

## Instructions for downloading documents online for Satbayev University job contest

1. Go to "Submission of documents for the Satbayev University job contest" page

<https://official.satbayev.university/ru/vacancies>

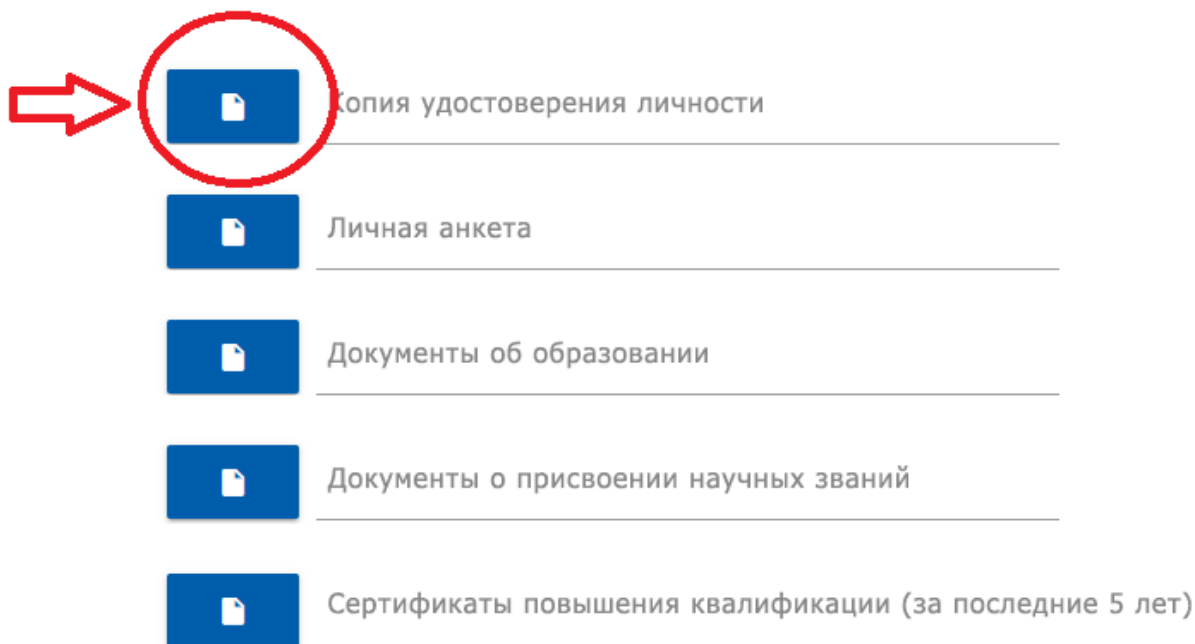
2. Read the rules for processing documents and requirements for them, as well as the rules for uploading documents. Pay attention to the deadline for submitting documents for the competition: documents are not accepted after the designated deadline.

3. Go to the document upload form.

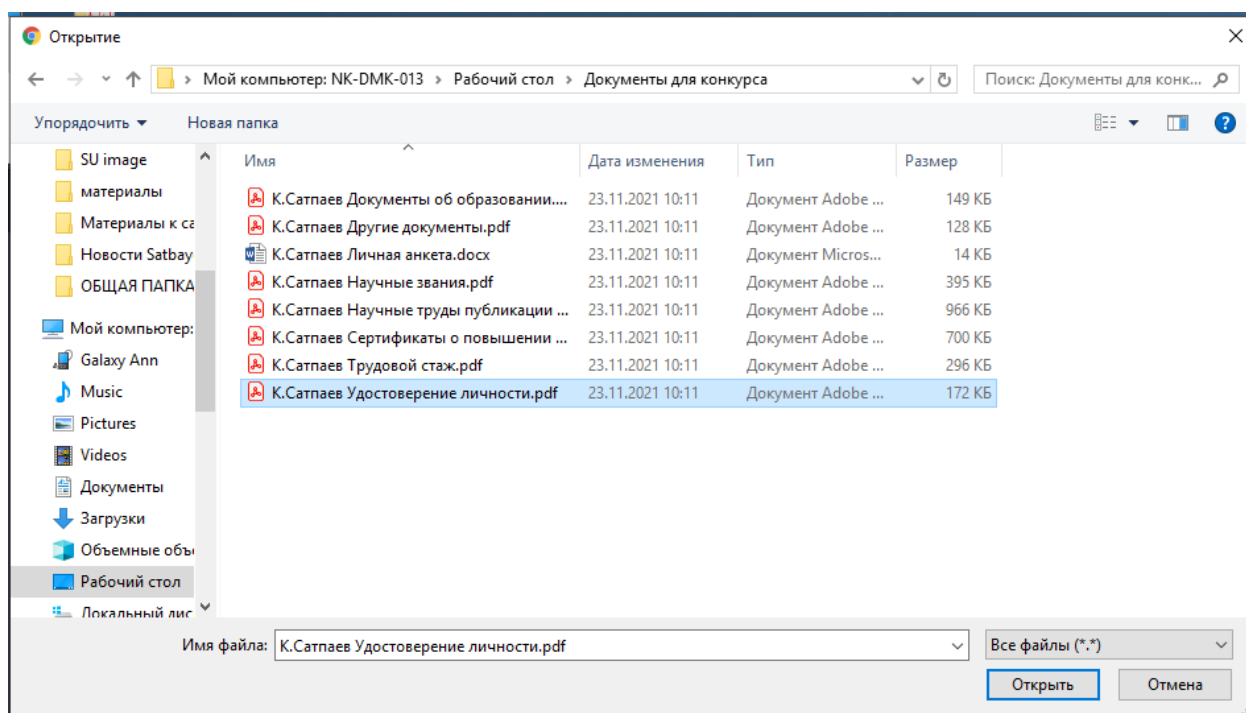
4. Select the institute and the vacancy for which you are applying. For this:

- In "Institute" section, you take the desired institute from the drop-down list.
- In "Department" column, select the desired department from the drop-down list.
- If you are applying for a vacancy of director or deputy director - in "Department" column select "Management of the relevant institute" item.
- If you are applying for a position of a teacher of Military Institute - in "Department" column select "Vacancies of a Military Institute" item.
- In "Vacancies" column, select the desired vacancy from the drop-down list.

4. Click the blue button in the first line of the download.



5. In the window that opens, select the desired document (pdf with scans of the identity card). Click "Open" button.



6. Repeat the same with all the other items and documents of the form.
7. Check the box "I am familiar with the rules for submitting documents and agree with them."
8. Click "Send" button.

For technical questions, please call 8 (727) 320 4151.