



**STUDY IN
KAZAKHSTAN**

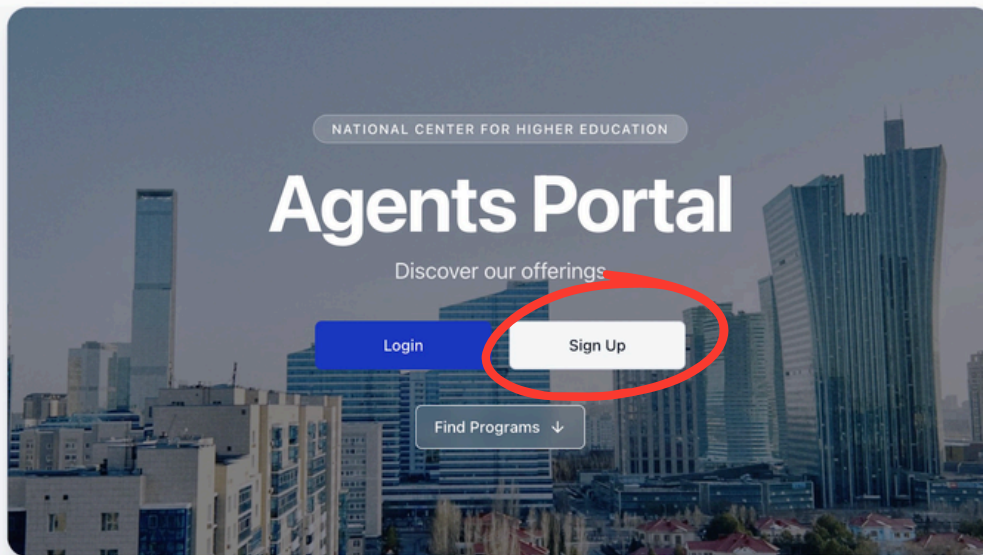
Agent Portal User Guide

Registration, Applicant Management & Application Submission

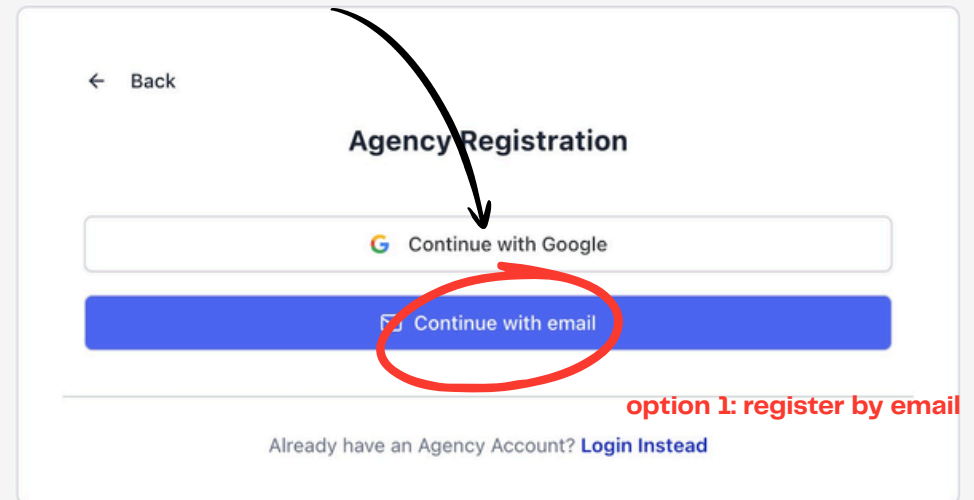
Portal: agents.studyinkz.kz

1.Registration

Go to agents.studyinkz.kz
Click Sign Up



option 2: register through
google account



1.Registration

Fill in:

Agency Name → Primary Agent Name → Email → Password → Confirm your email → Log in.

← Back

Agency Registration

Primary Agent's Information

Provide details of the main agent representing your agency.

Email *

name@example.com

Enter the agent's email address. You will use this to log in to the portal

First Name *

Name

Enter the agent's first name

Last Name *

Name

Enter the agent's last name

Password *

.....

✓ At least 8 characters

Last Name *

Name

Enter the agent's last name

Password *

.....

- ✓ At least 8 characters
- ✓ One uppercase letter
- ✓ One lowercase letter
- ✓ One number

Password strength:

Strong

Enter a password you will use to log in

Confirm Password *

.....

