

ҚАЗАҚСТАН РЕСПУБЛИКАСЫ  
ПРЕЗИДЕНТІНІҢ ЖАНЫНДАҒЫ  
МЕМЛЕКЕТТІК БАСҚАРУ  
АКАДЕМИЯСЫ



АКАДЕМИЯ  
ГОСУДАРСТВЕННОГО  
УПРАВЛЕНИЯ ПРИ ПРЕЗИДЕНТЕ  
РЕСПУБЛИКИ КАЗАХСТАН

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05.05.2018 № 13-14/499

Head of Hanns Seidel Foundation  
Project for Central Asia  
Dr. Max Georg Meier

Dear Dr. Max Georg Meier!

The Academy of Public Administration under the President of the Republic of Kazakhstan (hereinafter – the Academy) presents its compliments to the Hanns Seidel Foundation Project for Central Asia (hereinafter – HSF) and encloses the admission requirements for the 2018-2019 academic year.

The Academy avails itself of this opportunity to renew to the HSF the assurances of its highest consideration. We look forward to further mutually beneficial cooperation.

Enclosed attachments: 7 sheets.

Sincerely,  
Rector

F. Zhakupova

Бланк сериялық нөмірсіз жарамсыз болып табылады. Жауап қайтарғанда міндетті түрде біздің № және күні көрсетілуі керек.  
Бланк без серийного номера недействителен. При ответе обязательно ссылаться на наш № и дату

000971

Done by: Didara Dossetova  
Tel. + 7 7172 32 00 00; E-mail: d.dossetova@apa.kz

## **Information on admissions**

1. Admission requirements:

- diploma of higher education (with all attachments, including transcripts);
- work experience of at least one (1) year in the civil service by the time an application is submitted;
- one of the following English language examination certificates, with results at or above the following scores: IELTS (4.0), TOEFL PBT (437) or TOEFL IBT (41). A certificate must be valid at the time of application submission. If applicants do not have one of the listed certificates, they should take an APTIS test, based on four language skills (speaking, writing, reading and listening). An applicant's APTIS score should be at least within B1 (CEFR) level, equivalent to the IELTS level of at least 4.0

2. List of documents for submission to the Admissions Commission:

- 1) a completed application form in accordance with Attachment 2;
- 2) a copy of the higher education degree/diploma with attachments;
- 3) a copy of the IELTS or TOEFL certificate or a registration form for the APTIS test in accordance with Attachment 3. Note that applicants who received a Bachelor's degree from a higher educational institution, where English was the primary language of instruction, are exempt from English language requirements. Such applicants must provide a relevant document as evidence;
- 4) a document confirming professional activity (employment history record book or HR statements);
- 5) a medical and chest X-ray certificate;
- 6) a reference statement, signed by a political official or an executive secretary or the chief of staff at the applicant's government agency in accordance with Attachment 4. If the above-mentioned posts do not exist at the applicant's government agency or organization, the reference should be signed by the head of the organization;
- 7) two essays in accordance with Attachment 5.

Applicants must present originals of submitted documents to the Admissions Commission for verification. Professional employment history records must be certified by the government employer.

An applicant should provide a notarized translation (into the Kazakh or Russian languages) of academic documents, issued by foreign educational institutions. These documents are subject to validation/nostrification in

Kazakhstan within a three-month period after an applicant's enrollment to the Academy.

3. Admissions interview:

- Applicants attend an interview in Russian and English. They are expected to solve situational case studies. An interview allows identifying personal and professional competencies.

*Attachment 2*

**Rector of the Academy of Public  
Administration under the  
President of the Republic of  
Kazakhstan**

\_\_\_\_\_  
(Rector's surname, initials)

From: \_\_\_\_\_  
(surname, first name, middle name (if applicable))

Address: \_\_\_\_\_  
(address of the permanent place of residence)

ID or passport details:

\_\_\_\_\_  
\_\_\_\_\_  
(No, issuing authority, date of issue and expiration)

**Application**

I hereby apply for entrance examinations for enrollment to a scholarship/fee based Master's/Doctoral program.

(underline as necessary)

Program: \_\_\_\_\_

Major specialty: \_\_\_\_\_  
(indicate the major)

Course duration: \_\_\_ year(s).

My personal details:

1. Date of birth (date, month, year) \_\_\_\_\_
2. Ethnicity \_\_\_\_\_
3. Citizenship \_\_\_\_\_
4. Gender \_\_\_\_\_
5. Marital status \_\_\_\_\_
6. Education: university, major and graduation date \_\_\_\_\_
7. Employment (place of work) \_\_\_\_\_
8. Position \_\_\_\_\_
9. Years of general work experience \_\_\_\_\_, of which the civil service experience: \_\_\_\_\_

10. Political or administrative civil servant

(underline as necessary)

11. Reference (if available) \_\_\_\_\_

12. Telephone contacts: \_\_\_\_\_

work \_\_\_\_\_

home \_\_\_\_\_

mobile \_\_\_\_\_

additional contacts \_\_\_\_\_

13. E-mail: \_\_\_\_\_

14. I need /I do not need a dormitory room (underline as necessary)

I am aware and agree that if I provide false information, this can lead to refusal of my application for admission to the entrance examination or subsequent expulsion from the Academy.

