



# ADMISSION TO NON-DEGREE UNDERGRADUATE PROGRAMS

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*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 transcript certification will be issued containing the courses titles, the number of academic credits and the grades received. The successfully taken courses may be transferred in order to obtain the degree, when being admitted to the regular undergraduate program, (should such courses comply with the requirements, set by the MES of the RK for the regular students (UNT).*

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

## 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/en-US/>
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 secondary, technical or professional vocational education diploma (with a supplement) \*)
4. Upload the valid copies of international certificates (IELTS/TOEFL, etc.), If any
5. 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).

### 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 (according to the law of the Republic of Kazakhstan on Migration)

Please, refer to the following contacts: +7 727 2704316, mob. +77079704316, [finaid@kimep.kz](mailto:finaid@kimep.kz) on issues of scholarships and financial aid

## STEP 2. IDENTIFY YOUR ENGLISH PROFICIENCY LEVEL

To be admitted to a non-degree program you will have to take an English proficiency test – KIMEP English Placement Test (KEPT). You may register for taking KEPT at applicants’ portal.

Test results are available at the following link: <https://kimep.kz/prospective-students/ru/admission/>

The applicant submitting the valid international certificates shall be released from taking a KEPT test.

Level of English Foundation Course	KEPT	CEFR+	Academic IELTS	TOEFL IBT	TOEFL (computer)	Duolingo
<b>Academic English</b>	80-100%	B2 mid	5.5 (not less than 5.0 in each section)	70	193 (with no sub score below 25)	105 & above (not less than 100 in each section)
<b>UF A</b>	51-79%	B1 mid	4.5 (not less than 4.0 in each section)	57-69	163-192 (with no sub score below 17)	95-104 (not less than 90 in each section)
<b>UF B</b>	30-50%	A1+	3.5 (not less than 3.0 in each section)	27-56	83-162 (with no sub score below 10)	80-94 (not less than 75 in each section)
<b>UF C</b>	< 30 %	Beginner or False Beginner	<3.0	<26	<82	79 & below

### **STEP 3: SUBMIT DOCUMENTS TO KIMEP UNIVERSITY MEDICAL CENTER**

1. Medical Certificate – Form # ф-075/у (students coming from other cities may receive this certificate in Almaty)
2. KIMEP Medical Center may request a notarized translation of the medical certificate equivalent therefore the international students are recommended 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).
3. Copy of the vaccination record (ф-065/у)

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

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

### **STEP 4: 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 5: REGISTER FOR COURSES**

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

1. Submit to signed copies of the contract to the Admissions Office;
2. Pay the tuition (100% advance payment for each course that a student plans to take during the upcoming semester);
3. Registration for courses shall be done online, via the students' portal: <https://my.kimep.kz/>

On issues of scheduling, tuition calculation and registration for courses please refer to the Students Learning Support Center by the following contacts: +7 727 2704268 (ext.3175/3213), 2704310 (ext.3157), [advising@kimep.kz](mailto:advising@kimep.kz)