Change of major language/year

Process purpose and use cases

This process is used to automate and formalize the procedure for changing a student's language of instruction or academic year.

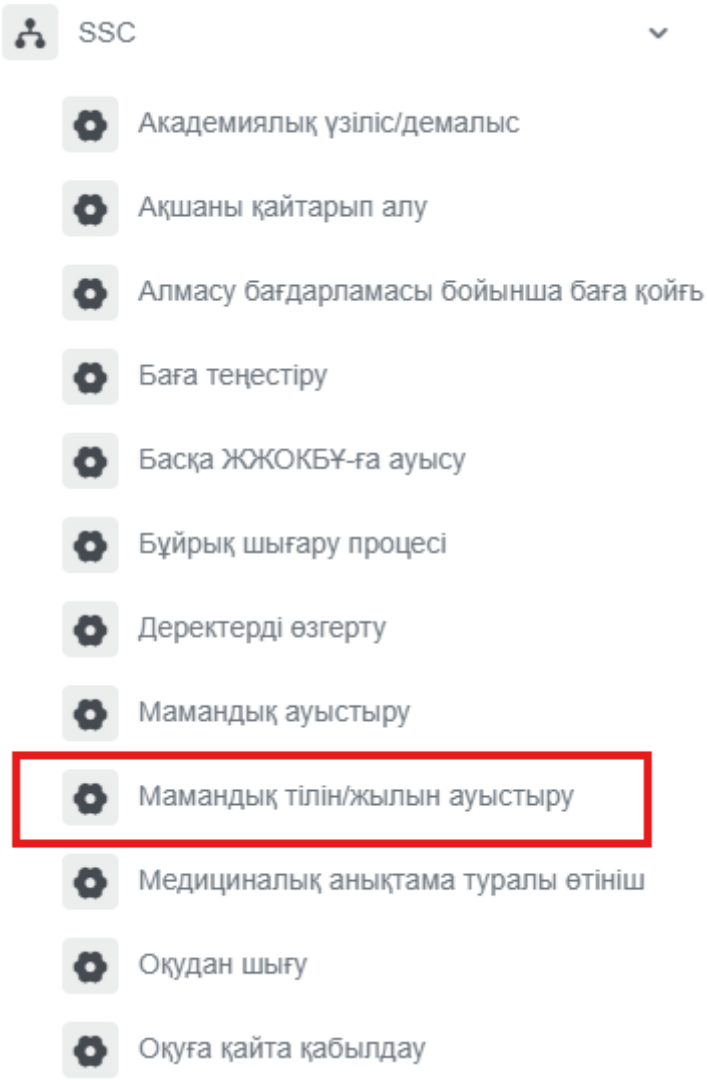
Use cases:

- When a student requests to change the language of instruction (Kazakh, Russian, English)
- When a student needs to change the academic year due to academic reasons (e.g., repeating a course or advancing)
- When the academic year or language of instruction needs to be changed based on a special decision by the university administration

How can I initiate the Change of major language/year process in the DMS system?

