



PRACTICAL INFORMATION FOR VISITORS OF THE OSCE ACADEMY

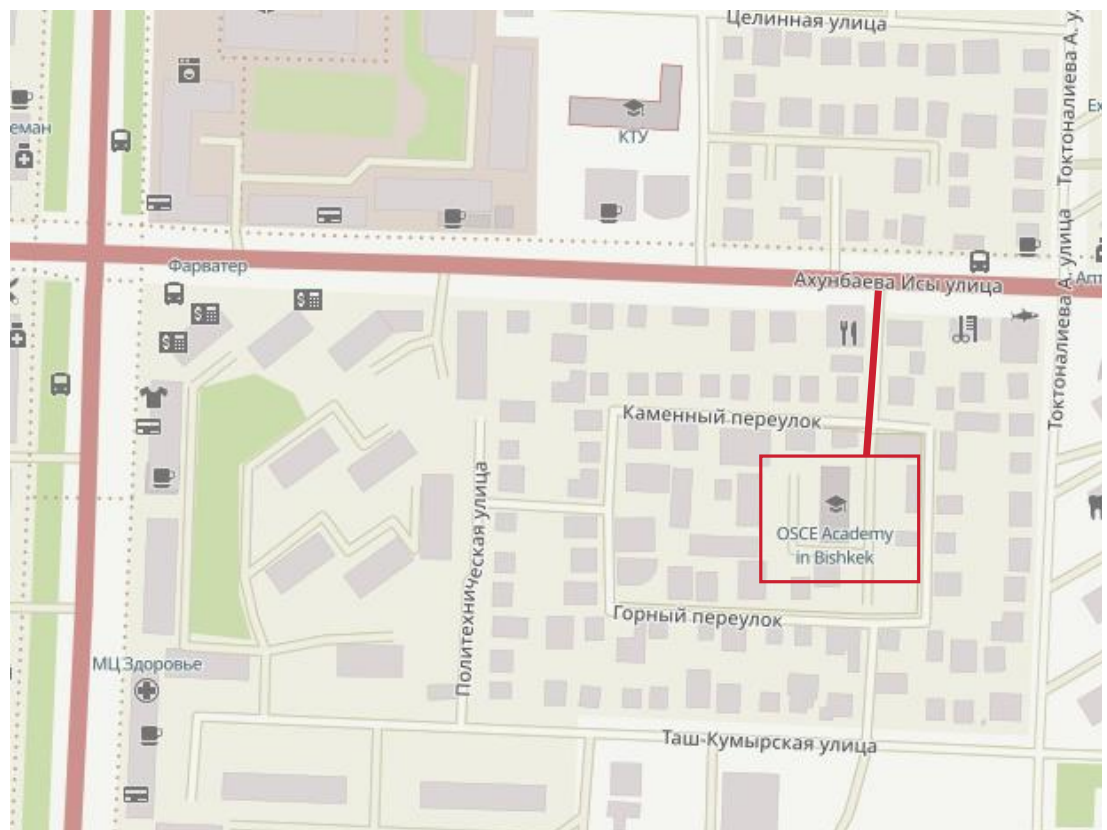
The OSCE Academy in Bishkek is a public foundation, created in 2002 as a product of a partnership between the Kyrgyz Government and the Organization for Security and Cooperation in Europe (OSCE). The OSCE Academy promotes the principles and values of the OSCE through higher education, professional trainings and intellectual exchange. Its highly demanding MA Programmes in the fields of “Economic Governance and Development,” “Politics and Security (Central Asia)” and “Human Rights and Sustainability, as well as the BA Programme in “Economics” annually enroll young professionals from Kyrgyzstan, Kazakhstan, Uzbekistan, Turkmenistan, Tajikistan, Afghanistan and Mongolia or of any other participating State of the OSCE on a competitive basis.

LOCATION OF THE OSCE ACADEMY IN BISHKEK

The OSCE Academy is located in the South-Western part of Bishkek, neighboring several universities (Kyrgyz State Technical University, Bishkek Humanities University, and Kyrgyz-Turkish Manas University). In its immediate vicinity of several restaurants and cafés, sport facilities and a variety of shops. The Academy is easy to reach via public transport with trolleybuses, buses and Marshrutki passing close by Kyrgyz State Technical University or Ata-Turk park.

