**ISSUANCE OF A CERTIFICATE TO PERSONS WHO HAVE NOT COMPLETED TECHNICAL AND VOCATIONAL, POST-SECONDARY EDUCATION**

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| **The standard of the state service "Issuance of a certificate to persons who have not completed technical and vocational, post-secondary education"** |
| 1 | Name of the service provider | Organizations of technical and vocational, post-secondary education |
| 2 | Ways of providing public services | 1) the office of the service provider; 2) non-profit joint-stock company "State Corporation "Government for Citizens" |
| 3 | The term of the provision of public services | from the date of delivery of documents to the service provider, to the State Corporation at the location of the service provider – 3 working days, not at the location of the service provider – 8 working days |
| 4 | Form of provision | Paper |
| 5 | The result of the provision of public services | Выдача справки лицам, не завершившим техническое и профессиональное, послесреднее образование, по форме, утвержденной приказом Министра образования и науки РК от 12 июня 2009 года № 289 (зарегистрирован в Государственном реестре нормативных правовых актов под № 5717). |
| 6 | The amount of payment charged to the service recipient for the provision of public services, and the methods of its collection in cases provided for by the legislation of the Republic of Kazakhstan | Is free |
| 7 | График работы | the service provider – from Monday to Friday inclusive, with the exception of weekends and holidays, according to the labor legislation of the Republic of Kazakhstan, in accordance with the established work schedule of the service provider from 9:00 to 18:00 with a lunch break from 13:00 to 14:00 |
| 8 | List of documents | 1) an application from the service recipient (or his legal representative) for the provision of a certificate to persons who have not completed technical and vocational, post-secondary education, addressed to the head of the organization of technical and vocational, post-secondary education in accordance with Annex 1 to these Rules; 2) an identity document (the original is required for identification) |
| 9 | Grounds for refusal to provide public services established by the legislation of the Republic of Kazakhstan | 1) establishing the unreliability of documents submitted by the service recipient to receive a public service and (or) the data (information) contained therein; 2) non-compliance of the service recipient and (or) the submitted materials, objects, data and information necessary for the provision of public services with the requirements established by these Rules; 3) in relation to the service recipient there is a court decision that has entered into force, on the basis of which the service recipient is deprived of a special right related to receiving a public service. |