SDU student's application for participation in the exchange program

Process purpose and use cases

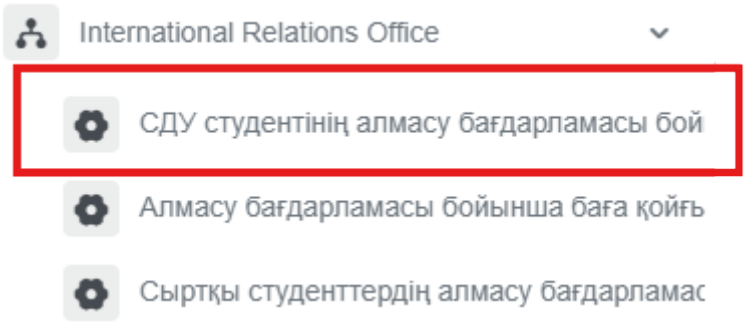
This process is used to officially formalize the departure of SDU students to a foreign higher education institution under the exchange program.

Use cases:

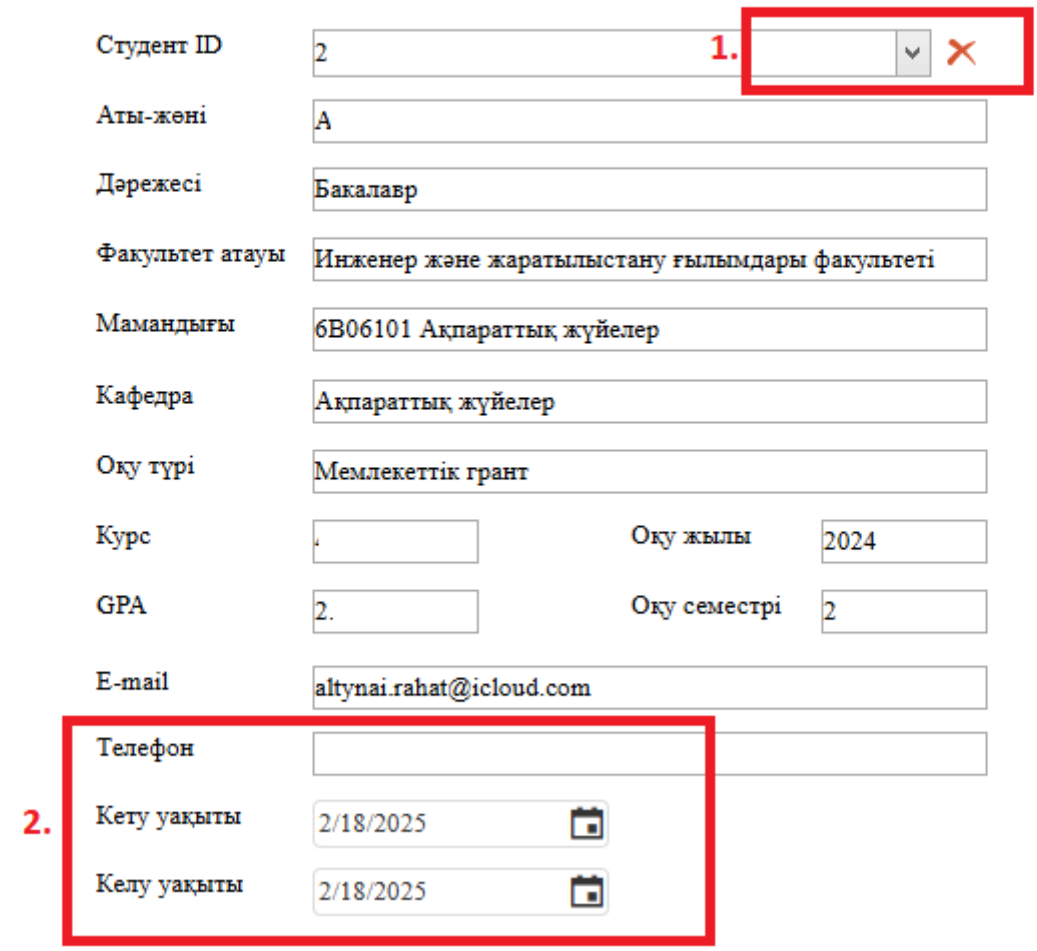
- When a student is accepted to study at another university under the exchange program
- To regulate academic and administrative procedures on behalf of the university
- To process the temporary suspension or modification of the student’s status

How can I initiate the SDU student's application for participation in the exchange program process in the DMSsystem?

