



NAZARBAYEV  
UNIVERSITY

**Admission Policy and Procedures to the Nazarbayev University Foundation Year Program and Undergraduate program of the autonomous organization of education Nazarbayev University**

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## Section 1. Purpose and Application

1.1. These Admission Policy and Procedures to the Nazarbayev University Foundation Year Program and Undergraduate program of the autonomous organization of education Nazarbayev University (hereinafter “the Policy and Procedures”) establish general requirements for the selection of the Applicants as well as the procedure for organizing and implementing the competition for Applicants to be enrolled to the Nazarbayev University Foundation Year Program (hereinafter “NUFY”) and the Undergraduate program of the autonomous organization of education Nazarbayev University (hereinafter “the Undergraduate programs”).

1.2. These Policy and Procedures are applied to the autonomous organization of education Nazarbayev University (hereinafter “the University”) and the Applicants applying to the NUFYP and the Undergraduate program, except for the Bachelor in Nursing and the Bachelor of Business Administration in Eurasian Business programs.

## Section 2. Terms / Definitions

2.1. Basic definitions and abbreviations applied of these Policy and Procedures:

1) **ACT** (American College Testing) – a standardized test for secondary school achievement and college admissions. The test has an optional 30 minutes long writing section (ACT with writing results);

2) **Admission period** – a period of time that contains a set of deadlines for applying to the University, which includes online application, reviewing of documents, evaluation processes and enrollment;

3) **Admissions Office** – a unit of the University designated to facilitate admission to the NUFYP, undergraduate and graduate programs of the University;

4) **A-level** (Advanced Level General Certificate of Education) – the standard school-leaving qualification offered by educational institutions in England, Northern Ireland, Wales, Scotland, and widely recognized in Europe, USA and in many other parts of the world. A-level is studied over a two-year period and are the standard admission qualification for assessing the suitability of Applicants for academic courses in British, Welsh and Northern Irish universities;

5) **Applicant** – a citizen of the Republic of Kazakhstan, a foreign citizen or a stateless individual taking part in the admission competition;

6) **Application form** – a form to be filled by Applicants for admission to the University programs posted in the Personal account;

7) **Center for Preparatory Studies (CPS)** – an academic division of the University established to implement NUFYP;

8) **CGPA** – cumulative grade point average, a standardized measure of student's overall academic performance throughout the entire program of study;

9) **College** – an educational institution in Kazakhstan that offers the educational curricula of general secondary and technical and vocational education or post - secondary education;



10) **ECTS** (European Credit Transfer and Accumulation System) – a standardized system to compare academic performance of students of higher education institutions across European Union and its collaborative countries;

11) **Enrollment confirmation form** – a form on acceptance or refusal of the admission offer, completed by Applicants upon its receipt;

12) **Final GPA** – an average score of all grades indicated in the transcript to the nationally recognized certificate stating completion of a secondary/high school or College or its foreign equivalent;

13) **Grant** – a target amount of money provided to an Applicant/Student from different sources of funding to pay for studying at the University;

14) **Guarantee fee** – a mandatory payment that secures the Applicant's place in NUFYP and/or Undergraduate program. The amount of guarantee fee is established by internal documents of the University;

15) **IB DP** (International Baccalaureate Diploma Programme) – an intensive two-year international educational program that prepares Students to study at University's Undergraduate program;

16) **IELTS** (International English Language Testing System) – a standardized English language proficiency test administered by the British Council, IDP Education and Cambridge Assessment English. Only Academic IELTS can be considered within these Policy and Procedures;

17) **NIS Grade 12 Certificate** – a certificate of the autonomous educational organization “Nazarbayev Intellectual Schools” awarded on completion of the integrated program in collaboration with Cambridge Assessment International Education for students who passed exams of external summative evaluation upon finishing of the 12th form;

18) **NUET** (Nazarbayev University Entrance Test) – a standardized admission examination developed by the International University partner which tests Mathematics and Critical Thinking and Problem Solving;

19) **NUFYP** (Nazarbayev University Foundation Year Program) – a one-year intensive University preparatory program at CPS for enrolling to the University Undergraduate program;

20) **NUFYP student** – a current student of the NUFYP;

21) **Major** – a program of study within a bachelor's degree program;

22) **Personal account** – an online service providing a personal space on the University website upon online application;

23) **SAT** (Scholastic Aptitude Test or Scholastic Assessment Test) – a standardized test for college admissions;

24) **School** – the School of the University offering bachelor's degree program;

25) **Test Administrator** – an organization, which is authorized to develop and administer standardized tests, and oversee procedures regarding testing, verification and delivery;

26) **Transfer student** – a student who has completed secondary level education and has studied for at least one semester as part of a bachelor's degree in a university program in Kazakhstan or abroad and wishes to enroll in an Undergraduate program at the University;



27) **TOEFL** (Test of English as a Foreign Language) – a standardized English proficiency test developed by the Educational Testing Service (ETS) (Princeton, New Jersey, USA) in the format of TOEFL IBT test (hereinafter – TOEFL IBT);

28) **Undergraduate program** – a four-year educational program of higher education that confirms the academic bachelor’s degree;

29) **University website** – the University web-resource available at [nu.edu.kz](http://nu.edu.kz);

30) **University** – the autonomous organization of education Nazarbayev University;

31) **UNT** (United National Testing) – an entrance exam for the higher education institutions in the Republic of Kazakhstan.

2.2. Terms and definitions not used in these Policy and Procedures shall be defined by the internal documents of the University.

## Section 3. Main Provisions

### 3.1. Admission requirements

3.1.1. Admission to NUFYP and the Undergraduate program is based on a competitive basis and the principle of meritocracy which implies the selection of Applicants based on their entry results, providing everyone with equal opportunities at admission and facilitating the selection of the most promising and talented Applicants without influence of external factors.

