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Contact Persons of the WELCOME Centre

WELCOME Centre Manager		
Madina Samanova	(+7) 7022354568	msamanova@kuef.kz

Dean's office for Students Affairs		
Aigul Mukhammedzhanova	(+7) 7017270661	aigul-m-73@mail.ru

Other Contact Persons of the University

Faculty of Basic Education (Admission Board)		
Amina Mukhambetova	(+7) 701 412 26 85	a.mukhambetova@kuef.kz
Faculty of Business		
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Faculty of Applied Sciences		
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Department for International Cooperation		
Dosym Baidrakhmanov	(+7) 778 642 15 76	dbaidrakhmanov@gmail.com
Merei Abdymanapov	(+7) 701 000 08 78	merai@kuef.kz

List of Services of the WELCOME Centre

Area	Service	Contact Person
Enrolment	Enrolment verification letters	Department for International Cooperation
	Introductory program and other services to international students	Faculty of Basic Education
Welcome activities	Organizational & Orientation meetings organized by the Faculty	Faculty of Basic Education
Visas and study permits	Preparation of documents for Visa application	WELCOME Centre
	Visa prolongation & registrations	WELCOME Centre
Culture	List of cultural activities in the University	Dean's office for Students Affairs
	List of cultural activities in the city	WELCOME Centre
	Speaking clubs, Russian and Kazakh languages courses	WELCOME Centre
Accommodation	Accommodation in the university dormitory	Dean's office for Student Affairs
	Housing help desk	WELCOME Centre
Sport	Gym membership	Dean's office for Student Affairs
	Participation in the sport competitions in the University team	Dean's office for the Student Affairs
Communication	Sim cards giveaways	WELCOME Centre
Health insurance	Consultations on insurance issuing	WELCOME Centre

- Faculty of Basic Education might be described as Foundation. All 1st and 2nd year students are part of this Faculty. After 2nd year of study students are divided to 2 Faculties: Faculty of Business (it was Faculty of Economics and Management before) and Faculty of Applied Sciences.

List of Contacts for Other Services

Area	Service	Contact Person
Enrolment	Which are the dates for the enrolment?	Faculty of Basic Education (Admission Board)
	What is the tuition fee?	Faculty of Basic Education (Admission Board)
	What are the requirements for application?	Faculty of Basic Education (Admission Board)
	Where can I find the catalogue of courses?	Faculty of Basic Education (Admission Board)
Accommodation	What is a fee?	Dean's office for Students Affairs
	When can I check in to the dormitory?	Dean's office for Students Affairs
	How can I rent an apartment?	WELCOME Centre
Orientation in the city	Where can I buy a transport card?	WELCOME Centre
	What taxi companies can I use in the city?	WELCOME Centre
	What are the closest grocery shops and malls?	WELCOME Centre

List of Resources in the WELCOME Centre

Resource	Description of the Resources
Computer	Internet access, programmes access
Projector & Smart board	Presentations
TV	Lectures, presentations
Printer	Documents
Camera	Events
Tables & chairs	Comfort
Phone	Communication