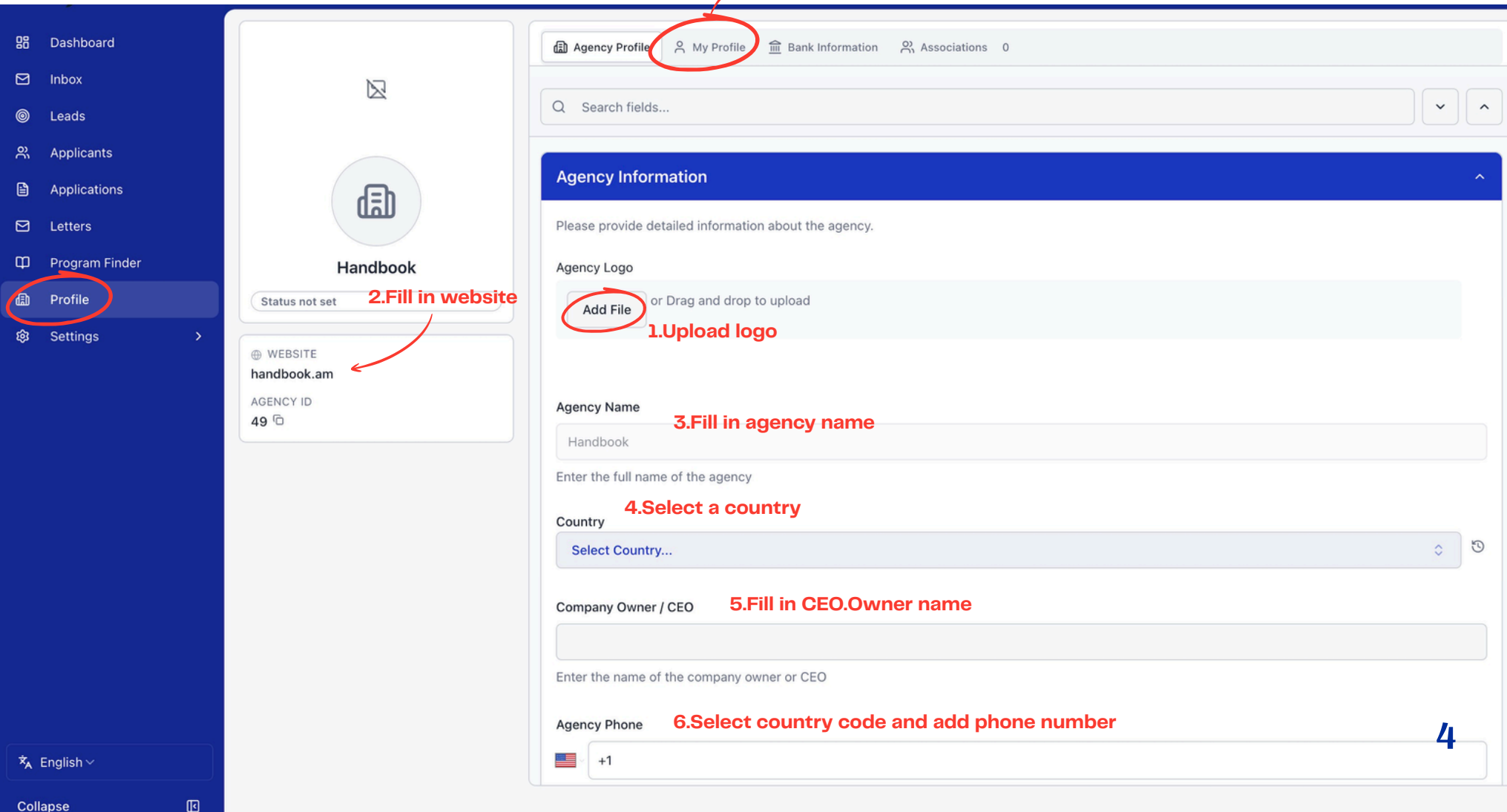
Submit

Already have an Agency Account? [Login Instead](#)

2. Agency Profile

Add agency experience (how you market, number of students per year, universities represented).
Bank Information (Enter Bank Name, Account Number, Branch Code, Branch Address, IBAN, SWIFT).

Save — updates automatically.



The screenshot shows the 'Agency Profile' form in a web application. The left sidebar contains navigation links: Dashboard, Inbox, Leads, Applicants, Applications, Letters, Program Finder, Profile (highlighted with a red circle), and Settings. The main content area has tabs for Agency Profile, My Profile (circled in red with an arrow pointing to the text 'Your personal details and agency staff'), Bank Information, and Associations. The Agency Profile tab is active, showing a search bar and a 'Handbook' section with a status of 'not set' and a website 'handbook.am'. The main form area is titled 'Agency Information' and contains several fields: Agency Logo (with an 'Add File' button circled in red and labeled '1.Upload logo'), Agency Name (with 'Handbook' entered and labeled '3.Fill in agency name'), Country (a dropdown menu labeled '4.Select a country'), Company Owner / CEO (labeled '5.Fill in CEO.Owner name'), and Agency Phone (labeled '6.Select country code and add phone number'). A large blue number '4' is in the bottom right corner. Red arrows point from the annotations to the corresponding fields.

Dashboard
Inbox
Leads
Applicants
Applications
Letters
Program Finder
Profile
Settings

Agency Profile **My Profile** Bank Information Associations 0

Search fields...

Agency Information

Please provide detailed information about the agency.

Agency Logo
Add File or Drag and drop to upload

Agency Name
Handbook

Enter the full name of the agency

Country
Select Country...

Company Owner / CEO

Enter the name of the company owner or CEO

Agency Phone

WEBSITE
handbook.am
AGENCY ID
49

Status not set

English

Collapse

4

1.Upload logo

2.Fill in website

3.Fill in agency name

4.Select a country

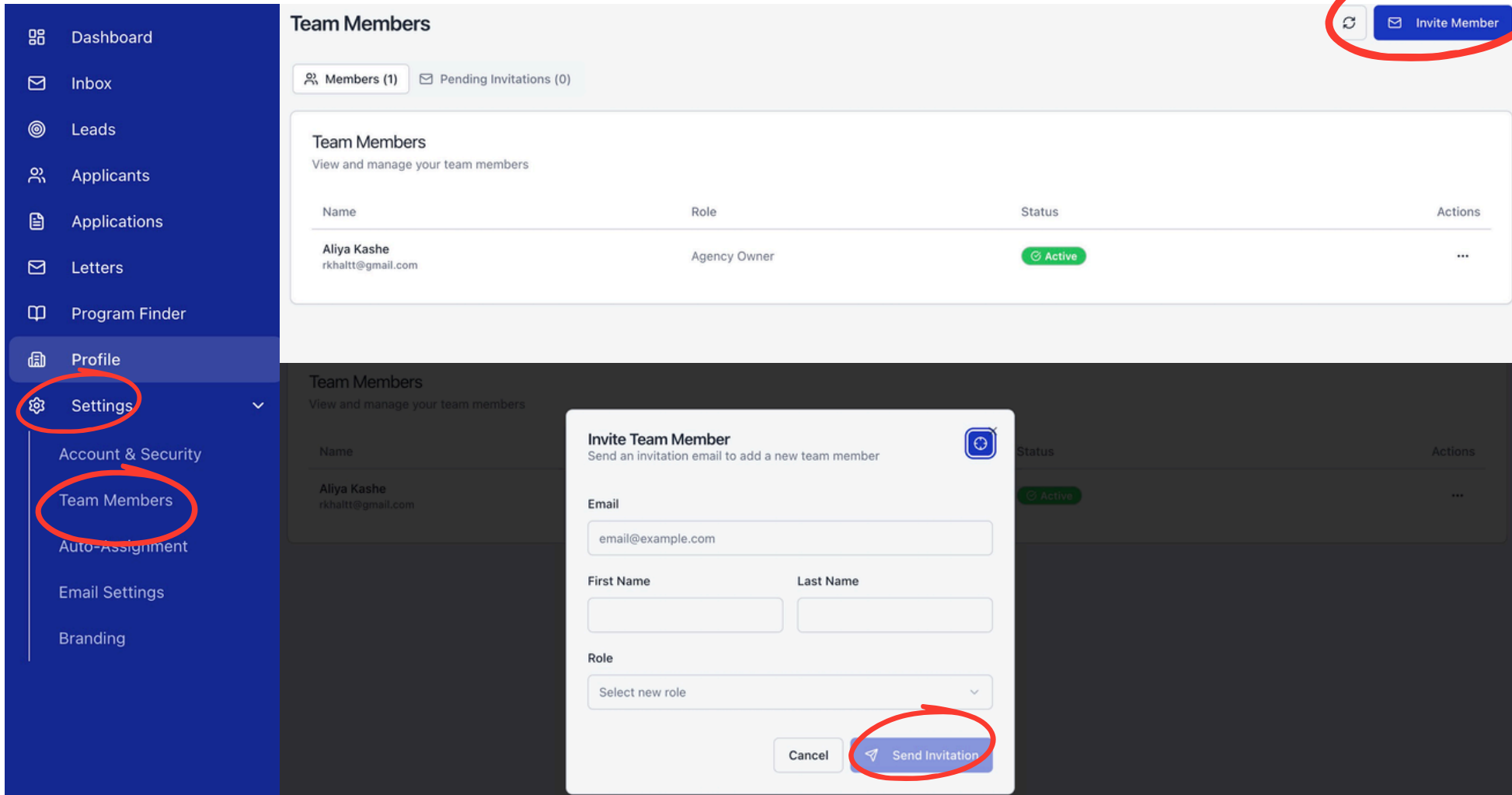
5.Fill in CEO.Owner name

6.Select country code and add phone number

Your personal details and agency staff

3. Adding team members

Go to Settings → Team Members → Click Invite Member → Enter name, email, role → Send Invitation.



