

HR Team:

Irina Demiyanova,	Senior Personnel Officer
Aigerim Kainazarova,	HR Manager
Tatyana Kombarova,	Personnel Specialist
Tatyana Kurochkina,	Personnel Manager
Aigerim Makenova,	HR Officer (<u>recruitment</u>)
Yuliya Alimkulova,	Manager (Work Permit & Visa Sector)
Madina Abeuova,	Work Permit & Visa Officer

Contact information:

Offices № 113/111/109 (Dostyk Building) Tel: +7 (727) 270-42-10/02/29/32 (ext:2014, 2015, 2272,2089, 2020, 2048, 2090), +7 (727) 270-42-11 (fax) E-mail: <u>persnl@kimep.kz</u>, <u>irinad@kimep.kz</u>, <u>visa@kimep.kz</u>, <u>recruitment@kimep.kz</u> HR Portal: <u>https://hr.kimep.kz/</u>

Address: 2 Abay ave., (crossroad Dostyk ave.) Almaty 050010 KIMEP University https://www.kimep.kz/en/

Bang College of Business

Zarina Bolatova College Manager Email: <u>bcb@kimep.kz</u> Tel: 270-44-63 Ext: 2347 Office: 302-2 / Dostyk bld.

College of Social Sciences

Dinara Nurmanova Administrative Manager Email: <u>zdinara@kimep.kz</u> Tel: 270-43-40 Ext: 3471 Temporary location: Office: 127 A / Valikhanov bld.

School of Law

Laura Kamyspayeva Law School Coordinator Email: lawcoord@kimep.kz Tel: 271-72-72 Ext: 2727 New Academic bld. Office # 120

Language Center

Marina Kim Administration Manager, Language Center Email: <u>marina.kim@kimep.kz</u> Tel: 237-47-64 Ext: 2571 Office #223, Dostyk bld.

Introductory Page

KIMEP University offers an exceptional education in a unique region of the world. Located in Almaty, the financial capital of Central Asia, foreign employees and students have the opportunity to experience Central Asian culture in a dynamic and modern environment.

The campus is secure and is located in the business center of Almaty. It consists of Administrative building, Valikhanov building, New building, Fun Club, Residence Hall, Guest House, Sport hall, Printing office, and Support Office. Employees are within walking distance to banks, shops, hotels, cafes, restaurants, concert halls and other fun entertainment venues. Next to KIMEP there are few bus/trolleybus stops to connect with the rest of the city. It is situated in 40 min by car from the airport (without traffic jam). Close by, there are the beautiful Tien Shan Mountains (20 min by car, 35 min by bus)

1. Information on transportation in Almaty:

List of taxi companies:

Below you can check the list of the most popular taxi services and get acquainted with their tariffs, mobile applications and websites

Name	Site
A-Motors	http://en.amotors.kz/sections/transfer
AlmatyTaxi (website is in only Russian)	http://almatytaxi.kz/
APARU Taxi (website is in only Russian)	http://aparutaxi.kz/OnlineOrder
AportTaxi (website is in only Russian)	http://www.aport-taxi.kz/
NEO Taxi (website is in only Russian)	http://www.neotaxi.kz/
SimpleTaxi (website is in only Russian)	http://simpletaxi.kz/
CityTaxi (website is in only Russian)	http://www.citytaxi.kz/



TaxiDiM (website is in only Russian)	<u>http://taxidim.kz/</u>
Maxim Taxi	http://taximaxim.kz/en/?index=&city=Almaty
TaxiLeader	https://almaty.rutaxi.ru/en/index.html
Econom Taxi (website is in only Russian)	http://economtaxi.kz/
EcoTaxi (website is in only Russian)	http://ecotaxi.kz/

The «ONAY» system of electronic ticketing functions in Almaty.

Registration of payment for a trip in Almaty public transport must be made through:

- «ONAY» transport card
- Special mobile transport terminal with further issuance of «ONAY» paper ticket for a single trip.

Bus fee is 150 KZT for cash OR 80 KZT using "ONAY" card.

"ONAY" cards will be offered to new arrived Faculty Members as a benefit free of charge.

KIMEP University Campus Map:



2. Visa Information

Citizens of other countries from the table do not need visa for the following period of stay: If you are planning to arrive to Kazakhstan, you must clarify if you need visa to Kazakhstan and apply for relevant visa at an overseas Kazakhstan embassy or consulate. The application procedure to the embassy or consulate varies, so it is advised to check it beforehand. Please, get advice by the Work Permit &Visa Manager by email visa@kimep.kz.