3.1.2. The Admission period during which the competition is conducted and the documents are collected is set by the Admissions Office in consultation with the Schools and then approved by the University Provost or his/her designee via a Memo.

3.1.3. The following types of Applicants may take part in the admission competition:

- 1) students in the final year of secondary education institutions;
- 2) students in the final year of Colleges and/or enrolled in higher education institutions;
- 3) Applicants who have graduated from secondary education institutions, Colleges or higher education institutions;
- 4) NUFYP students.

3.1.4. Applicants in any of the following categories may participate in the competition:

- 1) NUET applicants:

Terms and procedures of NUET for these Applicants are written in Subsection 3.3. of these Policy and Procedures. The minimum admission requirements for NUET applicants are listed in Appendix 1 to these Policy and Procedures. Students who have been withdrawn or dismissed from NUFYP cannot apply to the NUFYP and Undergraduate program via NUET category within one academic year from the date of voluntary withdrawal/dismissal;

- 2) SAT/ACT applicants:

The minimum admission requirements for SAT/ACT applicants are listed in Appendix 1 to these Policy and Procedures. SAT/ACT certificates are accepted for



admission to the Undergraduate program regardless of Applicants citizenship and to NUFYP from international Applicants only.

SAT/ACT certificates are valid if the test results do not expire by the first of August of the relevant academic year to which Applicants are applying. Within this admission competition, the SAT and ACT certificates expiration period is two years after the date of taking the SAT and ACT exams.

For SAT, only a digital version of the test is considered in the competition. No superscoring (consideration of the highest section scores from two or more test certificates in order to obtain the best overall score) can be applied to SAT/ACT test certificates. In case Applicants provide several valid SAT/ACT certificates, the certificate with the best overall results will be considered in the competition without superscoring;

3) Winners of the International and/or Republican Olympiads:

The minimum admission requirements for International and/or Republican Olympiads are listed in Appendix 1 to these Policy and Procedures. Winners of the International and/or Republican Olympiads are considered only for admission to the Undergraduate program;

4) A-level Diploma or NIS Grade 12 Certificate holders:

The minimum admission requirements for A-level Diploma and NIS Grade 12 Certificate holders are listed in Appendix 1 to these Policy and Procedures. Only final A-level and NIS Grade 12 Certificate scores are considered for admission competition. A-level Diplomas and NIS Grade 12 Certificates are accepted only for admission to the Undergraduate program. Within this admission competition, A-level and NIS grade 12 Certificate expiration period is two years after the date of issuing these certificates;

5) IB Diploma holders:

The minimum admission requirements for IB Diploma holders are listed in Appendix 1 to these Policy and Procedures. Only final scores can be considered for admission competition. IB DP completion diplomas are accepted only for admission to the Undergraduate program. Within this admission competition, IB Diploma expiration period is two years after the date of issuing this Diploma;

6) NUFYP students:

NUFYP students shall be considered only for the first year of the Undergraduate program upon their NUFYP completion for the upcoming academic year and must meet requirements (except IELTS/TOEFL results) indicated in the Appendix 1 to these Policy and Procedures. The NUFYP students' results are provided by the CPS to the Admissions Office;

7) Full Tuition fee-paying applicants (self-paid applicants):

The minimum admission requirements for Full Tuition fee-paying applicants are listed in Appendix 1 to these Policy and Procedures. Applicants are considered according to the IELTS/TOEFL results and Final GPA or UNT taken in English;

8) Transfer students:

The minimum admission requirements for Transfer students are listed in Appendix 1 to these Policy and Procedures. Transfer students are accepted only for admission to the Undergraduate program on a fee-paying basis. Applicants are considered according to the IELTS/TOEFL results and CGPA. The respective School



will determine the course of study with credit transfer subject to School approval. Only Transfer students category Applicants who have successfully completed at least one semester of an undergraduate program at a university with English language as an official language of instruction are exempt from submitting IELTS/TOEFL.

3.1.5. Students who are studying at the University at any program/level of education (except NUFYP students) as well as graduates of programs of the University (except NUFYP graduates) cannot take part in the competition. NUFYP students can apply only via NUFYP students category.

NUFYP students and University undergraduate students who did not complete one semester and withdraw on their own decision or are dismissed from the University on grounds other than for violations specified in the Student Code of Conduct and disciplinary procedures become eligible to participate in the admission competition for a Grant upon expiration of one calendar year from voluntary withdrawal/dismissal upon meeting the minimum admission requirements listed in Appendix 1 to these Policy and Procedures.

3.1.6. Applicants who completed NUFYP under any Grant cannot be considered for NUFYP on a Grant.

3.1.7. Applicants who have already earned an undergraduate degree under the Republic of Kazakhstan state fund in other universities are not eligible for admission under the state educational order or other types of Grants to the University's NUFYP and Undergraduate program. If these Applicants are eligible for admission, they can be considered for a fee-paying study.

3.1.8. Transfer of credits of Applicants indicated in Clause 3.1.4 (except NUFYP students category) of these Policy and Procedures or Applicants who are studying or completed undergraduate program are identified by the respective School.

3.1.9. For former University undergraduate students who completed at least one semester and were voluntarily withdrawn or dismissed from the University for reasons other than disciplinary, one of the following specific conditions applies:

- 1) within five years of leaving the University, former students shall follow the readmission procedures established by the Office of the Registrar of the University;
- 2) after more than five years after leaving the University, former students need to apply as new students according to the terms and procedures established by these Policy and Procedures.

