DEAR INTERNATIONAL STUDENT,
Welcome to Nazarbayev University!
Now only a few steps remain to fully start your NU journey!

Free Wi-Fi zone on campus - domain “NUGuest”

CHECKLIST

STEP 1 - ADMISSIONS DEPARTMENT
STEP 2 - HEALTH AND SAFETY DEPARTMENT
STEP 3 - DEPARTMENT OF INTERNATIONAL COOPERATION
STEP 4 – BANK ACCOUNT
STEP 5 - STUDENT ID CARD

STEP 1 - ADMISSIONS DEPARTMENT

Please submit all documents required by your program according to the checklist of the Admissions Department

Please contact the Admissions Department for more details international.admissions@nu.edu.kz

STEP 2 – HEALTH AND SAFETY DEPARTMENT

Medical Insurance
International students and visitors are required to have a medical insurance plan that covers outpatient and inpatient medical assistance, emergency medical evacuation and repatriation.

Medical Insurance must be obtained before arrival in Kazakhstan.

To obtain Medical Insurance you will need:
- Copy of your passport
- Medical Insurance Application Form

Please contact the Health and Safety Department for more details health@nu.edu.kz

STEP 3 - DEPARTMENT OF INTERNATIONAL COOPERATION

Visa and Registration in Kazakhstan
Upon your arrival, please make sure you come to visit the Department of International Cooperation during your first day

We will help you with the procedures related to Visa and Migration police registration.

REGISTRATION WITH THE MIGRATION POLICE
- For verification bring your passport to the Department of International Cooperation during your first day in Kazakhstan
- Registration is required within 3 days upon your arrival
- Registration processing time: 1-3 business days

INDIVIDUAL IDENTIFICATION NUMBER (IIN)
Individual Identification Number (IIN) is a unique combination of 12 digits generated for an individual at the initial registration in the tax system for the issue of requested documents.

An International student needs to obtain an IIN in Kazakhstan in the following cases:
- To open a current account in Kazakh banks;
- To become a Kazakhstan tax resident (within 30 calendar days from the date of entry);
- To acquire property in Kazakhstan, which is subject to property tax, vehicle tax or land tax;

To issue an Individual Identification Number (IIN) please submit the following documents to the Department of International Cooperation:
- Notarized copy of your passport along with translation into Kazakh or Russian (Notary office contacts will be provided by Department of International Cooperation)
- Tax Application Form (provided by Department of International Cooperation)
- Data Protection Form (provided by Department of International Cooperation)

As soon as you receive your IIN, please provide a copy to the Bursar’s Office to open a bank account.

STEP 4 - BANK ACCOUNT

To open a Bank account you need:
1. Visit Bursar’s Office for stipend, reimbursement, payments, financial support, and please bring the following documents:
   - Copy of Individual Identification Number
   - Passport
2. Visit a Bank branch, please bring the following documents:
   - Copy of Individual Identification Number
   - Passport

2 Bank branches on NU campus:
- Jysan Bank (for stipend), Block 5
- Halyk Bank, Block 1 (please, see the map on the back)

Processing time: 3-5 business days

STEP 5 - STUDENT ID CARD

Please visit the Office 058 in Block 23. To get a Student ID card you will need to present your passport.

You can use your student ID card:
- To access campus and identify yourself at exams
- To borrow materials from the library
- To use it for payment of services provided on campus (printing, sport center, etc.)

*NOTE: If you participated in the orientation program, please only visit Department of International Cooperation
USEFUL CONTACTS

- **Admissions Department**
  
  Laura Paluanova  
  Phone: + 7 (7172) 69 48 38  
  E-mail: international.admissions@nu.edu.kz  
  Location: Block 1, office 1123

- **Health and Safety Department**
  
  Dinara Beisembekova  
  Phone: +7 (7172) 70 60 46  
  E-mail: health@nu.edu.kz  
  Location: Block C2, office 5035

- **Visa & Registration with Migration Service**
  
  Maulen Yergaziyev  
  Phone: +7 (7172) 69 27 01  
  Location: Block C2, office 5023

- **International Student Engagement**
  
  Sandra Real Avila  
  Phone: +7 (7172) 70 64 11  
  E-mail: sandra.real@nu.edu.kz  
  Location: Block 23, office 101

- **Bursar’s Office**
  
  Stipends +7 (7172) 70 60 86,  
  Student travel expenses +7 (7172) 70 66 20,  
  Tuition fees +7 (7172) 70 91 99,  
  Bank cards +7 (7172) 70 90 27  
  Email: bursars_office@nu.edu.kz  
  Location: Block C2, office 5034

- **Department of Student Affairs**
  
  Accommodation  
  Yuliya Palkina  
  Phone: +7 (7172) 70 65 57  
  Email: yuliya.palkina@nu.edu.kz  
  Location: Block 24, office 048

- **Students Support**
  
  Kasymkhan Nurmukhamedov  
  Phone: +7 (7172) 70 65 75  
  Email: kasymkhan.nurmukhamedov@nu.edu.kz  
  Location: Block 24, office 036

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**International Students**

1st week Guidelines

Academic Year 2020-2021