I. General Information (for tourist and other trips for a month)

Visa for short visits (stay up to 30 DAYS): Hereby is a list of states the citizens of which need visa but are liberated from the necessity of demonstrating the visa support invitation when receiving single entry visas «B1» (business) category as well as of single and double entry visas of «B12» (tourist) category:

Australia, Austria, Belgium, Bulgaria, Brazil, Canada, Croatia, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Iceland, Italy, Israel, Jordan, Japan, Latvia, Lithuania Liechtenstein, Luxemburg, Malaysia, Malta, Monaco, Netherlands,



New Zealand, Norway, Oman, Poland, Portugal, Qatar, Romania, Singapore, Slovenia, South Korea, Sweden, Switzerland, Spain, Saudi Arabia, Slovakia, United Kingdom, USA, United Arab Emirates.

Citizens of these countries if need to stay more than 30 days –should leave Kazakhstan to get new visa in their home country or can arrive back without visa to stay in KZ for up to 30 days.

II. Visa-free regime for short visits 15-90 days

According to the Kazakhstan Government decree No. 838 of December 23, 2016 citizens of following countries may enter and exit Kazakhstan without issuing visas, if the period of stay in the Republic of Kazakhstan does not exceed 30 calendar days from the moment of crossing the State border of the Republic of Kazakhstan and these countries have a free registration regime:

1. Australia	15. Greece	29. Netherlands	43. United Arab Emirates
2. Austria	16. Hungary	30. New Zealand	44. United Kingdom of Great Britain and Northern Ireland
3. Belgium	17. Iceland	31. Norway	45. United States of America
4. Bulgaria	18. Ireland	32. Poland	45. Onited States of America
5. Canada	19. Israel	33. Portugal	
6. Chile	20. Italy	34. Republic of Korea	
7. Croatia	21. Japan	35. Romania	
8. Cyprus	22. Latvia	36. Singapore	
9. Czech Republic	23. Lithuania	37. Slovakia	
10. Denmark	24. Luxembourg	38. Slovenia	
11. Estonia	25. Malaysia	39. Spain	
12. Finland	26. Malta	40. Sweden	
13. France	27. Mexico	41. Switzerland	
14. Germany	28. Monaco	42. Turkey	



Country	Business, Private, Tourist purpose: Visa-free	
Azerbaijan	Up to 90 days (registration is needed upon arrival)	
Kyrgyzstan	Up to 90 days (registration is needed upon arrival)	
Armenia	Up to 90 days (registration is needed upon arrival)	
Belarus	Up to 90 days (registration is needed upon arrival)	
Georgia	Up to 90 days (registration is needed upon arrival)	
Moldova	Up to 90 days (registration is needed upon arrival)	
Tajikistan	Up to 30 days (registration is needed upon arrival)	
Uzbekistan	Up to 30 days (registration is needed upon arrival)	
Russia	Up to 90 days (registration is needed upon arrival)	
Ukraine	Up to 90 days a year (registration is needed upon arrival)	
HongKong	Up to 14 days (registration is needed upon arrival)	

III. Citizens of other countries from the table do not need visa for the following period of stay:

Upon arrival ALL visitors must submit passport to invited organization (KIMEP visa sector) to register in the local migration police office upon arrival during 2 calendar days (weekend, holidays are counted). REGISTRATION IS NOT EXTENDED (your period of stay without visa or visa for 30 days can not be prolonged). MUST LEAVE COUNTRY BEFORE REGISTRATION EXPIRES.

IV. Information about invitation letter/visa support (ALL VISA TYPES) Another visa types and a long term visas are given referring to the number for visa support certified by the local migration police at the KZ Embassies. For visa support (all visa types) you need to make a request to the KIMEP WP and Visa manager at <u>visa@kimep.kz</u> to clarify if KIMEP can support you.

You need to send the Visa form to WP and visa manager, so she may proceed to the local migration police. The form will be sent to you. After you receive the <u>visa reference number</u> you may apply for the visa.

IMPORTANT INFORMATION if you need visa:

- Passport should be valid at least more then 3 months after expiring date of visa. Request for an invitation letter should be submitted in writing form by e-mail not less then 2 months prior to the intended day to the RK.
- Please familiarize yourself with the additional information from the website of KZ Embassy/Consular in the country where you will apply for a visa.
- The valid invitation with reference number does not constitute a guarantee that a visa will be issued as the matter is under the Kazakhstan Consulate discretion.
- It is impossible to get a visa in the airport in Kazakhstan
- Traveling without a visa/registration: If a foreign citizen overstays period of his/her visa he/she
 will be fined about KZT175 000 via the Court, and <u>needs to apply and pay for issuing an exit
 visa</u>.
- If you leave Kazakhstan earlier than indicated in your visa you have to pay fee and arrange exit visa.

