Arrival/departure of external students under the exchange program

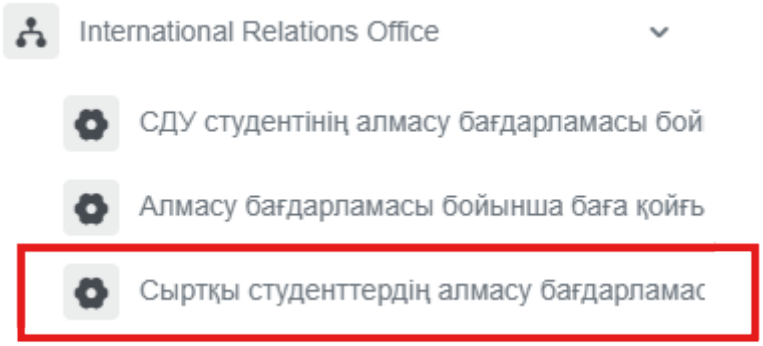
Process purpose and use cases
This process is used to officially formalize the arrival/departure of external students under the exchange program at SDU.

Use cases:

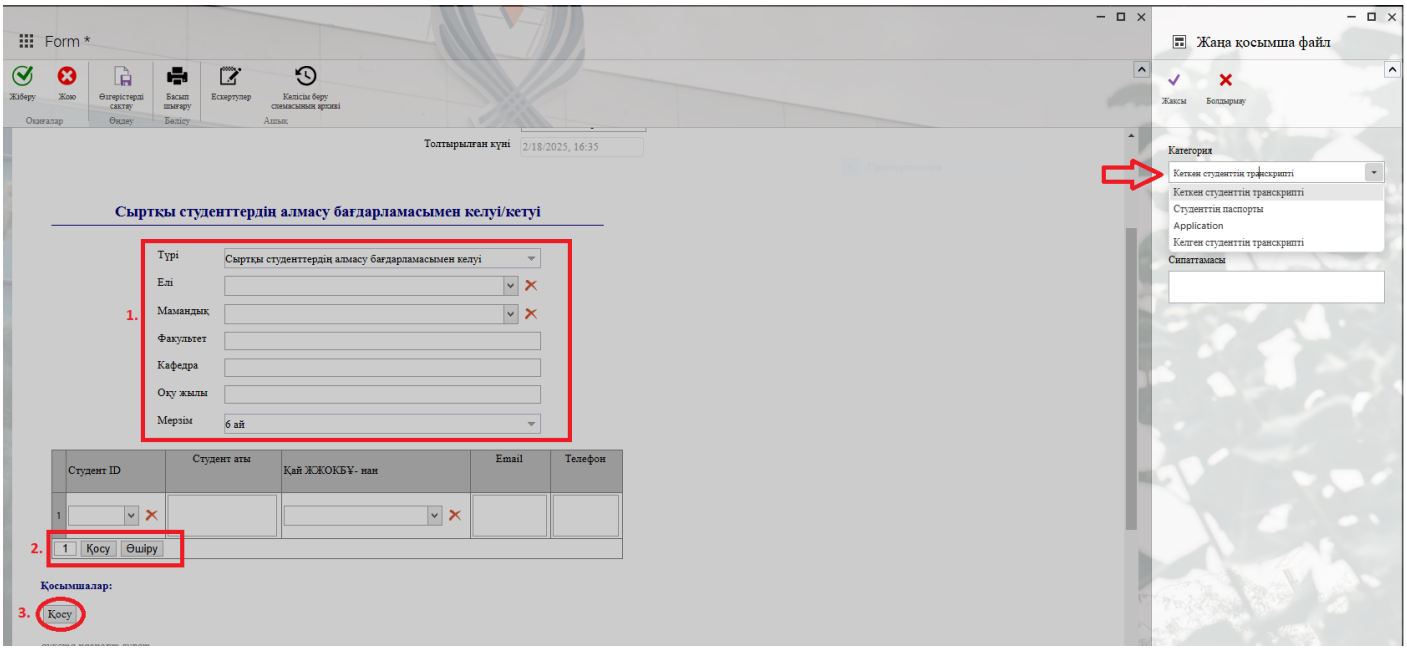
- When an external student arrives at SDU under the exchange program
- To regulate academic and administrative procedures

How can I initiate the Arrival/departure of external students under the exchange program process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **International Relations Office → Сыртқы студенттердің алмасу бағдарламасымен келуі/кетуі / Arrival/departure of external students under the exchange program** process**.**



2. 1) Fill in the fields.
2) You need to fill in the required rows in the table. If necessary, you can add new columns or remove unnecessary ones.
3) In the window that opens when you click the "Қосу" — "Add" button, you can attach the necessary application to the categories on the left.

