**INFORMATION FOR FOREIGN CITIZENS (students and academic staff)**

1. Foreign citizens studying at KazAST with a C9 visa do not have the right to work in the territory of the Republic of Kazakhstan.
2. Foreign students must undergo an annual medical examination and present a medical certificate form 086 and chest X-rays to the dean’s office according to the health legislation.
3. Foreign citizens have the right to receive higher education and additional professional education at the academy:
-on the state educational grant;
-in the framework of intergovernmental agreements;
- for a fee.
4. Persons of Kazakh nationality who are not citizens of the Republic of Kazakhstan or residing abroad have the right to receive higher education on an equal basis with citizens of the Republic of Kazakhstan.
5. Foreign citizens applying for master degree and PhD programmes pass the entrance examinations in accordance with the established procedure.
6. Foreign citizens have the right to study at the preparatory course of KazAST, which provides training of foreign students to the development of educational programs in the Kazakh / Russian languages.
7. For the delivery of documents and entrance examinations, foreign citizens come to the University in private. Foreign citizens of countries with a visa regime accepted for training (who paid the initial fee) are issued a study visa C9.

**Procedure for invitation registration**

1. Foreign citizens are issued an invitation to obtain an educational visa C9 through the International department.
2. To apply for a multiple entry visa (over 90 days) or a single entry visa (less than 90 days) C9 (education), foreign citizens must submit:
- A copy of the passport;
- an extract from the order of the rector on enrollment / transfer from the course to the course;
- a copy of the contract for the provision of educational services (if available);
- a questionnaire of the established form; ;
- notarized consent of the apartment owner or a certificate from the dormitory of the academy (at the place of temporary residence).
3. For registration of an invitation to multiple or single entry C3 visa (work activity), foreign citizens must submit:
- A copy of the passport;
- a copy of the employment contract;
- a copy of the Rector`s order for admission to the post;
- an application form in paper or electronic form;
- notarized consent of the apartment owner or a certificate from the dormitory (hotel) of the university (at the place of temporary residence).
4. The invitation is issued by the migration police in the city of Almaty within 5 working days, and the time for consideration can be increased to 30 days.

**Visa extension procedure**
1. Visa extension is carried out 15 calendar days before the end of the visa term through the International department. Extension of the study visa is carried out for 1 year.
2. If the passport expires, it must be extended in advance by the Department of Consular Service (120 days before the end of the visa).
3. To extend the study visa, foreign students must present at least 15 days before the end of the study visa:
- passport and copy of passport and visa;
- an extract from the order of the rector on enrollment (transfer from course to course);
- receipt of payment of state duty at the time of submission of documents;
- visa application form with photo 3х4;
- Notarized consent of the apartment owner or a certificate from the hostel of the university (at the place of temporary residence).
4. To extend a work visa, foreign nationals must present at least 15 days before the end of the work visa:
- passport and copy of passport and visa;
- a copy of the employment contract;
- a copy of the Rector`s order for admission to the post;
- receipt of payment of state duty at the time of submission of documents;
- visa application form with photo 3х4;
- Notarized consent of the apartment owner or a certificate from the hostel (hotel) of the university (at the place of temporary residence).
5. Foreign citizens must timely extend the visa through the International department or leave the territory of the Republic of Kazakhstan 10 days before the end of the visa.
6. Foreign citizens bear personal responsibility for compliance with the period of the passport and visa.

**Registration of foreign citizens**
1. After crossing the state border, foreign citizens, on the first day of entry into the territory of the Republic of Kazakhstan (taking into account weekends and holidays), must appear at the International department of KazAST Almaty, room 222.
2. To register a passport, foreign nationals must submit:
*For countries with visa regime:*- Passport and a copy of the passport with a note on the crossing of the state border and visa;
- Migration card issued at the border;
- Notarized written consent of the owner of the apartment or a certificate from the hostel.
*For countries with visa-free regime:*- Passport and a copy of the passport with a note on the crossing of the state border and visa;
- Migration card issued at the border;
- an extract from the order on enrollment, transfer from course to course;
- Notarized written consent of the owner of the apartment or a certificate from the dormitory.
3. The International department registers the passports of foreign citizens in the migration police bodies after each crossing of the state border of the Republic of Kazakhstan (from any foreign country) within three working days. The calculation of these dates starts from 00.01 hours.
4. Foreign citizens of countries are obliged to arrive in the Republic of Kazakhstan not earlier than the date of the beginning of the educational (labor) visa. In case of entry on other visas (tourist, private, etc.), foreign nationals must leave before the date of the educational (labor) visa and arrive on the day of its inception or later.
5. Every foreign citizen must live at the registered place of residence. The discrepancy between the actual address of residence and the address indicated during registration is a violation of the migration legislation.
6. International department, deans of faculties has the right to conduct planned and unscheduled inspections of foreign citizens living in the dormitories of the academy. If there are cases of their residence outside the place of registration, an act is drawn up, and foreign citizens may be expelled for violation of migration legislation.
7. When changing the place of residence, before moving to a new address, the foreign citizen must submit to the International department:
- original and copy of passport and visa;
- a copy of the identity card and a notarized consent for temporary residence from the owner of the apartment.
Only after the above documents are submitted, a foreign citizen can move to a new address
8. In the case of a temporary absence from the dormitory, a foreign citizen is required to submit to the International department a written notification of the location and terms of absence with the mark of the commandant of the hostel.
9. Every time before leaving abroad during the school year, a foreign citizen must obtain permission to leave. In case of traveling abroad without the permission of the International

department, a foreign student may be expelled from the academy.

**Foreign citizens are obliged:**

1. After the end of the school year, leave the territory of the Republic of Kazakhstan. The opportunity to stay for valid reasons in summer vacation time is granted to foreign citizens after receiving a written permission from the university administration.
2. Always carry a passport and student ID, be careful and accurate with the documents, do not lose them and do not damage them. In case of loss, a note with contact phones and addresses should be enclosed in the passport and student ID card.
3. In case of loss or change of a national passport, change the contact information immediately notifies the International department.
4. If you obtain a residence permit or citizenship of the Republic of Kazakhstan, immediately submit the relevant documents to the International department. Foreign citizens with residence permits are required to reside at a permanent residence address or register temporarily through the International department. Foreign citizens have the right to receive timely information and organizational assistance from the International department, Deans of faculties, curators.

**Foreign citizens bear administrative responsibility for:**
- stay in the Republic of Kazakhstan without registration;
- Travel abroad from the Republic of Kazakhstan or evasion from departure after the expiry of the visa or registration;
- implementation of work with an educational visa.