

Step 3. Go to the university library with your receipt

In any university library you can address a librarian and present your entrance card and the receipt. The librarian will fill your balance in the system “Virtual Printer” and will explain you how to register your card in the printing system.

The libraries are located in each university building. Please mind the [working hours](#) of the libraries.

Important! If you would like to withdraw the unused money from your account, you have to keep the receipt(s). To return the money, you should address a librarian and fill in a written statement. The money will be returned to your bank account which you mention in the statement within one month.

