

Dear Students,

In order to make a request for getting documents, please read and follow instructions below:

The screenshot shows a student dashboard with several modules. The 'ONLINE ORDERING ACADEMIC DOCUMENTS' module is highlighted with a blue box and a blue arrow pointing to it. The other modules are: GPA CALCULATOR, CHECK GRADES, FINAL EXAM SCHEDULE, PERSONAL SCHEDULE, and STUDENT REQUESTS.

Step 1. Go to MyRegistrar website, login.

Click the ONLINE ORDERING SPRAVKAS/TRANSCRIPT module. The button is available only during working hours **from 8:30 till 17:30 on working days.**

Step 2. Choose the type of document from the list.

Request Document*:

- Enrollment verification (e.g. for work, internship, bank)
- Verification # 6 for socially vulnerable student (форма 6 для ГЦВП)
- Official transcript
- Verification #31 for socially vulnerable student (форма 31 для ГЦВП)

There are four types of documents:

- a) Enrollment verification approving student's status
- b) Two types of verification for socially vulnerable students (справка ГЦВП для получения пособия)
- c) Official transcript reflecting student's academic progress

Step 3. Choose the document language and quantity.

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- Official transcript
- Verification #31 for socially vulnerable student (форма 31 для ГЦВП)

Enrollment verification (e.g. for work, internship, bank)

Language of document*:

- KAZ
- ENG
- RUS

Overall number of spravkas

How to send?:

To whom:

Add information:

SUBMIT

Make sure that you put click before selecting language. After that you will get the drop down list. Also, you can order a document in all 3 languages at the same time, BUT overall number of one type of document should not be more than 5.

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Enrollment verification (e.g. for work, internship, bank)

Verification # 6 for socially vulnerable student (форма 6 для ГЦВП)

Official transcript

Verification #31 for socially vulnerable student (форма 31 для ГЦВП)

Enrollment verification (e.g. for work, internship, bank)

Language of document*:

KAZ

Overall number of spravkas

ENG

RUS

How to send?:

To whom:

Add information:

Electronic: by email with QR code (ЭЦП)

Hard copy: mail delivery at my own cost, check instructions

Hard copy: pick up from Kabanbay btr. security gate (specific days only)

SUBMIT

Step 4. Choose how to send your document.

There are three options of delivery:

- Electronic with QR code to your email
- Hard copy: mail delivery
- Hard copy: pick up from security gate

NOTE: You will receive an instruction on how and when to pick up to your email once your hard copy will be ready.

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Official transcript

Verification #31 for socially vulnerable student (форма 31 для ГЦВП)

Enrollment verification (e.g. for work, internship, bank)

Language of document*:

KAZ

Overall number of spravkas

ENG

RUS

How to send?:

To whom:

Add information:

For visa

Do not specify

SUBMIT

Step 5. Select the recipient whom you want sent document.

There are two options of recipients:

- For visa
- Do not specify

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Official transcript

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Enrollment verification (e.g. for work, internship, bank)

Language of document*:

KAZ

Overall number of spravkas

ENG

RUS

How to send?:

To whom:

Identity the Embassy:

Add information:

For visa

Embassy of Afghanistan

Embassy of United Arab Emirates

Embassy of Armenia

Consulate of Australia

Embassy of Austria

Embassy of Azerbaijan

a) If you'll click the option "For visa", you will see the list of all Embassies in Kazakhstan. Please choose the one you need.

b) If you'll click the "Do not specify" option, then in your document will appear phrase: "To whom it may concern". You need to choose this type of recipient in case you are not sure about the recipient or you do not know his/her exactly name.

Step 6. You can add comments on ‘Add information’ section (if you have any).

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Enrollment verification (e.g. for work, internship, bank)

Language of document**:

Overall number of spravkas

KAZ

ENG

RUS

How to send?:

To whom:

Add information:

SUBMIT



Step 7. After selecting all options, please make sure you click the “SUBMIT” button; otherwise, we will not get your request.

- Request Document**:
- Enrollment verification (e.g. for work, internship, bank)
 - Verification # 6 for socially vulnerable student (форма 6 для ГЦВП)
 - Official transcript
 - Verification #31 for socially vulnerable student (форма 31 для ГЦВП)

Enrollment verification (e.g. for work, internship, bank)

Language of document**:

Overall number of spravkas

KAZ

ENG

RUS

How to send?:

To whom:

Add information:

SUBMIT



Please note that all academic documents are processed within 3 working days.
