



UNIVERSITY
OF CENTRAL ASIA

School of Arts and Sciences **Student Handbook 2026-2027**



Table of Contents

INTRODUCTION: HOW TO USE THIS HANDBOOK	4
WELCOME FROM THE RECTOR.....	5
ABOUT UCA.....	6
NARYN CAMPUS	7
KHOROG CAMPUS	8
SCHOOL OF ARTS AND SCIENCES.....	9
COMPUTER SCIENCE	10
<i>Graduate Attributes</i>	10
<i>Career Pathways</i>	10
COMMUNICATIONS AND MEDIA	11
<i>Graduate Attributes</i>	11
<i>Career Pathways</i>	11
EARTH AND ENVIRONMENTAL SCIENCES	13
<i>Graduate Attributes</i>	13
<i>Career Pathways</i>	13
GLOBAL ECONOMICS	14
<i>Graduate Attributes</i>	14
<i>Career Pathways</i>	14
WHO TO TALK TO ABOUT YOUR COURSES	16
REGISTRAR'S OFFICE	17
IF YOU ARE STRUGGLING ACADEMICALLY	17
HOW TO CALCULATE GPA AND CGPA	18
KNOW THE RULES.....	18
FIORI.....	20
CENTRE FOR TEACHING, LEARNING, AND TECHNOLOGY TEAM AND FUNCTIONS..	21
COURSE FEEDBACK BY STUDENTS	21
<i>When is Feedback Collected?</i>	21
<i>How to Complete the Evaluation</i>	21
<i>Important Notes</i>	21
MOODLE: ONLINE LEARNING HUB.....	22
WHAT IS MOODLE?	22
HOW TO ACCESS MOODLE	22
WHAT STUDENTS CAN DO ON MOODLE	22
WHO TO CONTACT FOR HELP.....	22
QUICK TIPS FOR GETTING STARTED	23
UCA LIBRARIES: FACILITIES AND SERVICES.....	24

<i>Working hours:</i>	24
CO-OPERATIVE EDUCATION PROGRAMME	25
CO-OPERATIVE EDUCATION PROCESS	26
STUDENT WORK TERMS AND CAREER PREPARATION	26
<i>Work terms</i>	26
<i>Summer Work Terms</i>	26
<i>Winter Work Terms</i>	26
<i>Part-Time Work Terms</i>	27
CO-OP PLATFORM	27
CAREER DEVELOPMENT FOR STUDENTS	28
<i>Key Dates, Timeline, and Contact Information</i>	30
ALUMNI OUTCOMES AND SUCCESS STATISTICS	31
<i>Graduate School Information</i>	32
<i>Scholarships SAS Alumni Have Received</i>	32
<i>Alumni Testimonials</i>	33
STUDENT RESEARCH AT UCA	35
GETTING INVOLVED IN RESEARCH	35
FUNDING OPPORTUNITIES	35
CAPSTONE RESEARCH REQUIREMENT	35
INTERNATIONAL OFFICE	36
STUDENT MOBILITY OPPORTUNITIES	36
HOW TO GET INVOLVED	36
IT SUPPORT	37
IT POLICIES	37
FINANCE AND FUNCTIONS	38
TUITION FEES & PAYMENT SCHEDULE	38
SCHOLARSHIPS & FINANCIAL AID	38
NEEDS-SENSITIVE GRANTS AND INTEREST-FREE LOANS	38
FINANCIAL SANCTIONS	38
REQUIREMENTS FOR CONTINUED ENROLMENT	38
ADMINISTRATION AND FUNCTIONS	40
KYRGYZ VISA INFORMATION	40
OBTAINING ELECTRONIC STUDENT VISA OF THE KYRGYZ REPUBLIC	40
DIPLOMATIC REPRESENTATION OF KYRGYZ REPUBLIC ABROAD	43
A LIST OF COUNTRIES THAT DO NOT REQUIRE KYRGYZ VISA	44
POST-ARRIVAL REGISTRATION	44
EXTENSION OF KYRGYZ ELECTRONIC VISA	44
<i>Visa and Registration Violations</i>	45
TAJIK VISA INFORMATION	46

TAJIK VISA FOR ENTRY	46
OBTAINING TAJIK VISA FROM HOME COUNTRY	46
DOCUMENTS REQUIRED FOR TAJIK VISA APPLICATION AND FOR FURTHER EXTENSION.....	46
GBAO PERMIT AND POLICE REGISTRATION	47
DIPLOMATIC REPRESENTATION OF TAJIKISTAN ABROAD	49
EXTENSION OF TAJIK VISA.....	50
TAJIK VISA AND REGISTRATION VIOLATIONS***	50
STUDENT LIFE	52
CODE OF CONDUCT:.....	52
LIVING AND STUDYING ON CAMPUSES.....	53
UNIVERSITY COUNSELLOR	55

Introduction: How to Use This Handbook

Welcome to the UCA Student Handbook. This handbook is designed to help students easily find essential information and guidance throughout their university journey. It provides an overview of key departments and services that students may need to contact for support, assistance, or answers to their questions. Each section contains brief information about the relevant department, its role, and the services it provides.

To help you access additional support, each section includes:

- Useful links – Follow the links provided for more detailed information and additional resources.
- Contact details – At the end of each section, you will find the contact information of the responsible staff members for further assistance.

We hope this handbook will serve as a useful guide and help students navigate university resources more effectively.

Welcome from the Rector

Dear Students,

A very warm welcome to the start of your journey into UCA. Behind us lie remarkable achievements; ahead of us lies an exciting new chapter filled with promise and potential. You are entering UCA at a definitive moment: the proud foundation of our past meets the power of your future.

UCA is not a university where you simply sit and listen. We are an institution dedicated to asking and answering the most critical questions facing Central Asia today. We do not just pass down facts; we build the future of our mountain communities together.

Education at UCA is a powerful partnership. To make the most of this journey, we challenge you to rise to these major expectations:

Become a fearless problem-solver: The world is full of unexpected challenges. We expect you to look at difficult problems you have never seen before, think deeply, use different forms of knowledge, and lead others toward clear solutions.

Create opportunities for Central Asia: Do not just wait for the future—build it. Understand our region's history, culture, economies and fragile mountain environments so you can create new opportunities that help our societies grow and thrive.

Be a dynamic, respectful partner: Take ownership of your education from day one. Engage actively in every class, act with absolute integrity, and work constructively with people whose backgrounds and viewpoints differ from your own.

To support your growth, seize every opportunity around you: dive into applied project work and innovation, join research projects, gain experience through internships, study abroad, and shape our vibrant student life.

Let this year be the moment you plant a new seed - an idea, a skill, or a project - that will take deep root, grow strong, and carry both you and UCA forward into our next great chapter.

I wish you an inspiring and successful year.

Professor Christopher Gerry

Rector; Dean, Graduate School of Development

About UCA

The University of Central Asia (UCA) is a world-class centre for knowledge and learning, connecting isolated rural communities with the global community and building human capital needed for modern economies and stable governance.

The mission of UCA is to promote the social and economic development of Central Asia, particularly its mountain communities, by offering an internationally recognised standard of higher education and enabling the peoples of the region to preserve their rich cultural heritage as assets for the future.

UCA's undergraduate programmes are located in world-class residential campuses in Naryn, Kyrgyzstan, and Khorog, Tajikistan, near the Tien Shan and Pamir mountains. In response to the needs of rural mountain communities, UCA has established its Campuses away from major urban centres. They are on the historic Silk Road, and UCA hopes to be at the heart of the economic and intellectual transformation taking place in the region.

A private, not-for-profit, secular university, UCA was founded in 2000 through an International Treaty signed by the Presidents of Tajikistan, the Kyrgyz Republic, and Kazakhstan, and His Late Highness the Aga Khan, ratified by their respective parliaments and registered with the United Nations. In addition, UCA brings with it the broader commitment and partnership of the Aga Khan Development Network, one of the largest private development agencies in the world.

Naryn Campus



Designed by award-winning Japanese architect Arata Isozaki, who also designed the other two campuses of UCA, the Naryn Campus is situated at an altitude of 2020 meters in a picturesque mountain setting near the banks of the Naryn River. A state-of-the-art library, modern dormitory, advanced laboratories, spacious classrooms, a grand hall, and a welcoming cafeteria all come together, constructing an exquisite campus in this scenic spot.

Majors offered at the Naryn Campus are Computer Science (bsc), and Communications and Media (BA).

Khorog Campus



The Khorog Campus is situated at an altitude of 2200 meters surrounded by the Pamir mountains. Phase I construction of UCA's Khorog campus was completed in 2017 and includes an academic block, laboratory building, student life building, and residences. The Khorog Campus houses a library, classrooms, a computer lab, student common spaces, dining hall, administrative offices and faculty reception, offices, and residences. In addition, athletic facilities include a football pitch, tennis courts, and a Sports Bubble that offers indoor athletics year-round.

Majors offered at the Khorog Campus are Global Economics (BA), and Earth and Environmental Science (bsc).

School of Arts and Sciences

UCA's School of Arts and Sciences (SAS) offers a unique four-year undergraduate programme that cultivates interdisciplinary knowledge and skills students need to advance their intellectual growth, broaden their vision, and create innovations in their professional and personal life. The research-based curriculum combines a liberal arts and sciences education.

The School of Arts and Sciences offers Bachelors Degree programmes with majors in Computer Science, Communications and Media, Global Economics, and Earth and Environmental Sciences at its residential campuses in Khorog, Tajikistan and Naryn, Kyrgyzstan. Students have a demonstrated record of academic achievements as well as all-round excellence. They are winners of academic competitions, passionate advocates for the disadvantaged, talented artists and musicians, award-winning athletes, and enthusiastic volunteers. UCA graduates have been admitted, several on full scholarships, to internationally recognised universities including Brown, Duke, Michigan, University of Toronto, Simon Fraser University and National University of Singapore.

The School of Arts and Sciences is committed not only to offering a world-class education, but also to ensuring that students receive the right academic guidance and support throughout their studies.

Computer Science

Location: Naryn campus, Kyrgyzstan

Duration: 4 years

UCA's Computer Science programme provides an innovative curriculum that equips students with a strong foundation in computational thinking, programming, and problem-solving, preparing them to shape the future of technology. Blending theory with hands-on experience, the curriculum covers key areas such as software development, data science, artificial intelligence, cybersecurity, blockchain, data structures and algorithms, computer architecture and networks, operating systems, and mobile app development.

