## GUIDANCE FOR DOCUMENTS' SUBMISSION ON FOUNDATION FACULTY

Documents' submission

Open a browser and type in the address bar: <u>https://enic-kazakhstan.edu.kz/en/priem-dokumentov-na-podgotovitelnye-otdeleniya-vuzov/podacha-dokumentov-1</u>

| Tł  | ne following page will appear:   |                                      |                                  |              |   |
|---|--|--------------------------------------|----------------------------------|--------------|---|
| ← → C @ enic-kazakhstan.edu.kz/en/priem-dolum entov-na-podgotovitelrye-otdelanj<br>KZ / EN / RU Почаско сайту Найти 1 |  | f) 🕻 +7 (7172) 28-75-21              | • Personal account               | H & #        | 0 |
|   | ENIC-KAZAKHSTAN<br>BOLOGNA PROCESS AND ACADEMIC MOBILITY CENTER  |                                      | bologna<br>process               |              |   |
| About us $\ \lor$ Bologna process $\lor$ Periodical   | s $$ Useful information $$ EP Register $$ Analytics $$ FAQ   | Career                               |                                  |              |   |
| Receiving of documents on Foundation faculty<br>of HEI<br>Submission of documents                                     | Submission of documents Application form Application Step:by-step.instruction  |                                      |                                  |              |   |
|   | Dear applicar<br>The Submission of documents to participate for admission on Foundatio<br>Kazakhstan will be carried out from 20 | n faculty of the higher education ir | nstitutions of the Republic of   |              |   |
| House Garden  |  | CONTACTS:<br>Address: 28 Kabu        | anbay Batyr Avenue, office No. 4 |              |   |
| Press on the flowchart "For   |  |                                      |                                  |              |   |
| ← → C ■ enic-kazakhstan.edu.kz/en/priem-dokumentov-na-podgotovitelinye-otdeleny<br>KZ / EN / RU Покос по сайту Найти  |  | € +7 (7172) 28-75-21                 | • Personal account               | 其 ☆ <b>外</b> |   |
| Exercise and the second   | ENIC-KAZAKHSTAN<br>BOLOGNA PROCESS AND ACADEMIC MOBILITY CENTER  |                                      | belogna                          |              |   |
| About us v Bologna process v Periodical   | s $ \lor $ Useful Information $ \lor $ EP Register $ \lor $ Analytics $ \lor $ FAQ   | Career                               |                                  |              |   |
| Receiving of documents on Foundation faculty<br>of HEI<br>Submission of documents                                     | Application form<br>Application<br>Steechy-step_instruction  |                                      |                                  |              |   |
|   | Dear applicar  | ntsl                                 |                                  |              |   |
|   | The Submission of documents to participate for admission on Foundatio<br>Kazakhstan will be carried out from 20                  |                                      | nstitutions of the Republic of   |              |   |
|   |  |                                      |                                  |              |   |
| RL02 Hitten Gerden  | 🔍 Пробки 😝 Слон 🗸 🥒  | CONTACTS:                            |                                  |              |   |

In the open window you should fulfill the Application form (pic. 3, 4, 5). You should fulfill all fields of the form.

You should indicate name and surname of the applicant in the fields "First name" and "Surname".

| → C 🔒 | enic-kazakhstan.kz/en/priem-dokumentov-na-podgotovitelnye-otdele | a-vuzov/podacha-dokumentov                    |  |
|-------|--|---|--|
|       |  | Application Form                              |  |
|       | Name   | Surname                                       |  |
|       | Date of birth  | Citizenship                                   |  |
|       |  | ~ [   |  |
|       | Number of passport/ identity document                            | Date of expiry of passport/ identity document |  |
|       | Country of residence   | E-mail  |  |
|       | HEI 1  | Phone number                                  |  |
|       | Select value   | ~   |  |

(Pic. 3).

