



HOW TO APPLY

Before starting to fill in your application form, please read these **instructions** carefully. You can access these **Instructions** any time in the My Application Forms section.

Open the application form. You must complete this in English and have until the following deadline to do so (deadline vary from program to program, for the exact deadline of the specific program please go to your Personal Account).

MY APPLICATION FORMS

MASTER OF ARTS IN ECONOMICS



Attention!

Submitting this application is available for:

- International applicants - until **February 29, 2024**
- Citizens of Kazakhstan - until **April 18, 2024**

Check carefully personal data before submitting the application form.

Please contact the Admissions Department if you have any questions related to your application (via email address specified on your application form).



*Please read the **INSTRUCTIONS** on How to apply carefully*

You will find 7 -10 tabs (depending on program) in your Application Form:

- Personal information
- Academic background
- Testing information
- Employment information (if applicable)
- References
- Essays (if applicable)
- Application details
- Feedback (if applicable)
- Signature
- Consent Form



HOW TO APPLY

Please, kindly note boxes highlighted in red are mandatory to complete.

		Application form for Master in Public Administration (MPA) program					100006394	Handsome	Squidward
		53 Kabanbay batyr Ave., Astana, 010000					email: gspp_admissions@nu.edu.kz		
1. Personal Information	2. Academic background	3. Testing information	4. Employment information	5. References	6. Essays	7. Application Details	8. Feedback	9. Signature	10. Consent Form
Personal information									
<input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> Last Name Handsome <input type="text"/> First Name Squidward <input type="text"/> Middle Name		<input type="text"/> Last Name <small>(in Kazakh or Russian)*</small> <input type="text"/> First Name <small>(in Kazakh or Russian)*</small> <input type="text"/> Patronymic Name <small>(in Kazakh or Russian)*</small>					
<small>Enter name exactly as it appears on official documents</small>					<small>* For the citizens of the Republic of Kazakhstan and holders of permanent residence cards only</small>				
<input type="text"/> Birth Date (dd.mm.yyyy)		<input type="checkbox"/> Male <input type="checkbox"/> Female				Telephone numbers <input type="text"/> Home <input type="text"/> Cell			
<input type="text"/> E-mail Address diana.kunbulatova@nu.edu.kz									
<input type="text"/> Country of Citizenship						Permanent home address (officially registered) <input type="text"/> Country <input type="text"/> ZIP/Postal Code <input type="text"/> State/Province <input type="text"/> City/Town <input type="text"/> Please specify State/Province and City/Town <input type="text"/> Street <input type="text"/> House <input type="text"/> Apartment			
<input type="checkbox"/> Do you have dual citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No									
<input type="text"/> If Yes, please indicate									
<input type="checkbox"/> Do you hold a permanent residence card of the Republic of Kazakhstan? <input type="checkbox"/> Yes <input type="checkbox"/> No									
<input type="text"/> Permanent residence card number									
<input type="text"/> Date of Issue									
<input type="text"/> Expiration date									
<input type="text"/> Country of Residence									
<input type="text"/> Country of Birth									
<small>If different from above, please provide your current mailing address for all</small>									

Details of a document (National ID/Passport) indicated in your IELTS/TOEFL certificate must be entered into the Application Form. If you do not complete this step, you will not be able to submit your test results later.

Make sure you have entered all the required information in a correct manner according to the documents.

Please click the “**SAVE**” button in the bottom right corner of each application page before continuing to the following page.

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<input type="text"/>	SAVE
----------------------	-------------

After completing all the pages, press the “**UPLOAD**” button at the end of your application form.

I acknowledge that I have read, fully understand, and agree with the Consent for Prospective Student's/Student's/Graduate's personal data processing

Applicant's full name:

Squidward Handsome

First Name / Given Name

Last Name / Family Name

Date

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UPLOAD



HOW TO APPLY

- You will find your **SAVED** Application Form in the section **"MY APPLICATION FORM"**. At this stage you still can edit your Application Form.

Step 1 Please open, complete and upload the Master in Public Administration Application Form



My application form (13/12/2022 10:15:27) 

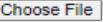
- After completing and uploading the Application Form all required documents should be attached in PDF/JPG format.
- The maximum file size should not exceed **5MB**.
- Note: Requirements may vary depending on the program.

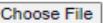
Please carefully read and complete requirements related to documents format according to the notifications. If you enter details of your National ID and/or Passport to your Application Form, you must also upload its scanned copy to your Personal account according to the requirements. Documents that do not **include all the required pages** will not be accepted. Ensure that all scanned images are correctly oriented (portrait or landscape) and that all **content is readable**.

