Re-enrollment

Process purpose and use cases

This process is used for the re-enrollment of a student who has withdrawn from the university.

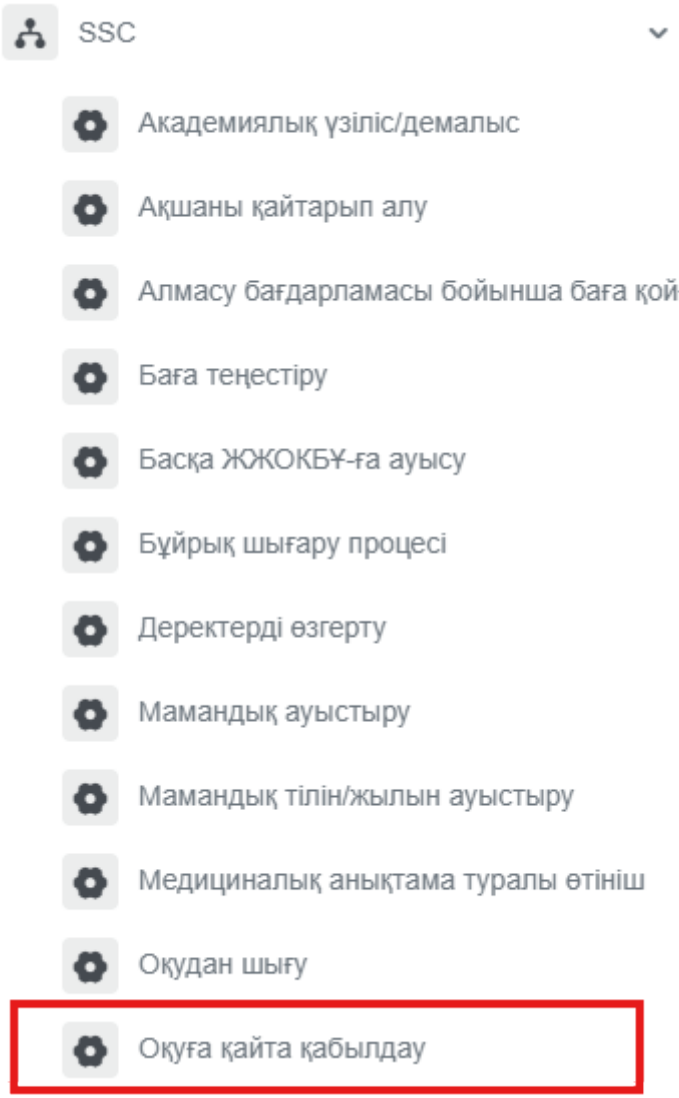
Use cases:

- When a student voluntarily withdrew and requests re-enrollment
- When a student who was withdrawn due to academic or administrative reasons wants to be re-enrolled

How can I initiate the Re-enrollment process in the DMS system?