The screenshot displays the 'Team Members' management interface. On the left, a dark blue sidebar contains navigation links: Dashboard, Inbox, Leads, Applicants, Applications, Letters, Program Finder, Profile, Settings, Account & Security, Team Members, Auto-Assignment, Email Settings, and Branding. The 'Settings' and 'Team Members' links are circled in red. The main content area is titled 'Team Members' and includes a sub-header 'View and manage your team members'. It features a table with one member listed: Aliya Kashe (rkhaltt@gmail.com), Agency Owner, with an 'Active' status. In the top right corner of the main area, there is a refresh icon and an 'Invite Member' button, which is also circled in red. An 'Invite Team Member' modal is open in the foreground, prompting the user to 'Send an invitation email to add a new team member'. The modal contains input fields for Email (pre-filled with 'email@example.com'), First Name, and Last Name, and a dropdown menu for Role (pre-selected with 'Select new role'). At the bottom of the modal, there are 'Cancel' and 'Send Invitation' buttons, with the latter being circled in red.

Name	Role	Status	Actions
Aliya Kashe rkhaltt@gmail.com	Agency Owner	Active	...

Invite Team Member

Send an invitation email to add a new team member

Email
email@example.com

First Name
Last Name

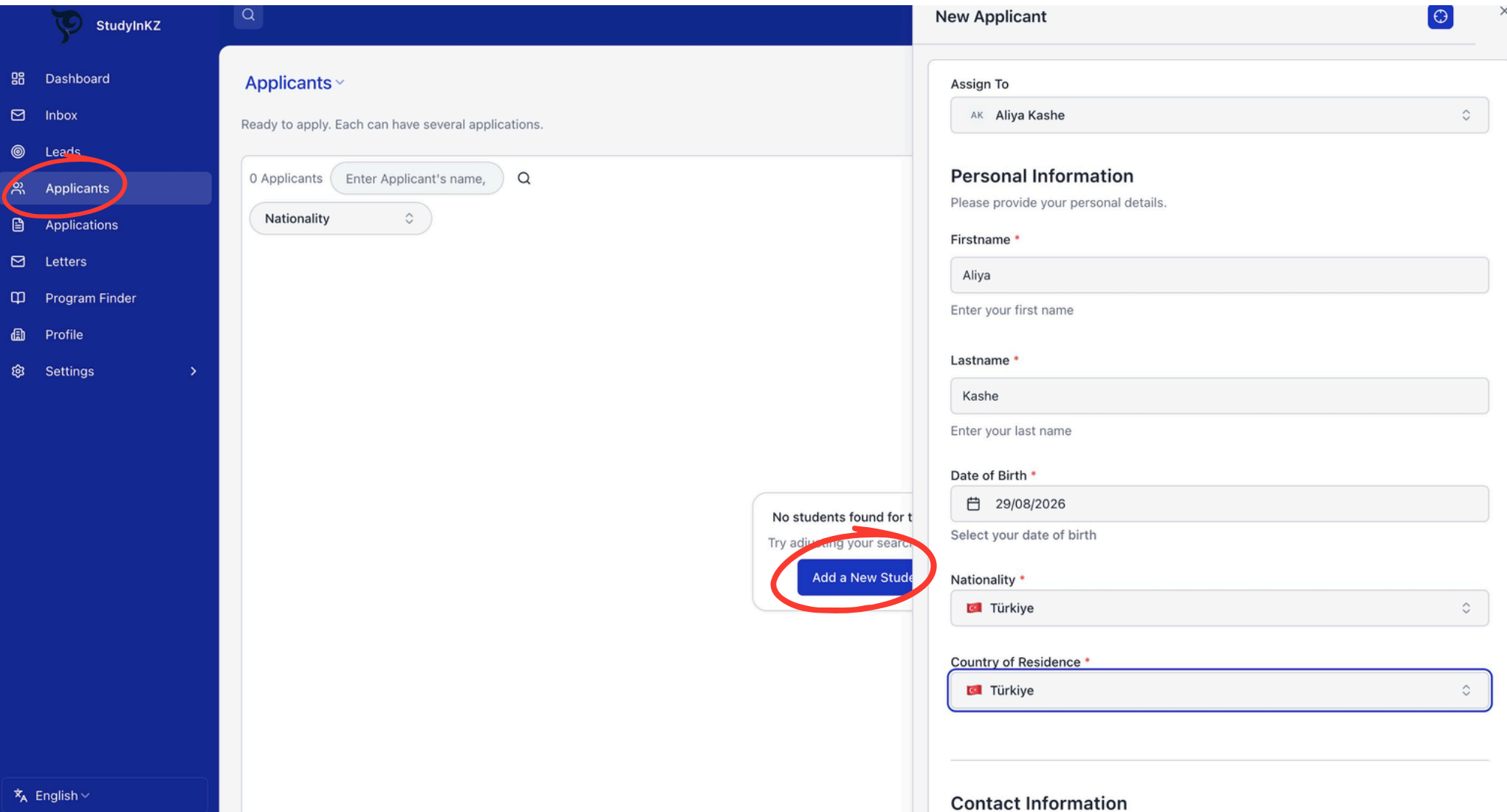
Role
Select new role

Cancel Send Invitation

4.Applicants

Click New Applicant → Fill in: First Name, Last Name, Date of Birth, Nationality, Country of Residence, Email, Phone
→ Click Submit.