| $\leftarrow$ | G | ê e | enic-kazakhstan.k | kz/en/priem-dokumentov-na-podgotovit | elnye-otdeleniya-vuzov/po |   |   |                  | ☆  | • : |
|--------------|---|-----|-------------------|--------------------------------------|---------------------------|---|---|------------------|----|-----|
|              |   |     |                   | Select value                         | ~                         |   |   |                  |    |     |
|              |   |     |                   | HEI 3                                |                           | HEI where UNT passing                       |   |                  |    |     |
|              |   |     |                   | Select value                         | ~                         | Select value                                | ~ |                  |    |     |
|              |   |     |                   |                                      |                           |   |   |                  |    |     |
|              |   |     |                   |                                      | Language                  | proficiency                                 |   |                  | ł. |     |
|              |   |     |                   |                                      | A1 A2<br>(Minimum)        | B1 B2 C1 C2<br>(Maximum)                    |   |                  | н  |     |
|              |   |     |                   |                                      | Kazakh                    |   |   |                  | J. |     |
|              |   |     |                   |                                      | Russian                   |   |   |                  | I  |     |
|              |   |     |                   |                                      | English                   |   |   |                  | Ц  |     |
|              |   |     |                   |                                      | Add +                     |   |   |                  |    |     |
|              |   |     |                   | Application (sample attached)        |                           | Attach a copy of passport/identity document |   | Activate Windows |    |     |

(Pic. 4).

| ← - | > C | enic-kazakhstan.kz/en/priem-dokumentov-na-podgotovitelnye-otdeleniya-vuzov/podacha-dokumentov    | ☆ | : |
|-----|-----|--|---|---|
|     |     | Add +  |   |   |
|     |     | Application (sample attached)     Attach a copy of passport/identity document                    |   |   |
|     | L   | Copy of document on previous level of education Medical certificate (If available) (certificate) |   | l |
|     |     | ⓓ Identity document of Kazakh nationality (If available)   |   |   |
|     |     | I accept the agreement ( <u>Read agreement</u> )   | l |   |
|     |     | Send   |   |   |
|     |     |  |   |   |



In the field "Date of birth", you should choose a day, month and year of your birth from the popup window, which appears at pressing the necessary field.

| $\leftarrow \rightarrow$ | С | enic-kazakhstan.kz/en/priem-dokur | nentov-na-podgotovitelnye-otdele | niya-vuzov/po | odacha-dokumentov |               |             |      |
|--------------------------|---|-----------------------------------|----------------------------------|---------------|-------------------|---------------|-------------|------|
|                          |   |                                   |                                  | Applicat      | ion Form          |               |             |      |
|                          |   | Name                              |                                  |               | Surname           |               |             |      |
|                          |   | Date of birth                     |                                  |               | Citizenship       |               |             |      |
|                          |   |                                   | port/ identity document          | ~             | Date of expiry of | passport/ ide | entity docu | ment |
|                          |   | 3<br>4<br>5<br>6                  | ence                             |               | E-mail            |               | ~           | ~    |
|                          |   | 7<br>8<br>9<br>10                 |                                  |               | Phone number      |               |             |      |
|                          |   | 11<br>12<br>13                    |                                  | ~             |                   |               |             |      |

(Pic. 6).

In the field "Expiry date of passport/ID" you should choose a date, month and year from the popup window, which appears at pressing the necessary field.

| $\leftarrow \rightarrow$ | C 🔒 enic | -kazakhstan.kz/en/priem-dokumentov-na-podgotovitelnye | -otdeleniya-vuzov/podacha | a-dokumentov                                |                      |         | ☆         | • E |
|--------------------------|----------|---|---------------------------|---|----------------------|---------|-----------|-----|
|                          |          | Name  | Sur                       | rname                                       |                      |         |           |     |
|                          |          | Date of birth   | Citi                      | izenship                                    |                      |         |           |     |
|                          |          | Number of passport/ identity documen                  | t Dat                     | te of expiry of pass                        | oort/ identity docum | ent 🗸   |           |     |
|                          |          | Country of residence                                  | F                         | 1<br>2<br>3                                 |                      |         |           |     |
|                          |          | HEI 1   |                           | 4 5 6 7 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 |                      |         |           |     |
|                          |          | Select value HEI 2                                    |                           | 8<br>9<br>10 - T                            |                      |         |           |     |
|                          |          | Select value  | ~                         | 12<br>13<br>14<br>15 passin                 | g                    | Activat | e Windows |     |

(Pic. 7).

In the field "HIE 1", "HEI 2", "HEI 3" you should choose the preferred HEIs from the popup window, which appears at pressing the necessary field. Please note you should choose three different preferred HEI in all these fields.

