



"APPROVED"

Rector of the ISM

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INSTRUCTIONS ON PASSPORT AND VISA WORK IN ISM

Appendix №1

to the "Regulations on the procedure for admission of
foreign citizens for training in the ISM"

1. GENERAL SECTION

1.1. Passport and visa work is an integral part of the overall activity of the ISM aimed at attracting foreign citizens to studying. This instruction determines the general rules for the formalization of the relevant documents necessary for the stay of foreign citizens in the Kyrgyz Republic and their training in the ISM.

1.2. The instruction is designed in accordance with the requirements of the Legislation of the Kyrgyz Republic.

1.3. Work related to the registration of entry and exit passport and visa documentation for entrants, students and employees is carried out by the International Relations Department of the ISM in accordance with the procedures and regulations of the Kyrgyz Republic.

SECTION 2

FORMALIZATION OF VISA DOCUMENTATION FOR ISM FOREIGN ENTRANTS

2.1. Formalization of passport and visa documents for foreign citizens begins on the basis of the application received from the ISM official representative or an entrant.

2.2. In the case of concluding a contract for training with a foreign entrant who is enrolled for a 1-year MBMS course for the first time, a preliminary verification of documents is carried out to ensure that they comply with the requirements set forth in the "Regulations on the procedure for admission of foreign citizens for training in the ISM on the basis of the Legislation of the Kyrgyz Republic.

2.3. Obligatory documents for preliminary verification are a copy of the passport, a copy of the document on the full secondary education equivalent to full secondary education, or the secondary vocational education of the Kyrgyz Republic with a rating score of at least 60%.

2.4. In the course of inviting a foreign entrant to the ISM, an application for visa support is issued to the Department of Consular Service (DCS) of the Ministry of Foreign Affairs of the Kyrgyz Republic in accordance with the regulatory acts of the Kyrgyz Republic.

2.5. The coordination in the DCS of the Ministry of Foreign Affairs of the Kyrgyz Republic is made within the time limits established by the legislation of the Kyrgyz Republic.

2.6. In case of successful coordinated approval in the Ministry of Foreign Affairs and obtaining permission to enter the Kyrgyz Republic, the International Cooperation Department (ICD) notifies the entrant and informs directly of the fax number containing the permission to obtain an entry visa sent by the Ministry of Foreign Affairs of the Kyrgyz Republic.

2.7. A foreign citizen has the right to obtain an entry visa to the Kyrgyz Republic only on the basis of an official permit from the DCS of Foreign Affairs Ministry made available to foreign embassies of the Kyrgyz Republic and / or other public agencies of the Kyrgyz Republic.

2.8. The availability of a valid passport and the documents issued in accordance with the legislation of the Kyrgyz Republic is a prerequisite for the admission of a foreign citizen to training at the ISM.

2.9. A foreign citizen must arrive in the Kyrgyz Republic within 90 days after receiving the official permission from the DCS of the Ministry of Foreign Affairs of the Kyrgyz Republic.

2.10. Registration of the passport of a foreign citizen is carried out in the State Registration Service under the Government of the Kyrgyz Republic (SRS under the GKR).

2.11. Financial costs for processing an application for visa support and for registration are borne by the entrant or his official representative in the amount established by the public institutions of the Kyrgyz Republic.

2.12. Upon the arrival of a foreign citizen, the ICD familiarizes him/her with the obligations and rights of the parties, organizes the signing of a contract between the ISM and the entrant.

2.13. The ICD facilitates the conclusion of a contract on the basis of issued passport and visa documents, verification of admission documents and payment for training in the ISM.

2.14. The ISM is not liable in case of late submission of registration documents by the entrant / attendee to the ISM. In case of delay of documents, a foreign citizen bears an administrative penalty in the form of payment of a fine in the amount established by SRS under the Government.

SECTION 3

EXTENSION OF THE TERM OF REGISTRATION AND VISA

3.1. The extension of the visa is carried out once a year at the DCS of the Ministry of Foreign Affairs of the Kyrgyz Republic on the basis of a signed contract, payment for tuition and the order on admission for a period of one academic year.

3.2. The ICD is obliged to conduct appropriate information work among foreign students.

3.3. Financial expenses for the extension of registration and visa are borne by the attendee, student, resident, graduate student in the amount established by the DCS of the Ministry of Foreign Affairs of KR.

3.4. The ISM is not liable in the event that an attendee, student, resident, post-graduate student has failed to provide documents for the extension of registration and visa within the terms established by the legislation of the Kyrgyz Republic.

3.5. In case of untimely submission of documents for the extension of the validity period of registration and visa, a foreign attendee, student, resident, graduate student bears an administrative penalty - a fine, in the amount established in accordance with the Legislation of the Kyrgyz Republic.

SECTION 4

FORMALIZATION OF PASSPORT AND VISA DOCUMENTATION FOR RE-ADMISSION OF FOREIGN STUDENTS TO THE ISM

4.1. The re-admission of an international student to the ISM may be possible, whenever the terms of registration and visa comply with the time of arrival in the Kyrgyz Republic. The ICD checks the passport and visa documentation of an international student before he/she re-admitted to the ISM.