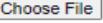
Step 2 Please attach required documents (the maximum file size for each document is 5 MB)

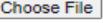
Please use following attachments:

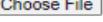
The guidelines for submission of reference letters

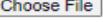
 For residents of the Republic of Kazakhstan: Scanned copy of your valid original National ID card. ID/passports from EGov other digital platforms are not acceptable.
For non-residents of the Republic of Kazakhstan: Scanned copy of your valid original passport*  No file chosen 

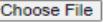
 Official document confirming name change (if applicable)  No file chosen 

 Bachelor's degree diploma and transcript.
Note: Students of final year can upload their current transcripts.*  No file chosen 

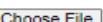
 Master's degree diploma and transcript.
Note: Students of final year can upload their current transcripts.*  No file chosen 

 Official document confirming English as the language of instruction of one of your degrees.
Note: only for applicants who earned their degree in a program which was taught in English and request an exemption from submitting IELTS or TOEFL.  No file chosen 

 GRE certificate (if any)  No file chosen 

 Personal essay (500 words)*  No file chosen 

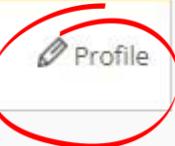
 Resume*  No file chosen 

 Additional documents  No file chosen 



HOW TO APPLY

Please upload your photo 3x4 in the "Profile" section. It is mandatory.

Squidward Handsome ID: 100006394 PHONE: 78013222023 

PROFILE

Click on the "Choose File" button to upload a file:



Please upload a recent 3*4 photo for documents of yourself in JPG/JPEG or PNG format (no more than 5 Mb)

 Change e-mail  Change password

- You can upload or delete all required documents without any restrictions **before submitting the application**.
- You need to make a payment to submit an application. The amount of the application fee depends on the program.
- Please make sure that your card has an access to online payments, and in case there is no access, we kindly ask you to contact your bank to gain access to internet payments.
- Note that the Application fee is NON-REFUNDABLE, even if an application is denied or not submitted.

Step 3 You need to make a payment to submit the application (Application fee non-refundable, even if an application is denied or not submitted). Successful payment leads to automatic Application submission. No changes can be made after this step.

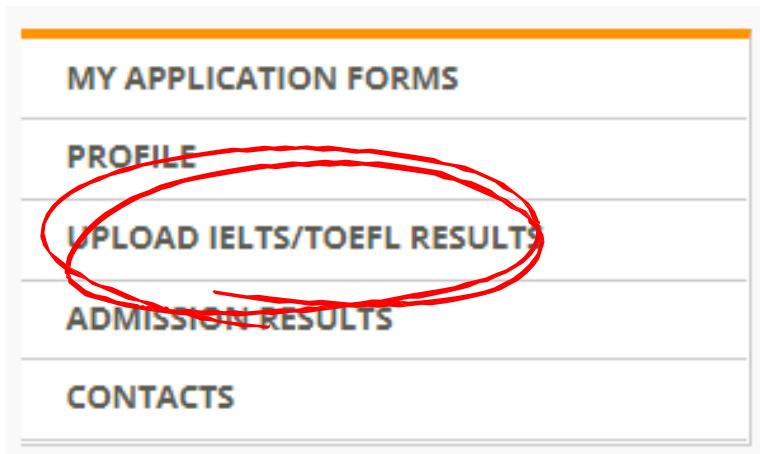
PAY AND SUBMIT APPLICATION

- To finalize the application process, please press the "PAY and SUBMIT APPLICATION" button in the "My Application Forms" section.

After submitting your application, the reference request forms will be sent to the referees' corporate email addresses automatically and your application will be sent into the database of the Admissions Department.