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|   | ENIC-KA2   | ZAKHSTAN   | ×                                |
| Required of Annual<br>Minimizer of Annual Annual            | Country of residence                             | E-mail   | alogna<br>rocess                 |
| About us  | HEI 1  | Phone number   |                                  |
| Receiving<br>Si Emilissi                                    | Select value                                     | versity" ' rsity named after A. Baitursynov' (ed after Korkyt Ata' yramed after M. Dulati' nand Technical University named after Zhangir Khan' ty named after K. Zhubanov' after Khael Dosmukhamedov' hnologies and Engineering named after Sh. Yessenov' nstan Technical University up named after Sarsen Amazzholov' sity named after L. N. Gumilyov' versity' med after ar-Larabi' ty named after al-Farabi' ' Pedagogical University' Pedagoical University' | sublic of                        |
|   |  |  | •                                |
|   | Проби 😂 Слон 🗸 🦨                                 | CONTACTS:  |                                  |
| bligz interference  |  | Address: 28 Kab  | anbay Batyr Avenue, office No. 4 |

(Pic. 8).

In the field "Language knowledge level" you should indicate the knowledge level of each language specified in the form.

| $\leftarrow$ | C | enic-kazakhstan. | kz/en/priem-dokumentov-na-podgotovi        | itelnye-otdeleniya-vuzov/po | dacha-dokumentov   |                  | ☆  | • : |
|--------------|---|------------------|--|-----------------------------|--|------------------|----|-----|
|              |   |                  | Select value                               | ~                           | Select value   | ~                |    | ^   |
|              |   |                  |  |                             |  |                  |    |     |
|              |   |                  |  | Language                    | proficiency  |                  |    |     |
|              |   |                  |  | A1 A2<br>(Minimum)          | B1 B2 C1 C2<br>(Maximum)                                 |                  |    |     |
|              |   |                  |  | Kazakh                      |  |                  |    |     |
|              |   |                  |  | Russian                     |  |                  | l  |     |
|              |   |                  |  | English                     |  |                  | Ц  |     |
|              |   |                  |  | Add +                       |  |                  | 18 |     |
|              |   |                  | Application (sample attached)              |                             | <sup>1</sup> Attach a copy of passport/identity document |                  | Į  |     |
|              |   |                  | Copy of document on previous (certificate) | s level of education        | The Medical certificate (If available)                   | Activate Windows |    |     |

(Pic. 9).

## Таблица уровня владения языками по CEFR



(Pic. 10).

You can download the application form following the link: <u>https://enic-kazakhstan.kz/ru/priem-dokumentov-na-podgotoviteInye-otdeleniya-vuzov/podacha-dokumentov</u>

Press on the application form and save the form to your computer.

| $\leftrightarrow$ $\Rightarrow$ C ( $\blacksquare$ enic-kazakhstan.edu.kz/en/priem-dokumentov-na-podgotovitelnye-otdeleniy | va-vuzov/podacha-dokumentov-1  | 邦 🌣 🗯 📵 🗄 |
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| About us \vee Bologna process 🗸 Periodical   | s 🗸 Useful information 🤟 EP Register 🗸 Analytics 🤟 FAQ Career  |           |
| Receiving of documents on Foundation faculty<br>of HEI<br>Submission of documents  | Submission of documents          Application form         Application         Star-by-stars instruction         Dear applicants! |           |
|  | Kazakhstan will be carried out from 20 August to 5 September 2021.   |           |
|  |  |           |
| ELO2 HENCErten   | ODNTACTS:      Address: 28 Kabanbay Batyr Avenue, office No. 4   |           |

(Pic. 11).

In the opened text editor press on a popup console "Allow editing".

|   |                                       | ый просмотр) - Word (Сбой эктивации продукта)   | x - o ×                  |
|---|---------------------------------------|---|--------------------------|
| ищищенный просмотр Будьте осторожны: файлы из Интернета могут содержать вирусы. Е   |                                       |   |                          |
| ПОШАГОВАЯ ИНСТРУКЦИЯ ПОДАЧИ (Английский язык).doc [Режим ограниченной фун   | кциональности] * 🔯 ПОШАГОВАЯ ИНСТРУКЦ | ИЯ (Русский язык).doc [Режим ограниченной функциональности] 👘 🖆 application-form.docx | защищенный просмотр) × 🗸 |
| The application to participate for admission on Foundati<br>faculty of the Higher Education institutions of the Repub<br>of Kazakhstan  |                                       | Date  |                          |
| <ul> <li>for persons of Kazakh nationality who are not citizen<br/>the Republic of Kazakhstan</li> <li>for language courses</li> <li>for foreign citizens</li> <li>for citizens of the Republic of Turkey and other Tur<br/>speaking republics</li> </ul> |                                       | Konsi, gorgenereta  |                          |
| choose one and underline  | _                                     |   |                          |
| Surname:  |                                       |   |                          |
| First name:   |                                       |   |                          |
| Middle name:  |                                       |   |                          |
| Date of birth:  |                                       |   |                          |
| Citizenship:  |                                       |   |                          |
| The country of residence:<br>HEI 1:   |                                       |   |                          |
|   |                                       |   |                          |
| HEI 2:  |                                       |   |                          |

(Pic. 12).

