

INSTRUCTIONS FOR DOCUMENTS SUBMISSION



Dear Applicant,

Welcome to the Nazarbayev University community!
We are excited to have you join us here at Nazarbayev University.

Please, read these instructions on the requirements for enrollment carefully.

YOU SHOULD SEND DOCUMENTS BY E-MAIL TO THE FOLLOWING DEPARTMENTS:

- For the Admissions Department - admissions.seds@nu.edu.kz
- For the Health and Well-being Department - student.health@nu.edu.kz
- For the School of Engineering and Digital Sciences - seds@nu.edu.kz
- For Student ID Card Photo Guidelines - ldcard@nu.edu.kz
- For opening bank card - bursars_office@nu.edu.kz
- For accommodation - student_housing@nu.edu.kz

PLEASE NOTE THAT ADMISSIONS DEPARTMENT IS NOT RESPONSIBLE FOR DOCUMENTS TO BE SUBMITTED TO OTHER DEPARTMENTS

01 ADMISSIONS DEPARTMENT



SUBMISSION TYPE: ONLINE

Final transcript(s) of Bachelor degree and graduate degree (if applicable) in a relevant discipline must be verified

Verified final transcript(s) of a degree diploma(s) based on one of the following options:

- **Official hard copy sent directly to the Admissions Department via post by previous institution of study;**
- **Official soft copy sent directly to the Admissions Department email address from corporate email address of the previous institution of study;**
- **Official final transcript verified by the official digital credential services, provided to the Admissions Department's email directly by the service;**
- **Graduates of Nazarbayev University do not need to verify their transcripts.**

The Deadline for submission of the Verified Final transcript(s) to Admission Department is July 15, 2024.

Admissions Department

[e-mail: admissions.seds@nu.edu.kz](mailto:admissions.seds@nu.edu.kz)



Students after admission have to submit health documents to the University Healthcare Department which is regulated by the Law of Education as well as the Order of the Minister of Education and Science of the Republic of Kazakhstan of October 31, 2018 No. 600 "On approval of the Model Regulations for admission to studies in educational organization, implementing educational programs of technical and vocational education".

Please prepare the following documents in good quality in PDF format. Please leave original documents at your home in case you need them during the period of study. The original documents are not accepted by the Health and Well-being Department.

SUBMISSION TYPE: ONLINE

FOR LOCAL APPLICANTS:

- Scan version of the original medical certificate form "075-Y"
- Scan version of the original of a printed chest X-ray (флюорография) or a doctor's report with a seal, valid for one calendar year;
- Certificates from [psychoneurological](#) and [narcological](#) organizations (service is free on www.egov.kz);
- Scan the version of the original preventive vaccination card form "065-Y" or the vaccination passport (preventive vaccination card) (hereinafter - form 065-Y). Previously, "063/y" was assigned a new number - "065/y" according to the updated order № "ҚР ДСМ-175/2020". In case you do not have form 065-Y, please fill in the [confirmation of the absence of the document](#) with blue ink.
- Disability certificate (if applicable);
- A certificate confirming the applicant's chronic illness or any other special health needs - form 027-u (if applicable);
- The electronic copy of identity document;
- Fill out the [form](#)

Health and Well-being Department:

Ayagoz Zhumagaliyeva

Tel.: +7 (7172) 709408

E-mail: student.health@nu.edu.kz



Signing an Agreement on the provision of educational services at NU is mandatory. The School manager will additionally contact you on signing an Agreement. Full information and instructions will be sent out later from the following email address:

School of Engineering and
Digital Sciences: E-mail:
seds@nu.edu.kz

Terms for the provision of educational services are available [here](#).

**SUBMISSION TYPE: ONLINE**

In order to enter NU territory you will need to have a Student ID card. ID card will be provided upon arrival at NU. In order to obtain it, send a photo in a digital format taken in a professional photo studio and a copy of your state ID. Your digital photo must be:

- ✓ In color;
- ✓ Equal to or less than 200kb (kilobytes) in file size **(3cm x 4cm)**;
- ✓ In JPEG (.jpg) file format;
- ✓ Taken in front of a plain white background;
- ✓ Taken in a professional photo studio.