Address:

1A Botanicheskyy pereulok
Bishkek, 720044
Kyrgyz Republic
Tel.: +996 (312) 54-32-00,
54-12-00
Fax: +996 (312) 54-23-13
www.osce-academy.net
info@osce-academy.net



Map from:
<https://www.openstreetmap.org/#map=18/42.84295/74.58999&layers=H>

Botanicheskyy pereulok is a small street, crossing Akhunbaeva Str. This crossroad is located between the intersections Ch. Aitmatov Ave./Akhunbaeva Str. and Toktonaliev Str./Akhunbaeva Str. one (see map).



The reference point for the turn to Botanicheksy pereulok is RINGOTRADE.KG (Akhunbaeva st 116a) (see picture).



VISA AND REGISTRATION REGULATIONS AND INSTRUCTIONS

Visa

1. The Kyrgyz Republic grants different types of permission to stay inside the country depending on your citizenship. Please check here for the duration of stay allowed with or without visa for all countries. <https://concept.kg/en/visa/>

2. For citizens of the following countries a full visa-free regime is established: **Azerbaijan, Armenia, Belarus, Georgia, Kazakhstan, Russian Federation, Tajikistan, Democratic People's Republic Korea (North Korea), Uzbekistan (up to 30 days visa-free regime), Philippines (up to 30 days visa-free regime), Indonesia (up to 30 days), Moldova (up to 90 visa-free regime) Ukraine (up to 90 days visa-free regime), Turkey (up to 90 days visa-free regime), Mongolia (up to 90 days visa-free regime), Ecuador (up to 90 days visa-free regime), Serbia (no visas required for visits of up to 90 days in a 6 months period starting from the date of the first entry).**

Citizens of these countries still need to register upon arrival in Bishkek, so, please, see the notes regarding registration.

3. If you need a visa due to citizenship or duration of stay in the Kyrgyz Republic, you need to apply for working visa W1, W2 visa (one month/ three month)

4. You can freely apply for e-visa through e-Visa portal (<http://www.evisa.e-gov.kg>), launched by the Ministry of Foreign Affairs of Kyrgyzstan or visit Kyrgyz diplomatic missions abroad. (The OSCE Academy will provide a Reference Number for your visa application no later than three weeks before your expected arrival)

How to obtain the electronic visa:

- Please check if you are eligible for e-Visa by going Home Page >>> Get information >>> Do I need visa? and selecting your country/region of travel document
- Electronic visa application does not require more information than traditional paper application and it grants the same right to enter the territory of Kyrgyzstan as ordinary sticker-visa in the passport.
- Carefully fill in an application form in English and make sure the filled information is correct. In case of any mistakes, your e-visa application will be rejected. As you have submitted your application you receive by e-mail a confirmation code which is valid for 72 hours - within this period you are to confirm your application.

5. Once you are in Bishkek and at the OSCE Academy, your visa **will be extended through the Ministry of Foreign Affairs if you are staying in Kyrgyzstan more than three months.** The extended visa will be a **multiple entry visa.**

For visa inquiries please approach:

Ms. Alina Alymkulova

HR Specialist

[email: a.alymkulova@osce-academy.net](mailto:a.alymkulova@osce-academy.net)

All visiting faculty who have Kyrgyz visa need to be registered within 5 days. For this purpose please approach:

Ms. Alina Alymkulova

HR Specialist

[email: a.alymkulova@osce-academy.net](mailto:a.alymkulova@osce-academy.net)

as soon as possible, preferably the day after your arrival. The duration of the stay allowed for you without registration is depending on your citizenship, following various agreements the Kyrgyz Republic has concluded with different states. In order to avoid any difficulties, we urge you to come to the Academy as soon as you arrive to Bishkek so that the registration can be completed in a timely manner.

Always check your visa and registration after receiving your documents. The OSCE Academy is here to assist you and support you during your stay in the Kyrgyz Republic. However, it is ultimately your responsibility to get registered on time, to maintain proper visas, and to be aware of all corresponding regulations securing your legal stay in the Republic as well as securing your timely return to your home country.



