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Congratulations on your participation in the University of Michigan’s program at Middlebury College’s School in Russia (Irkutsk, Moscow, or Yaroslavl). The information in these pages, explains how the program will work for you as a U-M student and should be read in conjunction with the CGIS General Handbook, Middlebury’s General Handbook for Middlebury Schools Abroad and the Middlebury School in Russia Handbook. Please take all materials along with you when you go abroad. The CGIS General Handbook and the CGIS Student Program Supplement are both available electronically in your MCompass application. This program supplement is located in the “Documents” section of your application and the CGIS General Handbook is available in your MCompass checklist under “Learning Content”.

The Middlebury College Handbooks are available online at: [http://www.middlebury.edu/sa/russia/handbooks](http://www.middlebury.edu/sa/russia/handbooks)

**PROGRAM OVERVIEW**

As a U-M student on the Middlebury program, you will take courses organized specifically for program participants. The courses offered vary slightly by location and the different host institutions affiliated with the Middlebury School in Russia, but all center around courses in Russian language, literature, culture, politics, and history. Students with sufficient Russian skills may be able to enroll in courses at the host institution along with other Russian students. Please see the Middlebury website for more information on course offerings at: [http://www.middlebury.edu/sa/russia](http://www.middlebury.edu/sa/russia). In the second semester of a year-long study abroad program, students generally enroll in at least one university course with Russian students during the second semester.

At the same time you are enrolled at the Middlebury School in Russia, you will be registered at U-M as a full-time student in the appropriate STDABRD course. Please refer to your CGIS General Handbook for the correct STDABRD course number for your U-M registration. The U-M requires all students studying in a Michigan Global Academic Program to be enrolled for a full load of classes during their program.

As an interesting complement to their study of the Russian language and culture, students of advanced Russian ability have the opportunity to pursue unpaid internships as part of the School in Russia program. Please visit the Middlebury website for more information on internships at: [http://www.middlebury.edu/sa/russia/internships](http://www.middlebury.edu/sa/russia/internships)

LSA students will earn in-residence credit for your work on the program, grades will be taken from the Middlebury transcripts without conversion (except that F = E at the U-M) and grades will be calculated into the student GPA. Credits are converted to U-M semester credits. 1 Middlebury unit equals 3 U-M credits; therefore, each Middlebury course should be equal to 3 U-M credits on the U-M transcript. In Middlebury programs, students take 5 classes for credit, which will equal approximately 15 semester credits at the U-M.

Middlebury transcripts for non-LSA students will be converted to U-M transcript in the same manner, however, non-LSA students must check with their college or school to determine its policy with regard to Michigan Global Academic Program (MGAP) credits, grades and GPA.

The comprehensive Middlebury Handbooks contains useful information about how to handle money while in Russia, what to pack (and what to leave at home), what you can expect while studying at and living in Russia, visa information and other important Middlebury policies. Please read it carefully and be certain to take it along with the GCIS General Handbook and this program supplement with you when you travel.

**IMPORTANT DATES**

Dates for the 2013-14 program are found in the Middlebury program handbook or on their website at: [http://www.middlebury.edu/sa/russia/calendar](http://www.middlebury.edu/sa/russia/calendar)
Upon arrival in Russia, all students will participate in an orientation program. The first day of orientation will be held in Moscow, and the two following days will be in your host city. During orientation, you will have the opportunity to ask the School in Russia staff any questions you may have. There will be discussions, lectures, individual interviews, and free time. On-site orientation includes city and university tours, excursions and meetings with key instructors and university staff.

**HOUSING**

Students are placed in individual homes (homestays) by the School in Russia staff, based on information provided in a post-acceptance Housing Questionnaire. Care is taken to place students according to individual needs (dietary, health, etc.), and when possible, personal preferences are also taken into account.

Please review the Middlebury handbooks and website for more information.

**FEES AND BILLING**

Although students are registered at U-M while participating in the Middlebury School in Russia program, tuition, housing, and other fees are set by Middlebury College and these fees are paid directly to Middlebury. Students are responsible for paying the CGIS administrative fee, which will be billed to their U-M student account.

For more information, please see the current budget sheet on the MCompass brochure for this program: [https://mcompass.umich.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10293](https://mcompass.umich.edu/index.cfm?FuseAction=Programs.ViewProgram&Program_ID=10293)

**WHO TAKES CARE OF WHAT**

Middlebury is responsible for acceptance decisions, all academic arrangements, on-site orientation, and housing. The CGIS assists students in preparing to go abroad, provides support services while they are abroad, and processes the academic results from Middlebury coursework for each student’s U-M academic record. Each student is responsible for applying for a visa, making the travel reservations, and paying CGIS Administrative Fee and Middlebury fee. The Middlebury student handbooks, discussed above, contain very useful information about how to handle money while in Russia, what to pack (and what to leave at home), and what you can expect while studying through Middlebury and living in Russia. It is the responsibility of all students who participate in the Middlebury School in Russia program to read, understand and abide by the General and Russia Handbook that is prepared by Middlebury Schools Abroad Program and the CGIS General Handbook and this Student Program Supplement.

**TRAVEL TO MOSCOW**

Students are responsible for making their own flight arrangements to Moscow. All students are required to attend the on-site orientation. Please check the required dates on the Middlebury website at: [http://www.middlebury.edu/sa/russia/calendar](http://www.middlebury.edu/sa/russia/calendar)

Students will be responsible for arranging their own transportation to the orientation site in Moscow from the airport. More information will be provided by Middlebury in the program handbooks.