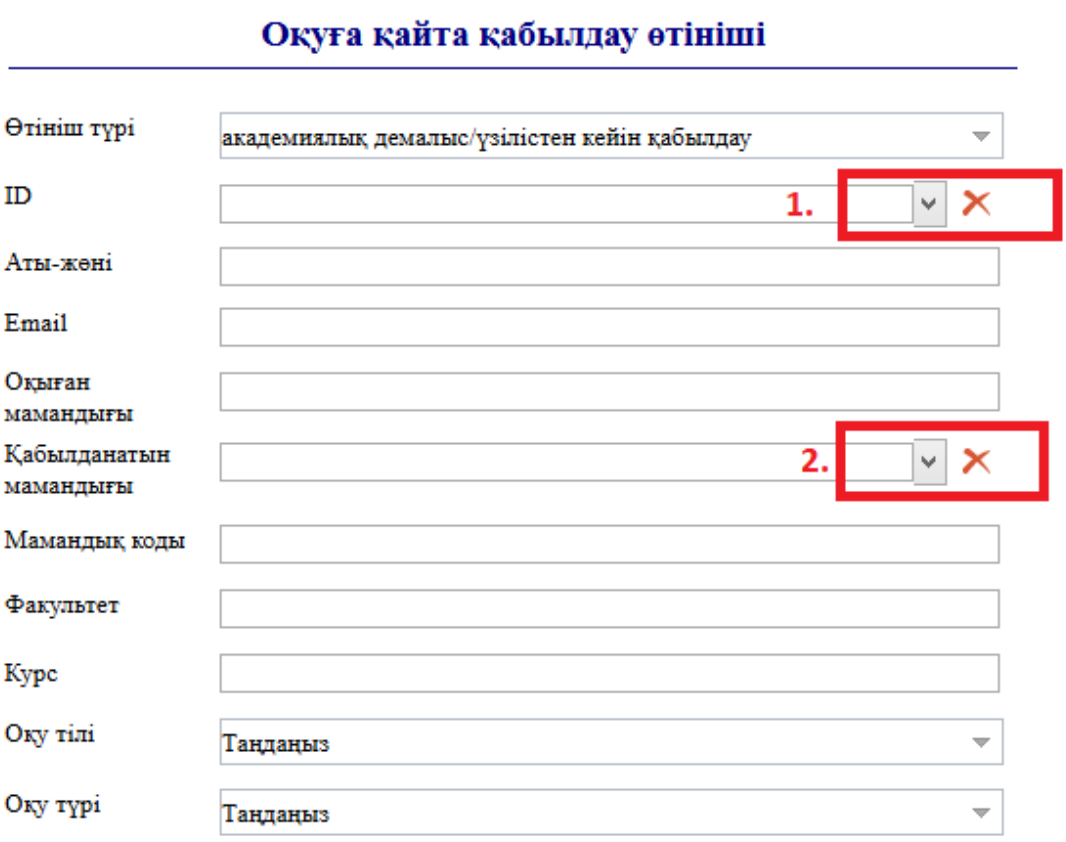
1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **SSC → Оқуға қайта қабылдау / Re-enrollment** process**.**