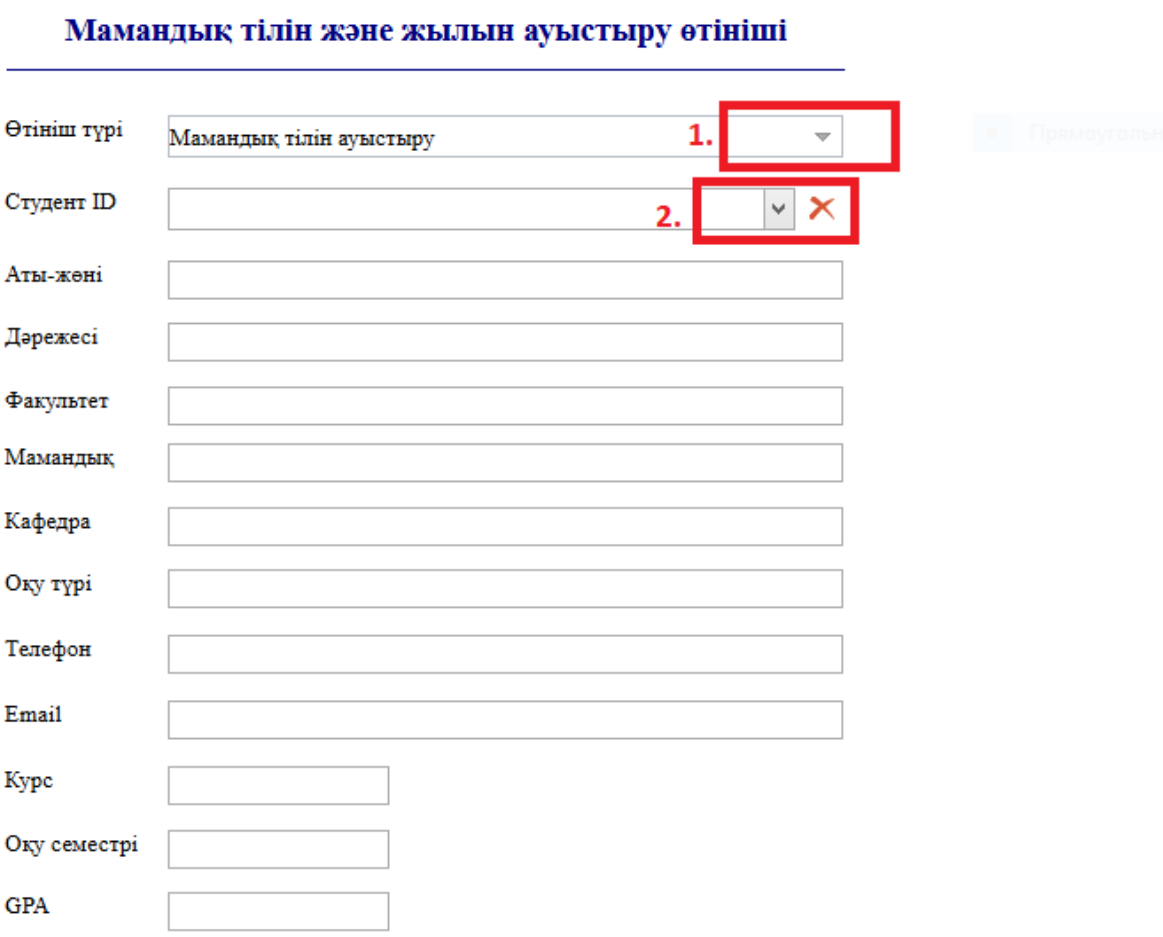
1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **SSC** → **Мамандық тілін/жылын ауыстыру / Change of major language/year** process**.**

Note: SSC processes can only be initiated by SSC employees.



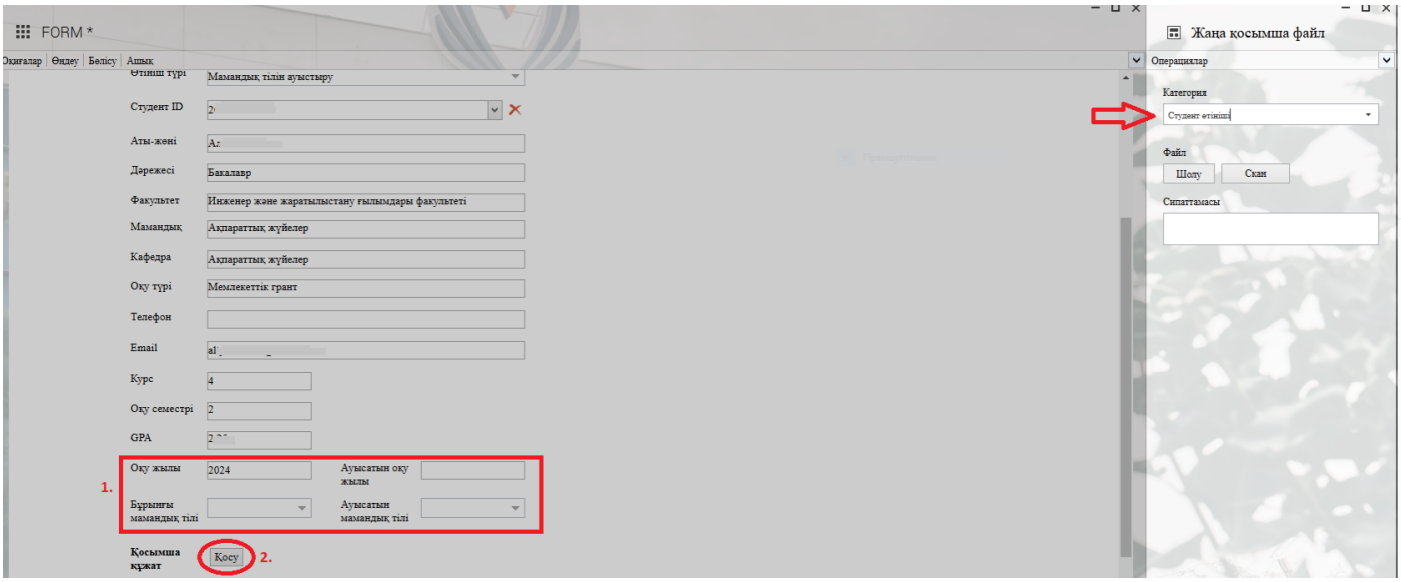
2. 1) Select the **өтініш түрі / application type**

2) Click the button in the **Студент ID / Student ID** column and enter the student's **ID** number or **full name** in the opened window. Once you select the required student, the remaining fields will be filled in automatically.



3. 1) Don't forget to fill it in.

2) In the opened window after clicking the "Қосу" — "Add" button, you can attach the required document to the categories on the left.



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

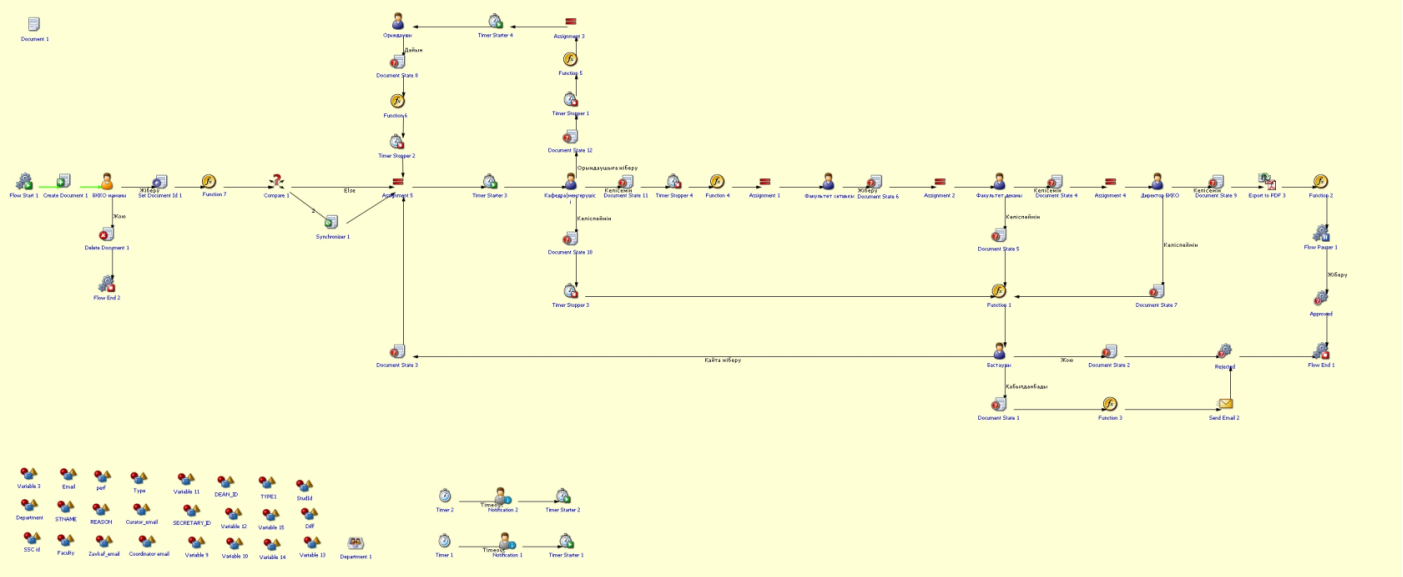
"SDU UNIVERSITY" мекемесі
040900, Қазақстан Республикасы,
Қаскелен қаласы, Абылай хан көшесі, 1/1.
www.sdu.edu.kz E-mail: info@sdu.edu.kz
Тел.:+7 727 307 95 60, +7 727 307 95 65

SDU UNIVERSITY

SDU UNIVERSITY
1/1, Abylaykhan str., 040900
Kaskelen, Republic of Kazakhstan
www.sdu.edu.kz E-mail: info@sdu.edu.kz
Tel.: +7 727 307 95 60, +7 727 307 95 65

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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Created 2025-03-03 11:55:39 UTC by Shynar Toktar

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