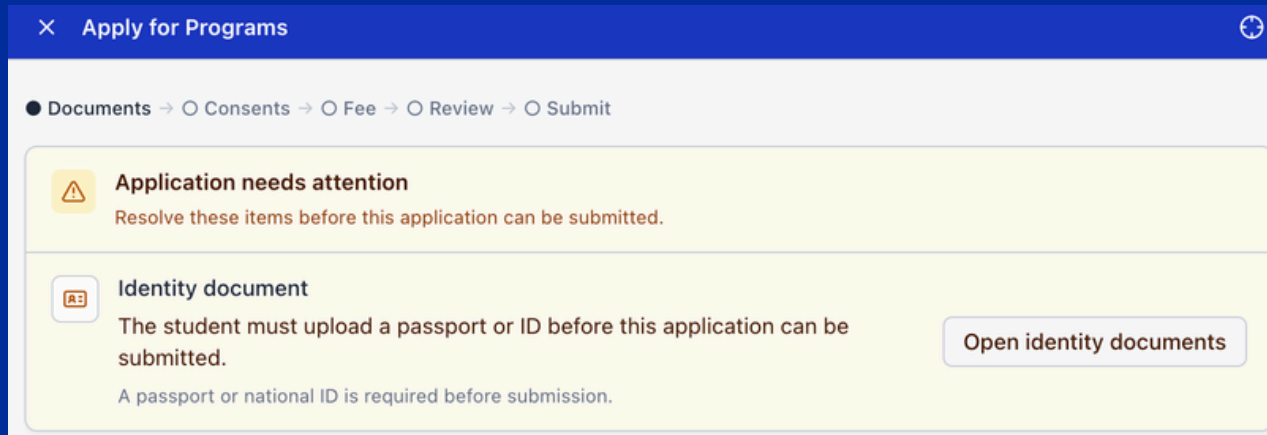
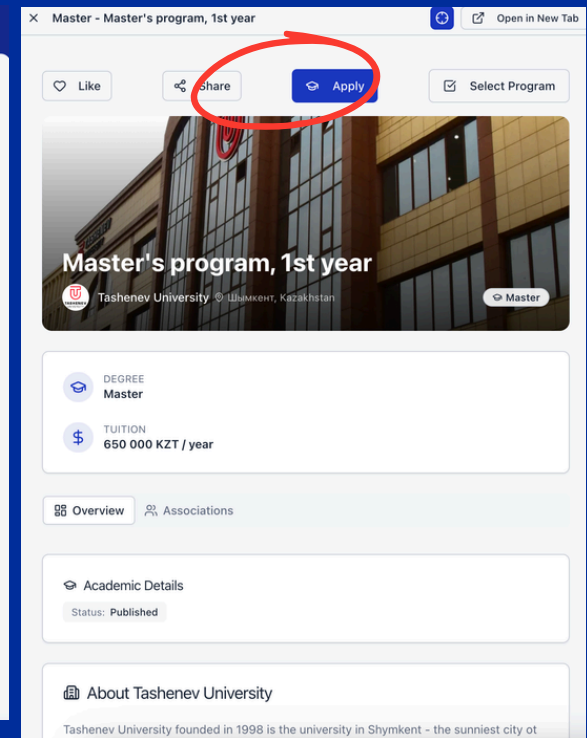
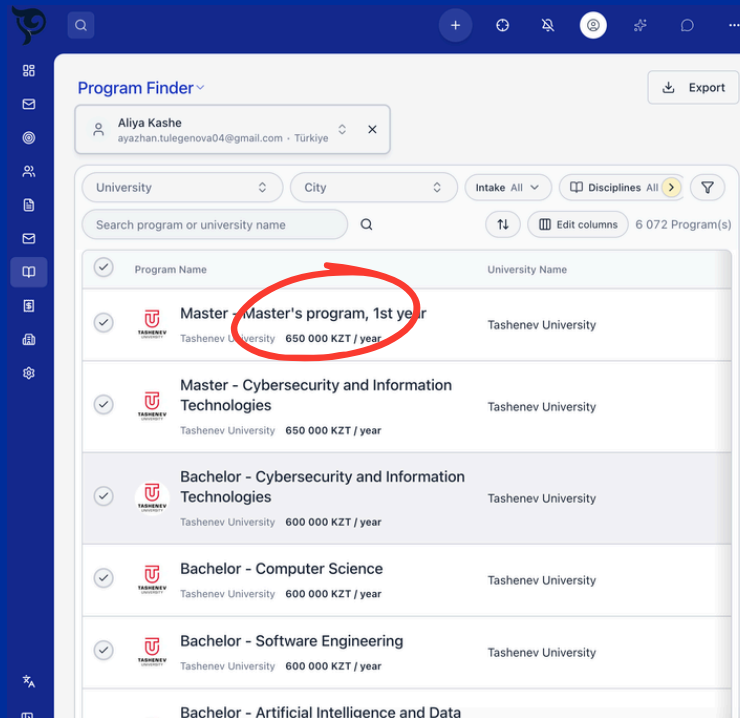
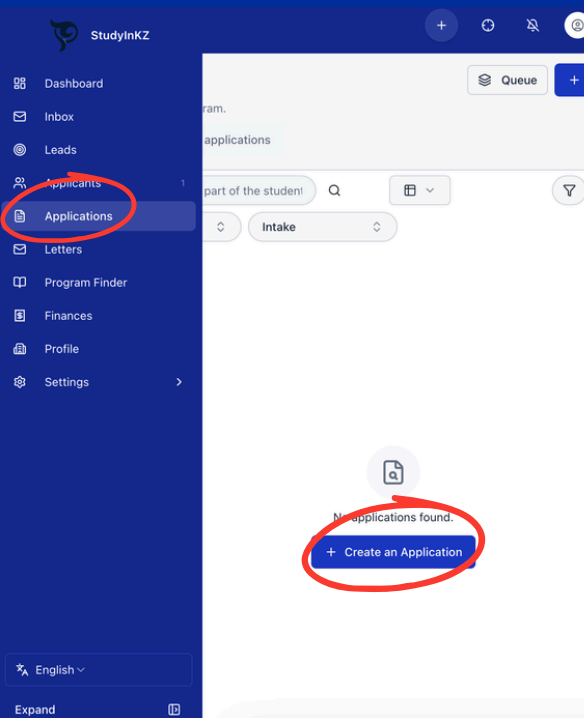
Applicant appears in your list.



The screenshot displays the StudyInKZ web application. On the left is a dark blue sidebar with navigation links: Dashboard, Inbox, Leads, Applicants (highlighted with a red circle), Applications, Letters, Program Finder, Profile, and Settings. The main content area is titled 'Applicants' and shows '0 Applicants' with a search bar and a 'Nationality' dropdown. A message states 'No students found for the search criteria. Try adjusting your search.' Below this message is a blue button labeled 'Add a New Student' (circled in red). On the right, a 'New Applicant' form is open, featuring fields for 'Assign To' (set to Aliya Kashe), 'Personal Information' (Firstname: Aliya, Lastname: Kashe, Date of Birth: 29/08/2026, Nationality: Türkiye, Country of Residence: Türkiye), and 'Contact Information'.