WORK PERMIT

Foreign citizens have to receive a work permit in order to be able to be employed in Kyrgyzstan (except for citizens of the Russian Federation, Kazakhstan, Armenia, and Belarus). The OSCE Academy provides support in receiving such a work permit.

Visitors seeking to be employed by the Academy should provide the HR Specialist of the OSCE Academy with the following documents upon arrival:

1. Application with the questionnaire data of a foreign employee on the prescribed form (to be filled at the OSCE Academy);
2. Notarized translation of copy of the foreign citizen's passport with valid visa (category W1) or registration. The OSCE Academy can provide support for notarised translation. You can bring the original documents with you to Kyrgyzstan and make a notarized translation here in Bishkek (i.e at Translation Company "RK Global Group <http://rkglobal.kg/> email: rkglobalgroup@mail.ru).
3. Copy of the Diploma of Education (with notarized translation into Russian language). You can bring the original documents with you to Kyrgyzstan and make a notarized translation here in Bishkek (i.e at Translation Company RK Global Group <http://rkglobal.kg/> email: rkglobalgroup@mail.ru);
4. International Medical Certificate for the HIV-Infection Blood Test (Republican AIDS Center, Bishkek, Logvinenko str. 8, intersection with Bokonbaeva str.). The OSCE Academy will provide logistical support;
5. Colored matte photos with a corner on a white background (size 3×4, JPEG format (300 dpi)) – 2 pc.;
6. Please be informed that all costs related to work permit issue are to be covered at your own expense:
 - Cost of work permit - 10000 KGS;
 - Notarized passport and diploma translation - 400 KGS each;
 - HIV test - 350 KGS

(Prices can change depending on cost of work permit stated in regulations of State Migration Service, prices of translation and for HIV test).

The list of documents may vary each year. Please visit the official site of the Kyrgyz Republic's Migration Service in order to get more information: http://ssm.gov.kg/?page_id=528



HEALTH INSURANCE

The OSCE Academy provides health insurance only to its students (except for citizens of Kyrgyzstan). The OSCE Academy works with the A Plus Insurance Company aplus@aplus.kg. If you would like to obtain health insurance, you can contact A Plus Insurance Company directly or address Ms. Victroia Orazova, Head of International Office: v.orazova@osce-academy.net



TRANSFER FROM AND TO THE AIRPORT

The OSCE Academy works with the official Airport Taxi company. Their services include:

- Meeting at the airport with the signboard with your name
- Clean and modern vehicles
- Polite drivers

The cost of their service is 600 soms (the price is lower than most of other transportation companies would offer).

You can arrange your airport pick-up before your arrival via email: airporttaxi.kg@gmail.com or Whatsapp: +996 559 000 999



ACCOMMODATION

Currently Bishkek can offer a number of options for accommodation: from hostels and guest-houses, private apartments to luxury hotels. Website www.booking.com includes most of them. Below are provided several options the OSCE Academy worked with in past years:

HOTEL	CONTACTS	
Futuro (3 star)	Address: 13 Udmurtskaya St Tel: +996 (312) 98 68 68; +996 (312) 36 60 06	E-mail: hotel@futuro.kg Web: https://futuro.kg/
Garden Hotel & SPA	Address: Emilbek Ailchiev 61 Tel.: +996 770-97-88-50	Whatsapp: +996 770-97-88-50 Web: https://ghs.kg/
Premier Boutique Hotel (3+, 4 star)	Address: 10, Tolomush Okeev St. (Yujnaya Magistral/ Mira Ave.) Tel: +996 (312) 880-660, +996 (554) 880 660	E-mail: reception@premier-hotel.kg Web: http://premier-hotel.kg/
Park Hotel (4 star)	Address: 37, Isanova St. Tel: +996 (312) 61-07-07; +996 (312) 61-09-09	E-mail: hotel@parkhotel.kg Web: https://www.parkhotel.kg
Oasis Residence (4 star)	Address: 69 Maldybaev St. Tel: +996 (312) 61-07-07; +996 (312) 61-09-09	E-mail: hotel@oasis-residence.com Web: oasis-residence.com
APARTMENT RENTAL COMPANY Kyrgyz Concept (ARC Real Estate)	Address: 42/1, Isanov St. Tel: +996 (312) 900 883 - Rapiya	E-mail: flats@concept.kg Web: https://concept.kg