Basic required documents for foreign citizens to apply for a visa to Kazakhstan:

- Passport
- Visa Application Form + 1 photo
- KIMEP Invitation letter with reference number (if any)



Visa fee

The Kazakhstan Embassy or Consulate abroad may ask you to submit additional documents When you enter the border of Kazakhstan you'll receive a Migration card, please do not lose this card. Please check at the customs control whether you have 2 stamps. You need to return it at exit of Kazakhstan.

Visa Registration in Almaty

According to a new visa regulations dated from July 1, 2018 migrational card is not fill out at the airport and not needed. Please see below procedures before arrival and upon arrival to KZ. Upon arrival to KZ visit the VISA Office (KIMEP, Dostyk building 1st floor, room #111) and submit the original passport and Almaty home address to the WP and VISA Manager (Ms. Yulia Alimkulova) in order she could register you in local migration office in Almaty **the next day after arrival (weekend days, holidays, arrival date are counted)**:

Please do 2 simple things before coming to KZ:

I-step : Please send visa copy to KIMEP Visa Manger by August 5, 2018 (e-mail : <u>visa@kimep.kz</u> or WhatsApp 7 701 360 02 16)

II-step Please send your arrival date and time to visa sector by August 5, 2018

The next day after arrival to Almaty you need to choose one of the below described options:

1-option: please send information about your entrance at the same day upon arrival to visa sector (email / WhatsApp, SMS are acceptable) A page with arrival stamp, address in Almaty, visa copy (if you have been sent before arrival) are needed

2-option: please visit visa office on the next day upon arrival in the morning by 10:00 AM with Passport (original) and Home address in Almaty

Contact person:

Ms. Yulia Alimkulova WP and Visa Manager Tel: (+7 727) 270 42 29 (ext. 20 48), Mobile: +7 701 360 02 16 WhatsApp Email: <u>visa@kimep.kz</u>

3. Accommodation <u>https://kimep.kz/current-students/student-affairs/housing/</u>

Contact person: Larissa Sokolova Director of the Department of Residence Life and Housing Email: <u>l.sokolova@kimep.kz</u> Phone # 7(727) 2374773 (#1022)



KIMEP Guest House Accommodation

The KIMEP Guest House is an apartment in a residential house located on campus with 4 double bed guest rooms, TV lounge, porch, kitchen, 1 WC room and 2 washrooms (bathroom and shower room). Rented or accommodated by the bedroom, KIMEP guests will share the common areas of the house. The Guest House was created for two purposes – to reduce hotel expenses for new faculty and to have an on-campus place for visitors, international students and departmental guests.

Visiting faculty or international guests can reside in the guest house for 5700 KZT (approximately \$17) per day. Guest house works on a first come first served base.



Hotel "Kazakhstan"



Address: Dostyk Av., 52/2, Almaty

- Tel: +7 (727)291 91 01 / 291 96 00
- E-mail: reservation1@kazakhstanhotel.kz
- Website: <u>http://www.kazakhstanhotel.kz</u>

• Hotel "Kazakhstan" is a unique historical monument of Almaty city. This is a triumph of design and engineering of the 20th century builders. Architectural individualism of the hotel combines the achievements of modern civilization and traditional hospitality of Kazakh people. 26-storey building was the decoration of the Almaty city and the symbol of Kazakhstan earth.

• Note: Please quote KIMEP University, the discounted rate is available for single standard room



4. Meal: KIMEP canteen



The main canteen at KIMEP is called KIMEP Grill location. It is located in the Valikhanov Building, ground floor. It is under renovation. However, you may visit our canteen that operates under Fun Club. The average meal costs 1000 – 1500 tenge (3-5 USD).

Nearby Cafes and Canteens:

Please, find more information about Restaurants near KIMEP University here: <u>https://www.tripadvisor.com/RestaurantsNear-g298251-d7888376-KIMEP_University-Almaty.html</u>

«Kaganat», 24 hours working Address: Dostyk avenue, 108 (corner of Abai avenue)

"The Noodles" cafe Address: Dostyk avenue, 52/2 (near the Hotel "Kazakhstan")

"Guinness Pub" Address: Dotyk avenue, 71

National cuisine restaurants:

Kazakh cuisine:

