

REGULATIONS FOR THE ADMISSION OF FOREIGN APPLICANTS

№	Stage name	Stage description	Date		Documents	Responsible persons
			1 Stage	2 Stage		
1 stage	Admission of foreign applicants	1. NCJSC "Astana Medical University" accepts foreign citizens with general secondary and vocational, higher education; 2. Admission of foreign citizens to study at universities on a paid basis is carried out based on the results of an interview conducted by the commission for the admission of foreign applicants of NCJSC "Astana Medical University".	From 01 July	From October 01	Rules for the admission of foreign applicants to study at NCJSC "Astana Medical University"	1. Responsible secretary of the selection committee Zhil kibayeva K.T. 2. Deputy secretary of the selection committee Zhunissova U.M. 3. Chairman of the examination committee Zhunissova U.M.
2 stage	Package of documents	<ul style="list-style-type: none"> • Registration of candidates on the website; • Application for an interview (Appendix 3); • Copy of the passport; • A copy of the certificate or document on education with an appendix on the availability of the following information: final grades received; • NEET certificate (for students from India). 	from July 01 to July 31	From October 01 to October 31	Application from foreign applicants, verification of an electronic package of documents	1. Responsible secretary of the selection committee Zhil kibayeva K.T. 2. Deputy Responsible Secretary of the Admissions Committee Zhunissova U.M. 3. Technical secretaries
3 stage	Online interview	1. The interview is conducted by members of the commission for the admission of foreign applicants, in accordance with the Order of the Rector for the corresponding academic year. 2. The selection of foreign citizens is carried out separately for educational programs and language departments.	from July 15 to July 31	From October 15 to October 31	1. Protocol decision of the commission for the admission of foreign applicants; 2. Help - confirmation of the interview (Admission letter Appendix 7)	1. Responsible secretary of the selection committee Zhil kibayeva K.T. 2. Deputy Responsible Secretary of the Admissions Committee Zhunissova U.M.

4 stage	University enrollment, visa process	<p>- An order is issued on enrollment on August 25 of the calendar year for the 1st stage, on November 25 of the calendar year for the 2nd stage;</p> <p>- 100% tuition fee (bank receipt)</p> <p>- a receipt for the guaranteed delivery of the original documents in accordance with Annex № 4 upon arrival,</p> <p>-electronic (scanned version) of a standard training Contract</p> <p>- The responsible structural unit sends a visa invitation (Visa Invitation) to obtain a visa.</p> <p>- Students go through the procedure for obtaining a visa at the Embassy of the Republic of Kazakhstan in their countries.</p>	From August 1st to August 31st	From November 01 to November 30	<ol style="list-style-type: none"> 1. Enrollment order 2. Visa invitation 3. Visa 	<ol style="list-style-type: none"> 1. Responsible secretary of the selection committee Zhilkibayeva K.T. 2. Deputy rep. secretary of the selection committee Zhunissova U.M. 3. Responsible structural unit for obtaining a visa
5 stage	Original documents, Conclusion of contracts	<ol style="list-style-type: none"> 1. The deputy secretary of the admission committee is obliged to bring foreign students on the first day of their stay in the Republic of Kazakhstan to the responsible structural unit of the University to notify the migration service authorities of the arrival of foreign students with the relevant documents. 2. Upon arrival, foreign students in the Republic of Kazakhstan undergo the procedure for translating the original documents (according to Annex № 2) on education issued by foreign educational organizations, a passport into Russian, undergo a mandatory nostrification procedure in accordance with the legislation of the Republic of Kazakhstan after enrollment of persons, as well as a medical commission (form 075). After the nostrification 	From September 01 to September 30	From December 01 to December 31	<ol style="list-style-type: none"> 1. Contract on the provision of educational services for a fee; 2. Personal files of students 	<ol style="list-style-type: none"> 1. Responsible secretary of the selection committee Zhilkibayeva K.T. 2. Deputy secretary of the selection committee Zhunissova U.M. 3. Center for monitoring and accounting of students 4. Technical secretaries

	<p>procedure, bring a receipt for the submission of documents for nostrification. Within 3-6 months, bring a certificate of validity of the original document of education and its notarized translation.</p> <p>3. From the moment of issuing the order on enrollment, taking into account the arrival of foreign applicants in the Republic of Kazakhstan or in an online format, the Deputy Executive Secretary of the Admission committee for Foreign Applicants organizes work on concluding a Contract for the provision of educational services with the University;</p> <p>4. The Technical Secretariat for the admission of foreign students enters the data of foreign applicants, the scanned version of all documents in the AIS and, according to the acceptance certificate, transfers the personal files of applicants to the Center for Monitoring and Recording Students.</p> <p>5. The applicant must submit the original documents, in accordance with Appendix № 4, to the selection committee;</p> <p>6. From September 01 of the calendar year, training begins at stage 1, from December 01 of the calendar year at stage 2</p>				
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