

## **Student Registration Department**

**2022-2023 academic year**

Student Registration Department (hereinafter referred to as ORO) OR for the 2022-2023 academic year , the following types of work were performed:

- verification of the reliability of the data of students admitted to the final certification;
  - issuance of transcripts at the request of students;
  - issuance of certificates of training;
  - affixing the "repeat" sign to close disciplines with "F";
  - information and explanatory work with students;
  - reception, processing of applications from students;
  - checking and correcting the data of 1st year students (educational program, course, RUP, full name)
  - verification, analysis, correction of transcripts of students whose data were stored in the old database and were transferred to AIS;
  - verification, analysis, transcripts of all graduate students
  - work on the improvement of the new AIS system together with ICTiPR.
  - control of registration of students for disciplines according to curricula, manual registration based on application forms;
- replacement of disciplines in individual curricula (IUP) of students at the request of departments;
- collection of departmental memos indicating classrooms and laboratories;
  - preparation of a schedule of training sessions for the autumn, spring, summer semesters for all students (bachelor's, master's, doctoral studies) ;

- preparation of the exam schedule for the autumn, spring, summer semesters for all students (bachelor's, master's, doctoral studies);
- schedule adjustment within two weeks after the start of training sessions for objective reasons (redistribution of teachers' workload by departments);
- approval of the class schedule;
- Keeping records of the student contingent of foreign students;
- Legalization of stay of foreign students in Almaty for the duration of their studies (registration of visas and passport registrations);
- Work on the requests of (foreign students, management, structural units of Satbayev University, the Ministry of Education and Science of the Republic of Kazakhstan, migration police, foreign consulates, etc.);
- Preparation of reports on the movement of the contingent of foreign students for authorized bodies and foreign consulates;
- Reception of personal files of foreign students of newly enrolled students of 1 g.o.;
- Providing information support in the process of submitting foreign documents on the education of foreign students for nostrification / recognition.