5. Applications

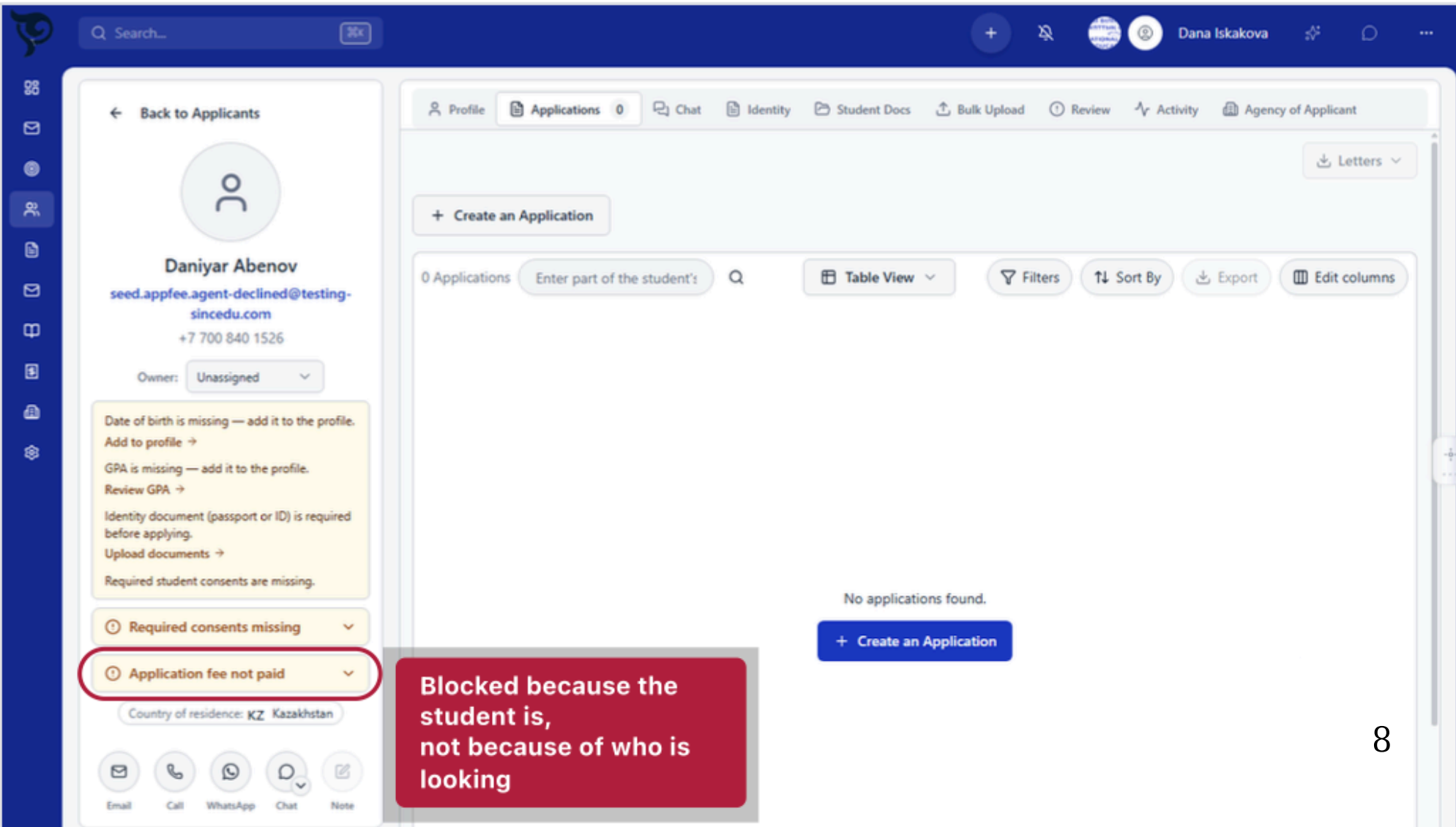
Select a student → click Create Application → Choose a program via Program Finder → Fill in required fields → Upload documents (passport, diplomas).



APPLICATION FEE. How to make payment?

1 The fee shows up as a blocker on the student

No separate fee page. It sits with the student's other outstanding items, collapsed until opened.

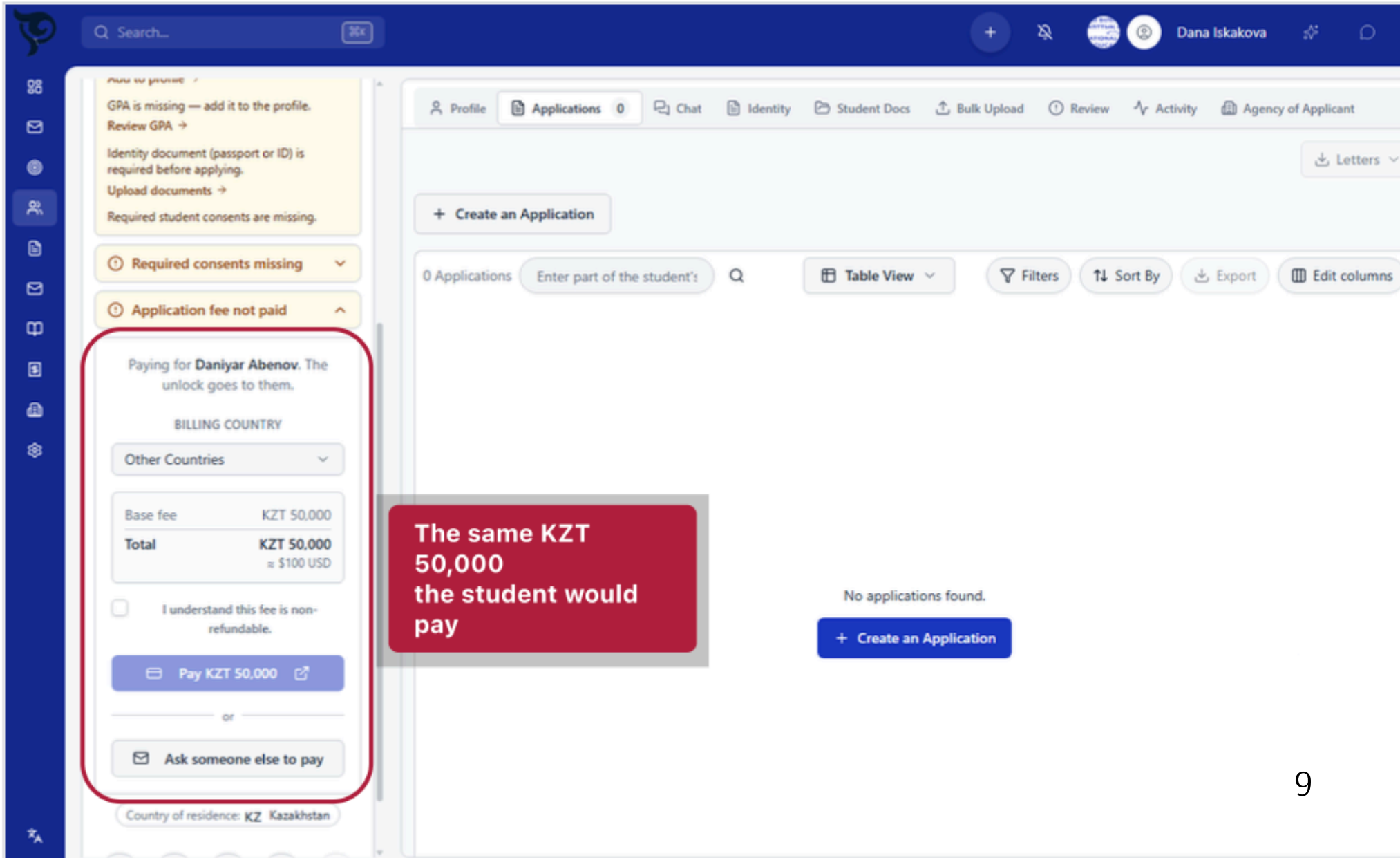


The screenshot displays the 'Applications' tab for a student named Daniyar Abenov. The sidebar on the left contains the student's profile information, including their email (seed.appfee.agent-declined@testing-sincedu.com), phone number (+7 700 840 1526), and a list of missing items. The main area shows '0 Applications' and a 'Create an Application' button. A red box highlights the 'Application fee not paid' status in the sidebar, with a red callout box stating 'Blocked because the student is, not because of who is looking'.