## **3.2. Application process**

3.2.1. To participate in the competition of NUFYP and/or Undergraduate program, Applicants apply on the admissions portal ([admissions.nu.edu.kz](https://admissions.nu.edu.kz)) and, before the indicated deadline in the Personal account, shall:

- 1) accept the consent for personal data processing and fill out and upload an Application form;
- 2) upload scanned (or electronic) copies of documents indicated in Appendix 2 of these Policy and Procedures. If a document is not in Kazakh, Russian, or English language, a scanned copy of a notarized translation into English must also be attached;



3) pay a non-refundable application fee via Personal account at [admissions.nu.edu.kz](https://admissions.nu.edu.kz), and submit the application to the program. If it is proven impossible to make payment via Personal account, the Applicants should notify the Admissions Office so that alternative payment methods can be approved. The amount of application fee is set by the University internal documents;

4) verify the results of a valid IELTS or TOEFL IBT certificate score from the Test Administrator's system and submit a scanned copy of test certificate. The last test certificate verified and submitted to the Personal account will be considered in the admission competition without superscoring. IELTS/TOEFL test certificates are considered valid if their results do not expire by the 1st of August of the relevant academic year to which Applicants are applying. The terms of expiration of IELTS/TOEFL results are provided by the respective official websites of each test.

3.2.2. NUFYP students complete only Subclauses 1) and 3) of Clause 3.2.1. of these Policy and Procedures.

3.2.3. Voluntary change of the Applicant's category indicated in Clause 3.1.4. of these Policy and Procedures except NUFYP students category (NUFYP students after NUFYP completion can change their category to Full-tuition fee-paying applicants only), is allowed if the Applicants submit test results of another category indicated in Clause 3.1.4. of these Policy and Procedures within the approved deadline for test results submission of the selected category and submits the request for category changes via the online form to the Admissions Office by the indicated deadline. The Admissions Office does not allow Applicants to change their category if they fail to complete the steps outlined above within the deadlines.

3.2.4. The Applicants qualified for special University Grants according to the internal documents of the University shall provide additional supporting documents according to the requested format within specified deadlines set by the Admissions Office if applicable.

3.2.5. Copies of the documents of enrolled students required by these Policy and Procedures and submitted to Applicants' Personal account during the admission period according to Appendix 2 of these Policy and Procedures are available in the Office of the Registrar of the University in electronic format and used for formation of students' personal folders.

3.2.6. The Applicants' documents for enrollment indicated in Appendix 3 of these Policy and Procedures are handed over to the Office of the Registrar of the University and to be returned to the students according to internal documents of the University.

3.2.7. Providing incomplete information and/or failure to complete requirements listed in Clause 3.2.1. of these Policy and Procedures will result in exclusion from the admission competition. Providing incomplete information or documents in the Personal account will also result in exclusion from the admission competition or dismissal from the University in case of enrollment.

3.2.8. Applicants who falsify documents or violate test procedure requirements shall be disqualified from the admission competition or dismissed from the University in the case of enrollment and are not allowed to apply to the University programs at the same level in the future.



Disqualification periods are identified by the Admissions Office in cooperation with CPS and Schools and are as follows:

- for academic misconduct (e.g., failure to stop writing during the exam or other): one (1) calendar year;
- for severe academic misconduct (e.g., attempting to use electronic devices to answer questions, falsifying documents): three (3) calendar years.

Disqualification issues must be included in the report on the selection process and movements in the rankings according to the Clause 3.5.24 of these Policy and Procedures.

### **3.3. Description and procedure requirements of the NUET**

3.3.1. The University shall determine the dates, format, and venues or online platform where the examinations will be held. This information shall be posted on the University website. Applicants shall be notified via their email addresses specified in the Application form.

3.3.2. The NUET participation fee is non-refundable. The amount of the fee and the fee payment procedure are established by the internal documents of the University.

3.3.3. NUET Applicants, who completed steps indicated in Subclauses 1)-4) of Clause 3.2.1. of these Policy and Procedures within approved deadlines are contacted by the CPS on NUET fee payment information. If an Applicant does not pay the fee for participating in the NUET in the framework of the established procedures by the CPS, he/she will not be admitted to the test. The payment procedures are regulated by the CPS.

3.3.4. The test is administered and evaluated by the International University Partner/Test Administrator with assistance from the CPS of the University. The International University Partner/Test Administrator determines the provisions and format of the test.

3.3.5. The NUET shall be held in two subjects “Mathematics” and “Critical Thinking and Problem Solving”. Each subject consists of 30 multiple-choice questions. The duration of testing under each subject is 60 minutes. The number of tasks and duration of examinations can be changed by the International University Partner/Test Administrator.

3.3.6. The NUET is assessed by a standardized scale from 0 to 120 points for each subject. The minimum requirements for the admission competition are indicated in Appendix 1 to these Policy and Procedures.

3.3.7. Upon receiving an invitation to take the NUET, Applicants must be prepared to meet the technical requirements of the Test Administrator provided to the Applicants if the test is held online. Despite the format of the testing (online, on computer, or on paper), Applicants must go through an authorization procedure during the registration to the test using the original national identity document or passport, which was uploaded to their Personal account during the Application period. If an Applicant fails to present the document(s) indicated above, he/she will not be admitted to the test.

3.3.8. The results of the NUET are posted in the Applicants’ Personal account.



3.3.9. Applicants who successfully pass the NUET may continue in the admission competition.

3.3.10. Applicants shall comply with the test procedure requirements specified by the regulations and procedures approved by the International University Partner/Test Administrator. Information about the test procedure requirements is posted on the University website and sent to Applicants by email before the test date.

3.3.11. The test scores of Applicants who violate the test procedure requirements can be canceled by the International University Partner/Test Administrator with assistance from CPS of the University. Applicants with canceled NUET scores will be disqualified from the competition according to the Clause 3.2.8. of these Policy and Procedures.

3.3.12. There is no procedure for appealing the NUET results.

### **3.4. Procedure for consideration of applications**

3.4.1. The selection process for admission to NUFYP and the Undergraduate program for Applicants' categories specified in Subclauses 1)-5) of Clause 3.1.4. of these Policy and Procedures consists of the following stages:

1) the Admissions Office reviews application packages, determines compliance with the minimum admission requirements according to Appendices 1-2 to these Policy and Procedures, and checks the validity of standardized tests via authorized access to the database of Test Administrators;

2) the Admissions Office sends invitations to Applicants in the NUET Applicants category if they complete all requirements of Clauses 3.2.1. and 3.3.3. of these Policy and Procedures based on the final Applicants list provided by the CPS within the deadlines announced on the University website and/or in Personal account;

3) Respective School interviews the International and/or Republican Olympiads winners in person or via videoconference. The number of designated interviewers shall not be less than two persons per interviewing Applicant. Interview results are sent to the Admissions Office and recorded in the report on the selection process and movements in the rankings according to the Clause 3.5.24 of these Policy and Procedures;

4) the Admissions Office accepts exam and interview results of each category of Applicants;

5) the Admissions Office notifies Applicants specified in Subclauses 1)-5) of Clause 3.1.4. of these Policy and Procedures who successfully passed all the stages indicated in Subclauses 1)-4) of Clause 3.4.1. of these Policy and Procedures and met minimum admission requirements of their category on admission opportunity on a fee-paying basis according to the internal documents of the University via email. Based on this notification, those Applicants who accept admission offer on a fee-paying basis and complete steps in Subclauses 1)-2) of Clause 3.5.16. of these Policy and Procedures will not be ranked and considered for any types of Grants according to the internal documents of the University.

3.4.2. The Admissions Office reviews applications of the Applicants under NUFYP students category according to Appendix 1 to these Policy and Procedures and checks compliance with the minimum admission requirements for the



Undergraduate program of this category, based on the final grades received from the CPS.

The Admissions Office receives final grade results of Applicants of this category from the CPS. Applicants can be ranked due to program capacity constraints.

3.4.3. The Admissions Office reviews application packages of the Applicants under Full Tuition fee-paying applicants category according to Appendices 1 and 2 to these Policy and Procedures and checks compliance with the minimum admission requirements for NUFYP and the Undergraduate program of this category.

3.4.4. The Admissions Office reviews application packages of the Applicants under Transfer students category for compliance with the minimum admission requirements for the Undergraduate program of this category according to Appendices 1 and 2 to these Policy and Procedures.

3.4.5. The Admissions Office also checks the validity of standardized tests via authorized access to the database of Test Administrator. Only Applicants meeting minimum admission requirements for a certain category will be recommended for admission within that category.

3.4.6. The University is entitled to request any additional documents, if required.

3.4.7. Successful completion of the application does not guarantee enrollment to the CPS or Schools.

3.4.8. The Admissions Office in cooperation with the University Provost or his/her designee shall resolve issues not regulated by these Policy and Procedures independently, except for issues the consideration of which falls within the competence of bodies or authorized persons of the University according to the University's internal documents. Resolution of these issues must be included in the report on the selection process and movements in the rankings according to the Clause 3.5.24 of these Policy and Procedures.

3.4.9. The Admissions Office arranges and plans admission activities which are written in these Policy and Procedures and the internal documents of the University. The admission procedures must comply with the University's internal documents on conflict of interests and confidentiality.

### **3.5. Enrollment to NUFYP and Undergraduate program**

3.5.1. The Admissions Office develops rankings of Applicants specified in Subclauses 1)-6) of Clause 3.1.4. of these Policy and Procedures who successfully passed all the stages indicated in Clauses 3.4.1. and 3.4.2. of these Policy and Procedures and met minimum admission requirements of their category. Applicants who accepted admission offer on a fee-paying basis according to the internal documents of the University specified in Subclause 5) of Clause 3.4.1. are not included in the ranking.

The ranking is developed based on ranking methodology approved via resolution to a Memo with attached methodology sent from the Admissions Office by the University Provost or his/her designee. Methodology should include procedures



for cases with equal final score. Applicants shall be ranked within their category and major (based on the major choice).

Based on the approved ranking the University Provost or his/her designee identifies the cutting score for an Undergraduate program and distributes Applicants by majors. Applicants ranked equal and higher than the cutting score form the sub-ranking for the Undergraduate program. Applicants ranked lower than the cutting score form the sub-ranking for the NUFYP.

The University Provost or his/her designee approves the Applicants rankings on paper provided and signed by the Admissions Office and recommends Applicants for admission to either NUFYP or the Undergraduate program based on the Applicants ranking and the allocated number of seats and/or quota for all sources of funding according to the internal documents of the University.

3.5.2. Regardless of the category of Applicants stated in Subclauses 1)-6) of Clause 3.1.4. of these Policy and Procedures, the first choice major of Applicants is considered for the ranking of Applicants. The second choice major may be considered only at the request of the respective School.

3.5.3. NUFYP students who achieve the Minimum Certifying Admission Requirements for NUFYP students applying to the Undergraduate program for the Grant indicated in Table 8 of Appendix 1 to these Policy and Procedures receive admission offers to the Undergraduate program under Grants according to the ranking within allocated seats for each major. By the decision of the University Provost or his/her designee some Applicants may be considered to the Undergraduate program with their second choice due to the major/program capacity constraints according to the ranking approved by the University Provost or his/her designee.

NUFYP students who achieve the Minimum Admission Requirements for NUFYP students applying to the Undergraduate program on a fee-paying basis indicated in Table 7 of Appendix 1 to these Policy and Procedures receive admission offer to an Undergraduate program on a fee-paying basis only based on major capacity according to the internal documents of the University.

3.5.4. Based on the allocated number of seats for the Undergraduate program, Applicants ranked the highest will receive an admission offer to the Undergraduate program under the Grants. Applicants are notified by the Admissions Office on the admission decision. Procedures of international Applicants' consideration for Grants are established according to the internal documents of the University.

3.5.5. Based on the allocated number of seats to NUFYP, eligible Applicants will receive admission offers to NUFYP under the Grants according to their ranking. Applicants are notified by the Admissions Office on the admission decision. Procedures of international Applicants' consideration for Grants are established according to the internal documents of the University.

3.5.6. Applicants who do not receive an offer under the Grant as stated in Clauses 3.5.4. and 3.5.5 of these Policy and Procedures, are placed in a waiting list of the corresponding program according to their ranking.

3.5.7. The Admissions Office sends admission offers to Applicants from the waiting list according to their ranking in order to fill vacant seats due to other Applicants' withdrawal, rejection, and/or refusal of an admission offer based on the



allocated number of seats and/or quota for all sources of funding approved by the University and the internal documents of the University.

3.5.8. Applicants on the waiting list of the corresponding program are given the opportunity for admission on a fee-paying basis according to the internal documents of the University in case of available seats for fee-paying study. Applicants who accept an admission offer on a fee-paying basis, can continue participating in the competition of the corresponding program under the Grant in case of available seats. If an Applicant has previously refused the admission offer under the Grant, any subsequent acceptance of the admission offer is permitted only on a fee-paying basis, subject to program capacity.

3.5.9. NUET applicants and SAT/ACT international applicants from the waiting list to the Undergraduate program can be enrolled to NUFYP under the Grant according to their ranking approved by the University Provost or his/her designee based on the allocated number of seats and/or quota for all sources of funding approved by the University.

3.5.10. Applicants placed in NUFYP ranking and meeting minimum admission requirements for the Undergraduate program according to these Policy and Procedures are given the opportunity for admission to the Undergraduate program on a fee-paying basis according to the internal documents of the University upon their request in case of available seats for fee-paying study.

3.5.11. Applicants who accept an admission offer to the Undergraduate program on a fee-paying basis will automatically be excluded from the admission competition to NUFYP and vice versa.

3.5.12. Applicants can be enrolled in only one academic program and/or level of education at a time.

3.5.13. Applicants under Full Tuition fee-paying applicants category receive admission offers to the NUFYP or Undergraduate program on a fee-paying basis only based on major capacity according to the internal documents of the University. The first choice major of the Full Tuition fee-paying applicants category is considered for admission, the second choice major is considered only at the request of the respective School. These Applicants applying with GPA during the final year at High School or College receive a conditional offer with a requirement to have the final GPA according to Appendix 1 to these Policy and Procedures. In the event of failure to fulfill the terms of conditional offer, the Applicant is automatically excluded from the admission competition and shall not be enrolled to the relevant program.

3.5.14. Applicants under the Transfer students category receive admission offer to the Undergraduate program on a fee-paying basis only according to the internal documents of the University based on major capacity. The first choice major of the Transfer students category of Applicants is considered for admission, the second-choice major is considered only upon request of the respective School.

3.5.15. The Applicants recommended for admission are notified of the decision by the Admissions Office. The provisions for enrollment are indicated in the admission offer. Failure to meet the provisions for enrollment by the deadline indicated in the admission offer deprives an Applicant of his/her right to be enrolled to the program.



3.5.16. To accept the admission offer, the recommended Applicants of all categories within the indicated deadlines shall:

1) fill out and submit the enrollment confirmation form and form of consent on guarantee fee payment via their Personal account;

2) pay a guarantee fee via their Personal account at [admissions.nu.edu.kz](https://admissions.nu.edu.kz). If it is proven impossible to make payment via Personal account, the Applicant should notify the Admissions Office so that alternative payment methods can be approved. The conditions of refunding of a mandatory guarantee fee are specified in the internal document of the University;

3) upload a scanned copy of the nationally recognized certificate stating completion of a secondary/high school or College with a transcript or its foreign equivalent to the Personal account of the Applicant, if the document is missing. If a document on education with transcript is not in Kazakh, Russian, or English language, a scanned, notarized translation in English must be attached;

4) submit to the Admissions Office an original of the nationally recognized certificate stating completion of a secondary/high school or College with a transcript or its foreign equivalent if applicable.

3.5.17. The University is entitled to request any additional documents, if necessary.

3.5.18. If an Applicant accepts an admission offer and is migrated to the Office of the Registrar's system of the University, he/she will automatically be excluded from the competition of their second choice major or NUFYP. If an Applicant accepts an admission offer to a School that has no waiting list, he/she will automatically be excluded from the other major competition.

3.5.19. An Applicant who refuses an admission offer or fails to complete the conditions indicated in the notification or fails to provide one or more documents listed in Clauses 3.5.16. and 3.5.17. of these Policy and Procedures will not be enrolled in the relevant program.

3.5.20. Awarding Applicants with the University Grants shall be implemented according to the procedure established by the internal documents of the University.

3.5.21. Enrollment of Applicants to the University shall be formalized by the decision of the University Provost or his/her designee based on approved quotas for allocated source of funding and memos from the Schools, which specify attendance of Applicants in Orientation week. The final source of financing for each Applicant is indicated in the decision on enrollment.

3.5.22. Applicants who are not awarded Secondary School Diploma/High School Diploma, except IB Diploma holders, A-level Diploma or NIS Grade 12 Certificate holders, NUFYP students, and Transfer students can be enrolled conditionally to the program with the requirement that they submit a final IB or A-level diploma (or equivalent) and official final transcript by the end of first Fall semester according to the Academic calendar of the program. In the event of failure to fulfill the terms of conditional enrollment, the student will be dismissed from the University. To change the status of a conditionally enrolled student, all terms must be fulfilled. The Office of the Registrar and Admissions Office must notify each other of the fulfillment or non-fulfillment of the conditions of admission. Upon fulfillment of



the required condition, the Applicant/student shall be considered as unconditionally enrolled.

3.5.23. Applicants under NUFYP students category who complete the conditions listed in Subclauses 1)-2) of Clause 3.5.16. of these Policy and Procedures are enrolled conditionally to the Undergraduate program with a condition to take part in the Orientation week. In the event of failure to fulfill the mentioned condition, the student is dismissed from the University.

3.5.24. In order to record all changes from the initially approved documents indicated in Clause 3.5.1. of these Policy and Procedures during the admission period, the report on the selection process and movements in the rankings is developed by the Admissions Office. This report shall be developed on a paper- basis in Kazakh and English languages after the Orientation week and the start of studies in CPS and Schools of the corresponding academic year. This report shall be approved by the University Provost or his/her designee. The report is confidential and is not the subject for dissemination to the third parties, except for employees of the University in the fulfillment of their professional duties. The report is scanned and stored in the Admissions Office until being transferred to the University Joint Archive.

3.5.25. Applicants may submit an appeal only on a first admissions decision within five (5) working days of receiving the decision. Appeals based on disagreement with academic judgment and/or additional/updated materials will not be accepted. Eligible appeals are reviewed confidentially within five (5) working days. Only the Admissions Office should notify Applicants about the appeal outcome. In the event that an appeal is granted, admission to the program shall be subject to the availability of seats within the approved program capacity. A positive appeal outcome does not guarantee allocation of a Grant. Decision made upon appeal is final and not subject to further review and recorded in the report on the selection process and movements in the rankings according to the Clause 3.5.24 of these Policy and Procedures.

### **3.6. Mid-Year Intake to the Undergraduate program**

3.6.1. An additional selection process of Applicants for enrollment on a fee-paying basis for the Spring semester according to the Academic calendar of the Undergraduate program is carried out by the Admissions Office.

3.6.2. The Admissions period during which the competition is conducted and the documents are collected is annually set by the Admissions Office in consultation with the Schools and then approved by the University Provost or his/her designee via a Memo.

3.6.3. Applicants of all categories must meet the requirements of their category specified in Appendices 1-2 to these Policy and Procedures. The descriptions and requirements of each category are specified in Clauses 3.1.4., 3.1.7. and 3.1.8. of these Policy and Procedures. Thus, NUET applicants may apply in the Mid-Year Intake only with the results of NUET taken in the same calendar year of submission of their application. The minimum NUET requirements are indicated in Appendix 1 to these Policy and Procedures.



The ranking of Applicants may be developed only in case of capacity constraints according to Clause 3.5.1. of these Policy and Procedures.

3.6.4. Students who are studying at the University at any program/level of education as well as graduates of programs of the University (except NUFYP graduates) cannot be considered for admission to the Undergraduate program.

3.6.5. Applicants who have graduated from secondary education institution, Colleges or higher education institutions will be considered for the Mid-Year Intake.

3.6.6. To apply, Applicants submit a separate application on the admissions portal ([admissions.nu.edu.kz](http://admissions.nu.edu.kz)), and follow the same procedures as described in Subsection 3.2 (except Clause 3.2.4.), Subclauses 1), 3), 4) of Clause 3.4.1. and Clause 3.4.6. of these Policy and Procedures.

3.6.7. Successful completion of the application does not guarantee enrollment to the relevant Schools.

3.6.8. Based on the allocated number of seats to a fee-paying study approved by the University, Applicants receive admission offers to the relevant Undergraduate program. The first choice major is considered for admission, the second choice major is considered only upon request by the respective School. The recommended Applicants complete steps indicated in Clauses 3.5.16. and 3.5.17. of these Policy and Procedures.

3.6.9. Applicants applying for Undergraduate program in the Spring semester on a fee-paying basis and recommended for admission do not participate in selection for awarding an “Nazarbayev University” Grant, or other Grants/scholarships during admission and enrollment.

3.6.10. Enrollment of Applicants on a fee-paying basis for the Spring semester shall be formalized by the decision of the University Provost or his/her designee.

#### **Section 4. Waiver**

4.1. Only the Approving Authority is eligible to grant a Waiver from certain provisions of these Policy and Procedures upon approval of Academic Council and Managing Council of the University sequentially as long as it does not violate academic calendar deadlines. A Waiver shall be granted only for a certain period and in exceptional circumstances as defined in the internal documents of the University.

#### **Section 5. Temporary Provision**

5.1. Not applicable.

#### **Section 6. Revision**

6.1. These Policy and Procedures shall be reviewed within one year after approval and completion of the admission cycle and revised if necessary.



## **Section 7. Related Documents**

7.1. Law of the Republic of Kazakhstan “On the Status of “Nazarbayev University”, “Nazarbayev Intellectual Schools” and “Nazarbayev Fund”.

7.2. Charter of the autonomous organization of education Nazarbayev University.

7.3. Policy for preparing some internal administrative documents on core activities and students contingent in the autonomous organization of education Nazarbayev University.

7.4. Procedure for preparing some internal administrative documents on core activities and students contingent in the autonomous organization of education Nazarbayev University.

7.5. Regulations for managing documents and information containing confidential data in the autonomous organization of education “Nazarbayev University”.

7.6. Policy for the award, withdrawal, or reallocation of educational grants of the autonomous organization of education “Nazarbayev University”.

7.7. Academic Policy and Procedures for the Nazarbayev University Foundation Year Program of the autonomous organization of education Nazarbayev University.

7.8. Academic Policies and Procedures for Undergraduate Programs of the autonomous organization of education Nazarbayev University.



