

# ADMISSION TO UNDERGRADUATE PROGRAMS FOR TRANSFERRING OR REINSTATING STUDENTS

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KIMEP University accepts documents required for admission in Russian, Kazakh and English, or – with the notarized translation into the listed languages.

## STEP 1. APPLY ON-LINE

**Portal for applicants is available 24/7 365 days a year**

1. Fill in the online application at the applicants' portal
2. Upload the scanned copy of the State ID card or your passport
3. Upload the scanned copy of your official university transcript (GPA should be equal or equivalent to 2 out of 4 or 50%)
4. If available, upload valid (non-expired) copies of IELTS/TOEFL/Duolingo certificates.
5. 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).
6. **For consideration of possible credits transfer, it is also necessary to upload the syllabi (study plans) for courses taken in the previous university in electronic format in English!**

Please, refer to the following contacts: +7 727 2704316, mob./WhatsApp +77079704316, finaid@kimep.kz on issues of scholarships and financial aid.

online form



## STEP 2. SUBMIT AUTHENTIC DOCUMENTS

### FOR STUDENTS BEING TRANSFERRED OR REINSTATED FROM KAZAKHSTANI UNIVERSITIES:

1. Reference certificate from the university (with indication of the year, program and form of study)
2. Official academic transcript (GPA should be equal or equivalent to 2 out of 4 or 50%)
3. Copy of the transfer request with approval by the rector
4. Academic certificate
5. Document confirming the completion of secondary education (certificate/diploma) with a supplement
6. UNT certificate

### FOR STUDENTS BEING TRANSFERRED OR REINSTATED FROM FOREIGN UNIVERSITIES:

1. Official academic transcript (GPA should be equal or equivalent to 2 out of 4 or 50%);
2. Document confirming the completion of secondary education (certificate/diploma) with a supplement;
3. Admission letter confirming the fact of being admitted to a foreign academic institution

### Submit authentic medical documents to KIMEP Medical Center

Applicants must submit a complete set of medical documents to the KIMEP University Medical Center when submitting their admission documents (to avoid issues with course registration):

A medical certificate of health (Form No. 075/y), which must include examinations by the following specialists:

- General practitioner (therapist);
- Ophthalmologist;
- ENT specialist (otorhinolaryngologist);
- Surgeon;
- Neurologist;

Instrumental and laboratory tests: chest fluorography, serologic test (microreaction), and stool test for helminth eggs.

In order to receive the 075/y medical certificate, you are required to bring the following completed medical test results:

- Certificate from a narcological (substance abuse) clinic;
- Certificate from a neuropsychiatric clinic

These certificates can be obtained through the eGov.kz portal (narcology and neuropsychiatry certificates) or via the eGov mobile app.

(A copy of Form №065/y (vaccination records from the immunization card or outpatient medical record) is also required.

Chest X-ray (fluorography) with a written report. The report must bear two official stamps of the radiologist. The chest X-ray (fluorography) must be submitted together with the 075/y form. Chest X-rays (fluorography) performed outside the Republic of Kazakhstan must be verified by a radiologist in Almaty. For all inquiries, please contact the KIMEP Medical Center: Dr. Natalia Yasa, Mobile: +7 747 830 3246, Tel: +7 727 237 48 05, ext. 1324 / 325, Email: med.center@kimep.kz

### STEP 3. IDENTIFY YOUR ENGLISH PROFICIENCY LEVEL

To participate in the KEPT test, you will need a student ID number. Getting one is very simple:

- Fill out the online application form on the Applicant Portal
- Upload a copy of your ID (both sides)
- Confirm your online application by clicking SUBMIT APPLICATION, even if you haven't uploaded other required documents yet — you can upload them later at any time.

After completing these three steps, you will be assigned a student ID number.

You may see the schedule of tests at KIMEP web-site by the following link: <https://kimep.kz/prospective-students/ru/admission/kimep-university-tests-schedule/>

Test results are available at the following link: <https://kimep.kz/prospective-students/ru/admission/>

Applicants who submit valid (non-expired) international English certificates are exempt from the KEPT test.

Level of English Foundation Course	KEPT	CEFR+	Academic IELTS	TOEFL IBT	TOEFL (computer)	Duolingo
<b>Academic English</b>	80-100%	B2 mid	5.5 (not less than 5.0 in each section)	70	193 (with no sub score below 25)	105 & above (not less than 100 in each section)
<b>UF A</b>	51-79%	B1 mid	4.5 (not less than 4.0 in each section)	57-69	163-192 (with no sub score below 17)	95-104 (not less than 90 in each section)
<b>UF B</b>	30-50%	A1+	3.5 (not less than 3.0 in each section)	27-56	83-162 (with no sub score below 10)	80-94 (not less than 75 in each section)
<b>UF C</b>	< 30 %	Beginner or False Beginner	<3.0	<26	<82	79 & below

### STEP 4: LEARN ABOUT THE ADMISSION DECISION AND SIGN THE CONTRACT FOR EDUCATIONAL SERVICES

1. Since e-mail is an official communication channel of KIMEP University to inform the applicant the e-mail address indicated in the online application form should be active at the moment of being admitted to the university.
2. Notice of Admission to KIMEP University will be sent to your e-mail, as well as placed at the applicants' portal in «Acceptance Package» section.
3. The Contract for Educational Services will also be placed at your applicants' portal in «Acceptance Package» section.
  - **Print the contract:** Locate it in the Applicant Portal and print it out.
  - Review carefully: Read the contract from beginning to end to ensure you fully understand all the terms and conditions.
  - **Sign each page:** Place your signature in the designated area on every page of the contract.
  - **Scan the signed contract:** Use a scanner or a scanning app on your phone to create a digital copy of the contract. Make sure all pages are clearly visible.
  - **Upload the scan to the system:** Go to the "Documents for upload" section and locate the "SIGNED CONTRACT" field. Upload the scanned file there.

### STEP 5: REGISTRATION FOR COURSES

For questions related to class scheduling, tuition fee calculation, and course registration, please contact the Academic Advising Center: Tel.: +7 727 270 4268 (ext. 3175 / 3213), +7 727 270 4310 (ext. 3157), Mobile / WhatsApp: +7 701 309 17 47, Email: advising@kimep.kz