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19.05.2017 № 13-14/526

**Professor Farida Mohmand
Minister of Higher Education
of the Islamic Republic of Afghanistan**

Dear Professor Farida Mohmand!

The Academy of Public Administration under the President of the Republic of Kazakhstan (hereinafter – Academy) presents its compliments to the Ministry of Higher Education of the Islamic Republic of Afghanistan (hereinafter – Ministry) and has the honor to express its willingness for continuing the cooperation.

In May, 2015 the Academy and the Ministry signed the Agreement on cooperation with the aim to train civil servants of the Islamic Republic of Afghanistan at the Academy (hereinafter – Agreement). Two civil servants from Afghanistan have studied on one year Master’s program “Public administration” in the framework of the Agreement.

Considering the success of the pilot project and taking into account friendly relationship between our countries, desiring to strengthen human resource capacity of civil servants of the region, we would like to extend a validity of the signed Agreement and continue cooperation on this matter.

In case of your positive response, please give us the written consent in accordance with the Article 5 of the Agreement. We would also greatly appreciate your kind support in spreading information about the project and selecting appropriate candidates for 2017-2018 academic year (please see information attached).

Taking this opportunity we renew the assurances of our highest consideration.

Attachment: 5 pages.

**Sincerely,
Rector**

F. Zhakypova

**Information
on Admission to the Academy**

In the framework of the Republican budget for 2017-2018 academic year, the Academy has allocated two grants for civil servants from the Islamic Republic of Afghanistan to receive Master's degree in "Regional Development".

The grant provides visa expenses, roundtrip tickets, accommodation in the dormitory, monthly allowances, costs of foreign internship.

1. Admission requirements:

- Diploma of higher education;
- Work experience of at least one (1) year in municipal administration or regional state bodies, taking into consideration that an applicant deals with local and regional development.

2. List of documents for submission to the Admission committee:

- Application in accordance with Attachment 2;
- Copy of the passport;
- Copy of the certificate (APTIS- B1 or IELTS – 4.0 or TOEFL PBT – 437 or TOEFL IBT - 41);
 - applicants who received Bachelor's degree from English teaching universities are exempt from English language requirements.
- Work experience record book;
- Medical certificate;
- Reference signed by the Head of the State body in accordance with Attachment 3;
- Two essays in accordance with Attachment 4;
- Academic documents which were issued by foreign educational institutions should be provided along with a notarized translation into Kazakh or Russian languages. These documents should pass the procedure of recognition or nostrification in a 3-month period after an enrollment to the Academy.

3. Competition procedure:

- Interview, including case studies in English, Kazakh or Russian languages.

**Rector of the Academy of Public
Administration under the President of
the Republic of Kazakhstan
Dr. F. Zhakypova**

On behalf of _____
(surname, name, middle name (if available))

living _____
(address of the permanent place of residence)

passport details _____

(№, date of issue and expiration, authority issued)

Statement

I hereby kindly ask to give permission to take entrance examinations for the enrollment to the scholarship based Master program.
(underline as necessary)

Major _____
(indicate the major)

Study duration 1 year.

The following details about myself:

1. Date of birth (date, month, year) _____
2. Nationality _____
3. Citizenship _____
4. Gender _____
5. Marital status _____
6. University, major and graduation date _____

7. GPA (# of diploma) _____

8. Work place _____

9. Position _____
10. General work experience _____, of which civil service experience _____
11. Reference (if present) _____
12. Telephone contacts: _____

work _____
home _____
mobile _____
additional contacts _____

13. E-mail: _____

14. In need /no need in dormitory (underline as necessary)

I am informed and agree that provision of false information can lead to rejection of admission to entrance examination or following exclusion from the Academy.

I have read the requirements of the Admission rules to the Academy and oblige to abide.

« _____ » _____ 20__

Signature

(filled in official cover letter)

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

Reference

_____ (name of the state body or organization sending the employee to study)

is sending _____

(surname, name, middle name (if available), position)

to study on the Master program,

Major _____, duration of study 1 year.

« _____ » _____ 20__

(position) (signature)

(surname, name, middle name (if present) of the head of state body)

Guidelines for essay writing

1. Motivation essay

It is necessary to state the reasons of enrollment to the Academy of Public Administration under the President of the Republic of Kazakhstan. It is required to explain how the master's program corresponds to the objectives and tasks of personal career planning at public service, how the acquired knowledge and competencies can be used in professional activities after the graduation from the Academy. The scope of essay shall not exceed 500 words.

2. Essay about the selected major on given theme "The ways of competitive growth for your region?"

Task: Present the factors that in your opinion characterize the competitive region at the internal and external markets. How can the level of competitive region be assessed?

The goal of the essay is to demonstrate critical thinking skills, academic writing and professional understanding of the subject field. The scope of essay shall not exceed 500 words (excluding bibliography).

Requirements:

1) The structure of the essay is comprised of introductory, body and conclusion;

2) The essay includes an analysis of laws and regulations, state program documents, scientific and other resources on given theme;

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 and others;

5) Bibliography, including at least 5 sources.