HOW TO GET SICK LEAVE CERTIFICATE (SPRAVKA) AND PROCESS OF VERIFICATION

STEP #1

Contact your doctor ASAP

Medical certificates might be issued the same day when you miss your classes. Here you can find the clinic to claim medical service and sick leave certificate (spravka).
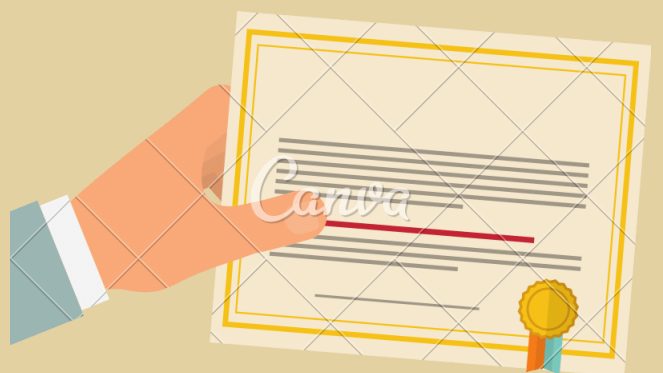If you can't find you clinic, please, contact oh-students@nu.edu.kz we will assist you.

STEP #2

Send high-quality (with good resolution) image of spravka to: uhc.reception@nu.edu.kz and oh-students@nu.edu.kz.

Email subject:
Student's name_School_Year_Spravka
Indicate the following information:
city, name of the clinic, contacts, name of the doctor and his/her contacts, your contact, ID and IIN.
Image of spravka must have good resolution so we can read stamps and the following detail that should be stated in the email.

STEP #3

Verification and approval

UHC specialists will contact the clinic or/and doctor for further verification and enter the details to electronic database. Please follow-up uhc.reception@nu.edu.kz and oh-students@nu.edu.kz. to confirm approval.

STEP#4

Submit the original spravka to UHC reception upon arrival.

IMPORTANT!!! Please keep the original spravka for further submission to UHC reception upon your arrival on campus.

If you registered at UHC, call 8(7172)692616, 692606, 692727 to get medical service and sick leave certificate (spravka). No further action is required for verification.