"Navat", 71 Dostyk ave corner Kurmangazy str. Tel: 291 6551 "Alasha", 20 Ospanov str, 254-07-00, 254-07-01 "Tubeteika", 3 Dostyk ave. between Satpayev and Zholdasbekov str. Tel: 292-34-37 * "ZhetyKazyna", 58a Makatayeva str corner Ablay khan str. Tel: 273 2587, 234 7717 "Kishlak", 540a Seifullin str. Corner Abay ave. Tel: 261 56 01









*Restaurant Tubeteika is close to KIMEP University

5. Grocery shopping

There are several grocery supermarkets in vicinity to KIMEP (majority work till 10 pm):

- «Green» budget store, 153 Kunaevst., corner of Shevchenko str.
- «SMALL» budget store, 98 Mendikulovst. corner of Zholdasbekovstr, Samal-2 micro-district
- «Ramstore» international brands A-class supermarket, 226 Furmanov str. corner
- Zholdasbekovstr, Samal-2 micro-district
- «Green Bazaar», 53 ZhibekZholy str., between Kaldayakovst. and Pushkin str.
- «Stolichniy» A-class grocery store, 121 Abylai khan ave. corner Kabanbaybatyr str. Open 24 hours
- «Realist» grocery store, 42 Dostykave. corner Kabanbaybatyrstr.
- "Dostyk Plaza" shopping entertainment complex, Samal-2, 111

Grocery shops around KIMEP University

6. Additional information

- Library
- Printing Facilities
- Medical services
- Emergency Phone numbers
- Russian and Kazakh courses opportunity
- Sport Complex
- Travelling outside of Kazakhstan

KIMEP University Library



You may use the Library's facilities and recourses free of charge.

Library Service Hours may be obtained from KIMEP Library staff or via Facebook page:

https://www.facebook.com/kimeplib/

Important note: Please binge with you the photo 3*4 for applying to Faculty ID card. This card is done at the same day after submission the photo and copy of the passport (1st floor of New Library bld.)

Printing Facilities

All KIMEPians can use printers in computer laboratories in the Valikhanov, Dostyk, Library and "New" buildings on campus. Students may print for free a limited number of copies with their own paper. Faculty Members can use printing services at Publishing Department, which is located nearby the Library.

Medical services

The Medical Center is located in KIMEP Student Dormitory on the ground floor. Medical services are provided by KIMEP medical staff:

Coordinator of Medical Center: Roza Amirzhanova Email: <u>aroza@kimep.kz</u> Tel.: +7 (727) 237 48 05

If you need medical services including ambulance and urgent medical assistance, outpatient care (therapy), primary pre-medical-sanitary assistance, medical information (lecturers, board, newspaper and e-mail info) please contact the doctor of KIMEP University.

Additional methods of examination and treatment, ultrasound examination, and ECG are paid by the students according to a Medical Office's price list.

In any emergency, please immediately call KIMEP Medical Center, or College Manager.

Warning!

Be careful, don't go around at night by yourself, avoid dark areas, and don't carry valuables, carry an identity card or certified copy of your passport with visa page. Always have your mobile on stand. You are strongly recommended to purchase a Kazakhstan mobile number (SIM Card) and notify the Coordinator/College Manager of their local contact information.

If you need technical assistance concerning telephones, furniture, you should ask College Manager for a help.

Emergency Phone numbers (free from any phone):

Police 101 Fire 102 Ambulance 103 Gas alert 104 Directory inquiries 188

In case of an emergency during nights, weekends, and holidays, please call the College Manager

Information on exact exchange rates — <u>http://nationalbank.kz/?docid=362&switch=english</u>

Exchange rates as of June 28, 2018: 1 USD = 340.44 KZT 1 EUR = 396.31 KZT



Russian and Kazakh Courses Opportunity



KIMEP University offers Intensive Russian and Kazakh courses for international students and visitors. Intensive Russian Course is an intensive language course that offers 100 academic hours to be completed within a month. About 20-25 academic hours are covered every week.

Intensive Kazakh courses length is seven weeks (42 academic hours). There are two options for classes: 1) Two classes per week and each class lasts 3 academic hours;

2) Three classes per week and each class lasts two academic hours.

Contact person:

Kamiya Abdulkhakimova Phone: (+7 727) 270-44-83, 237 47 75, 237 47 79, +7 771 470 00 40 Email: wlp@kimep.kz

Sport Complex



Faculty and staff members are encouraged to experience the enjoyable recreational activities available for themselves and their families at no cost. The Sports Complex is conveniently located on campus and equipped with a wide variety of facilities, including training machines, a full-length basketball court, a weight-lifting room, and a special aerobics and fitness room.

Contact person:

Yergazy Orazaliyev Director of Sport Complex erik@kimep.kz +7 (727) 270 44 42 (ext. 2187), Dostyk bld.