Do not wear a hat or head covering that obscures the hair or hairline. Your full face must be visible.

If you normally wear glasses (without tinted lenses) they may be worn in your photo. Dark glasses or glasses with tinted lenses are not acceptable;

(IMPORTANT!) NOT scanned from a printed photo;

(IMPORTANT!) Please rename the file before attaching to the email in the following way:

IIN_Last Name (example: 123456789000_Ibrayeva). Please make sure that the spelling of your name is correct as it is written in your State ID or passport;

Please send your email with an attached photo and copy of state ID to Idcard@nu.edu.kz

**SUBMISSION TYPE: ONLINE**

While studying at Nazarbayev University you will receive:

1. monthly stipends (students studying on a grant);
2. return of the guarantee fee;
3. other payments, if necessary.

To open a bank card, you need to fill out this form and check the absence of tax debts (in case of existing debt, Jusan bank will not be able to open a card for you).

[Opening a bank card](#)

Students who already have a Jusan bank card must fill out the following form.

[IBAN information](#)

If you want to open a new card specifically for Nazarbayev University students, then you will need to close all existing cards and accounts in Jusan bank.

If you have any additional questions, please contact the following contacts:

Bursar's Office:

Block 1, Office 1248B (2d floor),

Tel.: +7(7172)709027, +7(7172)706086, +7(7172)706032

e-mail: bursars_office@nu.edu.kz.

(Subject of the email: Opening a bank card)

**Provisions for refunding the Guarantee Fee:**

- ✓ Bilateral signing of the Agreement on Provisions of Educational Services at Nazarbayev University;
- ✓ Participation in Orientation week;
- ✓ Student's completion of the first semester of classes with good academic standing according to the Academic Policy and Procedures.

Guarantee Fee is refunded via money transfer to the students' bank cards, which will be issued by the University.



Please be kindly informed that Graduate students may apply for the accommodation by the following links:

1. Graduate Masters (GrM):

<https://forms.gle/RmbfVaAzp2iz1yqy7>

2. PhD/Residency and Family Students with children:

https://forms.gle/AxftpURTjL54MV8Zr5_

Note: Application for accommodation does not guarantee a place in the dormitory or in apartments.

Due to the shortage of places, students are accommodated based on eligibility and priority criteria indicated in the internal documents.

You may find the information on tariffs below:

1 bed in the 2-bedded rooms - 600 KZT/day - ~75 000KZT per/semester

*The bill may differ depending on the number of days in the academic semester

For any questions please contact:
Department of Student Services:

student_housing@nu.edu.kz

Tel.: +7(7172)706023



Before starting your education, it's **important to complete HSE Introductory Instruction - presentation and quiz** to ensure that you understand how to stay safe at the NU. For this access [the HSE Instruction](#) via the link. If you have any questions, reach out to - hsetraining@nu.edu.kz.

Remember! Safety is everyone's responsibility. By completing it, you are helping to ensure a safe and secure environment for yourself and your fellow students. Thank you for your cooperation and commitment to safety at Nazarbayev University!

DOCUMENT SUBMISSION CHECKLIST



☐ **TO ADMISSIONS DEPARTMENT:**

Verification of final transcript(s) of a degree diploma

☐ Send online/
via post

☐ **TO UNIVERSITY HEALTH AND WELL-BEING DEPARTMENT**

☐ Fill the form online

☐ Send scan copies
online

☐ **TO SIGN AGREEMENT ON PROVISION OF EDUCATIONAL SERVICES**

☐ Obtain information
from School

☐ Sign the contract

☐ **TO GET STUDENT ID CARD TO ENTER NU TERRITORY**

☐ Send photo online

☐ **TO OPEN BANK ACCOUNT TO GET STIPEND ON A MONTHLY BASIS**

☐ Fill out the form
online

☐ **TO FILL THE APPLICATION FOR ACCOMMODATION**

☐ Fill in the form
by the link

☐ **TO COMPLETE HSE INTRODUCTORY INSTRUCTION**

☐ Read the

☐ presentation
☐ Complete the test

WE ARE HAPPY TO WELCOME YOU TO NAZARBAYEV UNIVERSITY!