In the application, you **must select one category** from four categories:

• for persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan

- for language courses \*
- for foreign citizens
- for citizens of the Republic of Turkey and other Turkic-speaking republics and **emphasize what is needed**.

\* "Language courses" are chosen by citizens of Kazakhstan planning to raise the level of the English languageChoose one category, fill out the application and save the form to your computer in a folder convenient for you.

| Файл Сервис Вид  |   | application-form.docx (защищенный просмотр) - Word (Сбо  | і активации продукта)                            |   | ж – ø × |
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| ЗАЩИЩЕННЫЙ ПРОСМОТР Будьте осторожны: файлы из Инт   | гернета могут содержать вирусы. Если вам не нужно измен | ять этот документ, лучше работать с ним в режиме защищен | ного просмотра. Разрешить редактирован           | ие  | ×       |
| ПОШАГОВАЯ ИНСТРУКЦИЯ ПОДАЧИ (Английский язык).   | doc [Режим ограниченной функциональности] *             | ПОШАГОВАЯ ИНСТРУКЦИЯ (Русский язык).doc [                | <sup>р</sup> ежим ограниченной функциональности] | ₫≟аpplication-form.docx (защищенный просмотр) × | • x     |
| The application to participate for a<br>faculty of the Higher Education Ins<br>of Kazakhsta  | titutions of the Republic                               | nature   | Date   |   |         |
| <ul> <li>✓ for persons of Kazakh nationali<br/>the Republic of Kazakhstan</li> <li>✓ for language courses</li> <li>✓ for foreign citizens</li> <li>✓ for citizens of the Republic of<br/>speaking republics</li> </ul> |   |  | Конецдориента                                    |   |         |
| choose one and   | un derline  |  |  |   |         |
| Sumame:<br>First name:   |   |  |  |   |         |
| First name:<br>Middle name:  |   |  |  |   |         |
| Date of birth:   |   |  |  |   |         |
| Citizenship:   |   |  |  |   |         |
| The country of residence:  |   |  |  |   |         |
| HEI 1:   |   |  |  |   |         |
| HEI 2:<br>HEI 3:   |   |  |  |   |         |
| HEI3:  |   |  |  |   |         |
|  |   |  |  |   |         |
|  |   |  |  |   |         |
|  |   | (Pic. 13).   |  |   |         |

Pressing "Application form (sample attached)" you can download the form that you saved to your computer.

| $\leftarrow \   \rightarrow$ | C 🔒 enic-kazakhstan.kz/en/priem-dokumentov-na-podgotovitelnye-otdeleniya-vuzov/podacha-dokumentov                                 | ☆ ● : |
|------------------------------|---|-------|
|                              | Add +   | Î     |
|                              | Application (sample attached)     Attach a copy of passport/identity document   |       |
|                              | <ul> <li>Copy of document on previous level of education</li> <li>Medical certificate (If available)<br/>(certificate)</li> </ul> |       |
|                              | Identity document of Kazakh nationality (If available)  |       |
|                              | I accept the agreement ( <u>Read agreement</u> )  |       |
|                              | Send  |       |

(Pic. 14).

| ← → C                | podgotovitelnye-otdeleniya-vuzov/podacha-dokumentov-1 |                                  |                                 |                                    |                        |                 |                      | \$<br>* 📵 : |
|----------------------|---|----------------------------------|---------------------------------|------------------------------------|------------------------|-----------------|----------------------|-------------|
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| Production of        | Application (sample attached)                         | инструкция                       |                                 |                                    |                        |                 |                      |             |
| Submissi             | C Application (Salityte autorited)                    | 🧧 набор 2021<br>📑 Новая папка    |                                 |                                    |                        |                 |                      |             |
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|                      |   | 🥌 Сеть 🔍 V<br>Имя d              | ลสัภล: application form.docx    |                                    |                        | ✓ Все фай       | ы (°.*)              |             |
|                      | Identity document of Kazakh nationality               |                                  | [11                             |                                    |                        | Откра           |                      |             |
|                      | L   |                                  |                                 |                                    |                        | -               | -                    |             |
|                      |   | I accept the agreeme             | OF (Road amountable)            |                                    |                        |                 | public of            |             |
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| Topolani Contacts:   |   |                                  |                                 |                                    |                        |                 |                      |             |
| ALL (22 UNIT ALL AND |   | 1                                |                                 | Addre                              | ass: 28 Kabanbay       | Batyr Avenue    | office No. 4         |             |