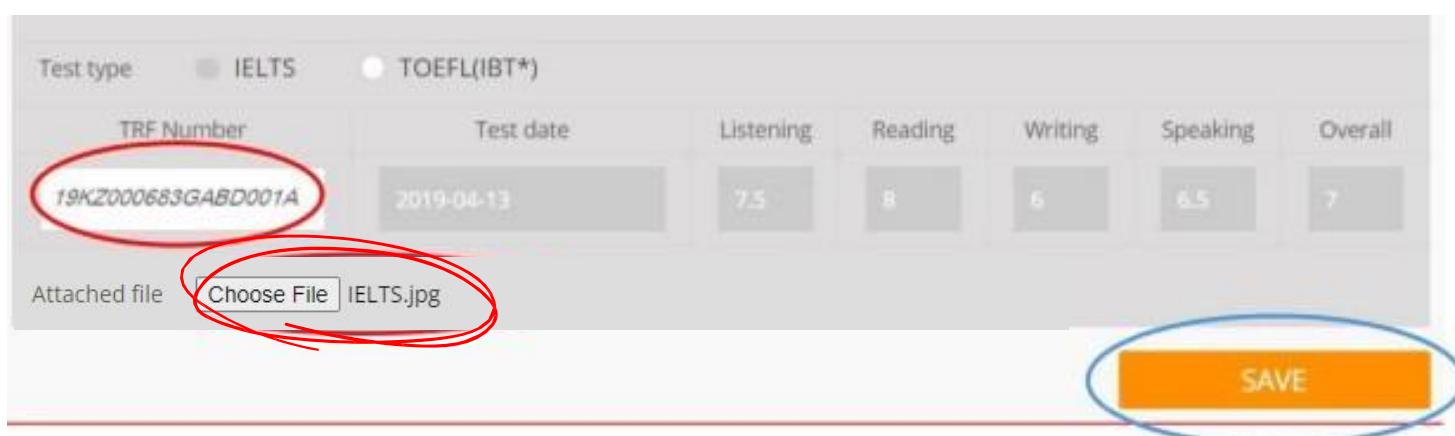
HOW TO UPLOAD IELTS/TOEFL RESULTS

After submission of your application, **you are ABLE TO** upload your IELTS (except IELTS Online)/TOEFL (except Home Edition) results in your **Personal Account** on the left side in the section «**UPLOAD IELTS/TOEFL RESULTS**».



- For uploading IELTS (except IELTS Online) or TOEFL (except Home Edition) results you have to **order an official electronic report** of a valid certificate from British Council/InterPress for IELTS (except IELTS Online) or from ETS for TOEFL (except Home Edition).
- If you have already ordered an official electronic report of your valid certificate from the Test center to Nazarbayev University, then in the «**UPLOAD IELTS/TOEFL RESULTS**» section you need to choose the academic program, test type and specify the **TRF number** for IELTS (except IELTS Online) or **Appointment number** for TOEFL (except Home Edition).

Additionally you have to **attach the scan copy** of your paper IELTS (except IELTS Online)/TOEFL (except Home Edition) **certificate** and click to the «**SAVE**» button.



Code for IELTS: **Nazarbayev University**.

Code for TOEFL iBT: **6762**

HOW TO UPLOAD IELTS/TOEFL RESULTS

If Nazarbayev University did not receive an official electronic report of a valid IELTS (except IELTS Online)/TOEFL (except Home Edition) certificate, there will be **displayed the following notification** and you will not be able to upload your results and certificate until this requirement is completed. In this case, please contact the Test Center and order the required document urgently.

There is no such certificate in our database. Please contact the Test Center and order an official electronic report of valid certificate

OK

If Nazarbayev University received an official electronic report of a valid IELTS (except IELTS Online)/TOEFL (except Home Edition) certificate, but you are unable to upload it, consequently, there is a **mistake** in your Application Form or IELTS (except IELTS Online)/TOEFL (except Home Edition) certificate. **You will see the following notification.**

Some data does not match. Please compare your application form, the document (National ID or passport), and the certificate. Find the mistake and send an email with detailed information to the Admissions Department

OK

- Please check the data in your certificate, Application Form and your documents. If there is a mistake in your certificate, you should contact the Test Centre and independently request changes and upload an updated certificate. If there is a mistake in the data you entered in your Application Form, please contact the NU Admissions Department (the email specified in upper right corner of your Application Form) and indicate the correct data.
- If you have successfully uploaded your results and certificate, they will be displayed below.

	Listening	Reading	Writing	Speaking	Overall	Attached file
IELTS/TOEFL results uploaded by the applicant - TOEFL 16.11.2019						
TRF Number: 5264811191222498	18	7	17	18	60	IELTS/TOEFL
Final results	6	5	5	6	6	

To download another IELTS (except IELTS Online)/TOEFL (except Home Edition) certificate, you should follow the same steps described above. If you upload new results and certificates, previous results and certificates will be deleted. Consequently, only the last uploaded results will be considered in the completion.



HOW TO VERIFY FINAL TRANSCRIPT

Applicants must verify their final transcripts of a degree diploma based on one of the following options:

-  Official hard copy sent directly to the Admissions Department via postmail by previous institution of study;
-  Official soft copy sent directly to the Admissions Department email address from corporate email address of the previous institution of study;
-  Official final transcript verified through official digital credential services and provided to the Admissions Department;
-  Applicant provides a hard copy of an official final transcript to the Admissions Department. The original hard copy will be returned to an applicant/student upon verification by the Admissions Department;
-  Diplomas and transcripts of graduates of the Nazarbayev University should be verified by the NU system.

If you faced any difficulties with online application, please contact us by email indicated in upper right corner of your Application Form.



Please tick the checkbox which acknowledges that you [read and understood](#) the instructions. Then click the [Continue](#) button.