



Service Manual of the International Centre

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Contact Persons of the International Centre

In the following section, you will find all people involved in this international centre.

Coordinator for Academic mobility development		
Fariza Rakhimova	+77016666575	Fariza.rahimova@narxoz.kz

Coordinator for Academic mobility development		
Khanymai Kartkozhanova	+77475966108	kartkozhanova.khanymai@narxoz.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.

Area of the Enrolment Support		
Dinara Zhaxynbek	+77753844456	dinara.zhaxynbek@narxoz.kz
Zhailagul Sagyndykova	+77075155445	zhailagul.sagyndykova@narxoz.kz

Area of the Financial Support		
Alma Makzhanova	+77273771361	alma.makzhanova@narxoz.kz

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List of Services of the International Centre

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

Area	Service	Contact Person
Culture	Meeting at the airport	Narxoz International team
	Welcome/farewell events	Coordinator for Academic mobility development
	Registration in migration agency	Coordinator for Academic mobility development
	Assistance with learning agreement and other academic issues	Coordinator for Academic mobility development
	City tour for new comers	Narxoz International team
	Involving foreign students to the students life via University organizations	Narxoz International team
	Celebration of the national holidays, such as Independent day, New Year, Nauryz.	Coordinator for Academic mobility development
	Movie nights, picnics.	Narxoz International team
Accommodation	Dormitories #1, 2	Coordinator for Academic mobility development

List of Contacts for Other Services

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

Area	Service	Contact Person
Enrolment	Enrolment dates: 01 June-25 August 2019	Admission team
	Costs: tuition fee from 900 000 kzt – 1 100 000 kzt/year	Admission team

List of Resources in the International Centre

In the following section, you will find the resources that you will find in the International Centre.

Resource	Description of the Resources
8 computers	Monoblock Lenovo Core i7
1 color printer	HP LaserJet Pro 500
1 multimedia screen	LED, 85
1 projector, 1 screen	Vivitek 1280*800, screen Mr.Pixel
3 information boards	
8 office chairs	black chairs on wheels
30 comfortable chairs	with built-in desks