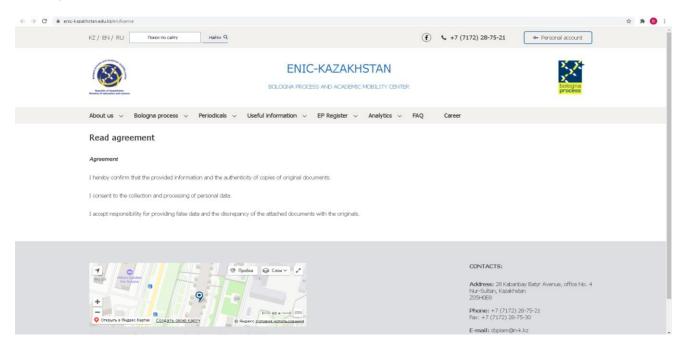
(Pic. 15).

In the field "Attach copy of passport/ID" and "Document on previous level of education (certificate) you should attach the electronic documents according to the picture 16, as well as if available "Medical certificate" and "Identity document of Kazakh nationality".

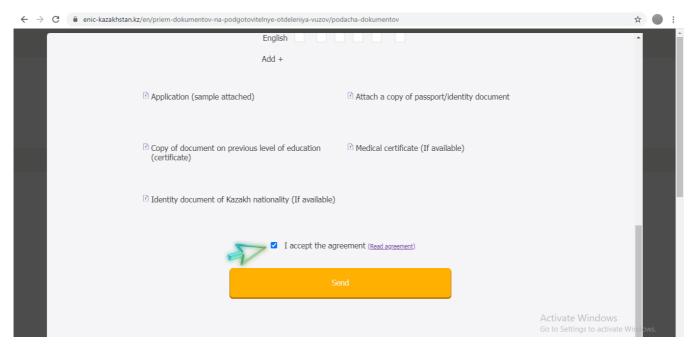
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|---------------------------------|---|---|---|--|--|--|
|                                 |   | Add +   |   |  |  |  |
|                                 |   | Application (sample attached)     Attach a copy of passport/identity document   |   |  |  |  |
|                                 |   | <ul> <li>Copy of document on previous level of education<br/>(certificate)</li> <li>Medical certificate (If available)</li> <li>Identity document of Kazakh nationality (If available)</li> </ul> |   |  |  |  |
|                                 |   | <ul> <li>I accept the agreement (Read agreement)</li> </ul>   | l |  |  |  |
|                                 |   | Send  |   |  |  |  |



After attaching the documents, you can familiarize yourself with the agreement by clicking "Read the agreement" (Pic. 17), if you agree, tick the box "I accept the agreement" (Pic. 18), and click on the "Send" button (Pic. 19).



(Pic. 17).



(Pic. 18).

| $\leftrightarrow$ $\rightarrow$ C $\cong$ enic-kazakhs | C 🔒 enic-kazakhstan.kz/en/priem-dokumentov-na-podgotovitelnye-otdeleniya-vuzov/podacha-dokumentov |   |   |         |   |  |
|--|---|---|---|---------|---|--|
|  | English<br>Add +  |   |   | ^       |   |  |
|  | (†) Application (sample attached)   | Attach a copy of passport/identity document |   |         |   |  |
|  | Copy of document on previous level of education<br>(certificate)                                  | D Medical certificate (If available)        |   |         |   |  |
|  | T Identity document of Kazakh nationality (If available)  |   |   |         | ľ |  |
| I accept the agreement (Read agreement)                |   |   |   |         |   |  |
|  | Se  | end   | Activate Windows<br>Go to Settings to activate Wi | indows. |   |  |

(Pic. 19).

When your application is approved, you will receive a letter via email address you specified with notification of the approval or not approval of the documents.