



"APPROVED"

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**REGULATION**  
**ON THE PROCEDURE FOR ADMISSION OF FOREIGN CITIZENS FOR TRAINING**  
**IN THE INTERNATIONAL HIGHER SCHOOL OF MEDICINE**

SECTION 1.  
GENERAL PROVISIONS

1.1. This regulation has been developed in accordance with the legislation of the Kyrgyz Republic and establishes the procedure for admission of foreign citizens for training in the International School of Medicine (hereinafter referred to as ISM).

1.2. The entrant shall have the right to get familiarized with the Charter of the ISM, its subdivisions, licenses and certificates, the rules of admission to the university and other necessary information before the delivery of the admission documents.

1.3. Registration of all necessary documents related to the invitation and admission of foreign citizens for training in the ISM shall be carried out by the International Relations Department of the ISM (hereinafter IRD) in accordance with the established procedures and requirements of the regulatory acts of the Kyrgyz Republic. Foreign citizens who entered the ISM shall have the rights and fulfill the duties of students in accordance with the legislation of the Kyrgyz Republic.

1.4. Enrollment, reinstatement and expulsion of foreign students, residents and doctoral students shall be carried out upon agreement with the IRD with regard for formalization of passport and visa documents, in accordance with the regulations of the ISM.

1.5. All the necessary procedures for the formalization of passport and visa documents

for foreign students (extension of the registration period and visa and / or reduction of the term of registration and visa, provision of lists of expelled students and residents to the relevant government departments) shall be carried out on the basis of the relevant orders signed by the rector of the ISM.

## SECTION 2.

### ADMISSION OF ENROLLEES TO THE ISM

2.1. Involvement of foreign citizens for training in the ISM shall comprise the following tasks:

- organization of information work in the Kyrgyz Republic and abroad as part of the export of medical education;
- participation in the accreditation of ISM in foreign countries and international organizations;
- verification of the authenticity of documents of applicants / students and their compliance with the requirements for admission to the ISM;
- control over formalization of passport and visa documents of foreign students in the ISM, their compliance with the requirements of the Kyrgyz legislation.

2.2. The procedure for formalization of passport and visa documents for the entry, stay and departure of the applicant / student in the Kyrgyz Republic shall be determined by the "Instruction on passport and visa work in the ISM", which is the annex № 1 of this Regulation.

2.3. Training in the ISM shall be conducted in accordance with the basic medical education program in English with a training period of 5 years.

2.4. For the contractual form of training of the 1st year of study in the ISM the following foreign citizens shall be eligible who have:

- Complete secondary education (Intermediate) with rating points not less than 60%;
- Passport with an appropriate entry visa;
- Official confirmation of having no serious problems with health;
- Paying ability.

2.5. Foreign citizens on admission must have the following documents required for

admission:

- certificate of complete secondary education;
- valid passport with the appropriate visa.

2.6. Admission to the ISM shall be possible after successfully passing the introductory interview on biology, chemistry and the English language in accordance with the ISM program. The interview can be conducted online.

2.7. The personal file of the foreign student must contain the following documents (certificates of secondary education, diploma, etc.), and be kept in the Department for Working with Students of the ISM.

2.8. Reception of documents of foreign citizens for the 1<sup>st</sup> year of study and higher in the ISM shall be carried out 2 times a year in a timely manner.

2.9. In case of late arrival for training, a foreign enrollee shall be given an opportunity to begin appropriate preparatory training before the start of the semester.

2.10. A signed contract shall become effective after the following conditions are met:

- payment of tuition fees for an academic year;
- the issuance of the order of the rector on the enrollment of a foreign citizen in the ISM.

2.11. For non-fulfillment of the curricula requirements, violation of the terms of the contract, internal routine and residence in the hostel as established in the ISM, academic failure, financial indebtedness, violations of the rules of staying in the KR and other violations, students may be subjected to disciplinary measures to the point of expulsion from the ISM.

### SECTION 3.

#### PAYMENT FOR TRAINING AND CONCLUSION OF CONTRACT

3.1. The cost of training shall be established annually and indicated in every individual contract with a student or a contract with an official representative.

3.2. Expenses related to the stay of foreign applicants / students in the Kyrgyz Republic,

including payment for meals, additional educational services and miscellaneous expenses shall be covered independently by the applicant / student or an official representative, in accordance with the rules and procedures established by the ISM.

3.3. Upon admission to the ISM, a contract shall be concluded for the entire period of study. The contract shall be signed by the Rector of the ISM and a foreign citizen concerned.

#### SECTION 4.

##### ADMISSION OF FOREIGN STUDENTS IF TRANSFERRED FROM OTHER MEDICAL UNIVERSITIES

4.1. The work on transfer of foreign students shall be carried out by the IRD on the application by ISM official representatives or at the discretion of students with the observance of legislative acts of the Kyrgyz Republic and ISM regulatory documents.

4.2. Foreign citizens who are students of other medical universities in the CIS countries shall have the right to be transferred to the ISM if their academic difference in training subjected to be equalized during the transfer does not exceed the established limits.