Blocked because the student is, not because of who is looking

Opening it reveals a full checkout

Billing country, price, acknowledgement and both ways to settle — inside the profile column.



Search...

GPA is missing — add it to the profile.
Review GPA →

Identity document (passport or ID) is required before applying.
Upload documents →

Required student consents are missing.

Required consents missing

Application fee not paid

Paying for **Daniyar Abenov**. The unlock goes to them.

BILLING COUNTRY

Other Countries

Base fee	KZT 50,000
Total	KZT 50,000 ≈ \$100 USD

☐ I understand this fee is non-refundable.

Pay KZT 50,000

or

Ask someone else to pay

Country of residence: KZ Kazakhstan

Profile Applications 0 Chat Identity Student Docs Bulk Upload Review Activity Agency of Applicant

Letters

+ Create an Application

0 Applications Enter part of the student's

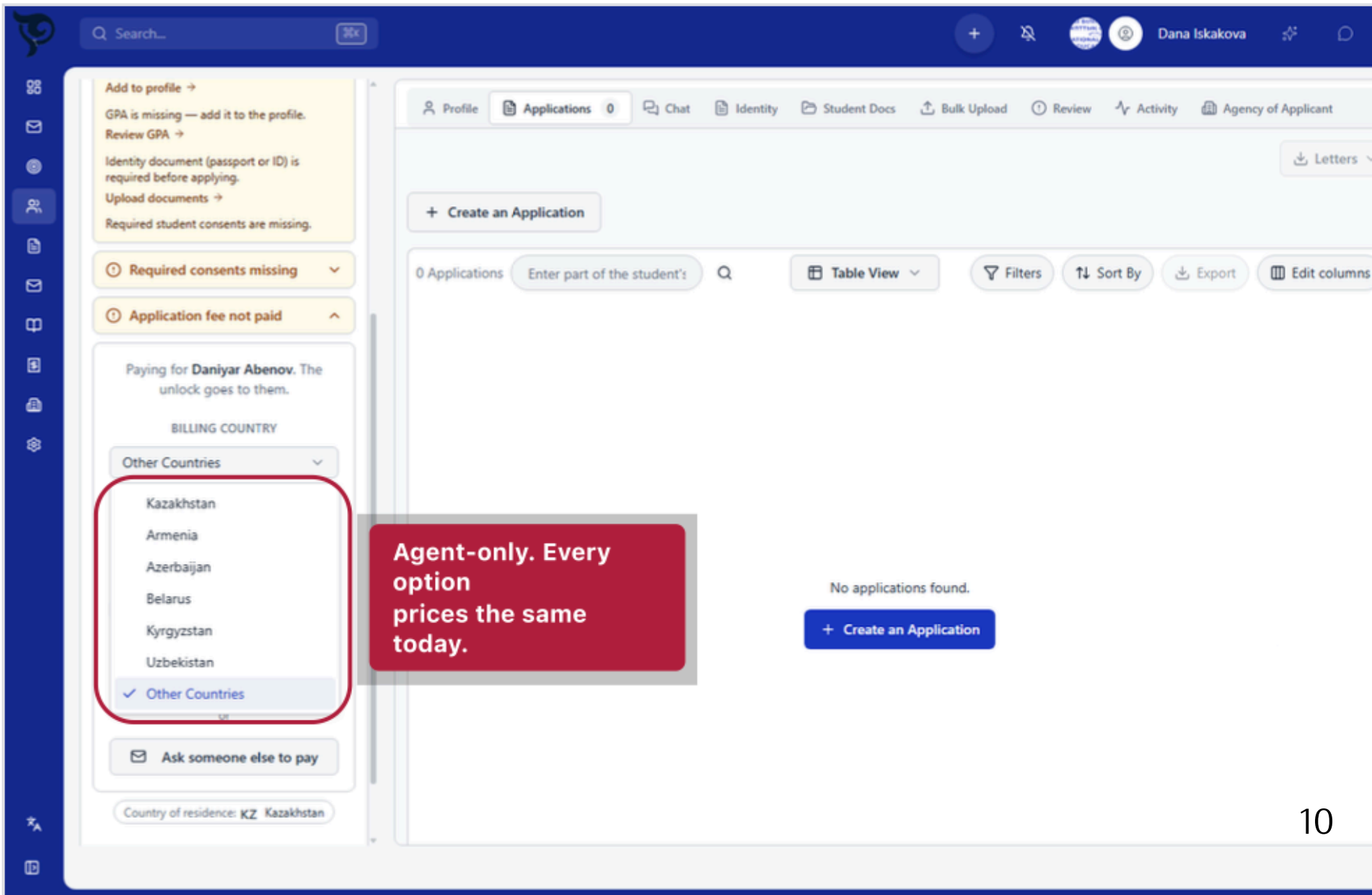
Table View Filters Sort By Export Edit columns

No applications found.

+ Create an Application

The same KZT 50,000 the student would pay

A control the student's own page does not have: six countries in the region plus a catch-all.



The screenshot displays the 'Billing country' selection interface. On the left, a sidebar contains a list of countries: Kazakhstan, Armenia, Azerbaijan, Belarus, Kyrgyzstan, Uzbekistan, and 'Other Countries' (selected). A red box highlights this list. A red callout box states: **Agent-only. Every option prices the same today.**

The main area shows a search bar, a 'Create an Application' button, and a message 'No applications found.' with another 'Create an Application' button.

The acknowledgement gates the payment button, as it does on the student's page.

Identity document (passport or IJ) is required before applying.
Upload documents →
Required student consents are missing.

Required consents missing

Application fee not paid

Paying for **Daniyar Abenov**. The unlock goes to them.

BILLING COUNTRY

Kazakhstan

Base fee KZT 50,000

Total KZT 50,000
≈ \$100 USD

☒ I understand this fee is non-refundable.

