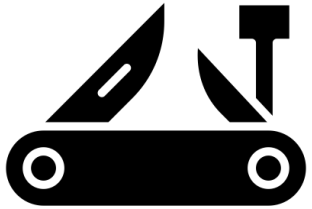


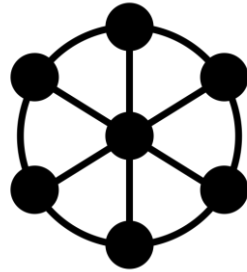


**SHARED SERVICE
CENTER**

What is Shared Service Center ?



A multifunction center providing services in different area



Consolidates administrative services into one unit



Provides one-stop personalized service to our faculty and staff

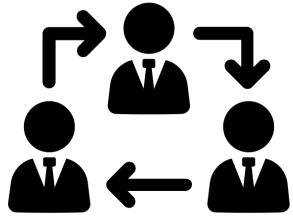


Facilitates availability of providing documents and functions

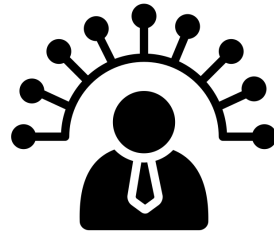
What is Shared Service Center ?

In 2020-2021 academic year AUCA has more than a thousand of undergraduate and graduate students with a hundred of faculty members and Shared Service Center experts and agents manage to provide them assistance on a variety of issues and services on a regular basis.

Daily issues with SSC



Human Resources



Registrar and Admission



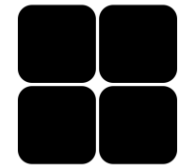
IT support



Student Life

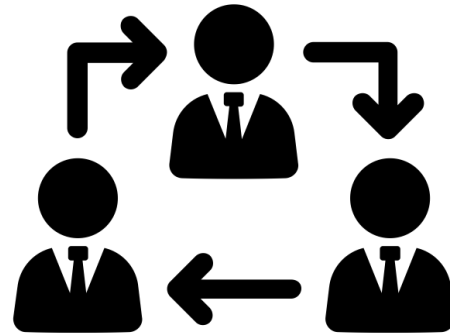


Finance



Other

Human Resources



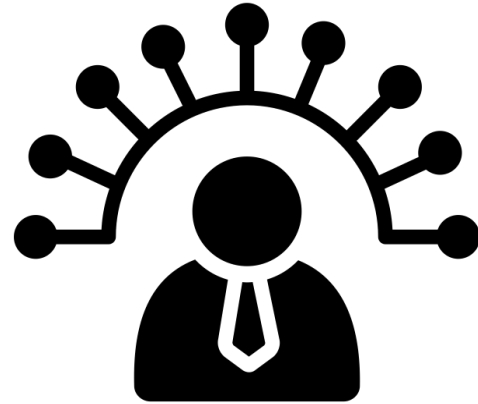
Human Resources

- Preparation of Invitation Letter for obtaining a work visa
- Applying for the work permit from State Migration Service under the government of Kyrgyz Republic
- Assistance in obtaining visa support number through the Ministry for Foreign Affairs
- Visa & registration renewal
- Airport meet & greet
- Accommodation for international faculty members and staff
- Registering new international employee in Republic Service Center 3 days
- Consultancy and on-going HR support

Human Resources

- Assistance in obtaining RFID card
- Provision a list of documents necessary for employment.
- Provision of employment certificates
- The check-out lists for faculty and staff
- Access to the work of the internal regulations of AUCA
- Translation of the necessary documents and their notaria assurance
- Assistance on HIV - test passing
- Medical support and escort to the hospital if necessary
- Orientation day for new Employee
- Providing schedule of deadlines

Registrar



Registrar

- Official Transcript (English/Russian)
- Student Status Certificate (English/Russian)
- Military certificate (from# 26) (Russian)
- Academic Leave/Dismiss
- Incomplete
- Change of grade

Registrar

- Transfer credit
- Internal transfer credit
- Check-out list
- Withdrawal
- Study card
- Add-Drop

IT Support



IT Support

- Managing students computer labs
- Wireless access
- Providing additional papers for printing on student's load

