

STUDY ABROAD GUIDELINES

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STEP 1: CHOOSING A PROGRAM/UNIVERSITY

Where & what works for you?

When can you go?

What can you afford?

Write down your goals and limits. You need to think of your academic, financial, and personal needs, so clearly define what you want to accomplish:

- Want to be successfully employed and work in an international company in Russia
- Want to become such specialist that will be in demand anywhere
- Pursue an international internship or internship at an international company in Russia
- Gain a new perspective on the world, question my cultural biases
- Improve my professional skills, e.g. communication, networking, leadership, etc.
- Experience a different educational system (e.g. due to plans to go to an international university for master / Ph.D. degree)
- Travel to nearby countries
- Immerse myself in another culture
- Take courses toward my major and/or minor to get a new perspective to learning and
- Take courses not available at HSE St. Petersburg
- Continue research started at HSE St. Petersburg
- Find a new idea for a research to be done internationally or at HSE St.Petersburg

A student looking for a challenging cultural experience or full immersion in a new language might choose a very different location than a student looking for great professors, a rigorous academic schedule, strong ties of the university with business.

Consider how study abroad fits into your professional goals. Would learning look good on your resume and be useful in your career? Learn about people in your career or the industry you want to work for (Linkedin.com, business news, attend guest lectures at HSE and beyond, talk to people and companies): why are they successful in their field? What and where did they study?) Learn about requirements in your future field (e.g. go to hh.ru and type in “English fluent” as the

words to take you directly to international companies or Russian companies with international operations/ambitions).

What location and university will be good for your future career, or most impressive to an employer?

Where to Go?

Select a location BEFORE you select a program. It is believed that atmosphere and understanding why you need to go (based on the professional goals upon graduation), affordability are the key ingredients in the overall learning recipe.

You will learn more in an environment where you feel comfortable. Are you a big city person or do you prefer small towns? What do you like to do outside of class? On the other side you can challenge yourself with less comfortable environment, you may find excellent learning potential and practitioners' involvement in the university life, strong on-campus recruiting, and as result will be proud of your learning and "survival" there.

Which Programs Meet your Needs?

Research and compare program details to predict the value and results. Not every international study abroad program is right for every student. When evaluating different programs, we recommend that you answer the following:

- What is the rank of the university at the national level? At international level?
- Who teaches there (see profiles of the instructors of the courses you are interested in)
- Where do graduates work (go to alumni pages of the university)
- Are there enough courses taught in English that interest you?
- Where is the campus located? (near the city center, public transportation., etc.).
- What facilities are offered? (sports, library, etc).
- What are the housing options and how much do they cost?
- What out-of-class activities are offered?
- Are volunteer or internship opportunities available?

One of the best tools for researching and comparing study abroad programs is the Internet, incl. study abroad blogs where you can pick up helpful tips.

STEP 2: UNDERSTANDING YOUR PROGRAM COSTS

The cost of a study abroad program depends on many factors and it is important to keep these in mind as you are researching, selecting and budgeting for your time abroad.

Factors that contribute to the overall cost of a study abroad program include:

- timing and length of program;
- location, cost of living there, type of housing;
- international and local transportation;
- visa costs.

Some of your study abroad costs will be due prior to departure. Depending on your program and destination, you may need to pay for visa processing, insurance, immunizations, and other related items. Additionally, you will need to purchase your airline/train/bus tickets in advance.

To issue a student visa some consulates require that there is a certain amount of funds on your bank account (e.g. German Consulate requires around 3000-3500 euro as the funds on visa applicant's account).

Financial Aid

There is a large number of scholarships offered to students for study abroad programmes by various institutions and foundations. Many scholarship deadlines are much earlier than the program deadlines — plan ahead.

Please see the informational list for [financial aid](#) opportunities.

STEP 3: APPLYING FOR THE PROGRAM

Eligibility Criteria

To become eligible for an exchange semester the applicants should demonstrate:

1. Outstanding academic record;
2. Strong knowledge of English (may be tested) as well as other foreign languages;
3. Evidence of willingness to learn interculturally and to study at the selected university. This may include participation in HSE English-language courses offered by HSE faculties, other seminars in English (or other foreign language), experience as a "buddy" in the HSE Buddies' Network for international students support, any other international experience within HSE or independently, knowledge about selected universities.
4. Adherence to high ethic standards (incl. those linked to plagiarism, fraud in assignments etc.) and commitment to support the reputation of their alma mater.

Document Package

To apply, a candidate should submit a document package, in which all documents apart from the Formal Statement must be in English.

— [On-line Application](#);

— [CV](#) / Resume in Europass format or according to international professional standards in Resume writing;

— [Motivation Letter](#) (min 400 words) with a purpose, further goals and expected professional value from the planned studies stated clearly (e.g. why you want to go to this particular university, how you see your future professional life and how the study abroad experience at this university will help you achieve your goal, what type of academic experience you seek to develop at the selected university, what you have done in your life to develop your intercultural knowledge and to get closer to your professional goal). Make sure your writing is clear and concise (check for errors, write clearly and accurately). If you have not determined your professional goal, let us know of your "Plan A" and "Plan B" for your future.

— Transcript of Academic Records issued and confirmed by your Study Office;

- [Proof of English language proficiency](#) (signed by an HSE teacher of English) or an international Language Certificate;
- [Formal Statement](#) ("Zayavleniye");
- Individual learning plan composed together with the study office manager and approved by the academic director of your study programme.

The candidate may choose up to three universities and rank them according to his/her priorities. If the candidate does not manage to get into any of the three prioritized universities, provided that the candidate fulfills the eligibility requirements and there are vacant mobility quota, the candidate may be offered other possibilities of mobility.

STEP 4: TAKING CARE OF ACADEMIC MATTERS

Search the website of the university you want to go and write down the courses which look similar to the courses in your curriculum for the semester you want to go there. Write down other courses you want to take. Contact your study office and discuss your options and then prepare together with your study office manager your individual learning plan.

STEP 5: STUDENT VISA

If you need a new or renewed passport (mind the expiration date!), apply early. Issuing a passport and getting a student visa take a long time to work their way through the bureaucracy and into your hands.

More information about student visa you may find on corresponding country's embassy website:

- [Visa in Austria](#)
- [Visa in Finland](#)
- [Visa in France](#)
- [Visa in Germany](#)
- [Visa in Hungary](#)
- [Visa in the Netherlands](#)
- [Visa in Sweden](#)
- [Visa in the UK](#)

STEP 6: PRE-DEPARTURE

If you're going abroad, don't leave everything until the last minute! Here are some important pre-departure steps to keep in mind:

- Have a comprehensive physical/dental examination, get any immunizations you might need, and purchase a required health insurance.
- Fill any prescriptions you'll need before you go! Make sure anything you transport isn't considered a controlled substance by your host country. Some medicines may be considered illegal in some countries.
- Make copies in triplicate of any important documents: one set for you, one for your parents and one for your study abroad coordinators.

- Convert enough currency to live until you are settled in new surroundings.
- Compile a list of important phone numbers and contact information. Make sure your address book is up-to-date. Research international phone cards and mobile phones.

Planning ahead means less time worrying about details once you're abroad and more time exploring your new surroundings.

If you require any advice, please contact:

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