GETTING AROUND BISHKEK

We recommend you to use a registered taxi company when you want to get around in Bishkek. Companies that always work with taximeter are:

Yandex taxi: used via app in Google Play Market or Apple Store

Public Transport in Bishkek: Bishkek is covered with a dense network of different types of public transport. Minibusses (so called "marshrutka"), busses, and trolleybuses.

The buses with number 9, trolleybus with number 11 and the Marshrutka with the numbers 202, 100,101, 147, 106, 104, 204, 132, 130, 200 stop close to the Academy.

You will find information on public transport and corresponding lines by visiting <http://bus.kg/> (English) and <https://wikiroutes.info/en/bishkek/catalog>. You can indicate your departure and destination point on the map which will show you available options.

A further guide to find your way around in Bishkek and to locate stores or locations you seek, is <https://2gis.kg/>



OSCE ACADEMY CONTACT INFORMATION

General Contact:

Phone: +996 (312) 541200

Fax: +996 (312) 542313

E-mail: info@osce-academy.net

Web-site: www.osce-academy.net

Victoria Orazova

Head of International Office

Office phone: +996 (312) 541200 (ext. 117)

Mobile: +996 770 984 102

E-mail: v.orazova@osce-academy.net



BISHKEK HELP NUMBERS

SERVICE	CONTACTS
Police	112
Fire Department	101
Phone Directory	109
State Emergency	103

SERVICE	CONTACTS
Alam – Med (private emergency)	+996 555 897 212
Ovis Med (private emergency)	+996 312 549 999
Private Emergency 1130	1130
MEDI (private emergency)	+996 312 595 627

Please, read the Security Advisory (Annex I).



ATM

Bishkek is covered with a dense network of ATM machines run by a multitude of banks that are operating in the Kyrgyz Republic, among them KICB, Demir Bank, RSK Bank, Commercial bank “Kyrgyzstan”, Optima Bank. Many of the ATM machines offer to withdraw soms or US dollars using credit cards, some also work with Maestro debit cards.

The OSCE Academy works with Demir Bank (<http://www.demirbank.kg/en/retail/home/index>). Demir Bank has a number of ATM around Bishkek that can be searched through with the following map: <http://www.demirbank.kg/en/about/atm-pos/map-of-atms?region=-1&atm=2> Demir Bank’s ATMs accept Visa and MasterCard.

Bishkek’s major shopping malls have various bank branches and ATMs:

SHOPPING MALL	ADDRESS	SHOPPING MALL	CONTACTS
GUM	92, Chuui Avenue	BISHKEK PARK	148 Kiyevskaya Str.
ASIA MALL	3, Ch. Aytmatov Avenue	DORDOI PLAZA	115, Ibrayimova Str.

ATMs can be also found in the major hypermarket chains GLOBUS (<https://globus.kg/en>) and FRUNZE (<http://gipermarket.kg/>).