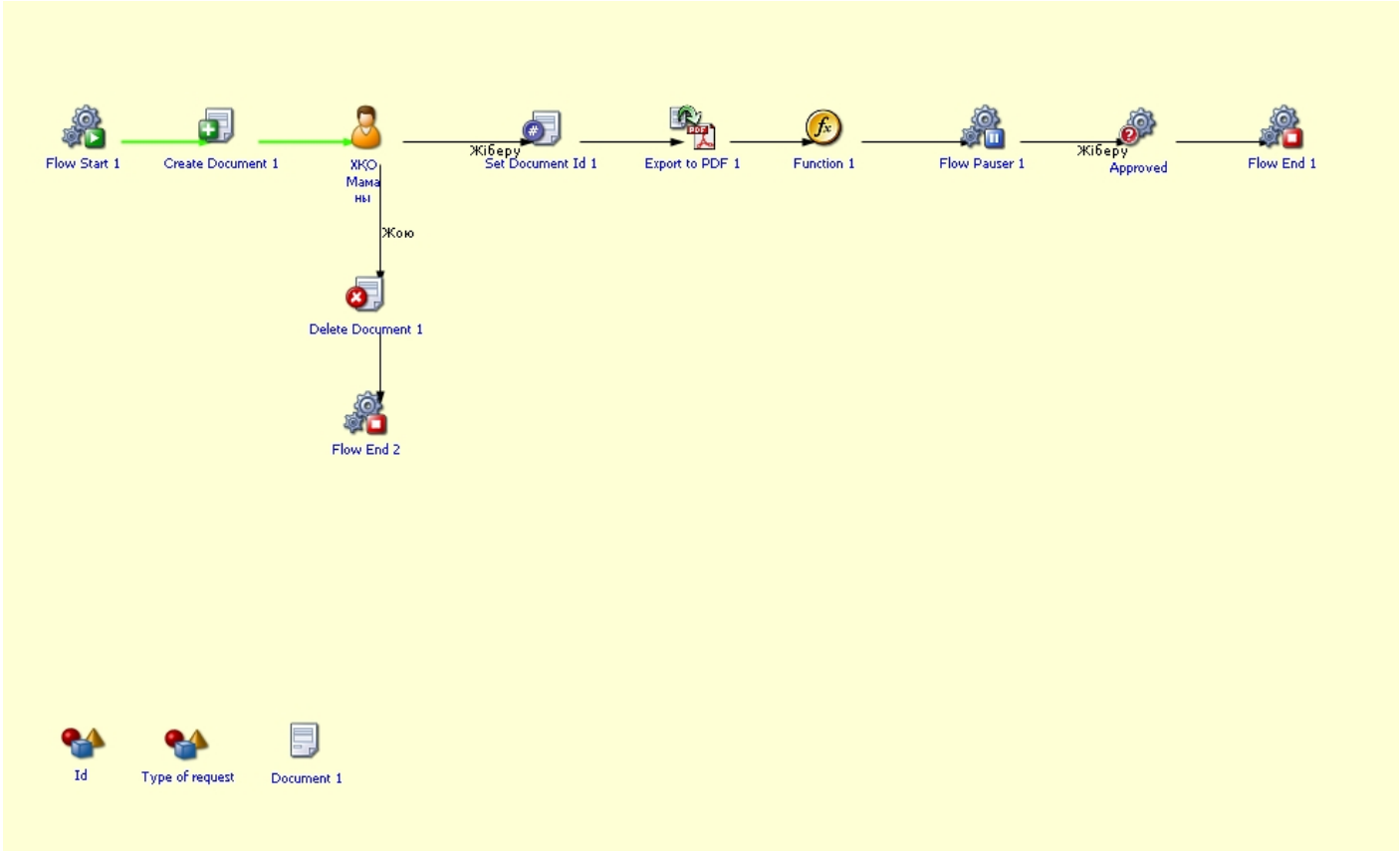


3. Once the required information is provided, click the "**Жіберу / Send**" button.



Process guidelines

You can view the process workflow in the section below.



For all inquiries, you can submit a request through helpdesk.sdu.edu.kz → "Submit a ticket" → "BPM" or contact us via email at dms@sdu.edu.kz!

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