



All Students mailing list guidelines KIMEP University

What is the All Students mailing list?

all_kimep_students@kimep.kz mailing list is your official channel for receiving announcements that matter. It is a go-to resource for:

- ✓ Extracurricular activities
- ✓ Academic announcements
- ✓ KSA updates
- ✓ Career opportunities
- ✓ Campus-wide events

Who's on the list?

Automatic Enrollment: All KIMEP students are added when they enroll.

Want to share something? Here's how to submit an announcement:

-  Send your email at least 1 business day before your event or deadline
-  Submissions are reviewed only during official business hours
-  Include everything: subject line, email body, attachments
-  The Student Affairs Office may request edits or decline the message if it doesn't meet University's standards

⊘ What *NOT* to send

Some things just don't belong in a university-wide announcement. These include:

- ⊗ Inappropriate, offensive, or misleading content
- ⊗ Commercial ads from non-University sources
- ⊗ Political or religious messages (unless part of an approved event)
- ⊗ Casual email chains or personal conversations
- ⊗ Unapproved surveys or research requests
- ⊗ Any kind of sales, ticketing, or commercial activities
- ⊗ Recruitment or personal promotions from external organizations
- ⊗ Anything violating KIMEP rules or ethical guidelines

Language & Tone

-  Write in English, or all three languages: English, Kazakh, and Russian
-  Keep your correspondence professional
-  Make your subject line clear and specific

If it's an emergency or something from KIMEP leadership, those messages get top priority and are sent out right away.

 Have questions? Contact: Student Affairs
office 112/Dormitory bld., near the Medical Center