Pay KZT 50,000

or

Ask someone else to pay

Country of residence: KZ Kazakhstan

Email Call WhatsApp Chat Note

Profile Applications 0 Chat Identity Student Docs Bulk Upload Review Activity Agency of Applicant

+ Create an Application

0 Applications Enter part of the student's

Table View Filters Sort By Export Edit column

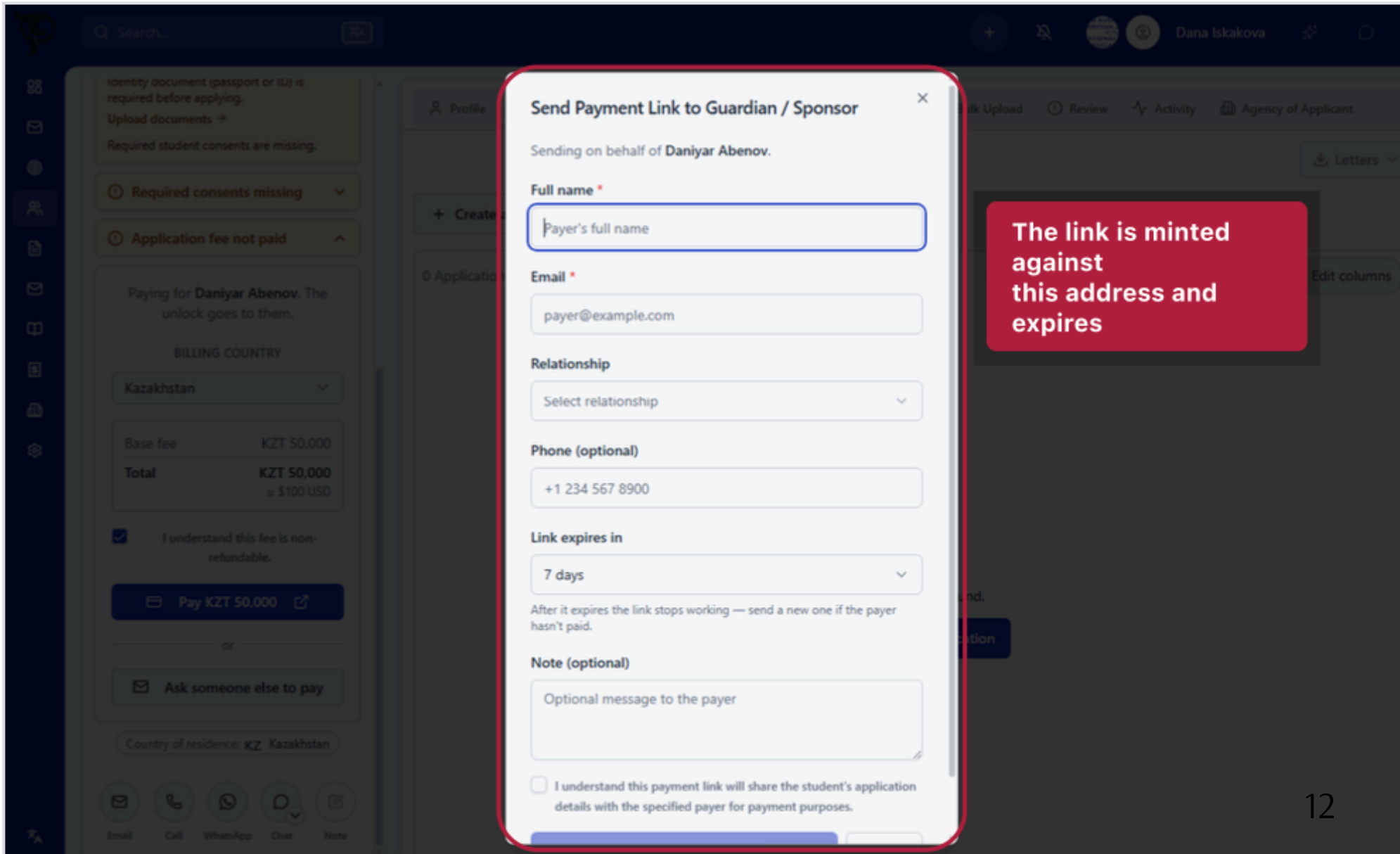
No applications found.

+ Create an Application

Needs a name, phone and country on the Or pass the bill on

Or send the bill to a parent or sponsor

The agent names the payer and how long the link should last.



Send Payment Link to Guardian / Sponsor

Sending on behalf of **Daniyar Abenov**.

Full name *

Payer's full name

Email *

payer@example.com

Relationship

Select relationship

Phone (optional)

+1 234 567 8900

Link expires in

7 days

After it expires the link stops working — send a new one if the payer hasn't paid.

Note (optional)

Optional message to the payer

☐ I understand this payment link will share the student's application details with the specified payer for payment purposes.

The link is minted against this address and expires

The card is entered on JetPay

The tab is handed to the provider's own page. Card details never reach our servers.

Purchase payment

Payment number 9ccf6fcb-0952-493f-a928-a39164594be9

Card Holder Name

Card number

Expiration date

CVV

☐ By clicking on the pay button, I agree to the terms of the [offer](#)

Charged to whoever enters the card

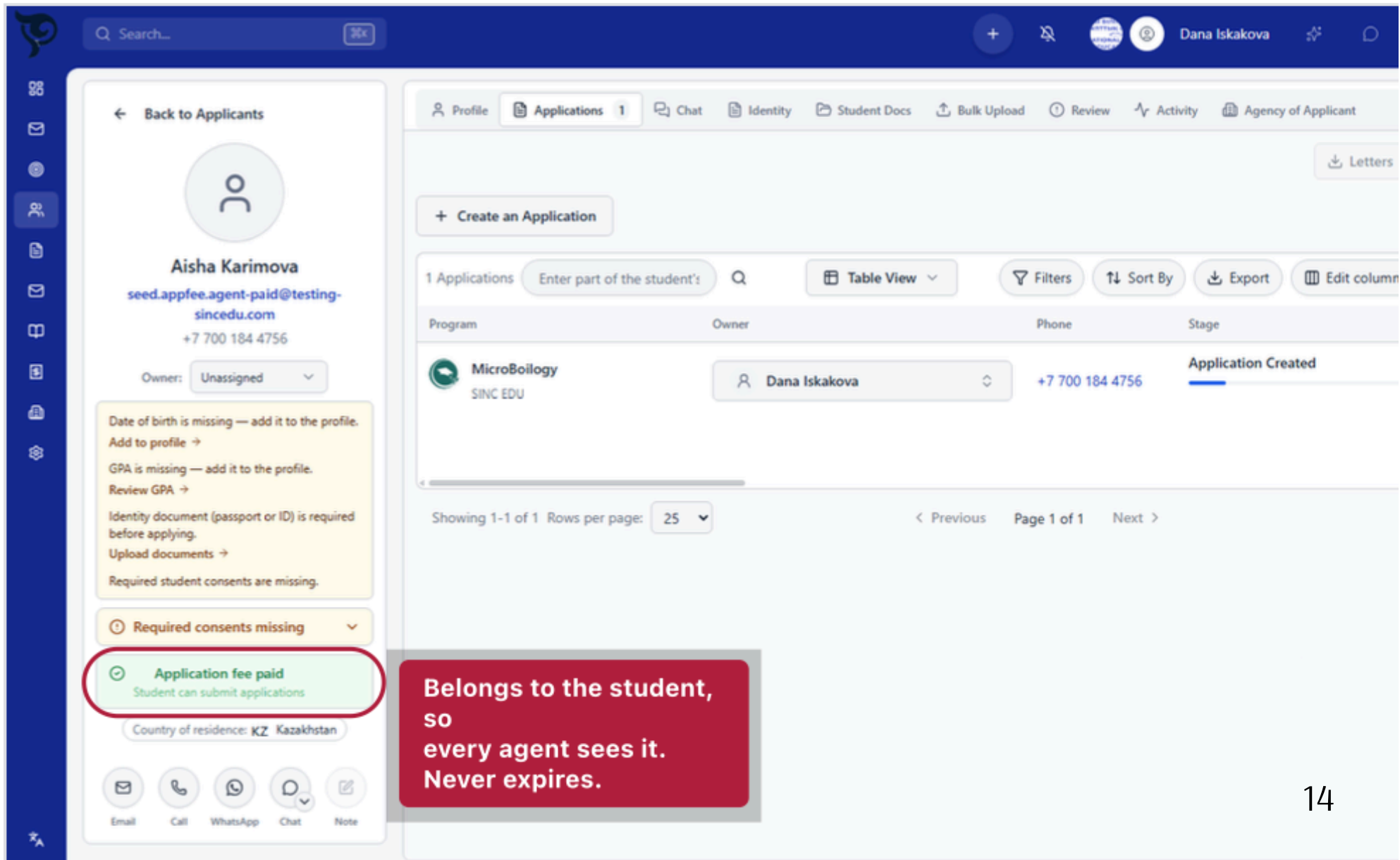
Student is the customer; the agent is only the payer

