



Services Manual of the International Cooperation Department

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Address

331 – 331A Office, 40, Gogol Street, Karaganda, Kazakhstan 100008

Contact persons of the International Cooperation Department

In the following section, you will find all people involved in International Cooperation Department.

Director on Internationalisation		
Marc Ruiz-Zorrilla Cruzate	+7-7212-50-39-30 (int. 1775)	mruizzorrilla@kgmu.kz

Head of the International Cooperation Department		
Saule Kassymova	+7-7212-50-39-30 (int. 1229)	KassymovaS@kgmu.kz

Specialists of the International Cooperation Department		
Botagoz Yerimbetova	+7-7212-50-39-30 (int. 1432)	ErimbetovaB@kgmu.kz
Maryana Uspanova	+7-7212-50-39-30 (int. 1658)	UspanovaM@kgmu.kz
Moldir Saparova	+7-7212-50-39-30 (int. 1737)	SaparovaM@kgmu.kz

International Project Specialist		
Natalya Tsay	+7-7212-50-39-30 (int. 1201)	CayN@kgmu.kz

Passport and Visa Control Specialist		
Aigerim Beyssembayeva	+7-7212-50-39-30 (int. 1275)	Abilkassimova@kgmu.kz

Other Contact Persons of the University

In the following section, you will find all people who you will need to contact depending on the requested information of the service.

WELCOME Centre		
Kamila Mirzakhmetova	+7-707-214-03-49	Mirzakhmetova.shymkent@mail.ru

Department of Youth Affairs		
Ungarbaeva Aigul	+7-7212-50-39-30 (int. 1496)	Ungarbaeva@kgmu.kz
Urmashov Alexandr	+7-7212-50-39-30 (int. 1273)	Urmashov@kgmu.kz

List of Services of the International Cooperation

Department

In the following section, you will find all services that the International Cooperation Department offers.

Area	Service	Contact Person	
Culture	List of cultural activities in the University	Department of Youth Affairs	
	List of cultural activities in the city		
	Sports sections and clubs		
	Language courses: Kazakh and Russian	Speaking clubs	Volunteer of WELCOME Centre
		City tours	
		Tour to Astana, Almaty or other touristic places	
Accommodation	List of student and accommodations	Specialists of the International Cooperation Department	
	Booking a room at the student accommodation		
	Booking a room at the guest house		
Visa support	List of documents to obtain the Kazakhstani visa	Passport and Visa Control Specialist	
	Registration at Migration Police after arrival		
	Registration at National Migration Base		
Transfer	Booking an University's car to transfer from the place of arrival to the place of residence	Specialists of the International Cooperation Department	
	Meeting at the Karaganda airport or train station	Volunteer of WELCOME Centre	
Access	To the Building: preparation of the entrance card	Volunteer of WELCOME Centre	
	To Wi-Fi		
	To Library: preparation of the card		
Orientation week	Guiding lectures for incoming students	Volunteer of WELCOME Centre	
	Guiding lectures for KSMU students who travel abroad for the first time		
Educational Process	Schedule	Specialists of the International Cooperation Department	

List of Contacts for Other Services

In the following section, you will find other services that the University offers.

Area	Service	Contact Person
School of Medicine	Educational process	Dean Maral Zhanassova Zhanasova@kgmu.kz Tel.: +7-7212-50-39-30 (int. 1211)
International Medical Faculty	Educational process	Dean Kuatbek Toleubekov Toleubekov@kgmu.kz Tel.: +7-7212-50-39-30 (int. 1204)
School of Nursing	Educational process	Dean Karlygash Estemesova Estemesova@kgmu.kz Tel.: +7-7212-50-39-30 (int. 1489)
School of Public Health and Pharmacy	Educational process	Dean Serik Bakhtiyar SerikB@kgmu.kz Tel.: +7-7212-50-39-30 (int. 1218)
School of Professional Development and Residency	Educational process	Dean Venera Tashkenbayeva Tashkenbaeva@kgmu.kz Tel: +7 (7212)50-39-30 (int. 1387)
School of Dentistry	Educational process	Acting Dean Ainur Kalina Kalina@kgmu.kz Tel: + 7 (7212) 50 06 40 (int. 1407)
Research School	Educational process	Dean Tanzira Edil'bayeva edilbaeva@kgmu.kz Tel.: 8 (7212) 503930, (Int. 1494)

List of Resources in the International Cooperation Department and Welcome Centre

In the following section, you will find the resources that you will find in the International Cooperation Department and WELCOME Centre.

Resource	Description of the Resources
Computers	Internet
Printer, scanner	Educational materials
Laptops	Internet
Multimedia board	Presentation
Projector	Presentation
Photo cameras	Meetings
Resting area	Sofas
Coffee machine, fridge, microwave	Dinning
Books and leaflets	Information about Kazakhstan, Karaganda, KMU
Cabinet	Dissemination material, books