EMBASSY	CONTACTS	
Embassy of the U.S. of America in the Kyrgyz Republic	Address: 171, Mira av. Tel: +996 312 597 000; +996 312 597 527	E-mail: BishkekPAS@state.gov Web: http://kg.usembassy.gov 527
Embassy of the Federal Republic of Germany to the Kyrgyz Republic	Address: 21, Erkindik blvrd. Tel: +996 312 627100;	E-mail: info@bischkek.diplo.de Web: https://bischkek.diplo.de/
Embassy of France in Bishkek	Address: 32, Str. Orozbekova, apt 2 Tel: +996 312 979 714; +996 312 979 715	E-mail: cad.bishkek-amba@diplomatie.gouv.fr
Embassy of Russian Federation in the Kyrgyz Republic	Address: 55, Manas avenue Tel: +996 312 610 905	E-mail: rusembkg@mid.ru Web: https://kyrgyz.mid.ru
Embassy of Belarus in Kyrgyzstan	Address: 210, Moskovskaya str., Tel: (+996 312) 35-28-35/32 Fax: (+996 312) 35-34-33	E-mail: kyrgyzstan@mfa.gov.by Web: www.kyrgyzstan.mfa.gov.by
Embassy of Switzerland in the Kyrgyz Republic	Address: 21, Erkindik blvrd., 21, 11th floor; Tel: +996 312 261 000	E-mail: bik.vertretung@eda.admin.ch Web: https://www.eda.admin.ch/bishkek
British Embassy in the Kyrgyz Republic	Address: 21, Erkindik Boulevard, Office 404 Tel: +996 312 303 637	E-mail: ukin.kyrgyzrepublic@fco.gov.uk Web: https://www.gov.uk/world/organisations/british-embassy-bishkek
Embassy of Japan in the Kyrgyz Republic	Address: 35/1, Tashkentskaya St. Tel: 996(312)375-515, 375-516	Web: https://www.kg.emb-japan.go.jp
Embassy of Afghanistan in the Kyrgyz Republic	Address: 3/3 A Baitik Baatyr Tel: +996 312 881 174; +996 (704) 446666	E-mail: af_embassybishkek@yahoo.com
Embassy of the Republic Kazakhstan in the Kyrgyz Republic	Address: 95 A, Mira Avenue Tel: +996 312 565 401	E-mail: bishkek@mfa.kz Web: http://mfa.gov.kz/ru/bishkek
Embassy of the Tajikistan in the Kyrgyz Republic	Address: 36, Kara-Darinskaya St Tel: +996 312 511 637	E-mail: tjemb.kg@mfa.tj Web: http://www.tajikemb.kg/
Embassy of Turkmenistan in the Kyrgyz Republic	Address: 9, Baitik-Baatir str. Tel: +996 312 881 232	E-mail: kyrgyzstanmfa@online.tm Web: http://kyrgyzstan.tmembassy.gov.tm
Embassy of the Republic of Uzbekistan in the Kyrgyz Republic	Address: 177, Ch. Aitmatov (Oxford school) Tel: +996 312 986 295	E-mail: uzbembish@elcat.kg Web: http://www.uzbekistan.kg



TRAVEL AGENCIES AND AIRLINES REPRESENTATIONS IN BISHKEK

TRAVEL AGENCY	CONTACTS	
Kyrgyz Concept	Address: 42/1, Isanov St Tel: +996 (312) 900 883; +996 (701) 900 883	E-mail: contact@concept.kg Web: www.concept.kg
Glavtour Bishkek	Address: 93, Toktogul St. Tel: +996 (312) 663 232	E-mail: info@glavtour.kg Web: www.glavtour.kg
CAT Travel	Address: 124, Chui prospect Tel: +996 (312) 600-420, +996 (312)219-785	E-mail: cat@cat.kg Web: http://www.cat.kg/

AIRLINES REPRESENTATIONS	CONTACTS	
Aeroflot	Address: 64/1, Erkindik boulevard Tel: +996 (312) 660 111; +996 (312) 62-00-71	E-mail: arb@aeroflot.ru Web: www.aeroflot.ru
Turkish Airlines	Address: 130, Bokonbayev Tel: +996 (312) 30-16-00; +996 (312) 97-95-98	E-mail: info-kg@thy.com Web: www.turkishairlines.com
Pegasus	Address: Maldybaeva st. 75 Tel: +996 (312)56-40-40	E-mail: info@airmanas.com Web: www.flypgs.com https://www.airmanas.com/ru/index.html

SECURITY ADVISORY (Annex I)

Welcome to Kyrgyzstan and to the OSCE Academy in Bishkek!

Here, at the Academy, we put your safety first. Here's some tips and advice to help you settle into your new home.

Making healthy relationships:

Making new friends and relationships is a big part of your university life. Here, at the OSCE Academy in Bishkek, we aim to create an environment that makes this as easy as possible so you can be your authentic self. However, it is expected that students remain respectful, considerate and tolerant. Avoid scolding, nagging, threatening or intimidating each other. Students are expected to greet each other/teachers/staff members/guests properly (dress code requirements apply). