



# HOW TO APPLY TO PhD IN EDUCATION POLICY AND MANAGEMENT

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Office hours: Mon–Fri, 08:30–18:00

*KIMEP University accepts application documents in Russian, Kazakh and English languages.*

## STEP 1. APPLY ONLINE

- On-line application form for doctoral admission: <https://www.kimep.kz/ext/application/online/>;
- Upload scanned copies of:
  1. Passport for international applicants/State ID for Kazakhstani applicants;
  2. Master's degree diploma and transcript<sup>1</sup>;
  3. Valid International Certificate of English Language Proficiency (TOEFL CBT  $\geq 133$ , TOEFL IBT  $\geq 46$ , TOEFL PBT  $\geq 453$ , TOEFL PDT  $\geq 65$ , IELTS  $\geq 5.5$ )
  4. Professional CV bearing evidence of not less than 3 years of experience in a corporate, government, academia or non-profit organization;
  5. At least 2 professional letters of recommendation;
  6. Research Proposal - this proposal should state candidate's area of research interests, research questions and methodological approach to undertake your research. To develop a successful proposal, you need to familiarize with current research through literature review in the area and identify research gaps, thus creating an original research proposal;
  7. Digital photo - uploading your digital photo into the "Photo" field is very important, because all KIMEP units will use this picture of yours for your personal identification. The digital photo with a resolution of 300 ppi (pixels per inch) with a size of no less than 8 MP (Megapixels) in JPEG format with low compression (high quality);
  8. PhD candidates who have received master's degrees from the universities located in the countries where English is the state or official language, and these universities have specialized accreditation from the accreditation agencies officially recognized by OECD member states are exempted from English proficiency requirement. In this case a candidate's master degree diploma should be no older than 5 years.

## STEP 2. PASS AN INTERVIEW WITH PROGRAM ADMISSIONS COMMITTEE

Admission committee will review your application file, and if satisfied with your qualifications you will be informed about **Admission interview** with the Program Representatives (date of interview is set individually by the Program).

## STEP 3. LEARN ABOUT YOUR ADMISSION AND SIGN STUDENT CONTRACT

1. Notification of your admission to KIMEP University will be sent to your e-mail and placed in "Acceptance Package" section at Applicants' portal.
2. Since the e-mailing is KIMEP University's official channel of communication with applicants your e-mail address provided in the online application must be active at the time of admission.
3. Standard student contract will be placed in "Acceptance Package" section of the Applicants' portal. Two printed out and signed by you copies of the contract must be submitted to the Admissions Office prior to the end of course registration period.

## STEP 4. SUBMIT DOCUMENT ORIGINALS

**To KIMEP Medical Center** (by the end of course registration period):

- Medical certificate - form 086/u (or its equivalent for foreigners).
- Original X-Ray with description (obtained not earlier than 6 months before, stamped and signed by x-Ray doctor).
- Copy of vaccination card (for those younger than 32 years)

**To KIMEP Admissions office** (by the end of course registration period):

- Additional requirements for foreign citizens: Bank Statement (except for ethnic Kazakhs) and Non-conviction record

## STEP 5. REGISTER FOR COURSES

In order to receive consultation on how to choose and register for courses, please, contact Dr. Maganat Shegebayev, 225 (Dostyk bld), +7 (727) 270-43-67 (ext. 2137); [magas@kimep.kz](mailto:magas@kimep.kz)

- 1 Documents submitted in foreign languages must be accompanied by a certified translation to Kazakh or Russian languages and pass the procedure of nostrification during the first academic semester.