4.2. The re-admission of a foreign student is carried out in agreement with the ICD given the compliance of passport and visa documents with the requirements of the statutory acts of the Kyrgyz Republic and as envisaged in this document.

4.3. In case of non-compliance of passport and visa documents with the term of the stay of a foreign citizen in the Kyrgyz Republic, namely the expiration of the registration period and the corresponding visa, the ICD carries out all necessary procedures for their registration after re-admission to training at the ISM, provided that the fine is paid in the amount established in accordance with the Legislation of the Kyrgyz Republic.

SECTION 5

PASSPORT AND VISA DOCUMENTATION FOR TRANSFER OF FOREIGN STUDENTS FROM OTHER HIGHER EDUCATIONAL INSTITUTIONS

5.1. The transfer of foreign students to training at the ISM is carried out from the medical universities of the CIS and other countries having the relevant training programs and in compliance with the legislative acts and normative documents of the Kyrgyz Republic, as well as in accordance with the established procedures set forth in the "Regulations on the procedure of admission of foreign citizens for training in the ISM."

5.2. The ICD conducts preliminary checks of documents upon receipt of the application from the entrant, as well as the official representative for the transfer of the foreign student in question to the 2nd and senior years of study courses in the ISM.

5.3. Preliminary checking of documents is accomplished for their compliance with the requirements set forth in the "Regulations on the admission of foreign nationals for training in ISM", which includes a collation of respective universities' curricula, the study of objective reasons of transfer, the analysis of possible consequences for students being transferred to the ISM, consideration of request related to the fact of training and validity of academic documents forwarded to the university, from which the foreign student is transferred.

5.4. Binding instruments for preliminary checking are a copy of the academic performance record book, a copy of the passport, a copy of the visa of the country of study, a copy of student's ID study card (and if available a copy of the transcripts).

5.5. The teaching and methodical department of the ISM conducts the verification of academic documents for the actual availability of the subjects studied, the determination of the academic difference in subjects.

5.6. Registration of an application for visa support for a transferred student to be obtained from the DCS of the Ministry of Foreign Affairs of the Kyrgyz Republic is conducted in accordance with clauses 2.4., 2.5.

5.7. The financial expenses for processing an application for visa support and for registration are borne by the student or his/her official representative in the amount established by the DCS of the Ministry of Foreign Affairs of the Kyrgyz Republic.

5.8. Upon the arrival of a foreign transfer student, the ICD conducts a preliminary check of the compliance of the visa and confirmation of the necessary documents for translation.

5.9. A foreign entrant can be conditionally enrolled for training before receiving an original confirmation of the issuance of academic documents from a previous university.

5.10. In case of failure to confirm the fact of training of an international student, and / or issuing academic documents to him/her, the ISM is entitled to expel such a student without refund of the tuition fee.

5.11. The ICD familiarizes foreign citizens with the obligations and rights of the parties, the size and order of payment of tuition fees, facilitates the signing of contracts between the ISM and students, a resident, a graduate student, a doctoral student.

5.12. If it is necessary to cover the academic difference of subjects learned, the ISM organizes such an opportunity for a transfer student. The payment for passing/covering the academic difference is subject to separate agreement between the transfer student and the ISM, and may enter and go beyond the scope of the contract being concluded.

5.13. The registration of a foreign student's passport is carried out in a concerned Police Department of the KR in accordance with clause 2.10.

5.14. The extension of the registration period and visa in the passport is carried out in accordance with section 3 of this document.

SECTION 6

REGISTRATION OF THE PASSPORT AND VISA DOCUMENTATION WHEN EXPELLING FOREIGN STUDENTS FROM THE ISM

6.1. The ICD carries out all the necessary procedures related to the further stay of an international student in the Kyrgyz Republic after expulsion from the ISM:

It also draws up and sends lists of expelled students to:

- Ministry of Education and Science of the KR
 - DCS of the Ministry of Foreign Affairs
 - State Committee of National Security of the KR
 - Embassies or other representative bodies of foreign states, if any, on the territory of the Kyrgyz Republic (if necessary)
- prepares and issues an exit visa

6.2. All costs associated with issuing an exit visa or with deportation are borne by a deemed foreign student or his official representative.

SECTION 7

FORMALIZATION OF PASSPORT AND VISA DOCUMENTATION FOR ISM EMPLOYEES

7.1. Registration of passport and visa documents for the staff of the ISM and its structural divisions is carried out by the ICD of the ISM. All actions related to the issuance of passport and visa documents are made on the basis of official letters of invitation from the inviting party, etc. The ICD conducts information and advisory work on the implementation of the procedure for issuing the relevant documentation.

7.2. The registration/issuance of the relevant documentation includes assistance in:

-preparation of a letter on the opening of an entry visa to the host country at the embassies or foreign missions located in the Kyrgyz Republic.

7.3. Financial costs are established and implemented by an employee or ISM in accordance with the requirements of government agencies of the KR (payment of expenses to the DCS of the Ministry of Foreign Affairs, embassies, etc.)

8. FINAL SECTION

8.1. Changes and additions to the "Instructions for passport and visa work in the ISM" are made by the ICD in accordance with the changes in the Legislation of the KR, "Regulations on the procedure for admission of foreign citizens for training in the ISM" and is approved by the Rector of the MIMS.