Position Name Signature



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APPROVED

Rector

JSC "International Information Technology University "

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Shynybekov DA

May 10, 2017

**RULES FOR ENROLLMENT OF FOREIGN**

**STUDENTS FOR BACHELOR PROGRAMS**

**R-06**

**Revision 2**

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| --- | --- | --- | --- |
|  | **Position** | **Name** | **Signature** |
| Worked out | Director of International Affairs Department | S. Karzhaubayeva |  |
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1. **Aim**
   1. These Rules determine the procedure and conditions for admission of applicants - foreigners with a certificate / diploma of secondary education issued by a foreign educational institution, to a bachelor's degree in the International Information Technology University (hereinafter - the University).
2. **General conditions**
   1. Admission of foreigners with a certificate / diploma of secondary education issued by a foreign educational institution is conducted based on an Interview.
   2. To conduct an interview, a commission is established by the order of the University Rector.
3. **The procedure for conducting an interview for foreign persons**
   1. The commission in accordance with the approved schedule conducts the interview.
   2. The applicants who have passed the required documents (scans by e-mail) are eligible for the interview in accordance with the established requirements specified in Appendix 1 to these Rules. The documents are accepted from June 1 to July 31 this year.
   3. An interview is conducted with each applicant (possibly online) under the guidance of the Chairman and in the presence of the members of the Examination Committee. Appeal based on the results of the interview is not provided.
4. **Registration of the protocol**
   1. The results of the interview for foreigners are drawn up by the relevant protocol.
   2. There is a separate protocol for each applicant. Commission members record all the questions and answers of the applicant in the protocol.
   3. The protocol gives a general summary of answers and general conclusion of the commission. All members of the commission sign the protocol.
5. **Package of documents**
   1. From the 1st to 10th of August of the current academic year, foreign persons must personally present the originals of the following documents to the University Admissions Committee:

* Application addressed to the Rector of the University (Appendix 2 to this Regulation);
* A document on secondary (full) general education or secondary vocational education, or a document of a foreign state on education, recognized as equivalent in the RK to a state standard document on secondary (full) general education or on secondary vocational education with an appendix/transcript (on studied subjects with an indication of the number of hours and ratings on them);
* Two notarized copies of the education certificate and their officially certified translation into Kazakh and / or Russian; the original of the document proving the identity (passport) of the applicant and a notarized copy of it;
* Photo size 3x4 cm (matte);
* Medical certificate form "086 - U".
  1. Documents on education issued by a foreign educational institution shall undergo the procedure of notification in the order established by the legislation of the RK after enrollment, during the first semester of training.

1. **Other conditions** 
   1. Admitted foreign students are added to the number of university students in accordance with the deadlines set in the Model Rules for Admission to Education in the Educational institution, which implement professional educational programs of higher education of the Republic of Kazakhstan.
   2. As a result of admission of foreign citizens, the University provides information to the authorized state body in the field of education.
   3. Questions not regulated by this Regulation are governed by the internal documents of the University or are decided by the Admissions Committee on an individual basis.
2. **Documentation**

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| --- | --- |
| **Code of the document or form** | **Name** |
|  | Protocol |
|  | Examination list |
|  | Package of documents, handed in by the applicant |

**Appendix 1**

**Steps for Foreign Students’ Admission to Bachelor Programs at IITU**

Step 1. Time: all year round. Provide the scanned PDF copies of the following documents to the email: [int@iitu.kz](mailto:int@iitu.kz).

1. Application form;
2. Resume;
3. Notarized diploma with transcript (subjects studied with an indication of the number of hours and grades for them) and their officially certified translations into Kazakh and / or Russian;
4. Notarized passport copy and its officially certified translations into Kazakh and / or Russian;
5. Official certificate of Language Proficiency (IELTS 5.5, TOEFL Paper 515, TOEFL IBT 65, CEFR B2);
6. Recommendation letter from the Dean of the corresponding school;
7. Bank balance certificate (more than 5000 USD deposited).

Step 2. Time: June-July. Upon the documents receive and approval, pass the online interview with examination commission and IITU administration.

Step 3. Time: before August 15. After getting the Letter of Admission, provide original documents to admission commission of IITU upon arrival at Almaty.

1. Application form;
2. Resume;
3. Original diploma with transcript.
4. Notarized copies of diploma with transcript (subjects studied with an indication of the number of hours and grades for them) and their officially certified translations into Kazakh and / or Russian – 2 copies;
5. Original passport with notarized copy and its officially certified translations into Kazakh and / or Russian;
6. Official certificate of Language Proficiency (IELTS 5.5, TOEFL Paper 515, TOEFL IBT 65, CEFR B2);
7. Recommendation letter from the Dean of the corresponding school;
8. Original bank confirmation of first year tuition and accommodation payment;
9. 6 photos with a size of 3x4 cm (matte);
10. Medical certificate form "086 - U" (after medical exam in Kazakhstani hospital).

**Appendix 2**



Photo

To: Rector of International Information Technology University

Prof, Dr. Shynybekov Damir Abdukhaliyevich

From:

First (given) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last (family) Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of citizenship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country of permanent residence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application**

I ask you to enroll me in IITU for full-time education, Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(specialty code, specialty):

Department (English, Kazakh, Russian): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal Information:

Native language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Knowledge of other languages (language and level): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current address: Is your current address different from your permanent address? \_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Direct Contact. Your cellular/mobile telephone number and email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Your education (name of school/college/university): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Dates you attended school, college or university: Month and year.   
From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree/specialty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents (full names, address, telephone number, email, occupation):

Mother: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact in case of emergency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_” \_\_\_\_\_\_\_\_\_\_\_\_ 2017 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_