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

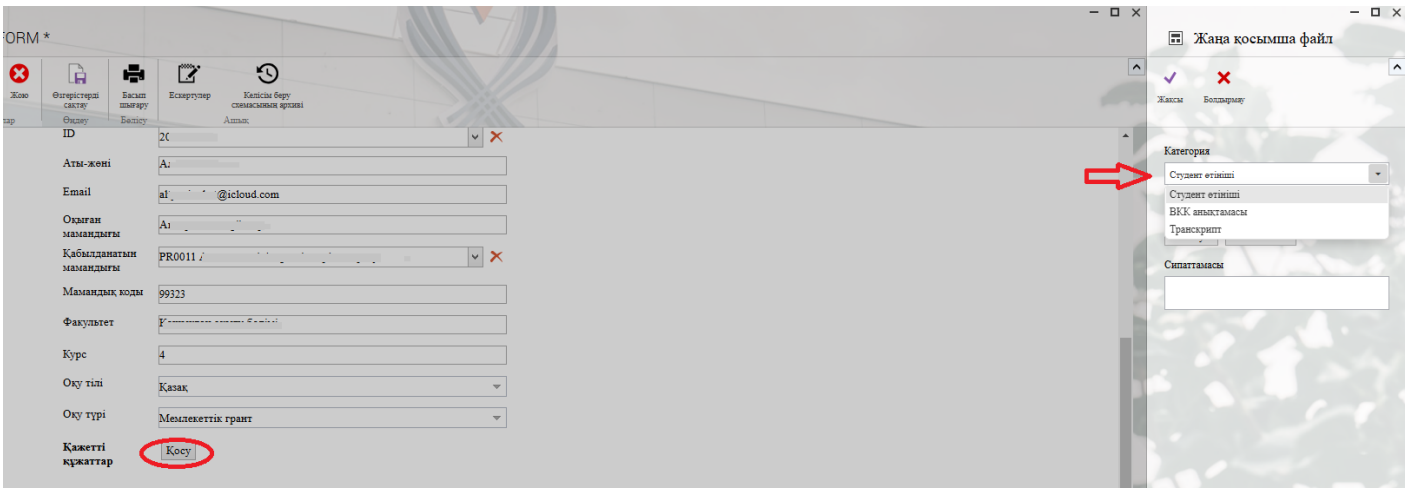


2. 1) Click the button in the **ID** column, then enter the student's **ID** number or **full name** in the opened window. Once you select the required student, their **аты-жөні / full name, email, and оқыған мамандығы / previous major** will be filled in automatically.

2) Click the button in the "**Қабылданатын мамандығы / Accepted major**" cell, then select the required major from the opened window. The remaining fields (мамандық коды / major code, факультет / faculty, курс / course) will be filled in automatically.



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

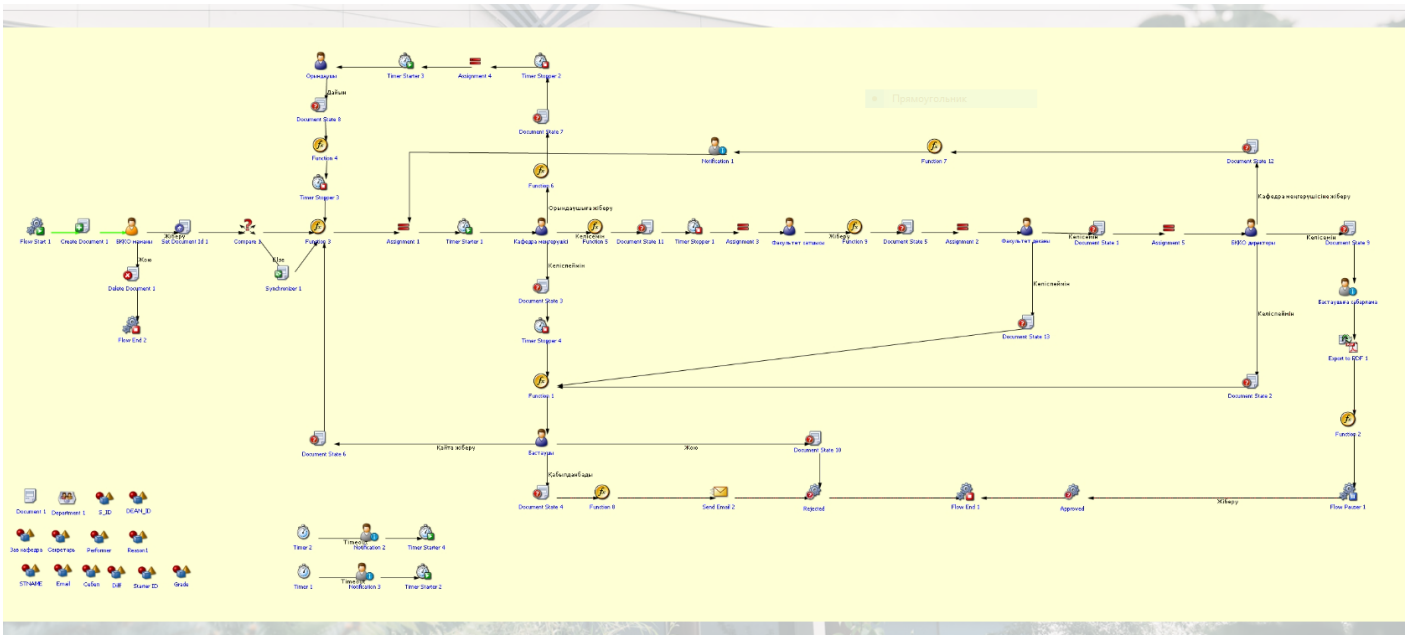


4. Once the required information is provided, click the "**Жіберу / Send** " button.



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 2025-03-04 09:39:59 UTC by Shynar Toktar
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