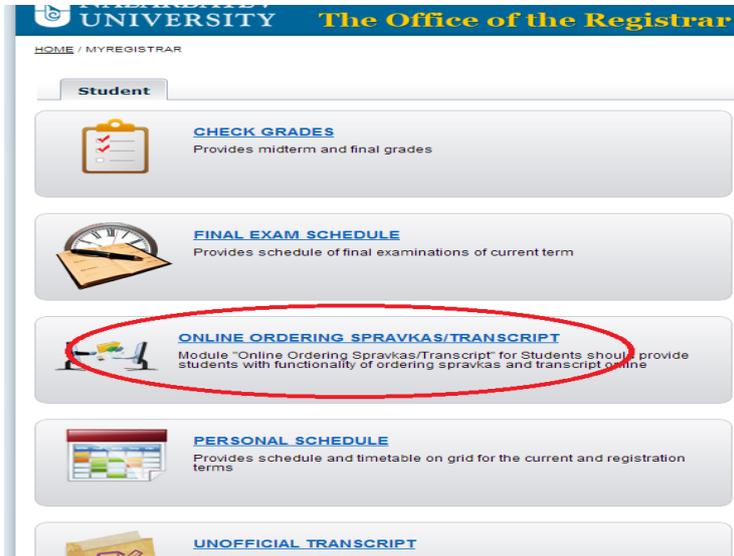


Dear UG and CPS students,

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

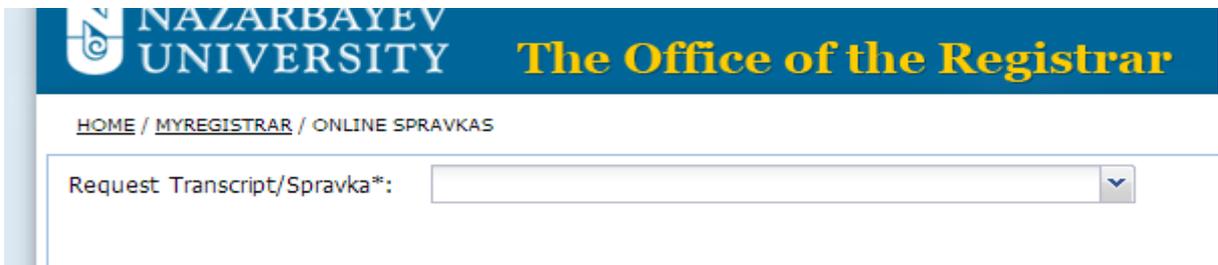
Step 1.

Go to Myregistrar website, login and click the ONLINE ORDERING SPRAVKAS/TRANSCRIPT module.



Step 2.

You'll see the field for making request.



Step 3.

Drop down the list of documents and choose the one you need. There are 3 of them:

- a) Enrollment verification approving student's status
- b) Verification for socially vulnerable students (справка ГЦВП для получения пособия)
- c) Transcript



Step 4.

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

Request Transcript/Spravka*: Enrollment verification approving students's status

Language of document*:
Overall number of spravkas
You can order is 5

To whom*:
How to send?*

KAZ
 ENG
 RUS

1
2
3
4
5

SUBMIT

Step 5.

Select the recipient whom you want sent document. There are 3 options for sending:

Request Transcript/Spravka*: Enrollment verification approving students's status

Language of document*:
Overall number of spravkas
You can order is 5

To whom*:
How to send?*

KAZ 1
 ENG 1
 RUS 1

For visa
Other
Do not specify

- a) If you'll click the option "For visa", you will get the list of all Embassies which are located in the Republic of Kazakhstan, please choose the one you need.

HOME / MYREGISTRAR / ONLINE SPRAVKAS

Request Transcript/Spravka*: Enrollment verification approving students's status

Language of document*:
Overall number of spravkas You can order is 5

KAZ 1

ENG 1

RUS 1

To whom*: For visa

Identify the Embassy*:

How to send?*

- Embassy of Afghanistan
- Embassy of the Arabian Emirates
- Embassy of Armenia
- Consulate of Australia
- Embassy of Austria
- Embassy of Azerbaijan
- Embassy of Belarus
- Embassy of Belgium
- Embassy of Brazil
- Embassy of Bulgaria
- Embassy of Canada
- General Consulate of Chile
- Embassy of China
- Embassy of Cuba

Nazarbayev

- b) If you'll click the "Other", then you need to write the name of company, organization or institution where the document should be sent, so the name of the company, organization or institution will appear on your document.
- c) 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 if you're not sure about recipient or you don't know the exactly name of it.

Step 6.

Choose one of options of how to sending your document. There are 2 of them.

HOME / MYREGISTRAR / ONLINE SPRAVKAS

Request Transcript/Spravka*: Enrollment verification approving students's status

Language of document*:
Overall number of spravkas
You can order is 5

KAZ 1

ENG 1

RUS 1

To whom*: For visa

Identify the Embassy*: Embassy of the United States of Ar

How to send?*:
Pickup
Email

- a) Pickup from our office
- b) Send the e-version (PDF format)of document to your email

Step 7.

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

HOME / MYREGISTRAR / ONLINE SPRAVKAS

Request Transcript/Spravka*: Enrollment verification approving students's status

Language of document*:
Overall number of spravkas
You can order is 5

KAZ 1

ENG 1

RUS 1

To whom*: For visa

Identify the Embassy*: Embassy of the United States of Ar

How to send?*: Pickup

SUBMIT



Once your request successfully done you will see the pop-up window saying the following:

