

Annex 1  
to the Model Rules for Admission to  
Education in Educational Organizations  
Implementing General Education  
Curricula of Primary, Basic Secondary  
and General Secondary Education

**Public service standard: "Acceptance of documents and enrollment in educational organizations, regardless of departmental subordination for training in general educational programs of primary, basic secondary, general secondary education"**

Footnote. The model rules are supplemented with Appendix 1 in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated 06/24/2020 No. 264 (shall be enforced ten calendar days after the day of its first official publication); as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 03.06.2021 No. 275 (shall be enforced from the date of its first official publication); as amended by the order of the Minister of Education of the Republic of Kazakhstan dated August 27, 2022 No. 378 (shall be enforced ten calendar days after the day of their first official publication).

one	Name service provider	Organizations of primary, basic secondary, general secondary education (hereinafter referred to as the service provider )
2	Ways providing state services	1) web portal "electronic government" www . egov . kz (hereinafter referred to as the portal); 2) service provider .
3	Term rendering state services	From the moment the package of documents is submitted to the service provider , as well as when applying through the portal - one business day. For enrollment in the organization of education of primary, basic secondary, general secondary education for full-time and evening education - no later than August 20 of the calendar year. For grades 1 until August 1 of the calendar year, for grades 10 until August 15 of the calendar year.
four	The form rendering state services	Electronic ( partly automated ) / paper
5	Result rendering state services	When contacting through the portal: to the personal account of the service recipient , and if an incomplete package of documents is submitted, a reasoned refusal indicating the reason for the refusal. Provider in the notification indicates the enrollment from September 1 of the current year to the first three service recipients who applied from the service area, then - about the enrollment from September 1 of the current year to 1 (one) applicant not from the service area, from among those who registered first. When applying through a service provider ( on paper ) - issuance of a notice of admission and enrollment in an organization of secondary education from September 1 of the current year, if an incomplete package of documents is submitted - a reasoned refusal indicating the reason for the refusal.
6	The amount of payment charged from the service recipient in the provision of public services, and methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	Is free
7	Schedule work	1) service provider - from Monday to Friday, in accordance with the established work schedule from 9.00 to 18.30, except for weekends and holidays, in accordance with the

		<p>Labor Code of the Republic of Kazakhstan dated November 23, 2015 (hereinafter referred to as the Code) with a lunch break from 13.00 until 14.30 hours.</p> <p>2) the portal - around the clock, except for technical breaks due to repair work (when the service recipient contacts after the end of working hours, on weekends and holidays in accordance with the Code, applications are accepted and the results of the provision of public services are issued on the next business day).</p> <p>Addresses of places for the provision of public services are located on:</p> <p>1) Internet resource service provider ;</p> <p>2) portal <a href="http://www.egov.kz">www . egov . kz .</a></p>
eight	The list of documents required for the provision of public services	<p>- to the portal:</p> <p>1) application of parents or other legal representatives in accordance with the form of Appendix 1;</p> <p>2) medical certificates of form No. 065 / y on the state of health, approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 ҚР DSM-175/2020 "On approval of forms of accounting documentation in the field of healthcare" (registered in the Register of State Registration of Regulatory Legal acts under No. 148139), form No. 026/u-3, approved by order of the Minister of Health of the Republic of Kazakhstan dated June 24, 2003 No. 469 "On approval of the Instructions for filling out and maintaining the registration form 026/u-3" Child Health Passport "(registered in Register of state registration of normative legal acts under No. 2423);</p> <p>3) a digital photograph of a child measuring 3x4 cm.</p> <p>- to the service provider ( on paper ):</p> <p>1) application application of parents or other legal representatives in accordance with the form of Appendix 1;</p> <p>2) an identity document (the original is required for identification, which is returned to the service recipient ),</p> <p>3) medical certificate on the state of health (form No. 065 / y, approved by order of the Acting Minister of Health of the Republic of Kazakhstan dated October 30, 2020 No. ҚР DSM-175/2020 "On approval of the forms of accounting documentation in the field of healthcare" (registered in the Register of State Registration normative legal acts under No. 148139) and form No. 026 / y-3, approved by order of the Minister of Health of the Republic of Kazakhstan dated June 24, 2003 No. 469 "On approval of the Instructions for filling out and maintaining the registration form 026 / y-3" Child Health Passport "( registered in the Register of State Registration of Normative Legal Acts under No. 2423);</p> <p>4) photographs of the child measuring 3x4 cm in the amount of 2 pieces.</p> <p>Service recipients - foreigners and stateless persons provide one of the following documents that determine their status, with a mark of registration at the place of residence:</p> <p>1) a foreigner - a residence permit of a foreigner in the Republic of Kazakhstan;</p> <p>2) a stateless person - a certificate of a stateless person;</p> <p>3) refugee - refugee certificate;</p> <p>4) asylum seeker - certificate of the asylum seeker;</p> <p>5) kandas - certificate of kandas .</p> <p>When contacting through the portal, information about the identity document of the service recipient , birth certificate of the child (passport, ID personality) , the service provider receives the address certificate from the relevant state information systems through the "electronic government" gateway.</p> <p>In cases of implementation of restrictive measures by the relevant state bodies, the introduction of a state of emergency, the occurrence of emergencies of a social, natural and man-made nature in a certain territory, medical certificates of the form No. removal of restrictive measures, termination of the state of emergency.</p>
9.	Grounds for refusal to provide public services, established by the legislation of the Republic of Kazakhstan	<p>1) establishing the unreliability of the documents submitted by the service recipient for the receipt of the public service, and (or) the data (information) contained in them;</p> <p>2) non-compliance of the submitted documents of the service recipient , necessary for the provision of public services, with the requirements established by the Model Rules for Admission to Education in Educational Organizations Implementing General Education Curricula of Primary, Basic Secondary and General Secondary Education, approved by order of the Minister of Education and Science of the Republic of Kazakhstan dated</p>

	<p>October 12, 2018 year No. 546 (registered in the Register of State Registration of Regulatory Legal Acts under No. 17553);</p> <p>3) overcrowding of class-sets;</p> <p>4) the absence of the consent of the service recipient , provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On Personal Data and Their Protection", for access to personal data of limited access, which are required for the provision of public services.</p>
<p>ten Other requirements, taking into account the specifics of the provision of public services, including those provided in electronic form and through the State Corporation</p>	<p>1) the maximum allowable waiting time for submitting a package of documents is 15 minutes;</p> <p>2) The maximum allowable service time is 15 minutes. The service recipient has the opportunity to receive the state service in electronic form through the portal, subject to the availability of the EDS of the parents (legal representatives). The service recipient has the opportunity to receive information about the procedure and status of the provision of public services in remote access mode through the "personal account" of the portal, the service provider 's inquiry services , as well as the Unified Contact Center "1414", 8-800-080-7777. Conditions for receiving services by third parties: An electronic request from third parties, subject to the consent of the person in respect of whom the information is requested, provided from the "personal account" on the portal.</p>

The form

to the public service standard:

"Acceptance of documents and enrollment in educational organizations, regardless of departmental subordination for training in general educational programs of primary, basic secondary, general secondary education"

To the director

\_\_\_\_\_ Name of the educational organization  
 full name (if any) of the director from \_\_\_\_\_  
 full name (if any) of the parent (legal representative)  
 Phone : \_\_\_\_\_

**Statement**

Please accept my child \_\_\_\_\_  
 (Name (if any) of the child)

\_\_\_\_\_ (registration address, city, village, district, region)  
 for training \_\_\_\_\_.  
 (full name of the educational organization)

I consent to the use of legally protected confidential information contained in information systems \_\_\_\_\_  
 "\_\_\_\_\_" year 20\_\_\_\_  
 ( signature )

Appendix 2  
 to the Model Rules for Admission to Education in Educational Organizations Implementing General Education Curricula of Primary, Basic Secondary and General Secondary Education

**State service standard :**

**" Acceptance of documents for the transfer of children between organizations of primary, basic secondary, general secondary education"**

Footnote. The model rules are supplemented with Annex 2 in accordance with the order of the Minister of Education and Science of the Republic of Kazakhstan dated June 24, 2020 No. 264 (shall be enforced ten calendar days after the day of its first official publication); as amended by the order of the Minister of Education and Science of the Republic of Kazakhstan dated 03.06.2021 No. 275 (shall be enforced from the date of its first official publication); as amended by the order of the Minister of Education of the Republic of Kazakhstan dated August 27, 2022 No. 378 (shall be enforced ten calendar days after the day of their first official publication).

one	Name service provider	Organizations of primary, basic secondary, general secondary education (hereinafter referred to as the service provider ).
2	Ways providing state services	1) web portal "electronic government" www . egov . kz (hereinafter referred to as the portal); 2) service provider .
3	Term rendering state services	Term rendering - 30 minutes .
four	The form rendering state services	Electronic ( partly automated ) / paper .
5	Result rendering state services	<p>In case of contact through the portal in the "personal account" of the service recipient , a notification is received about the transfer of the student from one organization to another educational organization, indicating the last name, first name, patronymic (if any), date of birth, class, language of instruction and school (telephone, postal address , an electronic address (official Internet resource) signed with an electronic digital signature (hereinafter - EDS) of an authorized person of the service provider , in case of refusal to provide a public service - on a reasoned refusal indicating the reasons for the refusal.</p> <p>When receiving documents on paper from the service recipient , the service provider issues an absentee ballot for submission to the organization of arrival, indicating the last name, first name, patronymic (if any), date of birth, class, language of instruction and school (telephone, postal address, email address (official Internet resource) or a reasoned refusal.</p> <p>In case of receiving the service on paper , the service provider , to which the student arrives, provides an absentee arrival certificate, which indicates his last name, first name, patronymic (if any), date of birth, class, language of instruction, school (postal address, telephone, email address (official Internet resource).</p> <p>The original absentee ballot on arrival (documents are issued after the original absentee ballot on arrival to another organization of secondary education is provided) is provided to the organization of secondary education from which the student leaves to receive documents (personal file of the student).</p> <p>The service provider issues documents to the service recipient (personal file of the student). The service recipient provides documents (personal file) to the educational organization to which he arrives.</p> <p>Educational organizations issue orders and conduct reconciliations on the enrollment / expulsion of a student to / from a secondary education organization.</p>
6	The amount of payment charged from the service recipient in the provision of public	Is free

	services, and methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan	
7	Schedule work	<p>1) service provider - from Monday to Friday, in accordance with the established work schedule from 9.00 to 18.30, except for weekends and holidays, in accordance with the Labor Code of the Republic of Kazakhstan dated November 23, 2015 (hereinafter referred to as the Code) with a lunch break from 13.00 until 14.30 hours.</p> <p>2) the portal - around the clock, except for technical breaks due to repair work (when the service recipient contacts after the end of working hours, on weekends and holidays in accordance with the Code, applications are accepted and the results of the provision of public services are issued on the next business day).</p> <p>Addresses of places for the provision of public services are located on:</p> <p>1) Internet resource-portal <a href="http://www.egov.kz">www.egov.kz</a></p> <p>2) portal <a href="http://www.egov.kz">www.egov.kz</a></p>
eight	The list of documents required for the provision of public services	<p>- through the portal:</p> <p>1) application of parents or other legal representatives in accordance with the form of Appendix 2 (to the school of arrival and school of departure);</p> <p>- to the service provider ( on paper ):</p> <p>1) application of parents or other legal representatives in accordance with the form of Appendix 2 (to the school of arrival and school of departure);</p> <p>2) an absentee ballot on the acceptance of documents, which indicates the full name (if any) of the child, class, language of instruction, school, telephone numbers and email address (official Internet resource ) of the educational organization (with the exception of students leaving the Republic of Kazakhstan who provide a document confirming departure from the Republic of Kazakhstan).</p>
9.	Grounds for refusal to provide public services, established by the legislation of the Republic of Kazakhstan	<p>1) overcrowding of class-sets;</p> <p>2) the deadlines for submitting the application do not correspond to the deadlines established in these rules;</p> <p>3) the absence of the consent of the service recipient , provided in accordance with Article 8 of the Law of the Republic of Kazakhstan "On Personal Data and Their Protection", for access to personal data of limited access, which are required for the provision of public services.</p>
ten	Other requirements, taking into account the specifics of the provision of public services, including those provided in electronic form and through the State Corporation	<p>1) the maximum allowable waiting time for submitting a package of documents is 15 minutes.</p> <p>2) the maximum allowable service time for a service recipient is 30 minutes.</p> <p>The service recipient has the opportunity to receive public services in electronic form through the portal, subject to the availability of an EDS.</p> <p>The service recipient has the opportunity to receive information about the procedure and status of the provision of public services in remote access mode through the "personal account" of the portal, the service provider 's inquiry services , as well as the Unified Contact Center "1414", 8-800-080-7777.</p>
		The form
		to the public service standard: "Acceptance of documents for the transfer of children between

	organizations of primary, basic secondary , general secondary education"
	To the director _____ Name of the educational organization full name (if any) of the director from _____ full name (if any) of the parent (legal representative) Phone : _____

**Statement**

Please transfer my child to \_\_\_\_\_  
(Name (if any) of the child)  
student \_\_\_\_\_ class \_\_\_\_\_  
(full name of the educational organization)  
\_\_\_\_\_  
(registration address, city, village, district, region)  
for training \_\_\_\_\_.  
(full name of the educational organization)

I consent to the use of legally protected confidential information contained in information systems  
\_\_\_\_\_ " \_\_\_\_\_ " \_\_\_\_\_ year 20 \_\_\_\_  
(signature)