Appendix 1  
to the Admission Policy and  
Procedures to the Nazarbayev  
University Foundation Year  
Program and Undergraduate  
program of the autonomous  
organization of education  
Nazarbayev University

**Minimum admission requirements to participate in the competition to NUFYP and Undergraduate program**

**1. Minimum admission requirements for IELTS and TOEFL (except NUFYP students' category)**

English language test results	NUFYP	UG
IELTS results	no less than 5.5 overall (writing - 5.5, listening - 5.0, reading - 5.5, speaking - 5.0)	no less than 6.0 overall (writing - 6.0, listening - 5.5, reading - 5.5, speaking - 5.5)
TOEFL results	The equivalent TOEFL score as posted on the ETS website	The equivalent TOEFL score as posted on the ETS website

*Only valid certificates are considered for admission competition and only on the condition that the test is taken at a Testing Center in person;*

*There is no minimum passing score required for the Olympiad winners;*

*IELTS Online or IELTS Indicator is not accepted within the admission and selection process to the University;*

*Valid IELTS One Skill Retake once per original test is accepted and applied to only one section;*

*TOEFL iBT Home Edition test is not accepted within the admission and selection process to the University;*

*Applicants recommended for admission to the Undergraduate program with IELTS certificates equal to 6.0 overall shall comply with certain conditions for study according to the internal documents of the University.*

**2. Minimum admission requirements for NUET applicants**

NUET	Minimum score	Minimum passing scores per subject
Mathematics	120	50
Critical Thinking and Problem Solving		50

**3. Minimum admission requirements for SAT/ACT applicants\***

<b>Minimum admission requirements for SAT and ACT</b>	<b>NUFYP**</b>	<b>UG</b>
SAT results	SAT – 1140	SAT – 1240
ACT results	ACT - composite score 24.	ACT - composite score 26.

*\*SAT and ACT results will be considered in the admission competition without superscoring;*

*\*\* Only for International Applicants applying to the NUFYP.*

**4. Minimum admission requirements for winners of International and/or Republic Olympiads \***

<b>Type of Olympiad</b>	<b>Medal type</b>
Republic Olympiad	gold and silver medals (I, II) for the current academic year
International Olympiad	gold, silver and bronze medals (I, II, III) for the last three years

*\* Applicants who are winners of an International or Republic Olympiad category may apply with both types of Olympiads at the same time.*

**List of International Subject Olympiads**

1. International Mathematics Olympiad - IMO
2. International Physics Olympiad - IPHO
3. International Chemistry Olympiad - IchO
4. International Biology Olympiad IBO
5. International Olympiad in Informatics - IOI
6. International Zhautykov Olympiad in Mathematics, Physics and Informatics
7. International Mendeleev Chemistry Olympiad

**List of Republican Subject Olympiads of the Republic of Kazakhstan**

1. Republican Mathematics Olympiad
2. Republican Physics Olympiad
3. Republican Chemistry Olympiad
4. Republican Biology Olympiad
5. Republican Informatics Olympiad

**5. Minimum admission requirements for A-level Diploma or NIS Grade 12 Certificates holders**

**Minimum admission requirements for A-level Diploma and NIS Grade 12 Certificates**

not less than ABB for any subjects

**6. Minimum admission requirements for IB Diploma holders****Minimum admission requirements for IB Diploma**

not less than 30 total score and 4, 4, 5 for 3 subjects of HL

**7. Minimum admission requirements for NUFYP students applying to the Undergraduate program on a fee-paying basis**

	Abbreviation	Course Title	Grade
	FMAT 041	Foundation Mathematics 2	50
AND	FEAP 020	Foundation English for Academic Purposes 2	60
AND	FLDP 095	Leadership 2	50

*The grades for Mathematics (FMAT 041), EAP (FEAP 020), and Leadership (FLDP 095) include the first semester grades from FMAT 010, FEAP 010, and FLDP 090 and is the final grade in each subject respectively.*

**8. Minimum certifying admission requirements for NUFYP students applying to the Undergraduate program for the Grant**

	Abbreviation	Course Title	Grade
	FMAT 041	Foundation Mathematics 2	70
AND	FEAP 020	Foundation English for Academic Purposes 2	70
AND	FLDP 095	Leadership 2	70

*The grades for Mathematics (FMAT 041), EAP (FEAP 020), and Leadership (FLDP 095) include the first semester grades from FMAT 010, FEAP 010, and FLDP 090 and is the final grade in each subject respectively.*

**9. Minimum admission requirements for Full Tuition fee-paying applicants\***

Minimum admission requirements for final High School/College GPA	NUFYP	UG
GPA or equivalent** or UNT in English***	3.5 out of 5.0  1. Mathematical literacy: 7 out of 10; 2. Reading literacy: 7 out of 10;	4.0 out of 5.0  1. Mathematical literacy: 8 out of 10; 2. Reading literacy: 8 out of 10; 3. Overall: 85.



	3. Overall: 75.	
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*\* Applicants recommended for admission to the Undergraduate program shall comply with certain conditions for study according to the internal documents of the University.*

*\*\*Other grading scales shall be converted to GPA 5.0 scale for equivalency.*

*For IB DP and GCE Advanced level (A-level) the following conversion shall be used:*

<i>IB DP</i>	<i>GPA (out of 5.0)</i>	<i>GCE Advanced level (A-level)</i>	<i>GPA (out of 5.0)</i>
7	5.0	A*	5.0
6	4.5	A	4.7
5	4.0	B	4.0
4	3.5	C	3.5
3	2.5	D	3.0
2	2.0	E	2.0
1	1.0	F	1.0
		U	0.0

*\*\*\*Only the last provided certificate before the deadline will be considered. Superscoring is not applicable.*

### **10. Minimum admission requirements for Transfer students**

<b>Minimum admission requirements for University CGPA</b>	<b>Score</b>
CGPA	2.0* out of 4.0

*\*Applicants with lower CGPA can be enrolled at the discretion of the Dean of the corresponding School*

### **Minimum admission requirements to participate in the competition to the Undergraduate program on a fee-paying basis (Mid-year Intake)**

#### **1. Minimum admission requirements for IELTS and TOEFL**

<b>English language results</b>	<b>UG</b>
IELTS results	no less than 6.0 overall (writing - 6.0, listening - 5.5, reading - 5.5, speaking - 5.5)
TOEFL results	The equivalent TOEFL score as posted on the ETS website

*Only valid certificates are considered for admission competition and only on the condition that the test is taken at a Testing Center in person;*

*There is no minimum passing score required for the Olympiad winners;*

*IELTS Online or IELTS Indicator is not accepted within the admission and selection process to the University;*

*TOEFL iBT Home Edition test is not accepted within the admission and selection process to the University;*



*Applicants recommended for admission to the Undergraduate program with IELTS certificates equal to 6.0 overall shall comply with certain conditions for study according to the internal documents of the University.*

## 2. Minimum admission requirements for NUET applicants

NUET	Minimum score	Minimum passing scores per subject
Mathematics	130	60
Critical Thinking and Problem Solving		60

## 3. Minimum admission requirements for SAT/ACT applicants\*

Minimum admission requirements for SAT Test and ACT
SAT - 1240 or ACT - composite score 26.

*\*SAT and ACT results will be considered in the admission competition without superscoring;*

## 4. Minimum admission requirements for winners of International and/or Republic Olympiads

\*

Type of Olympiad	Medal type
Republic Olympiad	gold and silver medals (I, II) for the current academic year
International Olympiad	gold, silver and bronze medals (I, II, III) for the last three years

*\* Applicants who are winners of an International or Republic Olympiad category may apply with both types of Olympiads at the same time.*

### List of International Subject Olympiads

1. International Mathematics Olympiad - IMO
2. International Physics Olympiad - IPHO
3. International Chemistry Olympiad - IChO
4. International Biology Olympiad IBO
5. International Olympiad in Informatics - IOI
6. International Zhautykov Olympiad in Mathematics, Physics and Informatics
7. International Mendeleev Chemistry Olympiad

### List of Republican Subject Olympiads of the Republic of Kazakhstan

1. Republican Mathematics Olympiad
2. Republican Physics Olympiad
3. Republican Chemistry Olympiad
4. Republican Biology Olympiad



## 5. Republican Informatics Olympiad

**5. Minimum admission requirements for A-level Diploma or NIS Grade 12 Certificates holders**

<b>Minimum admission requirements for A-level Diploma and NIS Grade 12 Certificates</b>
not less than ABB for any subjects

**6. Minimum admission requirements for IB Diploma holders**

<b>Minimum admission requirements for IB Diploma</b>
not less than 30 total score and 4, 4, 5 for 3 subjects of HL

**7. Minimum admission requirements for Full Tuition fee-paying applicants**

<b>Minimum admission requirements for final High School/College GPA</b>	<b>UG</b>
GPA or equivalent**  or  UNT***	4.0 out of 5.0   1. Mathematical literacy: 8 out of 10; 2. Reading literacy: 8 out of 10; 3. Overall: 85.

*\*Applicants recommended for admission to the Undergraduate program shall comply with certain conditions for study according to the internal documents of the University.*

*\*\*Other grading scales shall be converted to GPA 5.0 scale for equivalency.*

*For IB DP and GCE Advanced level (A-level) the following conversion shall be used:*

<i>IB DP</i>	<i>GPA (out of 5.0)</i>	<i>GCE Advanced level (A-level)</i>	<i>GPA (out of 5.0)</i>
7	5.0	A*	5.0
6	4.5	A	4.7
5	4.0	B	4.0
4	3.5	C	3.5
3	2.5	D	3.0
2	2.0	E	2.0
1	1.0	F	1.0
		U	0.0

*\*\*\*Only the last provided certificate before the deadline will be considered. Superscoring is not applicable.*

**8. Minimum admission requirements for Transfer students**

<b>Minimum admission requirements for University CGPA</b>	<b>Score</b>
CGPA	2.0* out of 4.0

*\*Applicants with lower CGPA can be enrolled at the discretion of the Dean of the corresponding School*



Appendix 2  
to Admission Policy and  
Procedures to the Nazarbayev  
University Foundation Year  
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program of the autonomous  
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**List of the Applicants' documents for online application**

1. For international Applicants: a scanned copy of their passport; for citizens of Kazakhstan: a scanned copy of their passport or a national ID.
2. A certificate from an educational institution according to the sample in the Personal account of Applicant (in case the Applicant is a current student of the final grade (course) at the time of online application).
3. A scanned copy of nationally recognized certificate stating completion of a secondary/high school or College with a transcript or its foreign equivalent (only for graduates) with the obligation to submit a hard copy of the document in due time.
4. For Full Tuition fee-paying applicants category: a scanned copy of a transcript for the previous academic year if applied based on GPA, and/or UNT certificate if submitted UNT results.
5. For NIS Grade 12 Certificate holders: a scanned copy of NIS Grade 12 Certificate with obligation to submit the hard copy of the document in due time.
6. For IB Diploma holders: a scanned copy of IB DP with transcript with the obligation to submit the hard copy of the document in due time.
7. For A-level Diploma holders: a scanned copy of their A-level Diploma with the obligation to submit the hard copy of the document in due time.
8. For International and/or Republic Olympiad winners: a scanned copy of Diploma/Certificate of International and/or Republican Olympiad.
9. For SAT/ACT applicants: a verified score report of a valid ACT certificate or verified score report of valid SAT certificate from the Test Administrator system and scanned copy of score report downloaded from the Test Administrator's system.
10. A score report of a valid Academic IELTS or TOEFL certificate verified from the Test Administrator system and scanned copy of the certificate or verified score report downloaded from the Test Administrator's Personal account.



Appendix 3  
to Admission Policy and  
Procedures to the Nazarbayev  
University Foundation Year  
Program and Undergraduate  
program of the autonomous  
organization of education  
Nazarbayev University

**List of the Applicants' documents for enrollment**

1. An original of a nationally recognized certificate stating completion of high school or College with a transcript or its foreign equivalent if applicable.
2. For NIS Grade 12 Certificate holders: an original of a NIS Grade 12 Certificate.
3. For A-level Diploma holders: an original of a A-level certificate.
4. For IB Diploma holders: an original of an IB DP with transcript.