4.3. Upon arrival at the ISM, foreign students must provide the following documents:

- an academic certificate with items/subjects and hours;
- an extract from the order of expulsion;
- original educational document, equivalent to the national document on full secondary education or secondary vocational education of the KR;
- a passport with an appropriate entry visa;
- 10 photos of the 3x4cm;
- an application addressed to the rector of the ISM for admission to the university.

4.4. In order to assess the possibility of transferring a student from another medical institution, he/she must provide the following documents in a mandatory order: a copy of the passport, a copy of the visa issued by the country of training, a copy of the student's ID card, a copy of the student's record book or a reference certificate from the place of study.

4.5. The academic difference in training shall be determined by the Training and

Methodical Department of the ISM with the issuance of an appropriate reference certificate, while the possibility of transfer shall be approved by the Rector of the ISM.

4.6. In case the transfer is possible, the IRD shall formalize the necessary documents for obtaining an appropriate visa and the arrival of foreign citizens at the ISM.

4.7. The IRD of ISM when verifying the authenticity of the information provided in 4.3. of this regulation shall draw up the following relevant documents:

- request to the relevant university in order to confirm the validity of the academic reference certificate;
- in case of disputes, a request to the Embassies of relevant countries and / or the Ministry of Education and Science of the KR to confirm certificates of the full secondary education and previous higher education;
- it shall also check passport and visa documentation in accordance with translation requirements;

4.8. After determining the academic difference in training, and also the implementation of the conditions envisaged in paragraph 2.10 of this provision it shall become possible to enroll foreign nationals.

4.9. If it is necessary for applicants/students to equalize the difference of the subjects in accordance with the ISM curricula, then the ISM shall ensure the necessary conditions for this. The costs associated with the equalization of differences shall not be included in contract between the student and the ISM and shall be paid separately from tuition fees.

4.10. In case of failure to confirm the fact of education at the last place of study, or the validity of the academic certificate and / or the certificate of full secondary education, the ISM shall preserve the right to expel such a foreign student without reimbursement of tuition fees.

## SECTION 5.

### ADMISSION OF FOREIGN CITIZENS TO RESIDENCY (MASTER PROGRAMME)

5.1. Admission of foreign citizens to the Residency (Master Programme) of the ISM shall be carried out by the IRD of ISM on application of the official representatives of the

MWSSM or at their own discretion with the observance of the requirements of KR's legislative acts ISM regulatory documents.

5.2. Training for foreign citizens with higher medical education in the ISM residency programme shall be conducted on a contractual basis.

5.3. Mandatory requirements for admission to residency (master program) shall be:

- Original diploma on higher medical education;
- Passport with an appropriate entry visa;
- Command of the Russian language;
- 8 photo pictures 3x4 cm
- Application addressed to the rector for admission to residency (master programme).

5.4. The IRD of ISM shall check documents in the form of processing a request to confirm the actuality of issuing a diploma and promote the signing of the contract.

5.5. The signed contract shall become effective when the conditions of clause 2.10 of this regulation are met.

## SECTION 6

### ADMISSION OF FOREIGN CITIZENS TO POSTGRADUATE AND DOCTORAL PROGRAMMES OF THE ISM

6.1. Admission of foreign citizens to the postgraduate and doctoral studies of the ISM shall be carried out by the IRD of the ISM on application from the official representatives of the ISM or at the own discretion of the enrollee in compliance with the requirements of the legislative acts of the Kyrgyz Republic and the regulatory documents of the ISM.

6.2. Foreign citizens with higher medical education who have completed residency (master) programme and willing to study in the postgraduate or doctoral programmes of the ISM shall be accepted on a contractual basis.

6.3. The post-graduate / doctoral studies of the MSMM shall be conducted full time and in the Russian language.

6.4. The postgraduate training of foreign nationals at the ISM shall be conducted according to the "Rules for Postgraduate Education" approved by the Government of

the Kyrgyz Republic, as well as in accordance with the national educational standards of the Kyrgyz Republic.

6.5. A foreign citizen who does not speak Russian should take a Russian course at the Preparatory Department of the ISM or other educational institution, upon completion of which the student shall receive an appropriate certificate and shall be enrolled to the postgraduate programme of the MIMS after successfully passing the admission examinations (philosophy, foreign language and subject in the specialty).

6.6. Mandatory documents for entering the graduate programme shall be:

- Original diploma on higher medical education;
- Original certificate of completion of residency (master programme);
- Passport with an appropriate entry visa;
- Application addressed to the Rector for admission to postgraduate programme;
- 8 photo pictures 3x4 cm.

6.7. The IRD of ISM shall check the documents specified in clause 6.6. and promote the signing of the contract.

6.2. The signed contract shall come into force when clause 2.10. of this regulation is fulfilled.

## SECTION 7.

### FINAL SECTION

7.1. All possible disputes related to attracting foreign citizens to study in the ISM and their stay in the Kyrgyz Republic shall be resolved in accordance with the legislation of the Kyrgyz Republic.

7.2. Amendments and additions to this document shall be made by the IRD of ISM according to the Legislation of the Kyrgyz Republic and approved by the Rector of the ISM.