



ЖОҒАРЫ БІЛІМ БЕРУДІ ДАМУ
ҰЛТТЫҚ ОРТАЛЫҒЫ

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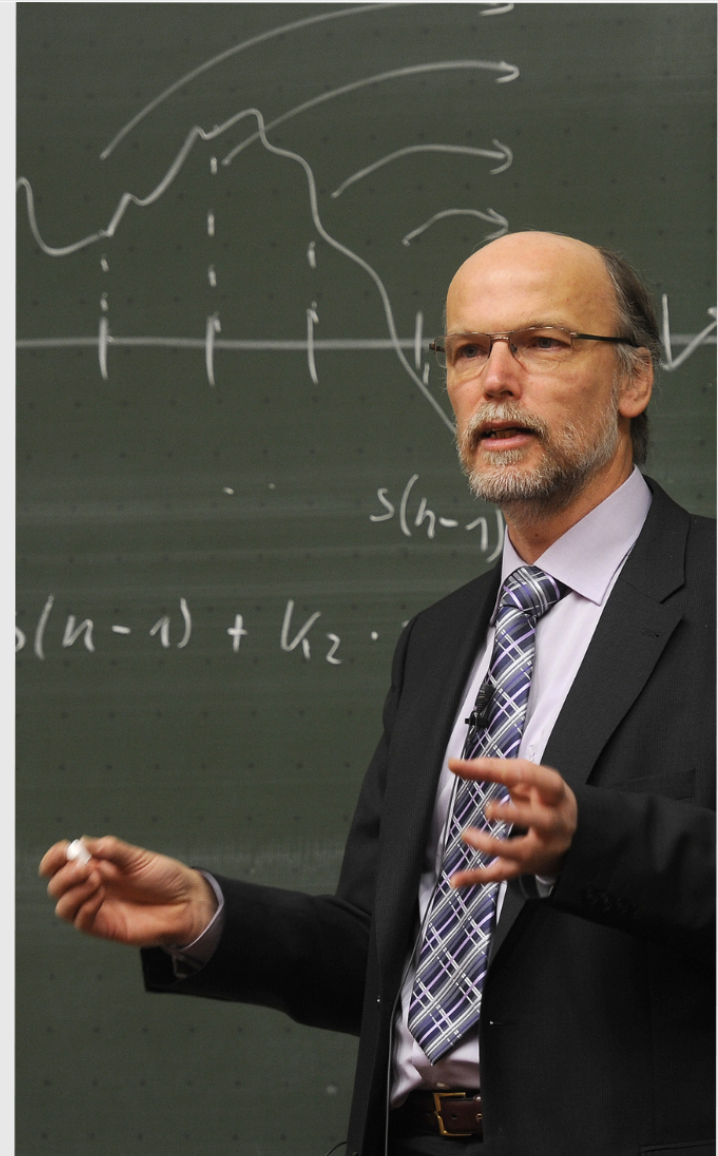
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INSTRUCTION BOOKLET

ON STAYING IN KAZAKHSTAN

FOR FOREIGN SPECIALISTS

5 STEPS for employment at HEI of the Republic of Kazakhstan

STEP 1. VISA RECEIVING

Arrangement of invitation by the university of the RK

The inviting party submits an application to the Ministry of Internal Affairs of the RK (Department of Migration Service of the RK) / Ministry of Foreign Affairs of the RK with an attachment of a table in the form indicating the purpose of the visit (to work, to study, business)

(<http://adilet.zan.kz/eng/docs/V1600014531>).

The application shall be submitted no earlier than 90 calendar days and no later than 5 working days before the expected date of entry of the visa recipient into the RK.

To carry out labor activities, an order of the Ministry of Education and Science of the Republic of Kazakhstan on attracting a foreign specialist, an employment contract is additionally provided.

Citizens of the EAEU (Russia, Kyrgyzstan, Belarus, and Armenia) carry out labor activities in the territory of the RK without obtaining permission on the basis of an employment contract (https://egov.kz/cms/en/articles/employment_relations/workpermit).

Documents submitted for obtaining a visa:

1. visa application form for visa receipt with colored, or black-and-white photo of 3,5 x 4,5 centimeters in size;
2. at visa processing in foreign institution of the RK, number and date of the invitation registered in the Ministry of Internal Affairs or Ministry of Foreign Affairs of the RK

(inviting party shall inform the visa recipient about number and date of the invitation) issue, or the petition of the recipient of the visa categories provided for in paragraph 25 of these Rules;

3. valid identity document;

4. original of the payment documents confirming payment of consular fee or state tax.

Categories of visas depending on the purpose of staying at a university of RK:

- **Business visa (B1).** A single-entry visa of category B1 is issued for a period of up to 90 days, multiple-entry B1 - up to 1 year.
- **Visa for labor activities (C3).** Single-entry visa C3 is issued for a period of up to 90 days, multiple-entry C3 - up to 3 years or for the duration of the permit.

Consular fee

Single entry visa and its extension - 80 US dollars.

Multiple entry visa and its extension:

1 year - 200 US dollars; 2 years - 400 US dollars; 3 years - 600 US dollars.

STEP 2. RESIDENCE REGISTRATION

Registration of foreign citizens in internal affairs bodies staying in the RK for a period of up to 30 days is not required.

In the case of a stay of more than 30 days, a foreign citizen needs to apply for a temporary residence permit in the internal affairs bodies of the RK (those who have arrived for work, study).

Hosts are obliged to inform the migration service about foreign citizens staying with them within three business days from the day of their arrival

(<http://adilet.zan.kz/eng/docs/P1200000148>).

This service is available in electronic format on the Visa-Migration Portal (<https://www.vmp.gov.kz/en/services>), where the inviting party (individual or legal entity) with an electronic digital signature via the Internet can notify the migration service about the stay of a foreigner.

STEP 3. RECEIVING INDIVIDUAL IDENTIFICATION NUMBER (IIN)

A foreign citizen receiving income from the sources of the RK for tax purposes should receive an IIN by contacting the state revenue office at the location (arrival) in an explicit manner (<http://kgd.gov.kz/ru/app/interview-web/interview/2>).

There are 54 Conventions on the avoidance of double taxation and the prevention of tax evasion on income and capital concluded by the RK with foreign states in Kazakhstan.

STEP 4. OPENING A BANK ACCOUNT

To open a current account by foreign citizens, the Republic of Kazakhstan submits to the bank

(<http://adilet.zan.kz/rus/docs/V1600014422>):

- identity document
- IIN

STEP 5. TAX PAYMENT

A foreign citizen pays in Kazakhstan tax on income from sources in Kazakhstan from the performance of work, the provision of services in the territory of the RK - 20 percent.

(<http://adilet.zan.kz/eng/docs/K1700000120>).