Students can use state-of-the-art laboratories, including hardware, IoT, computer, and networking labs, to experiment with both hardware and software development. Graduates are well-prepared for dynamic careers in tech-driven industries or for advanced studies in specialised fields, making the programme a launchpad for tomorrow's digital leaders.

Graduate Attributes

On the completion of the programme, the graduates will be able to:

- Understanding Computer System Components
- Programming and Algorithms
- Web Development and Databases
- Artificial Intelligence and Machine Learning
- Mathematical and Analytical Skills
- Cybersecurity and Risk Assessment

Career Pathways

- Software Developer/Engineer
- Data Scientist/Analyst
- Database and System Administrator
- Information and Cybersecurity Specialist/Ethical Hacker
- Artificial Intelligence/Machine Learning Engineer
- Cloud Solutions Architect/devops Engineer
- UX/UI Designer/Human-Computer Interaction Specialist
- Game Developer
- IT Consultant/Systems Analyst
- IT Entrepreneur/Tech Startup Founder
- Researcher/Academic/Consultant
- Web/Mobile App Developer

Communications and Media

Location: Naryn campus, Kyrgyzstan

Duration: 4 years

UCA's Communications and Media programme offers an integrative approach to narrative studies, multimedia, visual design, film making, digital journalism, news media, production skills, strategic communication, and media law, politics, research, management, ethics, and social responsibility. Intensive language courses ensure graduates have superior proficiency in English, Russian and local languages, and access to media labs provides the opportunity to build versatile skills transferable to different modes of media production, communication platforms, and career pathways. Exposure to and emphasise on local, regional, and international best practices are led by national and international faculty with strong academic research and professional industry backgrounds. Partnerships with Central Asian and international media outlets and businesses as well as governmental, NGO and community organisations provide enriching opportunities for internships that are integral to learning in UCA's Communications and Media programme.

Graduate Attributes

On the completion of the programme, the graduates will be able to:

- Apply knowledge and skills in research design, methods, and articulation to conduct creative and scholarly research in the field of communications and media
- Conceptualise and produce creative projects in diverse mediums with proficiency in script writing, technical skills, and use of studio and portable equipment
- Write and edit news and feature articles in multiple languages and professionally present facts and data to a diverse range of stakeholders
- Apply knowledge and skills in multimedia, visual communication and design for effective digital and print storytelling and entrepreneurial products
- Analyse contemporary intercultural issues in Central Asia and the world for sensitive reportage of conflicts and peacebuilding communication and dialogue
- Contribute to political discourse in Central Asia by providing communication entry points for citizens to influence politics for relevant and ethical policy changes
- Design social media campaigns and manage platforms through data analytics and digital tools for enhancement of audience engagement and brand identity
- Develop advocacy and participatory communication strategies for social change, political pluralism, and environmental ethics as well as translating science into action

Career Pathways

- Journalism (Traditional and Digital)
- Media Production (TV, Radio, Print)
- Public Relations
- Advertising
- Digital and Social Media
- Academics and Research
- Communication Strategy and Management
- Business and Organisational Communications
- Creative Industries (Film, Visual Design, Photography)

Earth and Environmental Sciences

Location: Khorog campus, Tajikistan

Duration: 4 years

The Earth and Environmental Sciences major at the University of Central Asia offers a comprehensive and scientifically rigorous curriculum that integrates natural sciences with social and cultural perspectives, particularly those relevant to mountain regions in Central Asia and beyond. This programme is designed to equip students with a strong foundation in Earth and Environmental Sciences while allowing flexibility to pursue specialized interests through elective courses and research opportunities.

At the heart of the EES curriculum is a transdisciplinary approach that bridges geosciences, environmental sciences, and the social sciences. Core courses in natural sciences, such as geology, biology, chemistry, and physics, are complemented by essential studies in the humanities and social sciences, fostering a holistic understanding of environmental challenges and solutions.

One of the programme's key strengths lies in its breadth and cross-disciplinary nature. Students explore diverse areas including hydrology, geodynamics, ecology, and environmental policy. The curriculum is enriched by frequent field trips to the surrounding mountainous regions, offering hands-on experience and direct engagement with the natural environment.

Graduates of the EES major emerge with a deep understanding of the complex interplay between natural systems and human societies, particularly in fragile mountain environments, and are well-equipped to contribute meaningfully to sustainable development efforts in Central Asia and globally.

Graduate Attributes

On the completion of the programme, the graduates will be able to:

- Understanding Earth-Shaping Processes
- Data Interpretation and Research Design
- Integrating Scientific and Indigenous Knowledge
- Application of Environmental Technologies
- Environmental Governance and Policy Analysis
- Exploring Diverse Knowledge Systems
- Science Communication and Community Engagement

Career Pathways

- Geographic Information System
- Mineral Exploration and Extraction
- Renewable Energy
- IT Analysis and Application
- Natural Resources Specialist
- Energy Resources Specialist
- Researcher
- Environmental Monitoring, Restoration, Policy Analysis, and Impact Assessment
- Disaster Risk Management and Conservation
- Sustainable Management of Natural Resources
- Mountain Tourism
- Consultant: Natural Hazards, Energy, Environment

Global Economics

Location: Khorog campus, Tajikistan

Duration: 4 years

The Global Economics major at UCA provides a broad education designed to understand and seek solutions to contemporary economic, financial, environmental, and social challenges facing the world. Given UCA's unique location, the programme not only gives students a strong understanding of global economic ideas, but it also focuses on the real challenges and opportunities of mountain communities in Central Asia. This makes it especially relevant for students who care about development, sustainability, and making a difference in their region.

The programme provides a strong foundation in both theoretical and applied aspects of economics, empowering students to use their knowledge to evaluate a variety of economic and social phenomenon to make informed personal, business, and policy choices. Programme requirements include a core set of courses in economic theory, supplemented by mathematics, data analysis, and statistics. Additional requirements include courses in a number of economic sub-fields relevant to the development mission of the university. Elective courses allow students the flexibility to develop a programme of study that is tailored to their individual needs and interests, such as in business, entrepreneurship, environment, and public policy. Students are also encouraged to incorporate courses from other UCA programmes as electives for a well-rounded educational experience.

Graduates of Global Economics are in high demand because of increasing public concerns related to the environment and resource use, and the importance of economics and management in global affairs. The programme's low faculty-student ratio and hands-on learning allow students to gain the confidence and experience needed to compete in the job market or go on to graduate studies

Graduate Attributes

On the completion of the programme, the graduates will be able to:

- Economic Modelling
- Data Analysis
- Policy Application
- Development Assessment
- Theoretical Insight
- Critical Evaluation
- Communication
- Organizational Analysis
- Policy Implications
- Mineral Exploration and Extraction
- Renewable Energy
- IT Analysis and Application
- Natural Resources Specialist
- Energy Resources Specialist
- Researcher
- Environmental Monitoring, Restoration, Policy Analysis, and Impact Assessment
- Disaster Risk Management and Conservation
- Sustainable Management of Natural Resources
- Mountain Tourism
- Consultant: Natural Hazards, Energy, Environment

Career Pathways

- Geographic Information System

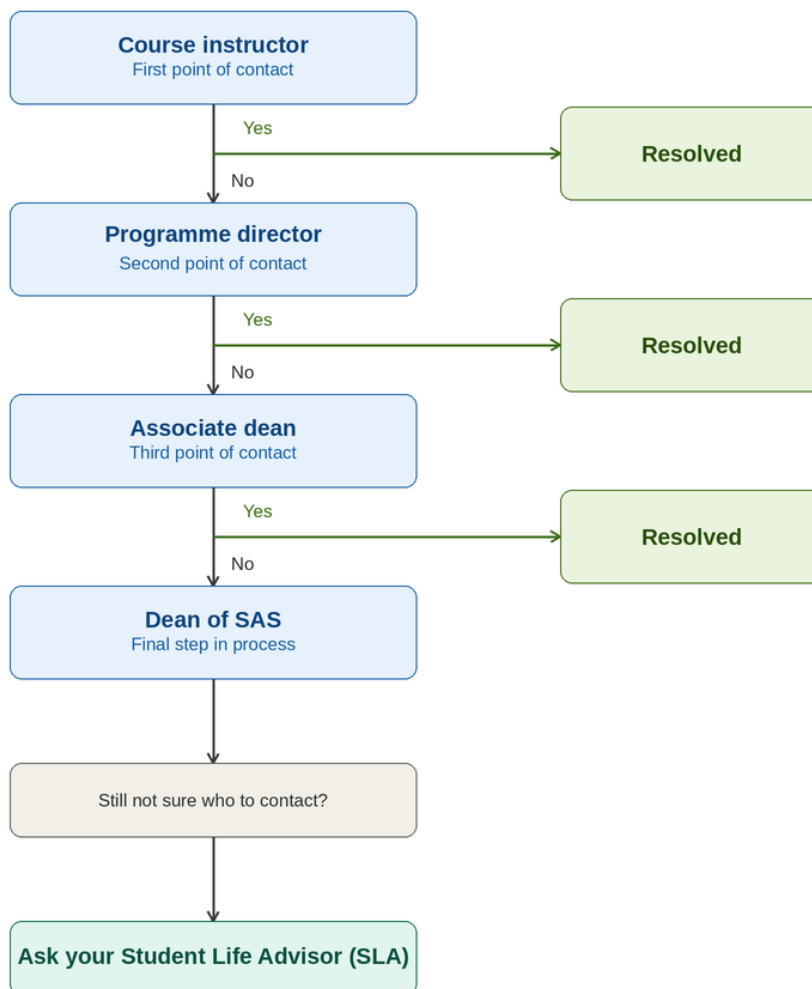
For more information about the Undergraduate Programmes please visit the website:
<https://ucentralasia.org/schools/school-of-arts-and-sciences/undergraduate-programme>

Who to Talk to About Your Courses

If you ever have a question or problem about one of your courses, your instructor should always be your first stop. They are the people who know your class best and can usually solve the issue right away. Instructors report to the Programme Director, who looks after the whole programme. Programme Directors then report to the Associate Deans, who work under the Dean of SAS. This way, your questions and concerns are answered by the right person at the right level. Please follow this process instead of going directly to the Dean.

If you're not sure whom to approach, you can reach out to your Student Life Advisor (SLA) for guidance.

Have a question or problem about a course?



Registrar's Office

The Registrar's Office serves as the central administrative hub for all academic records, enrolment processes, and academic policy enforcement.