Student Life



Student Life

- Lockers
- Lost and Found
- Computer labs
- Meeting rooms

Finance



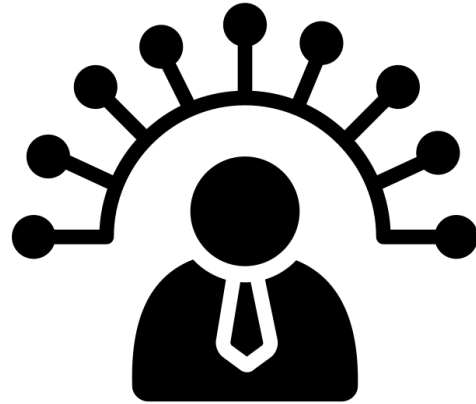
Finance

- Tuition payments and Debts
- Study agreement
- Invoice
- Consultation on how to use cash-in terminals
- Request for payments
- AUCA bank details

Finance

- Excessively / erroneously paid amounts
- Tuition fees
- Reimbursement of medical expenses for students
- Accept payments through KICB Cash-in and POS-terminals
- Prepaid cards

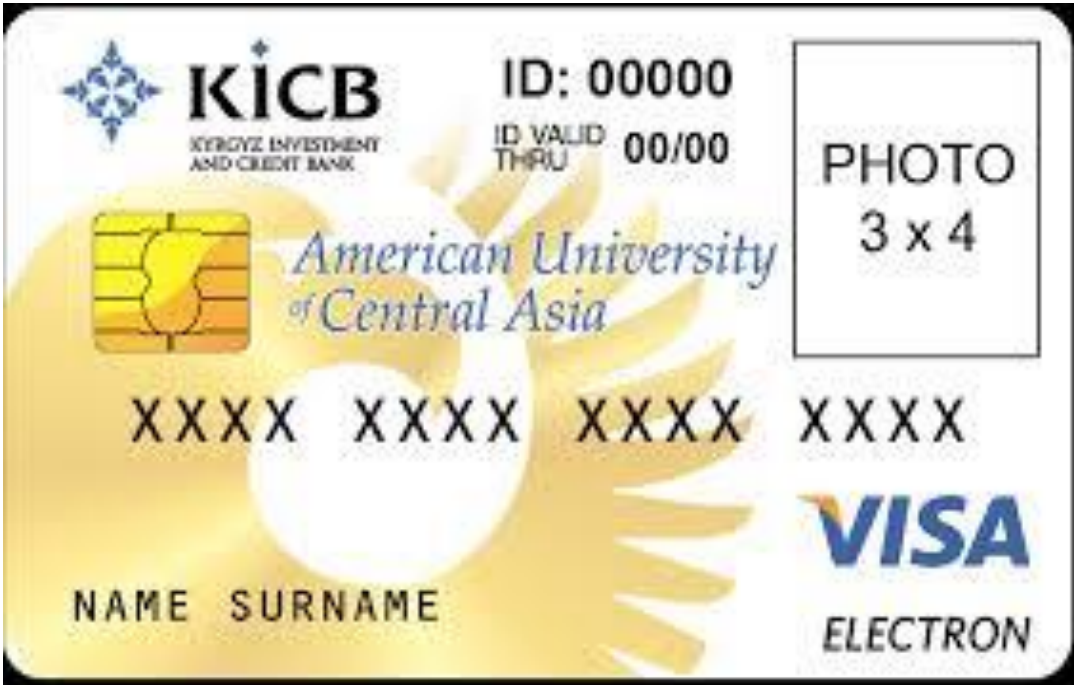
Admission



Admission

- Check-Out list
- Storage and maintenance of personal files of active/graduate/dismissed students
- School leaving certificate "Attestat", ORT certificate for dismissed students (national test score)

Universal ID Card



Universal ID Card

- UIDC is a VISA-based card linked to the personal KICB bank account that features student's picture and ID number.
- UIDC gives you access to the campus and includes many services within the campus like:
 - Labs and Class rooms
 - Dorm
 - Library account
 - Cafeterias

UIDC Tuition Payment

- Tuition shall be paid by deposit of monetary funds into the Universal ID card of the student and direct withdrawal of these funds by the Bank and further transfer to the account of the University in accordance with the payment schedule specified in the Study Agreement
- You may receive your UIDC bank account in any branch of the bank or in KICB office in AUCA campus.

UIDC Bank Services

- Shopping
- Banking utility payments
- Payroll project
- Money transfers
- I-banking services
- E-wallet Services (ELSOM)

Thank You!

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