

## ADMISSION TO NON-DEGREE POSTGRADUATE PROGRAMS OF KIMEP UNIVERSITY

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Facebook/Instagram: KIMEP/KIMEP\_University

*Non-degree program of study – is an educational option allowing to study for personal purposes with no intention of obtaining a degree. Upon completion of studies in selected courses the reference certification will be issued containing the course title, the number of academic credits and the grade. In case of further admission to the degree postgraduate program, the courses may be transferred in order to obtain the degree (should such courses comply with the program requirement and the grade is B and above).*

KIMEP University accepts applications in Russian, Kazakh and English, or – with the notarized translation into the listed languages.

Before submitting official application for non-degree status please contact the relevant program director/coordinator and receive director's permission to register for doctoral level courses under non-degree status.

### STEP 1. APPLY ON-LINE

**Portal for applicants is available 24/7 365 days a year**

1. Fill in the online application at the applicants portal: <https://www.kimep.kz/ext/application/online/>
2. Upload the scanned copy of the State ID card (for the citizens of Kazakhstan) or of your passport (for foreign citizens)
3. Upload the copy of your master degree diploma (with a supplement)
4. Digital photo  
Uploading your digital photo into the "Photo" field is very important, because all KIMEP units will use this picture of yours for your personal identification. The digital photo with a resolution of 300 ppi (pixels per inch) with a size of no less than 8 MP (Megapixels) in JPEG format with low compression (high quality).
5. Upload the valid copies of IELTS/TOEFL certificates, If any. \*Please bear in mind that by the time of admission to the doctoral program under regular degree status one of the following English language proficiency certificates should be in place:
  - IELTS – at least 5,5
  - TOEFL IBT – at least 46
  - TOEFL PBT – at least 453
  - PHD candidates who have received master degrees from the universities located in the countries where English is the state or official language, and these universities have specialized accreditation from the accreditation agencies officially recognized by OECD member states, are exempted from English proficiency requirement. In this case a candidate's master degree diploma should be no older than 5 years.

#### Requirements for foreign citizens

6. Upload a Bank statement (is not required for ethnic Kazakhs) certifying that there is a balance of no less than \$ 3 000 available
7. Certificate of no criminal record

### STEP 2: SUBMIT DOCUMENTS TO KIMEP UNIVERSITY MEDICAL CENTER

1. Medical Certificate – the Form # 075-y or its equivalent for foreign citizens.  
KIMEP Medical Center may request a notarized translation of the medical certificate equivalent, therefore it recommends international students to undergo a medical examination upon arrival to Almaty. The Form should include conclusions from a general practitioner, surgeon, neurologist, ENT-doctor and the results of micro-reaction blood test, as well as the original chest X-ray shot which should have two signatures and two stamps by doctors (the certificate is valid if issued no earlier than 6 months ago).
2. Copy of vaccination record (only for applicants younger than 32 years of age)

**Medical Center:** +7 (727) 237 48 05, ext. 1324/1325, email: [med.center@kimep.kz](mailto:med.center@kimep.kz)

Original documents may be scanned and uploaded to the Applicants' Portal and sent by courier service: 050010, Republic of Kazakhstan, Almaty, Abai Avenue 4, offices 103, 103A, 107 – Admission and Recruitment Office

### STEP 3: LEARN ABOUT THE ADMISSION DECISION AND SIGN THE CONTRACT FOR EDUCATIONAL SERVICES

1. E-mail is an official communication channel of KIMEP University to inform the applicant, accordingly, the e-mail address indicated in the online application form should be valid at the moment of becoming admitted as a university student.
2. Notice of Admission to KIMEP University will be sent to your e-mail, as well as placed at the applicants' portal in «Acceptance Package» section.
3. The Contract for Educational Services will also be placed at your applicant's portal in «Acceptance Package» section. Two copies of the Contract, printed out and signed by you, should be submitted to the University Admissions Office before the end of the period of registration for courses.

### STEP 4: REGISTER FOR COURSES

To be allowed to attend the classes, after being admitted, you will have to:

1. Pay the tuition (100% advance payment for each course that a student plans to take during the upcoming semester);
2. Register for courses online, via the students' portal: <https://my.kimep.kz/>

On issues of scheduling, tuition calculation and registration for courses please refer to program coordinators:

Program	Program Coordinator
Accounting and Audut (DACTA) Finance (DFIN) Marketing (DMKT) Management (DMGT)	Program Manager, Lazzat Tashanova, office # 302-1 (Dostyk Building), tel. +7 727 2704440 ext.2356, e-mail: bcb-graduate@kimep.kz
Economics (DAE)	Program Director for Economics, Dr. Eldar Madumarov, email: madumarov@kimep.kz, tel.+7 (727) 270-42-71, ext. 3071
Public and Municipal Administration (DPMA)	Program Coordinator, Kamila Mussina, office # 507 (Valikhanov Building), +7 727 2704212 ext.3266, e-mail: css_coordinator@kimep.kz
Education Policy and Management (DEPM)	Program Director, Maganat Shegebayev, office # 225 (Dostyk Buildings), +7 727 2704367 ext.2137, e-mail: magas@kimep.kz