Responsibilities include maintaining accurate student academic records, managing course registration and scheduling, overseeing graduation requirements, and issuing official academic documents such as transcripts, diplomas, and enrolment verifications.

The Registrar's Office coordinates the admission process for the UCA programmes, working closely with academic departments and the Selection Committee to ensure transparent and merit-based selection.

The Registrar's Office upholds the confidentiality and security of student records in compliance with UCA's data protection policies and relevant legal regulations.

Students may request services such as:

- Official transcripts (electronic and paper formats)
- Enrolment and degree verification letters
- Replacement of lost or damaged diplomas
- Certification of academic

Course registration occurs at the beginning of each semester. Registration dates, deadlines, and instructions are communicated to students well in advance through official UCA communication channels.

Students are responsible for ensuring timely registration. Late registration may result in penalties or inability to enroll in preferred courses.

All changes to student status, including:

- Leaves of absence
- Programme withdrawals
- Changes of major
- Transfers between campuses

Must be processed through the Registrar's Office with appropriate documentation and approvals.

The Registrar's Office monitors academic progress, verifies student eligibility for academic honours and graduation, and ensures compliance with UCA's academic policies.

Appeals related to academic records, grading, or policy interpretation are coordinated by the Registrar's Office in consultation with relevant academic bodies.

If You Are Struggling Academically

In order to receive a bachelor's degree, a student must successfully complete a minimum of 240 credits, including all required core, major, and elective courses in accordance with the degree requirements.

If a student fails a required course, and has a GPA above 2.0, they may repeat the course at the next time it is offered or as agreed with the Programme Director. However, a course can only be repeated once. If a student fails the repeated course, they will be dismissed from the programme, irrespective of their overall GPA.

To remain in good academic standing, students must maintain a minimum CGPA of 2.0.

Academic Warning. Students whose Semester Grade Point Average (SGPA) falls below 2.0, but whose CGPA remains above 2.0, are placed on academic warning.

Academic Probation. Students whose SGPA and/or CGPA falls below 2.0 after the academic warning are placed on academic probation and are required to raise their CGPA to meet or exceed the minimum threshold of 2.0 within one or two semesters.

Academic Suspension. Students are placed on academic suspension if their CGPA falls below 2.0 after being on academic probation for one or two semesters. During academic suspension, the student is prohibited from enrolling in courses for a specified period, which can range from one semester to a full academic year. In case of academic suspension, students are required to leave campus immediately.

Academic Dismissal. If a student fails to attain a CGPA of 2.0 for two semesters after returning from academic suspension, they will be dismissed from the University. Students may also be dismissed for failing a required course twice, regardless of their GPA.

If you are placed on any academic status other than Good Academic Standing, you are required to consult your Department Director for guidance on the actions necessary to regain Good Academic Standing.

How to calculate GPA and CGPA

The UCA grade point average (GPA) is calculated on a 4.0 scale.

- A detailed explanation of the GPA and CGPA calculation methods can be found [here](#).
- Information on the Student Academic Appeals process is available [here](#).

Know the Rules

To familiarize yourself with the University's academic rules, policies, and procedures, visit the [Know the Rules](#) section on the Registrar's Office website, where you can find all academic policies and related regulations.

Additional information on [graduation requirements](#), requests for [academic documents](#) (transcripts and letter of enrollment,), [key academic dates](#), and Registrar's [Office contact information](#) is available on the Registrar's Office website. The Registrar's Office webpage: <https://registrar.ucentralasia.org/>

Contact information

Registrar@ucentralasia.org

CAO, BC Avangard, Tower B, 3rd floor, room 306

Fiori

SAP Fiori provides students with a modern, user-friendly web interface that enables them to access essential academic and administrative services from any device. Through the Fiori Launchpad, students can independently manage key aspects of their academic journey without needing assistance from the Registrar's Office.

Students use SAP Fiori to:

- Check their registration status and confirm successful enrolment in courses.
- View their class timetable, including course schedules, classrooms, and instructors.
- Track academic performance by viewing final grades as they are published and download unofficial transcripts.
- Monitor personal academic records, ensuring their information is accurate and up to date.

Students can log in to SAP Fiori automatically through the University's Single Sign-On (SSO) service when connected to the UCA network on campus. When accessing Fiori from outside the University campuses, students must first have the UCA Virtual Private Network (VPN) installed on their laptop. If the VPN is not installed, they should contact the IT Helpdesk for assistance. Once connected to the UCA VPN, students can access SAP Fiori using the same Single Sign-On (SSO) process as if they were connected to the University network.

Who to contact?

For technical issues related to system access, login, or connectivity, students should contact the IT Helpdesk at helpdesk.naryn@ucentralasia.org / helpdesk.khorog@ucentralasia.org. If they identify discrepancies or inaccuracies in their academic information, such as course registration, grades, timetables, or other student records, they should contact the Registrar's Office at registrar@ucentralasia.org for assistance.

Centre for Teaching, Learning, and Technology Team and Functions

The Centre for Teaching, Learning, and Technology (CTLT) plays a strategic role in promoting evidence-based, innovative, sustainable, and contextually relevant teaching practices at UCA. By supporting all educators, CTLT fosters transformational and meaningful learning that contributes directly to student success. The Centre manages key academic processes such as course feedback, which allows students to share their views and constructive comments to improve teaching and learning; it also develops and maintains the official Course Catalogues and oversees the effective use of Moodle, UCA's Learning Management System.

Course Feedback by Students

Course feedback is a process that gives students the opportunity to share their thoughts and constructive comments about the courses they are taking. The purpose of this feedback is to support the continuous improvement of teaching and learning at UCA.

When is Feedback Collected?

Course feedback is collected toward the end of each course, depending on its duration:

- Short-term courses: Evaluation takes place one week before the midterm exam.
- Full-semester courses: Evaluation takes place two weeks before the final exams.

Students will receive notifications in advance regarding the dates of feedback collection. They are highly encouraged to bring their laptops to class, as it is easier to complete the evaluations on a laptop. Members of the Centre for Teaching, Learning, and Technology (CTLT) will be on campus to facilitate the process. Feedback collection usually takes place either at the beginning or the end of the class session. Alternatively, students may choose to complete the form at their convenience before CTLT members arrive in class.

How to Complete the Evaluation

- Evaluation forms are available directly on the Moodle course page.
- A Course Feedback announcement will be posted on the course page and will remain available for one week. Students should click the link in the announcement to access and complete the evaluation form.
- This announcement is only visible to students; instructors cannot see it.
- The evaluation is completely anonymous—the Centre for Teaching, Learning, and Technology (CTLT) cannot access individual responses or identify the students who submitted them.

Important Notes

Each student can submit only one evaluation per course. Students are encouraged to provide thoughtful and accurate feedback.

Contact

Ctlt@ucentralasia.org

CAO, BC Avangard, Tower B, 3rd floor, room 304

Moodle: Online Learning Hub

What is Moodle?

Moodle is the university's online learning management system (LMS). It serves as a digital classroom where students can access course materials, submit assignments, view grades, receive announcements, and communicate with instructors. Students use Moodle throughout their studies to support their learning and stay connected with their courses. Becoming familiar with Moodle at the beginning of the academic journey helps students manage their coursework more effectively.

How to Access Moodle

Students can access Moodle through the university Moodle website: <https://ucasalms.org>. Login credentials are provided through the University's Single Sign-On (SSO) system, allowing students to use the same account details across UCA systems, including laptops, email, Moodle, and other platforms.

After logging in, students will see a dashboard displaying the courses they are enrolled in.

First time logging in?

Students receive their username and initial password from the IT Helpdesk during registration when they receive their UCA laptop. If students experience difficulties accessing their account, they should contact the IT Helpdesk for assistance.

What Students Can Do on Moodle

Moodle provides access to essential learning resources and course activities, including:

- Course Materials – Access lecture slides, readings, videos, and other learning resources shared by instructors.
- Course Information – View course outlines, schedules, assessment requirements, and other important course information.
- Assignment Submission – Submit assignments, reports, and projects directly through Moodle before deadlines.
- Grades and Feedback – View grades and receive feedback from instructors on submitted work.
- Course Feedback – Complete course feedback to help improve teaching and learning.
- Communication – Receive announcements and communicate with instructors through Moodle messaging tools.
- Interactive Activities – Participate in online quizzes, polls, and discussion forums created by instructors.

Who to Contact for Help

Different Moodle issues require support from different teams. Contacting the right person will help resolve issues more quickly.

Technical Issues

Contact: IT Helpdesk

Helpdesk.naryn@ucentralasia.org

Helpdesk.khorog@ucentralasia.org

Examples: Unable to log in • Technical issues with laptop

Course & Content Issues

Contact: Course Instructor

Examples: Unclear assignment instructions • Grade query or discrepancy • Course structure or schedule questions

 Important: Deadlines still apply

Technical issues do not automatically extend assignment deadlines. If a technical problem prevents submission on time, students should contact the IT Helpdesk immediately and keep a record of the issue (for example, a screenshot or email confirmation).

Quick Tips for Getting Started

- Log in to Moodle during the first week of the semester to make sure the account is working properly.
- Attend the Moodle orientation/onboarding session before classes begin.
- Check Moodle regularly for course updates and announcements from instructors.
- Enable email notifications in Moodle settings to receive important updates.
- Submit assignments before deadlines to avoid last-minute technical issues.
- Use a stable internet connection when uploading files or completing online activities.

UCA Libraries: Facilities and Services

UCA has two campus libraries located in Naryn and Khorog, with additional collections available through UCA research centres. The Library provides access to a wide range of print and electronic resources that support academic learning, teaching, and research. Students can use library collections, online databases, and digital resources both on campus and remotely through online library services.

The library delivers information literacy sessions for all cohorts and conducts onboarding sessions for new students, introducing them to library resources, services, and essential research tools. The library also provides Reference and Circulation Services. The detailed information about these services, along with subject guides, library hours, and help tabs are available via a dedicated web page - About UCA Library.

