

List of required documents for review by the commission* and for the official invitation of a visiting professor

- Representation-justification to the Rector made by the Head of the Department and the Dean of the Faculty. The representation-justification should contain the invited visiting professor's full name, place of work, position, degree, dates of arrival, and full contact information
- Passport copy
- Reference or certificate of employment
- Copy of a document confirming the visiting professor's degree
- A list of publications
- Full resume

Upon the confirmation of the visiting professor's invitation, the following required documents must be attached:

- Work schedule, as agreed upon by the Director of International Education Department (graduate students and doctoral candidates), Director of the Department of academic affairs (undergraduates), and as confirmed by the Vice-Rector of Academic Affairs
- List of listeners
- Form upon the necessity of visa support**
- Confirmation of flight reservation if visa support is necessary

**The Commission meets every Wednesday at 10.00.*

***Visa support for business visas is issued within two weeks.*

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