I am aware of the requirements stipulated in the Rules on Admissions to the Academy and oblige to abide.

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
Signature

**Rector of the Academy of Public  
Administration under the  
President of the Republic of  
Kazakhstan**

\_\_\_\_\_  
(Rector's surname, initials)

**APTIS test registration form**

I \_\_\_\_\_ would like  
(surname, first name, middle name (if applicable))  
to register for the APTIS test administered by LLP British Council (Kazakhstan)  
on \_\_\_\_\_ July 2018.

I pledge to provide application supporting documents to the Admissions  
Commission of the Academy of Public Administration under the President of the  
Republic of Kazakhstan (hereinafter – Academy) in person or by email (email  
address \_\_\_\_\_) prior to taking the APTIS test and before 13 July 2018.

I am aware that I will not be able to sit the test in case of late submission of  
supporting documents to the Admissions Commission.

I agree that LLP British Council (Kazakhstan) will provide my test results to the  
Admissions Commission of the Academy.

I am aware of the requirements stipulated in the Rules on Admissions to the  
Academy and oblige to abide.

I confirm my personal details:

Full name as in ID or passport, legibly in block letters

\_\_\_\_\_  
Full name as in ID or passport, legibly in block letters in  
English \_\_\_\_\_

ID or passport details (No, issuing authority, date of issue and expiration)

\_\_\_\_\_  
Individual Identification Number (if applicable) \_\_\_\_\_

Home address, postcode: \_\_\_\_\_  
\_\_\_\_\_

Mobile phone number: \_\_\_\_\_

Work phone number: \_\_\_\_\_

Email address: \_\_\_\_\_  
\_\_\_\_\_

Form  
(must be on the official letterhead paper)

**Academy of Public  
Administration  
under the President of the  
Republic of Kazakhstan**

**Reference statement**

\_\_\_\_\_  
(name of the government agency or organization referring the employee to study)  
sends \_\_\_\_\_

(surname, first name, middle name(if applicable), position, job category, length of service)  
to undertake studies towards a Master's / Doctoral degree (underline)  
program: \_\_\_\_\_

major: \_\_\_\_\_

duration of study: 1 year / 2 years / 3 years (underline).

In case of admission to the Academy of Public Administration under the President  
of the Republic of Kazakhstan

\_\_\_\_\_  
(name of the government agency or organization referring the employee to study)  
confides \_\_\_\_\_ to research  
(applicant's full name)

the issue of

\_\_\_\_\_  
as part of the Master's project (one year) / Master's thesis (two years) / Doctoral  
dissertation (three years).

We guarantee the signature of a trilateral agreement between the Academy, the  
sending government agency / organization and the student in case of applicant's  
enrollment.

\_\_\_\_\_  
20

\_\_\_\_\_  
Position/ signature

\_\_\_\_\_  
(surname, first name, middle name (if applicable)  
of a political civil servant or an  
executive secretary/ chief of staff/  
head of the government organization)

## Essay

### *Guidelines for writing an essay For Master's degree applicants*

#### 1. Motivation essay

In this essay, you should state the reasons for your studies at the Academy of Public Administration under the President of the Republic of Kazakhstan. You need to explain how the Master's program will contribute to achieving your objectives and tasks in terms of your personal career planning in the civil service and how you can use the acquired knowledge and competencies in professional activities after your graduation from the Academy. The essay shall not exceed 500 words.

#### 2. Essay on a given topic

**The goal of the essay is to demonstrate your critical thinking skills, academic writing and professional understanding of the subject field.** The essay shall not exceed 500 words (**excluding bibliography**). Applicants of Master of Public Policy (MPP) programme write an essay on the topic: *“Transition to “Future Governance” implies digitalization as the main tool for transforming the development of the state”*. This essay has to propose steps and/or a mechanism for the transition to “Future Governance” through identification and assessment of risks.

#### Requirements:

1. The essay has an introduction, body and conclusion;
2. The essay includes an analysis of laws and regulations, state program documents, research and other resources on a given topic;
3. The essay demonstrates a logical and reasoning line of thought;
4. If necessary, different methods of analysis are used, for example, cost-benefit analysis), pest-analysis, multi-criteria decision analysis, etc.;
5. Bibliography includes at least 5 sources.

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(applicant's surname, first name,  
middle name (if applicable))