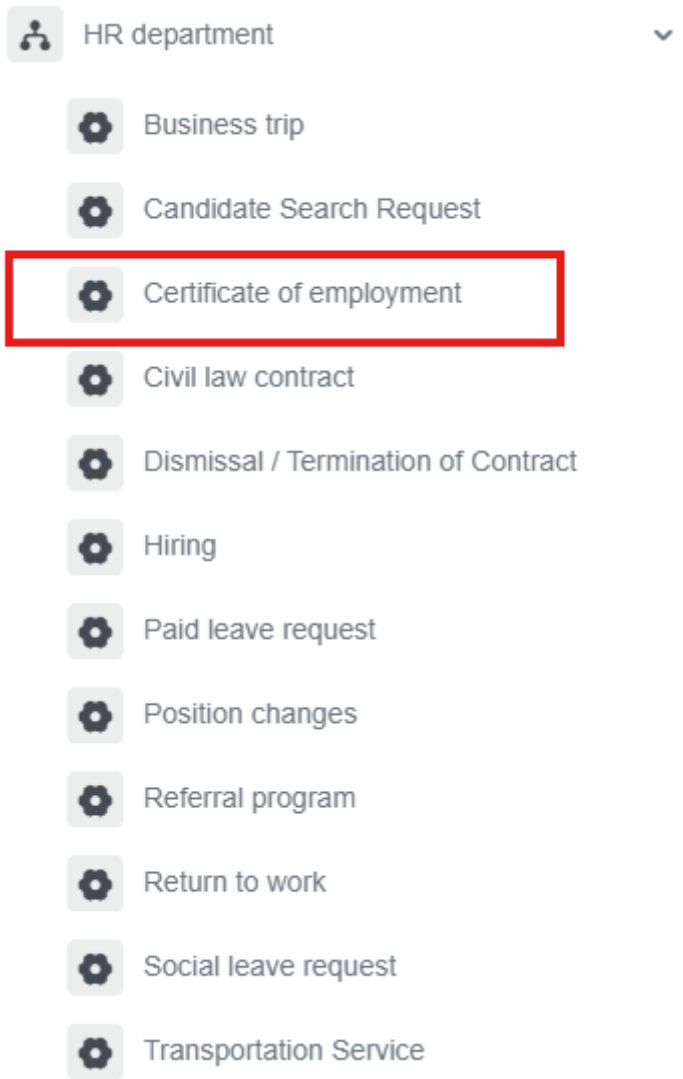
Certificate of employment

Process purpose and use cases

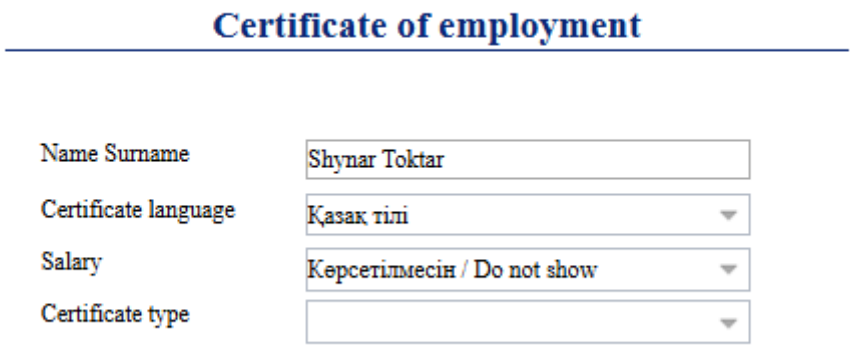
This process is used to confirm an employee's employment within the organization. You can initiate it when an employment verification letter is required for personal needs.

How can I initiate the Certificate of employment process in the DMS system?

1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **HR Department → Certificate of employment** process**.**



2. Fill in the required fields



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

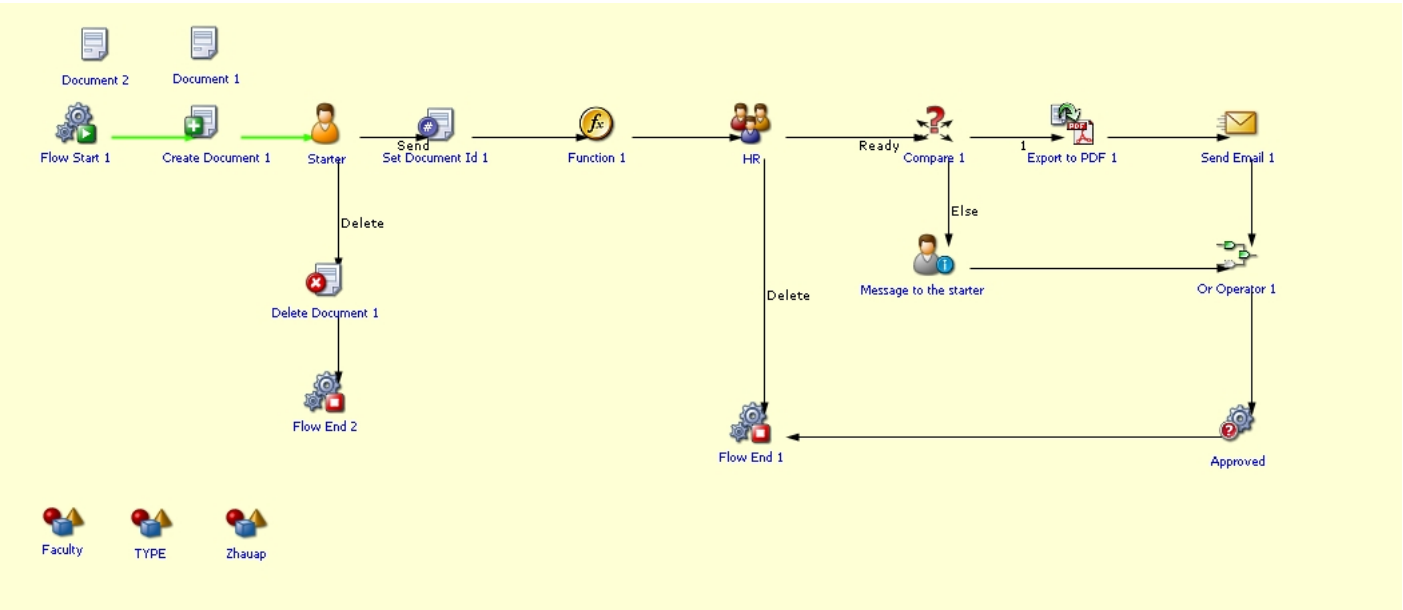


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Process guidelines

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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