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# Shared Service Center

[service@auca.kg](mailto:service@auca.kg)  
[tuition@auca.kg](mailto:tuition@auca.kg)



# Daily issues with Shared Service Center



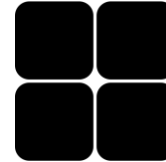
Registrar and Admission



Student Life



Finance



Other



# Registrar

- ❖ Certificates:
  - Official Transcript (English/ Russian);
  - Student Status Certificate (English/ Russian);
  - Military certificate (form# 26) (Russian);
  - Social Fund certificate (Russian).



# Registrar

## ❖ Forms:

- Transfer of credits;
- Internal transfer of credits;
- Check- out list;
- Academic Leave/ Dismissal;
- Re- admission after Academic Leave;
- Re- admission after Dismissal;
- Incomplete grade;;
- Change of grade;
- Withdrawal ;
- Study card;
- Add- Drop;
- Full- time/Part- time.



# Admission

- ❖ Check-Out list;
- ❖ Storage and maintenance of personal files of active/graduate/dismised students;
- ❖ School leaving certificate “Attestat”, ORT certificate for dismissed students (national test score).



# Student Life

- ❖ Lockers;
- ❖ Lost and Found;
- ❖ Computer labs;
- ❖ Meeting rooms: <https://rooms.auca.kg/login.php>



# Finance - [tuition@auca.kg](mailto:tuition@auca.kg)

- ❖ Tuition payments and Debts;
- ❖ Study agreement/ Annex;
- ❖ 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;

## Note:

- ✓ Student has to sign annual Agreement “Annex” every year;
- ✓ 5th sport cost 200\$.





# Tuition Penalties

- ❖ In case of any violation of the terms of payment specified the Annex, the University has the right to charge a penalty based on the table:

№	размер штрафа / penalty rate	сумма общего долга / total debt
1	2000 сом	\$ 1-100
2	4000 сом	\$ 101-500
3	6000 сом	Свыше \$500



# 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;
  - Library account;
  - Cafeterias;
  - Tuition payment.



# How to pay for tuition?

- ❖ 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 Annex;
- ❖ You can apply for a UIDC card at the SSC office (room 234)



# UIDC Bank Services:

- ❖ Shopping;
- ❖ Banking utility payments;
- ❖ Payroll project;
- ❖ Money transfers;
- ❖ I-banking services.



# How to find our office?

Room 234, second floor of the AUCA campus

Telephone: +996 312 915000, extensions 285; 286; 287; 288; 289.

Web - <https://ssc.auca.kg/>

E-mails: [service@auca.kg](mailto:service@auca.kg); [tuition@auca.kg](mailto:tuition@auca.kg).

## Staff of Shared Service Center office:

- ❖ Aidai Sarykueva, Director - [asarykueva@gmail.com](mailto:asarykueva@gmail.com);
- ❖ Indira Sagynova, Deputy Director - [sagynova\\_i@auca.kg](mailto:sagynova_i@auca.kg);
- ❖ Umut Jumalieva, HR Expert - [jumalieva\\_u@auca.kg](mailto:jumalieva_u@auca.kg);
- ❖ Zhibek Kaldarova, Expert – [kaldarova\\_zh@auca.kg](mailto:kaldarova_zh@auca.kg);
- ❖ Aidana Namazalieva, Expert – [namazalieva\\_a@auca.kg](mailto:namazalieva_a@auca.kg).





Please visit our office!



Thanks!

**Feel free to ask  
questions.**