Pay 50000 ₸

Verified by     

 JETPAY

The blocker turns green and the agent can start applications for that student.



Back to Applicants

Aisha Karimova
seed.appfee.agent-paid@testing-sincedu.com
+7 700 184 4756

Owner: Unassigned

Date of birth is missing — add it to the profile.
Add to profile →

GPA is missing — add it to the profile.
Review GPA →

Identity document (passport or ID) is required before applying.
Upload documents →

Required student consents are missing.

Required consents missing

Application fee paid
Student can submit applications

Country of residence: KZ Kazakhstan

Email Call WhatsApp Chat Note

Applications 1

+ Create an Application

1 Applications Enter part of the student's

Table View Filters Sort By Export Edit column

Program	Owner	Phone	Stage
 MicroBoilogy SINC EDU	 Dana Iskakova	+7 700 184 4756	Application Created

Showing 1-1 of 1 Rows per page: 25

< Previous Page 1 of 1 Next >

Belongs to the student, so every agent sees it. Never expires.

Pricing

Students

Agencies



Starter

Free per year

50,000 ₸ per student

Standard application fee — no subscription

- ✓ No annual subscription
- ✓ Pay per student, as you go
- ✓ Upgrade anytime for reduced fees



Professional

245,000 ₸ per year

≈ \$538 USD / year

20% OFF

~~50,000 ₸~~ **40,000 ₸** per student

Reduced application fee for every student you submit

- ✓ Annual subscription, valid for one year
- ✓ Unlimited university applications per student
- ✓ Applies to applications during the active plan



Enterprise

995,000 ₸ per year

≈ \$2,185 USD / year

40% OFF

~~50,000 ₸~~ **30,000 ₸** per student

Reduced application fee for every student you submit

- ✓ Annual subscription, valid for one year
- ✓ Unlimited university applications per student
- ✓ Applies to applications during the active plan

1

The agency finds it from Student Payments

One line above the work an agency does daily — chasing what its students owe — rather than a panel competing with it. Once a plan is active this becomes a quiet line naming the plan, with a link to manage it.

Search...

Subscribe to reduce the application fee your students pay. [See plans](#)

Student Payments

\$ Total Outstanding
KZT 50,000.00
\$890.00

Students Who Owe
1

Overdue Invoices
2

Students

2 Students

Student	Email	Total Outstanding	Invoices	Overdue
Joseph Kudomo-Abasi	joseph@studyinn.com	KZT 50,000.00 \$890.00	2	2
Nurlan Serik	seed.appfee.agent-double-charge-guard@testing-sincedu.com	KZT 0.00	1	0

Showing 1-2 of 2 Rows per page:

< Previous Page 1 of 1 Next >

2

Two plans, priced against what the student pays today

Professional takes the student's fee from 50,000 ₸ to 40,000 ₸; Enterprise to 30,000 ₸. The percentage is off the STUDENT'S FEE, not off the plan price — so read the line that matters: the number of applications a year at which each plan has paid for itself. Professional pays back at 25, Enterprise at 50.

Subscription
Your students pay a lower application fee when you pay for them.

Without a subscription your students pay KZT 50,000 per application.

Plan	Discount	Annual Cost (KZT)	Annual Cost (USD)	Student Fee (KZT)	You Save (KZT)	Pays for itself at
Professional	20% off each fee	KZT 245,000	~\$490	40,000 each	10,000 each	25 applications a year
Enterprise	40% off each fee	KZT 995,000	~\$1990	30,000 each	20,000 each	50 applications a year

Non-refundable. Charged in KZT; your bank sets the exchange rate.

What every plan includes

- The discount applies when you pay the application fee on a student's behalf.
- No limit on students, applications or staff accounts.
- Runs for twelve months from the day the payment clears. We remind you before it ends.
- If it lapses, your students pay the standard fee again — nothing else changes.

3

Subscribe opens the card page

Payment is taken by JetPay, not by the portal — the portal never sees the card. Charged in KZT; your bank sets the exchange rate. The plan does not start until the payment clears, and if the card is refused nothing is charged and nothing changes: your students keep paying the standard fee.

Purchase payment

Payment number a2337322-ba97-4369-aed8-bfaac88bb21e

Card Holder Name

Card number

Expiration date CVV

☐ By clicking on the pay button, I agree to the terms of the [offer](#)

Pay 245000 ₸

Verified by
VISA

Mastercard
SecureCode

PCI DSS

TLS

SecurePay



4

Once paid, the same page becomes the plan

The tier, the discount it earns, and the date it lapses. Renewing is a button here, so nobody has to find the offer again, and a reminder goes out before the year is up. The plan runs to its expiry date and is non-refundable — turning off reminders stops the notice, it does not end the plan.

Subscription

Your students pay a lower application fee when you pay for them.

Professional Plan Active

Your students get a 20% discount on the one-time application fee when you pay on their behalf.

Expires Sep 8, 2027

[Renew Professional](#) [Turn off renewal reminders](#)

Your plan runs to its expiry date and is non-refundable. Turning off reminders stops the renewal notice; it does not end the plan or change your students' fee.

What every plan includes

- The discount applies when you pay the application fee on a student's behalf.
- No limit on students, applications or staff accounts.
- Runs for twelve months from the day the payment clears. We remind you before it ends.
- If it lapses, your students pay the standard fee again — nothing else changes.