

## Translation

# INSTRUCTION for Obtaining the Unified Permit Document (UPD) for Foreign Lecturers Employed at KNU

## 1. Legal Basis

This instruction is developed in accordance with:

- Decree of the President of the Kyrgyz Republic No. 268 dated September 19, 2024 “On the Improvement of Migration Policy”;
- Resolution of the Cabinet of Ministers of the Kyrgyz Republic No. 601 dated November 15, 2024;
- Rules for Issuance of the Unified Permit Document (UPD), effective from January 1, 2025.

## 2. General Provisions

**2.1.** Foreign nationals invited to KNU as lecturers are required to obtain a Unified Permit Document (UPD) **prior to starting their employment**. The UPD is a combined document granting the right to:

- engage in employment;
- legally reside in the Kyrgyz Republic;
- obtain a W1-type (work) visa.

**2.2.** The initial UPD is issued for **60 calendar days**. After arrival in the Kyrgyz Republic, the UPD may be extended for the full term of the employment contract with KNU.

**2.3.** The UPD is issued **centrally through the Department of International Cooperation and Relations (DICR) of KNU**, in cooperation with the national electronic portal:

<https://evisa.e-gov.kg>

## 3. Procedure

### Stage 1: Initiating the Invitation

**3.1.** The invitation process is initiated by the relevant **department/faculty of KNU**, which submits the following documents to the DICR:

- Justification report for the need to hire a foreign specialist;
- Staff schedule;
- Draft employment contract.

### Stage 2: Document Collection from the Foreign Lecturer

**3.2.** The invited lecturer must submit the following documents to the DICR:

1. Copy of the passport's main page (valid for at least 6 months);
2. Color photo (3×4 cm);
3. Curriculum Vitae (CV) indicating academic and professional experience;
4. Copy of higher education diploma(s) with notarized translation into Russian or Kyrgyz;
5. Preliminary consent to fulfill teaching duties;
6. Medical certificate form 086/U and HIV-negative certificate (if required — can be obtained after arrival in the Kyrgyz Republic).

### **Stage 3: Application via the Evisa Portal**

**3.3.** The DICR, on behalf of KNU:

- Completes the UPD application at <https://evisa.e-gov.kg>;
- Uploads scanned copies of all required documents;
- Monitors the application review process in the system.

### **Stage 4: Receiving the UPD**

**3.4.** The application review period is up to **7 business days**.

After processing, the system issues a digital UPD in **PDF format**, which is sent to the foreign lecturer.

## **4. Arrival in the Kyrgyz Republic and Registration**

**4.1.** Upon crossing the state border of the Kyrgyz Republic, the lecturer must present a printed copy of the UPD.

**4.2.** Within **5 calendar days** after arrival, the lecturer must:

- Register their place of residence;
- Undergo a medical examination;
- Report to the DICR at KNU for internal registration and to extend the UPD for the full term of the employment contract.

## **5. Responsibility and Oversight**

**5.1.** Responsibility for timely issuance of the UPD and compliance with visa and labor regulations lies with:

- The hosting institute/faculty;
- The invited lecturer.

**5.2.** In case of violations, the university reserves the right to:

- Suspend or terminate the cooperation agreement;
- Notify the migration authorities of the Kyrgyz Republic.

## **6. Contact Information**

**Department of International Cooperation and Relations of KNU:**

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