Useful links:

Remote Access to Liabrary: <https://libguides.ucentralasia.org/ucalibrary/RA>

Library Catalogue: Advanced search | University of Central Asia Library

Searching Guide: Welcome - Searching - UCA libguides at University of Central Asia

Working hours:

Khorog Campus

- Mon-Thu 10:00-22:00
- Fri 13:00-22:00
- Sat-Sun 15:00-22:00

Naryn Campus

- Mon-Fri 10:00-22:00
- Sat-Sun 15:00-22:00

Contact

Library@ucentralasia.org

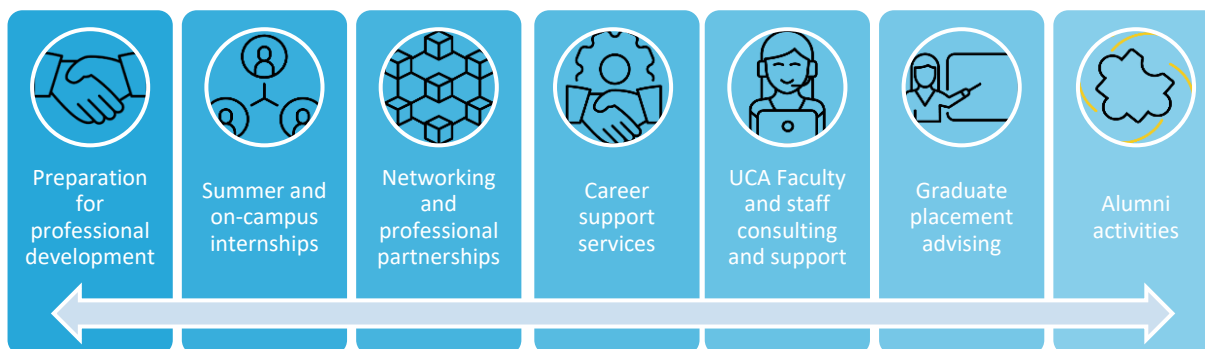
Co-operative Education Programme

Co-operative education program (Co-op) is a work-integrated learning opportunity that allows students to combine academic studies with practical professional experience. Through internships, work terms, projects, and career development activities, students gain hands-on experience, develop professional skills, build networks with employers and alumni, and explore career opportunities while studying at UCA.

Participation in the Co-op Program is mandatory for undergraduate degree students as part of the academic curriculum. Preparatory Year students may also participate voluntarily by applying through the Co-op Office.

Co-op opportunities may be paid or unpaid depending on the employer and position.

- Participation in the Co-op Program is mandatory for undergraduate degree students as part of the academic curriculum
- Students are eligible to participate in Co-op activities beginning from their Freshman year.
- Students are encouraged to actively participate in professional development sessions, networking events, and internship opportunities throughout their studies.
- Participation requirements, work term completion, and report submissions must follow university academic regulations and Co-op guidelines.
- After graduation, UCA alumni are invited to join the Alumni Association, and the Co-op team continues to engage with them through ongoing communication, collaboration, and support.



Co-op program services

More about the program: [Co-operative Education Programme](#)

Co-operative Education Process

The Co-op program is a comprehensive process - from theory to practice, from classroom to workplace, from experience to reflection. Each Co-op student embarks on this engaging journey and connects with the real-world environment.

 Before Work Term	 During Work Term	 After Work Term
• Preparation for Professional Development (PPD) course • Terms and Conditions • Work Term discussions • Co-op platform registration/updates • Job searching and application • Recruitment/selection • Job offers decision. • Logistical arrangements	• Onboarding • Competency assessment process • Work site visits	• Reporting • Work Term Challenge • Work term debriefing sessions • Supervisor's evaluation • Evaluation of Co-op programme • Grading

Please learn more about the process in Moodle page: [Cooperative Education Portal](#)

Student work terms and career preparation

Work terms

UCA students have the flexibility to pursue internships year-round; however, the summer break is the most common period, offering the longest and most convenient window for gaining work experience. Work terms are generally categorized into two main types: on-campus and off-campus. Each can be conducted either online or offline, depending on the nature of the work and the needs of the host department or organization.

Summer Work Terms

- Typical duration: 10–12 weeks during the summer break (28th May – 28th August).
- Recommended workload: approximately 30–40 hours per week (480 hours)

Winter Work Terms

- Optional shorter work terms may be completed during winter break periods (January month).
- Minimum duration and workload requirements are determined based on the internship structure and academic calendar.

Part-Time Work Terms

- Part-time internships may be approved if the total accumulated working hours are equivalent to a standard recognized work term.
- Students must receive prior approval from the Co-op Office before combining multiple part-time experiences.

Work terms can be secured through two pathways:

- **Co-op Office Placement:** Students apply for opportunities posted by the Co-op Office. Students apply for internship opportunities shared through the Co-op Office, including positions from UCA partner organizations, companies, ngos, government agencies, and international institutions.
- **Self-Placement:** Students find and apply for internships independently. Students may independently search and apply for internships relevant to their academic and professional interests.

All self-placement opportunities must be reviewed and approved by the Co-op Office before the internship begins to ensure the experience meets academic and professional learning requirements.

Both pathways offer valuable professional experience, skill development, and industry exposure.

Co-op platform

The Co-op Platform is a centralized digital system that brings together all key Co-op processes, including internship announcements, report submissions, a CV builder tool, a Co-op hours tracker and an integrated Telegram bot. The platform also integrates key reporting documents including CAF and WTR, allowing students to complete, edit and resubmit their reports online when necessary.

In addition, the platform automates evaluation workflow. Once students complete CAF, the system automatically forwards the form to supervisor for evaluation, eliminating the need for manual document circulation. Another important aspect is that hiring employers can have direct access to the platform to review and inform the applied applications in the platform.

Another important feature is that employers have direct access to the platform, where they can review applications submitted for their internship postings, evaluate candidates, and track recruitment stages directly within the system.

To access the platform students should use UCA email and click “forgot password” button to receive a temporary password. The tutorial on accessing the platform and report submission is provided in the following link: https://www.youtube.com/watch?V=m2_amn7njuk

Career Development for Students

Career Development is one of the supportive functions provided by the UCA Co-operative Education program to ensure students are equipped to navigate an evolving labor market with confidence and purpose. As part of the team, the Graduate Placement Advisor provides support in students' transition from academic life to the professional workforce.

The Career Development Counselling service is individualized and group-based support across the following key focus areas:

- **Professional Document Development:** Students receive guidance on creating strong résumés, cover letters, and portfolios that reflect both academic achievement and practical experience.
- **E-CV book:** The annual digital CV Book of graduating students is developed by Co-op to support their transition into the professional world by showcasing the graduates' profiles to current and prospective partners across the region and beyond. It is accessible only to registered and authorized partners to facilitate targeted recruitment and engagement.
Interview and Job Search Preparation: Personalized mock interviews, job search strategy sessions, and guidance on professional communication are provided to help students confidently navigate the recruitment process.
- **Labor Market Insight & Career Exploration:** Students gain access to current trends in national and international job markets, emerging career paths, and demand-driven skills within their disciplines.
- **Networking:** Career advising connects students with relevant employers, alumni, and professional networks. This includes access to mentorship opportunities and networking events organized by the Co-op team.
- **Mentorship - Transition to Employment or Further Education:** Advising supports students by helping them explore job opportunities, navigate the job offer process, and apply for graduate studies or fellowships aligned with their interests and goals.
- **Alumni Support and Career Tracking:** Post-graduation, alumni continue to receive support through career advising, job matching, and skill-building opportunities. Alumni are engaged to share opportunities, mentor students, and contribute to the growing professional network of UCA.

Students are encouraged to:

- Schedule regular advising sessions in their Junior and Senior years to plan for post-graduation.
- Attend employer info sessions, alumni panel talks, and career development workshops hosted by the Co-op Office and Alumni Association.
- Actively participate in building their professional identity and networking within and beyond the UCA community.

OUR CO-OP PARTNERS

Building connections. Creating impact. Together.



120
TOTAL
PARTNERS



19
COUNTRIES
REPRESENTED



70+
CITIES & REGIONS
ACROSS THE WORLD

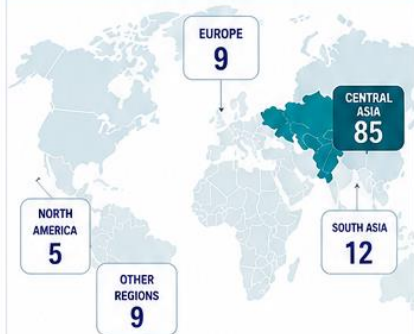


10
TYPES OF
ORGANIZATIONS

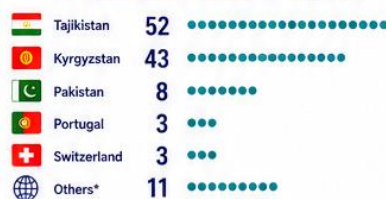


8
BUSINESS
SECTORS

WHERE OUR PARTNERS ARE



TOP COUNTRIES BY NUMBER OF PARTNERS



*Includes USA, Germany, Kazakhstan, Netherlands, Canada, Russia, Brazil and others

TYPES OF ORGANIZATION



A diverse network of organizations driving collaboration and opportunity.

PARTNERSHIP TYPE



Employer **76**
63%



Partner **32**
27%



Partner / Employer **9**
8%



Partner / Potential Employer **2**
2%



Strong partnerships.
Real opportunities.
Lasting impact.

BUSINESS SECTORS



IT & TECH

28
23%



DEVELOPMENT & INTERNATIONAL COOPERATION

21
18%



FINANCE & BANKING

14
12%



EDUCATION & EDUCATIONAL TECHNOLOGY

12
10%



MEDIA & COMMUNICATION

8
7%



HOSPITALITY & TRAVEL

7
6%



ENVIRONMENT & ENERGY

6
5%



OTHER SECTORS
(FMCG, TELECOM,
RESEARCH, HEALTH,
HEAVY INDUSTRY,
INSURANCE & MORE)

24
19%



Our partners span a wide range of industries—uniting for education, innovation, and sustainable change.



LOCAL IMPACT, GLOBAL REACH



70+ CITIES & REGIONS
WE WORK WITH



From Bishkek to Dushanbe,
from Karachi to Geneva—
our network is everywhere.



Regional roots.
Global connections.



Opportunities without borders.



NOTABLE PARTNER GROUPS



UN & INTERNATIONAL ORGANIZATIONS
UNICEF, UNHCR, IOM, WFP, OSCE, ACTED & others



DIPLOMATIC MISSIONS
US Embassies, UK Embassy, Japan in Dushanbe
& more



HIGHER EDUCATION PARTNERS
AKU, HSE, UNBC, UFMG, Evora University,
Istituto Superior Tecnico & more



LEADING FINANCIAL INSTITUTIONS
KICB, Spitamen Bank, MBank, ICB,
Alif Sarmoya Bank & more



INNOVATIVE PRIVATE COMPANIES
From startups to global brands driving
innovation and impact



TOGETHER, WE ACHIEVE MORE

120
PARTNERS



COUNTLESS
OPPORTUNITIES
FOR OUR STUDENTS



LEARN



EXPERIENCE



GROW



IMPACT



Thank you to all our partners
for empowering the next
generation of changemakers!

