

Ministry of education and science
of the Republic of Kazakhstan

National Accreditation Center

**What you need to know for filing for recognition and nostrification of
documents?**

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What do you need to know for filing documents for nostrification/recognition?

Persons obtained education documents at foreign institutions of education as well as international and foreign institutions of education (their branches), established and operating in the Republic of Kazakhstan need to go through recognition procedure or procedure of nostrification to get access to educational and/or professional activities in the Republic of Kazakhstan in accordance with obtained level of education and specialization profile.

Based on Rules of recognition and nostrification of educational documents, approved by the directive of the Minister of education and science of the Republic of Kazakhstan No.8 as of January 10, 2008, National accreditation center (NAC) of the Ministry of education and science of the Republic of Kazakhstan is an executive body on recognition and nostrification procedure (establishing equivalency) in the Republic of Kazakhstan of educational documents issued by foreign institutions of education.

Based on the decision on recognition of educational document, National accreditation center issues certificate of a procedure held and issues it to an authorized person/body.

KIMEP International Office is an authorized body on behalf of a student for submitting educational documents to NAC. KIMEP Admission office performs consulting services regarding accuracy of documentation submitted to KIMEP International Office and NAC.

List of required documents for the procedure of recognition and nostrification of educational documents issued by professional schools, colleges, institutes, universities

** Students of bachelor programs shall submit documents of secondary education (high school certificate); students of master programs – documents of higher education (university diploma).*

- 1) Original of an educational document (certificate, diploma);
- 2) Appendix to diploma (original) containing the following information:
 - Holder's full name;
 - series, number of certificate/diploma;
 - number of hours of academic discipline and internships;
 - final grades received;
 - course papers/projects;
 - graduate qualifying papers;
 - last name and initials of director/chancellor, dean, secretary.

Diplomas shall have an apostil * or be legalized* (except for CIS countries students).

Certificate/diploma	Appendix	Archival inquiry
- date of admission; - date of graduation.	The same	The same
-series of certificate/diploma; -number of certificate/diploma;	The same	The same
- registration # of diploma	The same	The same
- full name *	The same	The same
		Ref. No and date of letter registration

***apostil** (on state documents of education) – is an international standard form containing information on a legal status of a document to be presented at the territory of any country – participant of Haag convention 1961 (including Kazakhstan).

*** legalization** – confirmation of authenticity and validity of a document issued in a different country in the form of endorsement of certification.

3) applicants and students obtained education in CIS countries have to submit archival inquiry from an institution of study (school/college/institute/university).

** If last name changes one should have notarized copies of certificates.*

4) Notarized translation of certificate/diploma and its appendixes to Russian language.

Notarization of translation is made by:

- a notary at the territory of the Republic of Kazakhstan;

or

- by diplomatic service bodies of the Republic of Kazakhstan in a country where a document was issued;
- In some cases (for example, recognition over precedent) bodies of diplomatic service in Kazakhstan of a country where a document was issued could provide translation of a document.

5) Notarized copy of identification or a passport of educational document holder with translation into Russian;

6) Copy of a license (accreditation) of educational institution certified by stamp of an educational institution and translated into Russian language;

or

copy of accreditation certificate for an educational institution issued educational document, stamped by educational institution and translated into state and/or Russian language;

7) Inquiry on student's status at KIMEP

8) Educational documents subject to nostrification procedure shall have an additional (one) copy;

9) Copy of payment receipt;

10) Application for submission of documents

11) Checklist of documents

12) Binder (plastic with clear covering).

“Bolashak” scholarship holders submit the following documents for recognition:

- original of educational document;
- Notarized translation of educational document and its appendixes in state and/or Russian languages.
- inquiry-confirmation from “International programs center” on education received based on “Bolashak” international scholarships;
- notarized copy of identification document or a passport of an educational document holder with translation into state and/or Russian language.
- Copy of payment receipt;
- Binder (plastic).

Application for submission of documents

(can be found in KIMEP International Office upon submission of the documents)

Application for submission of documents shall be filled out accurately without corrections and in type font. The following shall be precisely indicated:

- Full name
- address
- contact telephone
- educational institution, program and year of study at KIMEP
- number of educational document
- agency issued educational document
- major in KIMEP
- country education was received at

Dear students!

Please pay attention to the common mistakes that could delay execution of documents.

1. Make sure the following information matches:

** If last name changes one should have notarized copies of certificates.*

2. Appendixes to diplomas and certificates of specialized lyceums shall (only in print!) indicate the following:

- Full name of a holder;
- Series, number of diploma;
- number of hours of academic discipline and internships;
- Last name and initials of director/chancellor, dean, secretary.

Diploma	Appendix to diploma	Archival inquiry	Passport
- date of admission; - date of graduation.	The same	The same	
- diploma series; - number of diploma;	The same	The same	
- diploma registration no.	The same	The same	
- Ф.И.О.*	The same	The same	The same

3. All stamps shall be translated as well when submitting translated documents.

4. Copies notarized in the notary services of Kazakhstan or those certified by the Embassy of Kazakhstan in the country, where the document of education was issued, are allowed only. Copies translated and notarized by private notary services will not be accepted.

5. Archival inquires shall have number and date of registration.

6. The following is not tolerable:

- mistakes in originals and copies of all documents, corrections (white out, etc.). If correction was made by educational institution a “trust corrected” record shall be made and certified by stamp of higher/secondary institution of education;

- abbreviation of names of academic disciplines (for example, TQM, EMT (elementary military training), OT (organization of traffic) and others)

For more detailed information contact:

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