

## Services of the KazAST Student Service Center

Type of service	Period of execution	Service completion form	Required documents	Service cost
<b>Issuance of official transcript</b>	1 day	Transcript on the form of the state sample	1 ) a statement of the established sample; 2) mark the absence of debt accounting.	free
<b>Extradition certificates issued to citizens who have not completed higher (or postgraduate) education</b> ( <i>public service</i> )	Within three working days	With rights ka issued thecitizens have not completed higher education (or graduate) education state standard form ( <i>academic transcript</i> )	1) application form; 2) transcript.	free
<b>Issuance of training certificate</b>	1 day	reference (onpaper)	1) a statement of the established sample; 2) copy of the identity card.	free
<b>Issuance of help on the application form in the SCPP</b>	1 day	reference (onpaper)	1) a statement of the established sample; 2) copy of the identity card.	free
<b>Issuance of a diplomacopy with the application</b> ( <i>public service</i> )	20 days	Copy of diploma with state application	1) a statement of the established sample; 2) copy of the identity card; 3) the back of PSC .  <i>The service is provided through the PSC, as well as SSC ofKazAST.</i>	free
<b>Issuance of original documents (at the end of</b>	June	Certificate or Diploma with the application	1) final clearance;	free

the university)			2) report card; 3) students card.	
<b>Granting of academic leave (withdrawal from academic leave) (public service)</b>	Within three working days	The order on granting the student academic leave with an indication of the dates of its beginning and end	1) a statement of the established sample; 2) a copy of the student's identity card; 3) conclusion of the DCC in case of an ambulatory organization with a duration of 6 to 12 months due to illness; 4) a summons for military service; 5) a birth certificate (adoption) of a child until he reaches the age of three years.	free
<b>Transfer and Restoration</b>	<b>For full-time tuition</b> – are considered by rector of the Academy during the summer and winter vacations within five working days before the beginning of the next academic period,  <b>For part-time studies</b> – are considered by the rector of the academy not later than one month before the beginning of the next examination session	Order of transfer (restoration)	1) a statement of the established sample; 2) a copy of the student's identity card; 3) transcript .	free
			<i>( when transferring and restoring a student from a foreign educational organization, a document is submitted on the mastered curriculum )</i>  1) a statement of the established sample; 2) a copy of the student's identity card; 3) academic transcript ( transcript ); 4) a statement signed by the first head of the university (stamped); 5) entrance examination sheets;	free

			6) a copy of the university license.	
<b>Academic debt liquidation (summer semester, additional training)</b>	according to the academic calendar	Order on admission to the summer semester to eliminate debt (for additional training) (on paper);elimination of the difference;GPA boost	1) a statement of the established sample 2) a copy of the payment receipt.	Fee, depending on the cost loan at the time of debt elimination
<b>Transferring disciplines, credits</b>	Within three working days	A comparison statement signed by the dean of the faculty (on paper);  Entering data on the basis of a collation sheet into the educational portal (electronic)	1) a statement of the established sample; 2) report card; 3) an academic certificate from the university where he studied before; 4) transcript.	free
<b>Changing of the name, surname</b>	Within three working days	Surname change order	1) a statement of the established sample; 2) a copy of the student's identity card; 3) marriage certificate, etc; 4) Help PSC (on recess name, surname, and patronymic).	free
<b>Re-certification approval</b>	Within three working days	Tolerance	1) a statement of the established sample; 2) a copy of the student's identity card, 3) transcript.	free
<b>Re-taking the exam (in case of receiving an assessment of FX )</b>	Within three working days	Order to retake the exam, individual list (on paper); submitting an assessment to the portal (electronic)	1) a statement of the established sample; 2) student ID card ( record book if available); 3) a copy of the receipt and payment.	Fee (depending on the cost of taking the exam, its form)

<b>Deduction a town will</b>	Within three working days	Deduction Order	1) a statement of the established sample; 2) a copy of the student's identity card; 3) final clearance; 4) report card; 5) students ID .	free
<b>Assisting and advising students in obtaining services through the e-government portal e-gov</b>			Availability electronic digital signature (EDS ).	free

\* Note: All the services provide after confirmation accounting of the absence of financial debt