Middlebury will handle travel arrangements for program-sponsored excursions. Students will need to take care of any independent travel themselves.

**VISA**

**IMPORTANT-PLEASE READ:** Obtaining a visa and following the correct procedure is ultimately the responsibility of each student who is applying. Russia requires both entry and exit visas for American citizens. The CGIS will try to provide assistance in the process, but the Russian Consulates make the final decisions regarding the issuance of the visa and whether or not you have followed the proper
procedure. Middlebury School in Russia program will provide you with visa information. You are encouraged to read and review carefully the guidelines that have been provided to you by Middlebury. The CGIS is not responsible if the information differs from the Russian Consulate requirements.

**CONTACT AND VISITING INFORMATION FOR AMERICAN CITIZENS**

The American Embassy is located in Moscow and there are three Consulate General Offices in other locations in Russia. Please visit their website for information on the services they provide for American Citizens: American Embassy Website: [http://moscow.usembassy.gov/service.html](http://moscow.usembassy.gov/service.html) and for the Consulate General office information please see: [http://moscow.usembassy.gov/consulates.html](http://moscow.usembassy.gov/consulates.html)

American Embassy Moscow  
American Citizen Services  
21 Novinskiy Bulvar  
123242 Moscow, Russia  
Tel: 7-495-728-5577  
Fax: 7-495-728-5084  
E-mail: moscowwarden@state.gov

The hours listed below were on the Embassy website, but are subject to change: [http://moscow.usembassy.gov/acs-hours.html](http://moscow.usembassy.gov/acs-hours.html)

**U.S. CITIZEN SERVICES HOURS OF OPERATION**

- **Monday:** 9:00 am - 12:00 pm, by appointment only  
- **Tuesday:** 9:00 am - 12:00 pm and 2:00- 3:30 pm (CRBA applications only), by appointment only  
- **Wednesday:** 9:00 am - 12:00 pm, by appointment only  
- **Thursday:** 9:00 am - 12:00 pm and 2:00- 3:30 pm, by appointment only  
- **Friday:** 9:00 am - 12:00 pm, by appointment only

To make an appointment, [follow this link](http://moscow.usembassy.gov/acs-hours.html).

ACS is closed on Russian and American holidays.

Before going to the consulate or embassy, you may want to call ahead to check office hours devoted to providing services to U.S. citizens, usually limited to two or three hours a day. This information is often available from U.S. Embassy websites which are accessible at [http://usembassy.state.gov/](http://usembassy.state.gov/), the State Department Embassy links page. Don’t forget to take your passport with you when you go.

Students are encouraged to register their travel with the U.S. Embassy. It is important they know where to reach you in the event of an emergency. You should register your travel plans prior to departure with the U.S Department of State via the *Smart Traveler Enrollment Program* (STEP). Here is a link to their website: [http://travel.state.gov/travel/tips/registration/registration_4789.html](http://travel.state.gov/travel/tips/registration/registration_4789.html)

**A FINAL WORD**

Enjoy your time in Russia. You may find you have more independence than at Michigan, and this can enable you to pursue interests and take advantage of opportunities that might not present themselves here. If there is anything our office can do to make your stay easier, please let us know.
CONTACT INFORMATION

UNIVERSITY OF MICHIGAN
Center for Global and Intercultural Study
University of Michigan
G155 Angell Hall
435 South State Street
Ann Arbor, MI 48109-1003
Phone: 734-764-4311; Fax: 734-764-3229
Email: cgis@umich.edu
Web: www.lsa.umich.edu/cgis

Administrative matters and program advising: Linda Popovic, Program Advisor
Phone: 734-647-9894
Email: lpopovic@umich.edu

MIDDLEBURY’S VERMONT OFFICE

Office of International Programs and Off-Campus Study
356 College Street
Sunderland Language Center, First Floor
Middlebury College
Middlebury, VT 05753
Phone. (802) 443-5745
Fax: (802) 443-3157
Email: schoolsabroad@middlebury.edu
Web: http://www.middlebury.edu/sa/russia

MIDDLEBURY EMERGENCY CONTACT INFORMATION

During on-site orientation, students are given an Emergency Card to carry in his/her wallet listing emergency contact numbers including that of the Director, other staff, U.S. Embassy, Police, Ambulance, etc. Here is a link to the Middlebury website that provides Health and Safety information: http://www.middlebury.edu/sa/health

The Office of Off-Campus Study in Middlebury may be contacted Monday through Friday, 8:30-5:00PM Eastern time;
tel.: 802-443-5745,
fax: 802-443-3157,
email: schoolsabroad@middlebury.edu.

During non-business hours, emergency contact information is available on the voicemail of the number above.

EMERGENCY
In the event of an emergency on-site, immediately call local emergency services. You should know your local address and the 911 equivalent number in your host country and carry that number with you at all times.

Contact your local program director/on-site staff immediately if you are the victim of crime or need emergency assistance. Please also contact the University of Michigan Department of Public Safety, which has the following 24 hour number: (734) 763-1131. They will then contact the necessary on-campus offices, including the Center for Global and Intercultural Study, to respond to your situation. You may provide this same 24 hour number to your parents should they experience an emergency and need to get a hold of you while you are abroad and are unable to contact you directly.
To contact HTH Worldwide in the event of an emergency or regarding insurance questions call 1.800.257.4823 or collect +1.610.254.8771 or globalhealth@hthworldwide.com