

**ORDER**

December 12, 2019  
Almaty city

**ПРИКАЗ**

№ 206-SA  
город Алматы

**On providing the required documents by faculty members for the process of recognition of academic (scientific) degree equivalent (nostrification).**

For the purpose of execution of the process of recognition of the equivalent of the academic (scientific) degree **obtained abroad** by faculty members, I order:

1. Faculty members shall submit the following documents to the Office of Vice President of Academic Affairs during first semester after employment:

- notarized Copy of identity card/passport with the notarized copy of the translation into Russian;
- notarized Copy of a diploma and transcript with apostille / legalization stamp and with translation into Russian language;
- the dissertation registration card (in Microsoft Word format/ and can be given upon the request);
- printed unbundled dissertation designed in accordance with the requirements of a dissertation council where it was defended signed by its author on the title page. (Dissertation should be printed on one side of paper and not on both). If dissertation work is in a foreign language, it is necessary to submit an abstract in Russian.
- List of publications on major dissertation topic (in Microsoft Word format)
- Information about the University, which confirms that the University included to the Top 500 University Rankings.

2 HR Department has to place this order at the web site of the University-HR Portal.

Vice President of Academic Affairs



Gilbert Thomas Linne