Key Dates, Timeline, and Contact Information

Main co-op activities schedule:

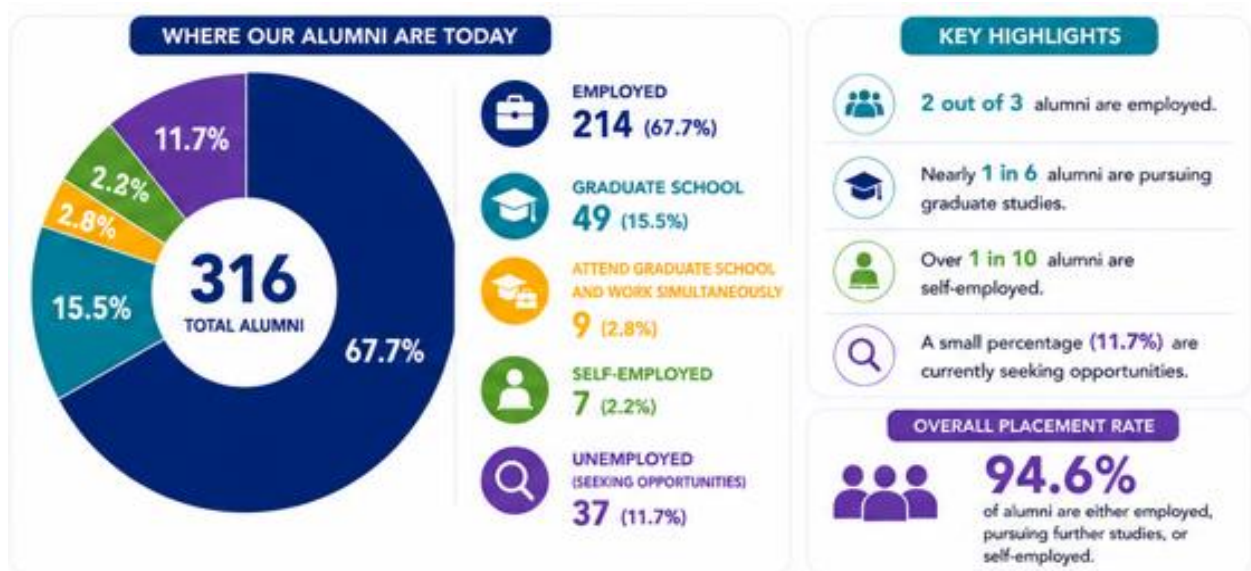
Activity	Timing
PPD course sessions	September – November
Debriefing sessions per cohort on campuses	November
Alumni reunion activities (Alumni and Senior students)	Fall mid-term break
Deadline for co-op reports submission (summer work terms)	15th October
Summer work terms (12 weeks)	May 28th/29th - August 28th/29th
Winter work term (optional)	January
Deadline for co-op reports submission (winter work terms)	15th February

Contact Myrza Karimov Head of Co-operative Education Email: myrza.karimov@ucentralasia.org Elvira Sagyntay kyzy Co-operative Education Manager Email: elvira.sagyntay@ucentralasia.org Aizharkyn Bolotbekova Co-operative Education Coordinator — Naryn Campus Email: aizharkyn.bolotbekova@ucentralasia.org	Davlatsulton Saltanatova Co-operative Education Coordinator — Khorog Campus Email: davlatsulton.saltanatova@ucentralasia.org Shamsiya Alibakhshova Graduate Placement Advisor Email: shamsiya.alibakhshova@ucentralasia.org
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Alumni Outcomes and Success Statistics

As of 2025, the UCA SAS alumni community consists of 316 graduates across the Khorog and Naryn campuses. Below is an overview of their current post-graduation outcomes.

UCA SAS Alumni Overall Placement



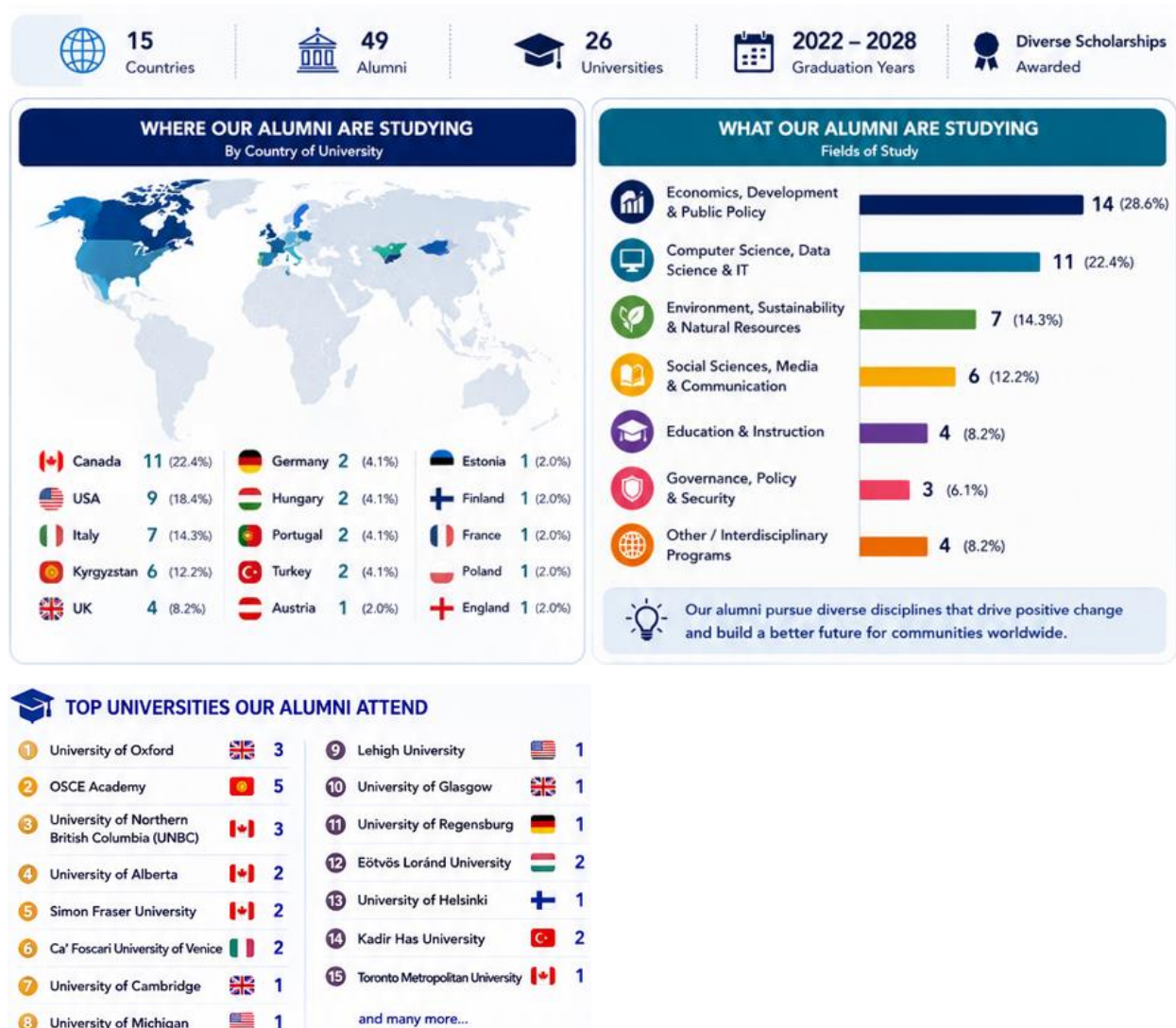
Alumni Employment by Type of Organization

After graduation, UCA alumni take diverse paths, contributing to a wide range of sectors including academia, international organizations, industry, and entrepreneurship across the region and beyond.



Graduate School Information

UCA alumni continue their academic journey at leading universities worldwide, pursuing diverse disciplines, demonstrating the diversity of their academic interests and international opportunities.



Scholarships SAS Alumni Have Received

UCA alumni have received several prestigious international scholarships, including:

- Erasmus Mundus Scholarship
- University of Oxford Scholarship
- Eiffel Excellence Scholarship
- OSCE Academy Scholarship

- Chevening Scholarship
- AKF Scholarship
- Fulbright Scholarship
- Stipendium Hungaricum
- Nazarbayev University Scholarship

In addition, UCA supports postgraduate progression through the UCA–Cambridge Trust Scholarship initiative as part of the Central Asian Faculty Development Programme (CAFDP). More information on these opportunities is available through the UCA International Office.

The Co-operative Education Programme regularly organizes information sessions with partner representatives, while the Graduate Placement Advisor provides individual consultations to students on graduate school applications and available scholarship opportunities. A dedicated database has been developed specifically for UCA students, providing information on relevant graduate schools and scholarship opportunities tailored to UCA graduates. This resource is regularly updated to support students in identifying suitable postgraduate pathways and funding opportunities.

Alumni Testimonials

1. Karlygash Kussainova, Computer Science Alumni, 2021
“I carry the lessons and community of UCA with me every day. As someone who once benefited from it, I’m now honored to give back-whether through mentorship, teaching young women in tech, or simply staying connected to the community that shaped me.”
1. Hangoma Kokulova, Earth and Environmental Science, 2022
“My dynamic undergraduate studies have equipped me with the versatility to pursue a Master’s degree in Urban Management, building on my background in Environmental Sciences.”
2. Khonum Vafodorova, Global Economics, 2023
“UCA gave me an incredible opportunity to receive a high-quality education from leading professionals without having to leave my country. One of the most memorable experiences was my exchange semester in Norway, where I studied Business Administration.”
3. 4. Aibek Niiazaliev, Communications and Media, 2023
Built a Rocket Groups platform with UCA’s support, where students gain real-world experiences through hands-on projects.
“We started from something small, and now it’s our time to go big, to create products that serve the world and solve real challenges!”

Shamsiya Alibakhshova

Graduate Placement Advisor

Email: shamsiya.alibakhshova@ucentralasia.org

Student Research at UCA

UCA aspires to be a research-intensive university where undergraduate students are important contributors in advancing knowledge and addressing regional challenges. Research experience develops critical thinking, analytical skills, and prepares students for graduate studies or research-oriented careers.

Getting Involved in Research

Students are encouraged to actively seek research opportunities by engaging with faculty members whose work aligns with their interests. Many faculty welcome student researchers to assist with ongoing projects, data collection, literature reviews, and field work.

Funding Opportunities

Various funding mechanisms support student research, including conference travel and project-specific funding. Students should regularly check announcements for research funding calls and consult with faculty advisors about available opportunities. Your academic advisor and Research Lead can provide guidance on application procedures and deadlines.

Capstone Research Requirement

All undergraduate students complete a capstone project or thesis in their final year, requiring original research under faculty supervision. Students should begin developing research skills early through coursework, independent studies, and participation in faculty research projects to prepare for their final-year capstone.

Contact

Eran Edirisinghe

Dean of Research

Eran.edirisinghe@ucentralasia.org

Anwar Naseem

Research Lead

E-mail: anwar.naseem@ucentralasia.org

International Office

The International Office serves as a central hub for international engagement and mobility opportunities for students, faculty, and staff. It works to build global connections that enrich academic experience and foster intercultural understanding.

Student Mobility Opportunities

UCA students are encouraged to broaden their academic and personal horizons through international mobility. Opportunities include:

- Semester Exchanges with partner universities in Canada, Europe, Asia, and beyond.
- Short-Term Programmes such as summer schools, cultural exchanges, and academic workshops.
- Virtual Exchange and collaborative online learning experiences with international peers.

Eligibility, destinations, and funding options may vary each year.

Students are selected based on academic performance, a statement of motivation, and letters of recommendation.

The International Office provides guidance throughout the application and nomination process.

How to Get Involved

If you are interested in studying abroad or participating in a short-term exchange, we encourage you to:

- Attend an information session hosted by the International Office.
- Visit our office or write to us to discuss your interests and available options.
- Follow our announcements via student email and social media for the latest calls for applications.

Please note some opportunities may have additional requirements.

Contact

International@ucentralasia.org

CAO, BC Avangard, Tower B, 3rd floor, room 309

Expected response time (if applicable): within 2 working days

IT Support

The IT Support team provides technical assistance and services to help students access and effectively use university technologies and digital resources. The team supports students with technology-related questions and helps ensure reliable access to essential systems used for learning and communication.

Most students visit IT offices on campus for direct support. However, you can also reach out via email for any technical issues or assistance.

Contact

Naryn Campus: helpdesk.naryn@ucentralasia.org

Khorog Campus: helpdesk.khorog@ucentralasia.org

For additional information: it_admin@ucentralasia.org

IT Policies

To ensure secure and responsible use of IT resources, all students are expected to review and follow UCA's IT Policies. Access IT Policies via SAS Moodle: <https://ucasaslms.org/course/view.php?Id=2>

IT Policies are updated regularly. After each update, the SAS Moodle page is refreshed, and all students receive a notification email.

Finance and Functions

Tuition Fees & Payment Schedule

The composite annual fee charged to students is \$8,000. This includes \$5,000 for tuition and \$3,000 for residence, meals, medical insurance, access to the fitness centre, sports and recreational facilities, counselling services, student laptops, and more. The advertised annual fee for incoming cohorts is fixed in their respective national currencies and remains unchanged for the duration of the programme. UCA provides the full banking details, including SWIFT, correspondent banks and other required details for international students to make the payment.

To facilitate effective financial planning, UCA has established two key fee due dates for the academic year. The first fee due date is August 20, and the second fee due date is January 1.

Scholarships & Financial Aid

The top 15% of students from each cohort as well as the new incoming class shall be provided financial aid based on their demonstrated financial needs in the form of merit scholarships (grants) without any loan component. The top 15% of the existing cohorts shall be determined through their academic results and the new incoming class shall be determined as per the ranking by UCA's Admissions Committee. UCA may review and determine the criteria for awarding scholarships on periodic basis for the new and existing students.

Needs-Sensitive Grants and Interest-Free Loans

UCA shall offer a combination of needs-sensitive grants and interest-free loans as part of Financial Aid. The loan amount shall be restricted to 20% of the total financial aid to limit the burden of student loan to what its graduates employed in Central Asia can repay without undue hardship.

Financial Sanctions

Any student not clearing dues by the specified date shall be considered to be in "Poor Financial Standing," and an "Academic Hold" shall be placed on the student's account.

In case the student does not clear the dues within two weeks of the university imposing sanctions, the student's account shall be considered to be in "Financial Default," and the case would be referred to a special committee. The decision of the special committee would be final.

Requirements for Continued Enrolment

Students who fall into financial default during an ongoing academic year will be permitted to continue their academic activities for the remainder of that academic year. To re-enroll in the next academic year, students in default, in addition to settling all outstanding dues from the previous academic years, should also pay the full amounts due for the upcoming academic year. International students must complete financial clearance prior to departure from their home country and submit confirmation to the SLT, with a copy to the SFO. Students who have not satisfied pre-arrival financial clearance requirements, including clearance of financial default status, will not be permitted to proceed to campus.

Contact

Student.finance@ucentralasia.org for student related matters

Sfa@ucentralasia.org for financial aid matters.

Khorog campus: 1st floor, next to coop office — Takhmina: +992 777 09 08 67 (also can be used for whatsapp messages) 08:00-17:00

Naryn campus: 1st floor, near security and HR. — Alisa: +996 770 822 963 (also can be used for whatsapp messages) 08:30-17:30

Administration and Functions

The Administration Department supports students with visa-related matters, registration procedures, and other administrative services related to studying and living at UCA campuses.

Kyrgyz Visa Information

International students coming to study at UCA require a long-term student visa. (type “S”). Please be advised that applying for any other type of visa (business/tourist/religious etc.) Will cause problems during subsequent visa extensions as these can neither be changed to a study visa, nor can be extended for the length of a year.

Type “S” visa must initially be obtained by submitting an online application for a 3-month visa and then extended for 1 year upon arrival to Kyrgyzstan.

Visa application process should begin at least 30 days prior of the desired date of arrival to Kyrgyzstan. The student's passport must be valid for at least 2 years from the issue date of the visa application.

As immigration regulations often change in a short notice, potential visitors are advised to check on the current situation before departure (<https://mfa.gov.kg/en>).

The passport and visa information listed in this document applies to holders of ordinary passports.

NON-COMPLIANCE WITH THE IMMIGRATION PROCEDURES MAY RESULT IN ADMINISTRATIVE FINES AND DEPORTATION TO THE COUNTRY OF ORIGIN. REPEATED VIOLATION MAY HAVE SERIOUS LEGAL CONSEQUENCES.

Obtaining Electronic Student Visa of the Kyrgyz Republic

To obtain a Kyrgyz Study e-visa students coming to study to Kyrgyzstan need an invitation letter from the inviting organization. Administration department will provide the Letter of Invitation upon receiving a copy of the passport of the visitor and other necessary details. To obtain electronic visa to Kyrgyz Republic, please go to the web page http://www.evisa.e-gov.kg/step_1.php?Lng=en.

Step 1: Indicate your country, passport type and visa type (description of various visa types and categories is available at: http://www.evisa.e-gov.kg/get_information.php?Lng=en). You have to select a Study visa (type "S").

Step 2: fill out organization data:

Organization name: University of Central Asia

State registration number: 19278-3300-Y-e (ИУ)

Inviting organization address: 310 Lenina str., Naryn

After filling out information on the inviting organization, please fill in the personal data section.

1. Passport Information:

- a. Full Name,
- b. Date of Birth,
- c. Passport Number,
- d. Date of Issue;

2. Gender

3. E-mail address

Once this step is complete, you will receive an e-mail with your personal reference number and a link that takes you to Step 3.

Step 3: Additional data section, please indicate following information:

1. Contact phone number
2. Contact information of the inviting party (University of Central Asia, +996 770 822 901)
3. Place of stay in Kyrgyzstan (310 Lenin street, Naryn)
4. Purpose of visit
5. Planned date of entry
6. Planned date of exit

Step 4: Photo and Documents, please upload the following documents:

1. High quality, digital, passport size photo on the white background (3.5 cm x 4.5 cm)
2. Scan of passport (1 MB)
3. Written invitation from the inviting party (Administration will provide petition letter from UCA)
4. Copy of agreement between the applicant and the educational organization (Education Contract, i.e. Study agreement to be provided by the Registrar Office at UCA)
5. Other additional documents (Previous visa, Student acceptance order (to be provided by the Registrar Office at UCA)
6. Certificate from the tax authority about the absence of debt (Administration will provide)
7. Certificate from the social fund about the absence of debt (Administration will provide)
8. UCA Treaty and Charter (Administration will provide)
9. UCA bachelors license (Administration will provide)

Step 5: preview and confirm the application.

Step 6: payment section.

You can make online payment by credit/debit card. The card is not required to be under your name. Make sure that your card is open to international transactions.

Please, make sure the filled information is correct. In case of any mistakes, your e-visa application will be rejected.

There is no refund of visa fee in case of rejection of e-visa!

Please, avoid buying the air ticket before getting the notice of approval of your electronic visa application.

Please read the step-by-step instructions in case the system returns your application.

If your application is rejected by the system, you will receive a message to your email address specifying further actions: such as making corrections, upload the necessary package of documents or make payment.

After receiving such message, please proceed to the official website (evisa.e-gov.kg), select the “Services” section - “Check the status” (continue the application), enter the reference number (which you received on your email address). You will be redirected to the page where you can correct your application.

Lines that require corrections will be marked in red. You will need to click on the "tick" icon, make changes and click on the same icon again.

After making changes and checking the correctness of all data, you need to click the "Submit" button.

If you have completed all the above steps correctly and successfully, your application will be resubmitted for review.

Additionally, you can send an email to e-visa@mfa.gov.kg, indicating your reference number on the Subject of your email and attaching all documents you have previously submitted via the website.

Attention! The application review period is up to 14 working days. It starts from the moment of correcting all the necessary information or adding the necessary package of documents. Delay may occur depending on citizenship of visa applicants.

Diplomatic Representation of Kyrgyz Republic Abroad

Note: more diplomatic missions can be found on the MFA site: <https://mfa.gov.kg/en>

Country	Address	Contact
Afghanistan	Darul Aman Road Between Gohardshad and Rana Universities Kabul, Afghanistan	Tel: (+93) 20 221 1976 Email: kreimbakul@gmail.com
India	A-10/11, Vasant Vihar, New Delhi, Delhi, 110057, India	Tel: (+91) 11-2614 9582 / (+91) 11-2614 8019 Email: dehli@kgzembind.in
Iran	Iran, Tehran, 12, 5th Naranjestan Alley, Pasdaran Str.	Tel.: (98-2) 283-03-54 Fax.: (98-2) 228 17 20 Email: krembiri@mydatak.com
Pakistan	F10-1, No. 163, 35 Str. Islamabad	Tel: (92 51) 221 21 96 Fax: (92 51) 221 21 69 Email: kyrgyzembassy@dsi.net.pk
Tajikistan	Dushanbe, 67, Student Str.	Telephone: (992) 372 242611 Email: kyremb@tajnet.com
Turkey (this applies to Syrian citizens as well)	Turan Gunes Bulvari 571 Cadde No. 21 06450 Yildiz Ankara Turkey	Tel: (+90) 312 491 3506 / (+90) 312 491 3507 Fax: (+90) 312 491 3513 Email: info@kgembassy.org.tzor embjyrgyz@gmail.com Website: www.kgembassy.org.tr

Citizens of the countries indicated below can enter the Kyrgyz Republic without a visa for the period of 30 days. Meanwhile, if a citizen of one of the below-listed countries comes to the Kyrgyz Republic to study, Study Kyrgyz e-visa is still required.

- | | | |
|---|--------------------------------|-----------------------------------|
| 1. Republic of Austria | 8. Federal Republic of Germany | 16. Canada |
| 2. Australia | 9. The Greek Republic | 17. Republic of Cyprus |
| 3. Kingdom of Belgium | 10. Kingdom of Denmark | 18. The Republic of Korea |
| 4. Bosnia and Herzegovina | 11. Israel | 19. Republic of Latvia |
| 5. Republic of Bulgaria | 12. Iceland | 20. Republic of Lithuania |
| 6. United Kingdom of Great Britain and Northern Ireland | 13. Ireland | 21. Principality of Liechtenstein |
| 7. Hungary | 14. Spain | 22. Grand Duchy of Luxembourg |
| | 15. Italian Republic | 23. Republic of Malta |

- | | | |
|--------------------------------|-----------------------------|--------------------------------------|
| 24. Republic of Malta | 38. Republic of Finland | 54. United Arab Emirates |
| 25. Principality of Monaco | 39. French Republic | 55. San Marino |
| 26. Kingdom of the Netherlands | 40. Republic of Croatia | 56. Philippines |
| 27. Kingdom of Norway | 41. Republic of Montenegro | 57. Republic of Albania |
| 28. New Zealand | 42. Czech Republic | 58. Brunei Darussalam |
| 29. Republic of Poland | 43. Swiss Confederation | 59. Republic of Indonesia |
| 30. Portuguese Republic | 44. Kingdom of Sweden | 60. Republic of South Africa |
| 31. Republic of Romania | 45. Republic of Estonia | 61. Republic of Chile |
| 32. Republic of Serbia | 46. Andorra | 62. Bolivarian Republic of Venezuela |
| 33. Republic of Slovenia | 47. Argentina | 63. State of Qatar |
| 34. Singapore | 48. Brazil | 64. State of Kuwait |
| 35. The Slovak Republic | 49. Vatican | 65. Sultanate of Oman |
| 36. United States of America | 50. Vietnam | 66. Kingdom of Bahrain |
| 37. Turkey | 51. Kingdom of Thailand | 67. Japan |
| | 52. Kingdom of Saudi Arabia | |
| | 53. Mexico | |

A list of countries that do not require Kyrgyz visa

- | | | |
|-----------------------|---------------|------------|
| 1. Belarus | 4. Tajikistan | 7. Georgia |
| 2. Kazakhstan | 5. Azerbaijan | 8. Moldova |
| 3. Russian Federation | 6. Armenia | |

Post-Arrival Registration

Upon arrival in Kyrgyzstan, all international students (regardless of their visa requirements) need to register their arrival with the Kyrgyz Ministry of Internal Affairs or its territorial offices within 3 working days of arriving in Kyrgyzstan depending on their citizenship and duration of stay. Relevant support will be provided by the Administration team. The documentation required is as follows:

- 1. Original Passport;
- 2. Last registration sheet (if there's one);

If a visitor fails to register in the required period, an administrative fine on the amount of up to 15000 KGS applies.

Extension of Kyrgyz Electronic Visa

The process of applying for an extension to a year-long study visa is time-consuming, thus, this should be initiated at least 1 month before the expiration date of the previous visa. Attention! Please note that each student is responsible for his/her visa extension.

As part of the student visa extension process, students are required to obtain and submit the following medical documents:

Medical Report on HIV Antibody Testing (Certificate of Absence of HIV/AIDS) Medical Certificate (Form 086/U)

Mandatory Medical Insurance

Students must obtain these medical documents and insurance at the place of their registration in Naryn.

All medical documents must be valid at the time of submission. Students are advised to arrange the required medical examinations and insurance coverage well in advance to avoid delays in the visa extension process.

Students are responsible for arranging and covering all costs associated with the required medical examinations, certificates, and medical insurance.

Visa and Registration Violations

There is a fine of 5500 KGS (~60 USD) for visa and 5500 KGS (~60 USD) registration overdue.

*All this information is subject to change. For any questions or issues, please contact the relevant person listed in contacts.

Contact — For Visa and Travel matters please contact:

Visa.kg@ucentralasia.org

Aijan Moldobaeva — Administrative Manager, UCA CAO Bishkek —
aijan.moldobaeva@ucentralasia.org — +996 770 822 866

Nurai Degenbaeva — Travel and Visa Officer, UCA CAO Bishkek —
nurai.degenbaeva@ucentralasia.org — +996 770 822 562

Nazira Kadralieva — Administrative Manager, UCA CAO Bishkek —
nazira.kadralieva@ucentralasia.org — +996 770 822 104

Tajik Visa Information

Students planning to study at the UCA Khorog Campus require a Tajik visa. The visa process consists of two steps including (1) applying for an entry visa in the student's home country, and (2) applying for an extension for the required academic period upon entry into Tajikistan.

Please be advised that students should begin the visa application procedure at least 30 days in advance of their planned date of arrival to Tajikistan. Further, when applying for visa, the passport should be valid for a minimum of 3 years to allow for visa extensions post-entry in Tajikistan.

This next section talks about the visa application process for both methods, document, and fee requirements, and first steps upon arrival into the country.

Tajik Visa for Entry

Tajik visa needs to be obtained by international students (non-Tajik students) from their home country prior to arrival, however, students from Kyrgyzstan and Kazakhstan do not need a visa to enter Tajikistan.

Obtaining Tajik Visa from Home Country

The application visa process for Tajikistan is online, and the visa application form can be accessed using the following link: www.visa.gov.tj

Step-by-step instructions are available at each step of the application process. Some helpful pointers are as follows:

1. The application type for those who have Tajik embassies in their countries is "Visa";
2. The Visa Type would be "Student";
3. The purpose of visit would be "Academic Student (O-1)";
4. The entries should be "Single Entry" with the three-month visa being chosen.

Students are advised to apply for the three-month Tajik visa with further extension. This visa needs to be stamped on the passport from the relevant Tajik Embassy with respect to the applicant's location (embassy information provided under "Diplomatic Representation of Tajikistan Abroad").

Documents Required for Tajik Visa Application and for Further Extension

The documents required for this purpose are:

1. Online Application Form;
2. Detailed Letter of Invitation in both English and Tajik (provided by UCA's Administration Team);
3. Original Passport and good quality copy in PDF without any fingers on it
4. Two passport-sized photos (3.5 cm x 4.5cm);
5. Student Acceptance Order (to be provided by the Registrar Office at UCA);
6. Education Contract (to be provided by the Registrar Office at UCA);
7. Order on transferring from one year of study to another (except for when applying at the start of UCA studies) (to be provided by the Registrar Office at UCA);

8. HIV Certificate;
9. Student transcript (except freshman)

Note: all the required documents must be in a good quality without any fingers

Please note: All applications should be registered as a “legal entity”, using the UCA organization code #4284728657

Following submission of the visa application, the document consideration process will take 30 working days. The Consular Department will then send a “pre-approved” message to the e-mail provided in the visa application. After receiving confirmation, students are required to personally go to the Consular Department of Tajik Embassy for biometrics (photo and fingerprinting) and submitting hard copies of documents. Students are also required to pay the visa fee at the Tajik Embassy. Embassy officials will confirm visa cost.

The passport will be retained by the Embassy for a stick-on visa which will take approximately 5-7 working days.

Note: Citizens of Syria can get their Tajik visa upon arrival to the airport (UCA invitees only) or another closest Tajik Embassy that is the Tajik Embassy in Egypt. The same procedure should be followed for visa application, but the place of visa issue will be the Visa office at Dushanbe airport.

GBAO Permit and Police Registration

A Gorno-Badakhshan Autonomous (GBAO) permit is required to travel to Khorog, Tajikistan. This is also for students who do not need a visa to enter Tajikistan. This is to be issued in Dushanbe for the duration of the visa, with a cost of 20 TJS (US\$4).

Documents (listed below) are to be sent to the UCA Administration Team to arrange the GBAO permit. The documents should be received by the Administration Team at least 7 days before intended date of travel.

1. Copy of the Passport
2. Copy of Tajik Visa

The period of the validity of the registration depends on the country of origin. For countries that do not require a Tajik visa, registration is issued for the period of one-year.

Police Registration is also required immediately after entry for students in Tajikistan. The UCA Administration Team will assist with this process. The documents required for this purpose are:

1. Copy of the Passport
2. Copy of the Tajik Visa
3. Photo 3x4
4. Original passport
5. Copy of GBAO permit

The cost for police registration is mentioned in the table.

GBAO permit and Police Registration cannot be extended. Students need to apply for new GBAO permit and police registration 5 days prior of expiration.

Country	Visa Costs	Visa Timelines	Registration Deadline	Registration Costs	Registration Validity
Afghanistan	US\$50*+ TJS140	15-30 business days	Within 10 days of arrival	TJS 160 for three months and TJS 250 for more than three months	For length of entry visa
Iran	US\$50* +TJS140	15-30 business days	Within 10 days of arrival	TJS 160 for three months and TJS 250 for more than three months	For length of entry visa
Kazakhstan	N/A	N/A	Within 30 days of arrival	TJS 110 for three months and TJS 150 for more than three months	One year
Kyrgyzstan	N/A	N/A	Within 60 days of arrival	TJS 110 for three months and TJS 150 for more than three months	One year
Pakistan	US\$50*+TJS 140	15-30 business days	Within 10 days of arrival	TJS 160 for three months and TJS 250 for more than three months	For length of entry visa

*These costs are subject to change.

Diplomatic Representation of Tajikistan Abroad

Country	Building Name	Address	Contact Person	Contact Details
Afghanistan	Embassy of the Republic of Tajikistan in the Islamic Republic of Afghanistan	Vazir Akbarkhon Saraki 15, 121, Kabul city	Ambassador Extraordinary and Plenipotentiary: Sharofiddin Imom	Tel: +93 784098355 E-mail: tajembkabul@mfa.tj
Egypt	Embassy of Tajikistan in Cairo	Street 251, Maadi as Sarayat Al Gharbeyah, Al Maadi, Cairo Governorate, Egypt		Tel: +2(02) 25199665 / 25214120 Fax: +2(02) 25214121 Email: tajembcairo@mfa.tj Website: www.tajemb-eg.org/tj/
Iran	Embassy of the Republic of Tajikistan in the Islamic Republic of Iran	№ 10, 3-rd Alley, Shahid Zainali street, Niyavaran, Tehran	Ambassador Extraordinary and Plenipotentiary: Emomzoda Nematullo	Tel: +98 (021) 22 29 95 84, 22 83 46 50 Fax: +98 (021) 22 80 92 99, 22 80 92 49 E-mail: tajembtehran@mfa.tj Web: www.tajembiran.tj
Pakistan	Embassy of the Republic of Tajikistan in the Islamic Republic of Pakistan	House# 295, Street# 35 F 11/3, Islamabad 44000, Pakistan	Ambassador Extraordinary and Plenipotentiary – Jononov Sherali Saydamirovic	Tel: +9251 2293462, +9251 2101254 Fax: +9251 2299710 E-mail: tajemb_islamabad@inbox.ru Web: www.tajikembassy.pk
Tajikistan	Consulate of the Republic of Tajikistan in Mazori Sharif	Mormul street, Mazari Sharif	Consul – Sabzov Mustafo Rahmonovich	Tel: (10-93) 79 9448301 Fax: 8 (10-93) 70519288 E-mail: krt_mazar@yahoo.com

For more up to date information please visit the website of the Ministry of Foreign Affairs of the Republic of Tajikistan at: <http://mfa.tj/index.php?L=en>

Extension of Tajik Visa

International students require a year-long visa for their studies at UCA. Students are recommended to apply for a three-month visa for their entry to Tajikistan and extend it to a year-long visa post-entry. This section deals with the process, document requirement, and fees for Tajik visa.

The process of applying for an extension to a year-long student visa is a time-consuming process. Thus, this should be initiated online 1,5-2 months before the expiration date of the entry visa. The original Supporting documents for this process are provided by the Central Office Administration team.

The term of consideration and registration of a visa establishes no more than 20 working days from the date of the appeal of a foreign citizen and a stateless person, if, in accordance with the regulatory legal acts of the Republic of Tajikistan and international treaties recognized by the Republic of Tajikistan, no other order is provided. The date of handling for issuing a visa is considered from the date of submission of all documents. The students will be required to pay fine (minimum USD \$160) while getting new police registration and GBAO permit for late submission of document for visa extension.

Extension of current Tajik visa will be done in Dushanbe at the Ministry of Foreign Affairs. It will be the same as the online process followed for the initial visa application (stated under the section “Documents Requirement for Tajik Visa Application”). The only exception is that the extension of visa requires an additional document, i.e. Education Contract AND Student Transcript for non-freshman (to be provided by the Registrar at UCA).

The extension process takes approximately 20 – 30 business days and should be initiated upon arrival into the country.

Tajik Visa and Registration Violations***

If the student fails to obtain the visa extension prior to expiration of the entry visa, the student will be required to pay a fine for invalid visa minimum of USD \$160. Students are encouraged to apply for the visa extension, police registration and GBAO permit early to avoid problems and fines.

Note: All deadlines for visa issuance process may be delayed depending on the epidemiological situation and restrictions of each country.

Country	Visa Costs	Visa Timelines	Registration Deadline	Registration Costs	Registration Validity
Afghanistan	US\$100*+ TJS176	1.5 month	Within 10 days of arrival	TJS 160 for three months and TJS 250 for more than three months	For length of entry visa
Iran	US\$100*+ TJS176	1.5 month	Within 10 days of arrival	TJS 160 for three months	For length of entry visa

*All this information is subject to change. For any questions or issues, please contact the relevant person listed in contacts.

Contact — For visa and support letters please contact: visa.tj@ucentralasia.org

- Nilufar Jamshedova — Admin Assistant/Receptionist —
nilufar.jamshedova@ucentralasia.org — +992 935693003, UCA Khorog Campus

Student Life

UCA empowers students to be positive, respectful change-makers by cultivating a healthy environment, a spirit of pluralism, a passion for learning and a commitment to social responsibility within their campus communities and across Central Asia. To complement their academics and research, students have opportunities to learn outside the classroom by engaging in multiple activities, clubs, leadership, and community services.

The University of Central Asia Student Association (UCASA) represents, serves, and advocates for the UCA student body. Through creative problem solving, a spirit of integrity, bridge building, and community connections, these inspired leaders aim to stimulate positive student development in academic, extracurricular, and personal spheres.

Values: Collaboration, Respect, Outreach, Open Communication, Service, Responsibility, Growth, Professionalism, Pluralism, Trust, Sociability, Enjoyment, Patience, Enthusiasm, Commitment

Code of Conduct:

- The Student Code of Conduct sets clear expectations for exemplary behaviour at UCA, grounded in honesty, morality, discipline, respect for the rights of all community members, and adherence to University rules. Students must be law-abiding, value diversity, and avoid conduct that is offensive, disrupts University activities, threatens health, safety or property, is undisciplined, or brings UCA into disrepute. These standards extend to classrooms and academic settings, where students should not disrupt learning and are expected to model professional conduct, including appropriate grooming and attire as specified by the Student Life Team and faculty guidance in the Academic Handbook. Co-curricular events, distribution of printed/electronic/social media materials, and entrepreneurship or fundraising activities require prior email approval from the Associate Dean or Office of Student Life. Students may not speak to the media on University matters or invite government officials/foreign dignitaries in an official capacity, and must follow UCA's Social Media Policy. The University expects all students to know this policy and guarantees that reported complaints will be taken seriously, investigated promptly, and handled fairly and respectfully.
- UCA prohibits behaviours that harm or disrupt the community or operations, including intimidation, harassment, assault, abusive or threatening language (including toward UCA to lobby for demands), disruption of academic or non-academic programmes, malicious acts, theft or damage to property, unauthorised housing or failure to monitor guests, possession or display of weapons, possession/use/sale or being under the influence of banned drugs or alcohol at University-related events (on or off campus), providing false information or evidence, fraud or forgery, unauthorised or fraudulent use of IT systems, and any acts prohibited by law. Violations trigger sanctions calibrated to the offense and context, starting with educational, interventional, and restorative measures (e.g., learning activities, mediation, counselling, community service, parent/guardian notification), and may include disciplinary warnings or probation, fines, and loss of privileges – escalating to suspension or expulsion for serious or repeated breaches or for violating probation terms. Warning and probation require compliance with guidelines

issued by the Senior/Assistant Manager of Student Affairs, or the Disciplinary Committee (with probation notices copied to the Associate Dean). Suspension separates a student from the University for a set period for serious violations or repeated non-compliance, while expulsion is reserved for the most serious misconduct, especially when campus safety or operations are endangered or when laws or government regulations are seriously violated.

Living and Studying on Campuses

UCA's Residence Hall Policies set expectations for safe, clean, and respectful communal living.

- Students must complete check-in/out "Deed of Transfer" forms, are liable for damages beyond normal wear.
- Students must carry and present their ID cards and promptly report any loss; misuse of ids is sanctionable.
- Maintenance requests go through the SLA to Operations; urgent issues must be reported immediately.
- Safety rules allow properly stored food and use of common kitchens, forbid removing canteen utensils.
- Quiet hours are 11PM–8AM; loud/disruptive noise is prohibited; amplified events require A/S/MSA or SLA approval.
- Visitation is limited: no entry to staff/guest rooms without advance approvals; no opposite-gender room visits; same-gender visits allowed;
- Guests require 24-hour prior permission, registration, and adherence to 9AM–9PM hours; no overnights; only immediate family may enter student rooms with roommate consent (spouses included on the same terms).
- Curfew requires sign-out for any departure and presence on campus 12AM–8AM unless approved;
- Searches/lockdowns may occur for safety.
- Common spaces are shared 24/7, unless noted.
- Room changes are limited, require written requests and mediation, and may be denied.
- Residences close in winter/summer; limited exceptions may be granted by Campus Management Team
- Prohibited items include pets, unapproved appliances, alcohol, drugs, weapons, etc.
- University staff may enter rooms for safety, maintenance, inspections, or policy concerns with notice;
- IT Policy applies and violations follow the disciplinary process.

Contact

Azat Orozbaev

Senior Manager of Student Affairs

Azat.orozbaev@ucentralasia.org

Sheroz Naimov

Assistant Manager of Student Affairs – Khorog Campus

Sheroz.naimov@ucentralasia.org

Naryn Campus Student Life Advisors:

Seher Ibrahim — seher.ibrahim@ucentralasia.org

Khorog Campus Student Life Advisors:

Gulbegim Sohbnazarova — gulbegim.sohbnazarova@ucentralasia.org

Orzu Abdurahmonov — orzu.abdurahmonov@ucentralasia.org

Sheroz Rashidbekov — sheroz.rashidbekov@ucentralasia.org

University Counsellor

The University Counsellor provides confidential support to help students manage personal, emotional, and academic challenges during their university journey. The counselling service is available to support students' overall well-being and help them navigate different situations that may affect their studies or daily life.

UCA counsellors sign Informed Consent Form during the first session, it ensures confidentiality and space to build trust and therapeutic relationships. Exceptions to confidentiality may occur only in limited circumstances where there is a risk of serious harm to the student or others, or when disclosure is required by law. In such cases, the counsellor will, whenever possible, discuss the need to share information with the student before taking action.

To request counselling sessions, students are encouraged to book a specific time via email or Teams messaging. Walk-ins are welcome too.

Contact

Qamargul Esoeva

University Counsellor in Khorog

Qamargul.esoeva@ucentralasia.org

Nurzhan Alymkanova

University Counsellor in Naryn

Nurzhan.alymkanova@ucentralasia.org