Travelling outside of Kazakhstan

You can easily go in and outside Kazakhstan if you have the multiple entry Kazakhstan visa. Please do not forget to bring your passport no later than 7 days before a trip to check your visa and local registration. If you want to travel to other cities in Kazakhstan, you should inform Visa Coordinator about your trip and dates.

Other visitors may travel according to the type of obtained visa.

Life in Almaty

Here are some phrases that will be helpful in learning the Kazakh or Russian languages. Both Kazakh and Russian are written in the Cyrillic alphabet.

ENGLISH	RUSSIAN	КАZАКН
Good morning!	Dobroyeutro!	Qayirly Tan [Ka-ihr-ly Tan]
Good Afternoon (formal)	Dobryy den'	Salamatsyzba [Sala-maht-syz bah]
Good evening (formal)	Dobryyvecher	QayirlyKesh [Ka-ihr-lyKesh]
Good night (informal)!	Spokoynoynochi!	Qayirlityn!
Do you speak English?	Vygovoritepo-angliyski?	Syzaglshynshasoileisesiz be?
How are you?	Kakdela?	QalynyzKalai [Ka-ly-nyzKa-lai]?
What's new?	Chtonovogo?	Qandaizhanalyk bar? [Qan-daizhah- nah-lykbahr]
My name is	Menyazovut	Menymatym [Meh-nym ah-tym]
It is nice to meet you.	Priyatnopoznakomitsa.	Sizbentanyskanymaotekuyanyshtymyn. [Syz-behntah-nys-kah-nyh-ma au- tehkuh-ah-nysh-tyh-myn]
How old are you?	Skol'kovam let?	Sizdinzhasynyzkanshada? [Syz-DIN ZHA-sy-nyzkan-SHA-da]
Where are you from?	Otkudavy?	Sizqaieldenkeldiniz?
I am from Korea.	YaizKorei.	Men Koreyadanmyn.
Thank you!	Spasibo!	Rakhmet! [Rah-k-met]
Excuse me	Izvinite (Proshuprosheniya)	Keshiriniz
I don't understand	Ne moguponyat	Tusinbedim
The weather is nice today	Segodnyakhoroshayapogoda	Bugunaua-rayisondaizhaksy. [Buh- ghun ah-uh-wa-rye-yh son-daizhahk- sy]
It is a beautiful day.	Segodnyaprekrasnyy den'.	Bugunaurayietamasha.

Food in Kazakhstan



The traditional Kazakh diet is heavily meat based. The Kazakh national dish is called Beshbarmak, known as "five fingers" because it is traditionally eaten with your hands, is made of lamb or mutton, noodles, and onions. Horse meat is very popular, often served in large uncut pieces which have been boiled.

Other popular foods reflect the presence of various ethnic groups (136!) that have left their mark on Kazakh culture and include Uzbek plov (fried rice and meat), Russian pelmeny (dumplings), dungan lagman (Chinese type of noodles with meat and veggi), and Uighur manty (dumplings filled with ground meat, onion, pumpkin). Korean dishes are common, particularly salads, due to the influence of Korean immigrants.

Weather

The temperature range in summer, particularly in the south of the country, is extreme (+35° Celcius daytime, +20° Celcius nighttime). Whereas, in mountains it might be only +10° Celcius in nighttime. Rains might happen unexpectedly and be heavy, but they are warm and last shortly.

Places to Visit around Almaty

You can visit many places in Almaty and around. There are many Tourist agencies in Almaty:

- Global Air: 189, MURATBAEV STR. 050012 ALMATY, TEL: +7 727 2664444, CALL CENTER / 24 hours: +7 727 330 8844 | <u>http://www.globalair.kz</u>
- Agencies: <u>http://www.discoverkazakhstan.kz/en/</u> http://www.tripadvisor.com/Tourism-g298251-Almaty-Vacations.html

Popular Sightseeing Places





Golden man memorial, Issyk region. 2 hours from Almaty

Issyk Lake, 2 hours from Almaty





Big Almaty Lake, 1 hour from Almaty







Turgen waterfalls, 2 hours from Almaty







High altitude skating ring Medeu, Chymbulak Ski resort, 30 min from Almaty **Central Mosque, in the city**



Orthodox Church, in the city

Useful links:

Discover KIMEP University About public transport in Almaty Hotels & restaurants Website about Kazakhstan http://kimep.kz/discover/en/ https://alatransit.kz/en https://www.tripadvisor.com/Tourism-g298251-Almaty-Vacations.html http://visitkazakhstan.kz/en/guide/information/16/0/