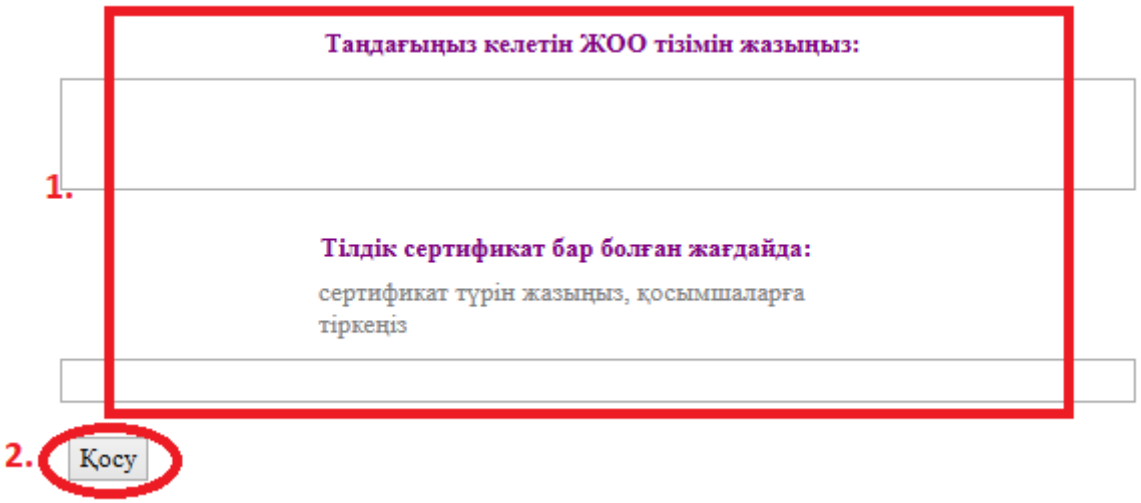
1. Go to dms.sdu.edu.kz, navigate to the "**Start Process**" section, and proceed to **International Relations Office → СДУ студентінің алмасу бағдарламасы бойынша кету өтініші / SDU student's application for participation in the exchange program** process**.**



2. 1) When you click the button in the "**Студент ID / Student ID**" column and enter the student's **ID** number or **full name** in the opened window, the remaining fields will be filled in automatically.
2) Fill in the fields.



3. 1) Fill in the fields.
2) In the window that opens when you click the "Қосу" — "Add" button, you can attach the necessary application to the categories on the left.

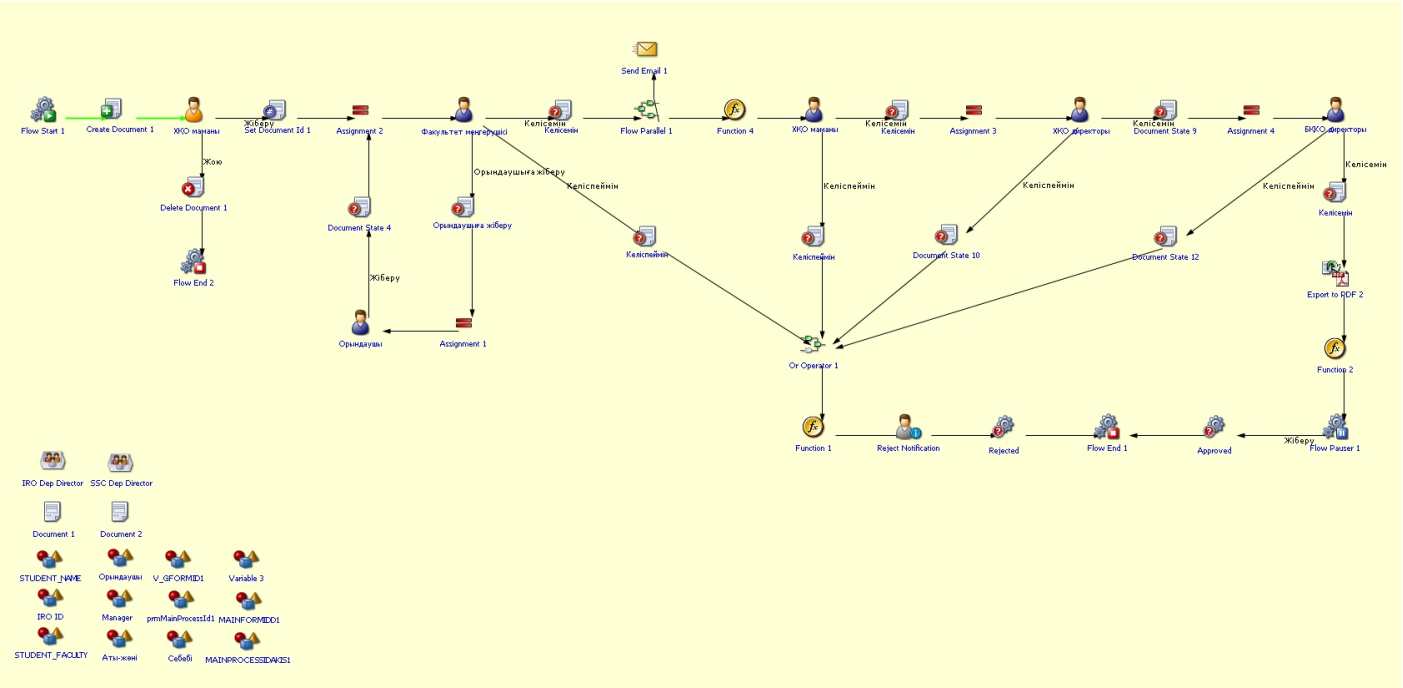


4. Once the required information is provided, click the "**Жіберу / Send**" button.



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 2025-03-05 08:14:29 UTC by Shynar Toktar
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