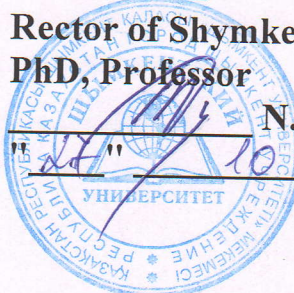


	Shymkent University Quality management System Regulations on the arrival/departure of foreign students and compliance with internal rules	page 1 of 12
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APPROVED

**Rector of Shymkent University,
PhD, Professor**

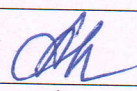
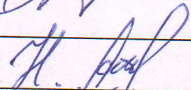
N.A. Seitkulov
2023

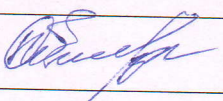


QUALITY MANAGEMENT SYSTEM

REGULATIONS ON THE ARRIVAL/DEPARTURE OF FOREIGN STUDENTS AND COMPLIANCE WITH INTERNAL RULES

QMS SHU RU 01-32-2023

<i>position</i>	<i>signature</i>	<i>full name</i>
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1. General rules

1.1. The present Regulation on the Procedure for Training Foreign Citizens at Shymkent University (hereinafter – the University, the Regulation) has been developed in accordance with the State Program for the Development of Education and Science of the Republic of Kazakhstan for 2016–2019, the Laws of the Republic of Kazakhstan “On Education,” “On the Legal Status of Foreigners in the Republic of Kazakhstan,” other regulatory legal acts, the Charter of the University, as well as agreements of the University with foreign educational organizations and other institutions.

1.2. The purpose of attracting foreign citizens and stateless persons to study at the University is to integrate into the global educational space and to develop competitive advantages in the field of educational services.

1.3. This Regulation applies to foreign citizens and stateless persons who are students, master’s students, interns, or trainees (hereinafter – foreign learners), and establishes the procedure for their admission, stay, and study at the University, as well as the procedure for their registration and deregistration with the migration authorities.

1.4. For the purposes of this Regulation, foreign students are understood to mean foreign citizens and stateless persons enrolled at the University in higher education programs.

1.5. For the purposes of this Regulation, foreign trainees are understood to mean foreign citizens and stateless persons studying in the preparatory department, attending Kazakh/Russian language courses, other short-term educational programs, or undertaking internships at specific departments of the University.

2. The procedure for admitting foreign citizens for study

2.1. The procedure for the admission of foreign citizens and stateless persons to study under educational programs is determined by the regulatory and legal framework in the field of education, as well as by the Rules for Admission of Students to the University.

2.2. Foreign citizens have the right to receive higher and additional professional education at the University on a fee-paying basis, funded by individuals and legal entities, in accordance with contracts for the provision of educational services for the training of foreign citizens for study at the University.

2.3. In order to ensure the extension of migration registration for foreign citizens studying on a fee-paying basis, contracts for the provision of educational services, as well as bilingual contracts for the provision of educational services for

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the preparation of foreign citizens for study at the University, are concluded. The forms of such contracts are approved by the order of the Rector of the University.

2.4. Foreign citizens may be admitted to the University in accordance with international treaties of the Republic of Kazakhstan and agreements between the University and foreign educational organizations.

2.5. Foreign citizens admitted under state programs and scholarships have the right to study in the University's preparatory courses, which provide training for mastering educational programs in Kazakh and Russian. Additionally, foreign citizens may undergo testing to determine their proficiency in Kazakh and Russian.

2.6. Foreign citizens have the right to study in higher and postgraduate education programs in accordance with the standard admission rules for educational institutions.

2.7. Foreign citizens studying in master's programs do so on a fee-paying basis. The right to free postgraduate education on a competitive basis within the framework of the state educational order is determined by international treaties of the Republic of Kazakhstan.

2.8. List of documents required for admission of foreign citizens to Bachelor's programs at the University:

- Original education document and its transcript/appendix;
- Notarized copies of the education document and its transcript/appendix with translation into the state language or Russian (2 copies; the translation must be notarized in the Republic of Kazakhstan);
- Identity card or passport, notarized copy with translation into the state language or Russian (3 copies; the translation must be notarized in the Republic of Kazakhstan);
- Certificate of recognition and nostrification of the education document;
- Medical certificate in the form No. 086-u and a chest X-ray (fluorography) image;
- IIN (Individual Identification Number) of the Republic of Kazakhstan;
- 8 photographs, size 3×4 cm.
- Education documents issued by foreign educational institutions must undergo nostrification in accordance with the procedure established by law.
- When submitting an application for recognition and nostrification of an education document to the center or CSC (Center for Public Services), the following documents must be attached:
- Application for recognition of the education document;
- Notarized copies of the education document and its transcript/appendix with translation into the state language or Russian;

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- Identity card, notarized copy, and translation into the state language or Russian (translation must be notarized in the Republic of Kazakhstan);
- Identity document of the authorized representative (for identification) and a document confirming their authority;
- Payment receipt for the service.

2.9. List of documents required for admission of foreign citizens to the University's Master's programs:

- Application addressed to the Rector;
- Copy of identity card or passport;
- Notarized copies of diplomas and their transcripts/appendices;
- Copy of a foreign language proficiency test certificate (if available);
- Personal employment record sheet and certified documents confirming work experience (for applicants with work experience);
- 6 photographs, size 3×4 cm;
- Medical certificate in the form No. 086-u;
- List of scientific and scientific-methodical works (if available);
- Payment receipt for the foreign language testing.

2.10. List of documents required for admission of foreign citizens to the University's preparatory programs:

- Application addressed to the Rector;
- Identity card or passport, notarized copy with translation into the state language or Russian (the translation must be notarized in the Republic of Kazakhstan);
- Copies of diplomas and their transcripts/appendices;
- 6 photographs, size 3×4 cm.

The Admissions Committee and the Department of International Cooperation (hereinafter – DIC) carry out the prompt evaluation of education documents and the acceptance of documents from foreign citizens for enrollment at the University.

3. Adaptation and provision of dormitories for international students

3.1. After receiving information about the arrival date of foreign citizens in the Republic of Kazakhstan for studying at the University, the Department of International Cooperation and the Admissions Committee prepare a transportation request (in the case of a group of more than 5 people), as well as an official memo requesting the accommodation of foreign citizens in the University dormitory.

3.2. The coordination of activities related to the socio-cultural and psychological adaptation of foreign learners at the University, as well as the resolution of their social and domestic issues, is carried out by the Department of

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Youth Policy and the Deans' Offices in cooperation with the Rectorate for Social and Educational Work.

3.3. Annually, the Department of Youth Policy develops an adaptation program for foreign students and trainees studying at the University. The program is approved by the Vice-Rector for Social and Educational Work.

3.4. In order to ensure the socio-cultural and psychological adaptation of foreign learners at the University, short-term orientation programs (mainly at the beginning of the academic year) are conducted, or specialized adaptation courses are developed.

3.5. Specialized adaptation courses may be implemented by the relevant departments, provided that additional workload is allocated. These courses include intensive training in Kazakh/Russian as foreign languages, as well as leveling of language proficiency.

3.6. The departments, together with the Deans' Offices, coordinate with the heads of academic structural units responsible for educational work and work with foreign learners, as well as with curators and advisors. Meetings involving these University staff members are held at least twice per semester to discuss the adaptation of foreign learners, their attendance, and academic performance.

3.7. Depending on the number of foreign learners, curators may be appointed within academic structural units to ensure their socio-cultural and psychological adaptation.

3.8. Foreign learners arriving from neighboring and distant countries are accommodated in the University dormitory within the available capacity. For the purposes of socio-cultural and psychological adaptation, they may be placed in rooms together with other University students.

3.9. The Department of International Cooperation submits a request for the accommodation of foreign learners in the dormitory to the Vice-Rector overseeing this area no later than 14 days before the intended move-in date.

3.10. For the accommodation of foreign citizens in the dormitory, the Deans' Offices issue room assignment orders and ensure that learners are familiarized with the University dormitory rules.

4. Medical services for international students

4.1. The Regulation on Ensuring the Health and Safety of Learners defines the procedure for organizing medical care for students, staff, and visitors of Shymkent University, including foreign citizens and stateless persons. It is aimed at implementing the right to health protection and access to medical assistance throughout the territory of the Republic of Kazakhstan for the entire period of study, work, and stay at the University.

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4.2. Foreign learners have the right to unlimited and free access to the University's medical unit in all cases.

4.3. Medical care at the University medical unit includes examinations by a paramedic and a general practitioner, services of a nurse, as well as the provision of primary emergency care.

4.4. Upon arrival in Kazakhstan, it is recommended to obtain a voluntary health insurance package, which will provide a full range of medical services. A medical policy obtained in the country of residence may not cover treatment and hospitalization within Kazakhstan.

4.5. In emergency situations that pose a threat to life, medical assistance should be sought immediately (if the person is on University premises) or an ambulance should be called by dialing 103.

5. Visa support for international applicants and students

5.1. The Registration Office is responsible for organizing visa support, preparing invitations, timely registration of foreign citizens with migration authorities and extension of this registration, as well as timely updating of information in the AIS "Platonus" regarding changes in passport details, residential address, and contact information of foreign students.

5.2. As a rule, foreign applicants and learners may cross the border of the Republic of Kazakhstan only if they hold a visa. The validity period of the visa must not exceed the period specified in the invitation documents and must expire no less than six months before the expiration date of the foreign passport.

5.3. Visa support for foreign applicants and students, the preparation of invitations, coordination of entry into the Republic of Kazakhstan, issuance, annulment, restoration, and extension of visas are carried out in accordance with the Rules approved by the order dated November 24, 2016, No. 11-1-2/555.

5.4. Foreign applicants and learners must enter the territory of the Republic of Kazakhstan with valid international passports or equivalent documents, holding an entry visa, unless otherwise provided by Kazakhstan's international agreements.

5.5. Entry and exit of foreign applicants and trainees are carried out through border checkpoints open for international and passenger traffic. Upon crossing the border, the appropriate border control stamp is placed in the passport.

5.6. Citizens of visa-free countries (Azerbaijan, Armenia, Belarus, Russia, Kyrgyzstan, Moldova, Tajikistan, Uzbekistan, Ukraine) enter Kazakhstan using national passports. A border control stamp is placed in the passport upon crossing.

5.7. In accordance with Article 26 "Liability for violation of the rules of stay and transit in the territory of the Republic of Kazakhstan," foreign citizens who violate the rules of stay in Kazakhstan (being without documents, lacking

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registration, exceeding the permitted period of stay, etc.) are subject to administrative liability.

5.8. Invitations for entry into the Republic of Kazakhstan are issued by the territorial bodies of the Migration Service of Shymkent and are used by foreign citizens when applying to Kazakhstan's diplomatic missions abroad.

5.9. To obtain a visa invitation, foreign applicants, students, or trainees of the University must contact the Department of International Cooperation at least one month prior to the planned trip to Kazakhstan, providing a copy of the valid entry document and the following information:

- Planned date of entry to Kazakhstan;
- Full name (last name, first name, patronymic if available), date of birth, gender (in Russian and Latin letters);
- Citizenship;
- Country and place of birth;
- Country and address of permanent residence;
- Copies of educational diplomas (secondary, vocational, or higher education);
- Intended location for obtaining the visa (country and city of the Kazakh consulate);
- Application addressed to the Rector (scanned copy);

Contract for the provision of educational services for the preparation of foreign citizens (for a multiple-entry visa valid for 1 year).

Issuance of the invitation by the Shymkent Migration Service takes 14 working days.

5.10. All foreign learners temporarily residing at their place of stay must be registered with migration authorities within 5 working days of arrival in Kazakhstan—regardless of citizenship or visa/visa-free entry regime. Upon arrival, learners undergo a medical examination (form No. 086-U and fluorography) and receive an Individual Identification Number (IIN).

5.11. Responsibility for registering temporarily residing foreign students lies with the University and is carried out through the Student Service Center (SSC).

5.12. The University confirms its consent to the temporary stay of a foreign citizen on its territory by the signature of an authorized person and the University seal. An application is prepared for each student residing in a dormitory or at another address subject to migration registration.

5.13. An SSC specialist submits the application to the Shymkent Migration Service at the place of residence of the foreigner, attaching the original identity document and a copy of the enrollment order. Registration is confirmed by a temporary registration card or migration card. After each new border crossing, the registration procedure is repeated.

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5.14. For foreign students staying in Kazakhstan for the entire academic year, migration registration must be extended. A C9 (study) visa is extended for up to 1 year based on an application from the University. Foreign students residing in a dormitory must submit the following documents to the Migration Service at least 2 weeks before the expiration of the registration period:

Entry document (passport, identity card);

Visa (if available);

Study contract.

5.15. Foreign citizens expelled from the University (including graduates) must leave the territory of the Republic of Kazakhstan within 14 days from the date of expulsion.

5.16. Deans and other structural units must notify the Department of International Cooperation and the SSC of all cases of foreign citizens violating migration laws, as well as academic leaves, completion or termination of studies, independent departure, etc.

5.17. A foreign learner may not be allowed to take exams without one of the following documents:

- Certificate of temporary registration;
- Temporary residence permit;
- Residence permit;

Certificate from the Shymkent Migration Service confirming submission of documents for migration registration and obtaining an IIN.

5.18. Based on submissions from the Department of International Cooperation, draft orders for expulsion of foreign students for violation of internal University rules, including migration regulations, are prepared.

5.19. When leaving the Republic of Kazakhstan (including for holidays) or traveling to other cities within Kazakhstan, a foreign learner must notify the Department of International Cooperation in writing at least 5 days prior to departure. Upon return, the student must submit the required documents to the SSC for re-registration within 2 working days of arrival.

5.20. In the case of administrative violations of the legislation of the Republic of Kazakhstan, responsibility lies both with the foreign student and the host party—the University.

6. The educational process of foreign students in higher and postgraduate education programs

6.1. University classes are conducted according to the approved course schedule and academic programs.

6.2. Education in higher and postgraduate programs is based on an Individual Study Plan (ISP). The ISP is developed under the guidance of the Dean and an

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advisor based on the student's selection of courses. Enrollment in courses is organized by the Center for Educational Services (CES). International students register after completing the orientation week and before the start of the first semester.

6.3. For international students entering higher and postgraduate programs, the start date of classes may be extended depending on their actual arrival at the university.

6.4. International students are required to attend all core and additional classes, complete all assignments outlined in the curriculum and programs accurately and on time, and comply with all principles and obligations of academic integrity established by the internal regulations.

6.5. During the educational process, academic performance of international students is continuously monitored and evaluated. The assessment system includes ongoing and intermediate assessments, mid-term evaluation, and final examination, conducted in accordance with the Rules for ongoing, intermediate, and final assessments of the university.

6.6. Attendance is mandatory. Students who miss 10 classes receive a failing grade "F" and are expelled from the course. If absences do not exceed 6 classes and are supported by valid documentation (e.g., medical certificate), the student has the right to retake the course either for a fee or free of charge at the university's discretion.

6.7. Students with outstanding tuition fees are not allowed to attend classes, take mid-term or final assessments until the debt is fully paid.

6.8. The final stage of education is the final assessment, aimed at determining the graduate's professional competencies. For joint educational programs with foreign universities or double-degree programs, the final assessment of international students may be conducted via videoconferencing.

6.9. Upon successful completion of the final assessment, an international student (graduate) receives a diploma of higher or postgraduate education and an academic transcript with results for the entire period of study.

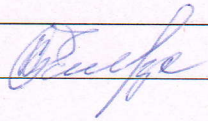
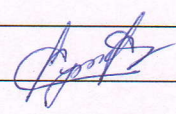
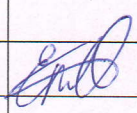
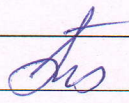
6.10. Annually, the Department of Academic Affairs, together with the Department of International Cooperation, conducts an evaluation of the quality of stay and education of international students at the university in the form of a survey.

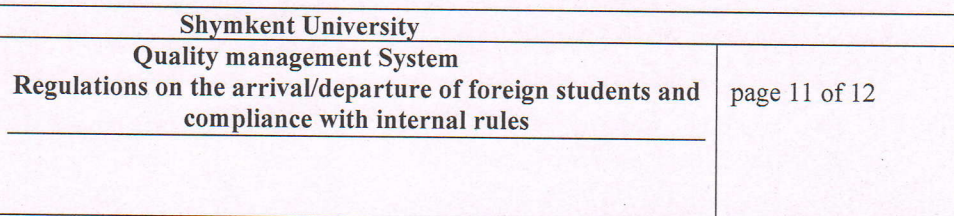
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Appendix A (required)

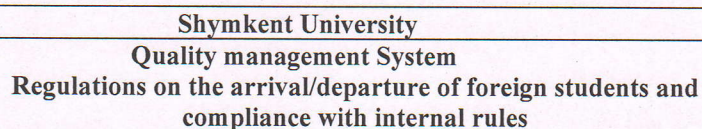
The introduction sheet

Position	Full name	Date	Signature
Director of the Department of International Cooperation	O. N. Koplanova	30.10.2023	
Coordinator of the International Cooperation Department	Angelbekova A. N.	06.03.2024	
Coordinator of the Department of International Cooperation	Sultanbek D. S.	02.09.2025	
Head of the Department of Youth policy	Tolen E. E.		
Head of Medical Service	Baimbetova K. D.		



Appendix A (required)

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F.4.01-07

Change registration sheet

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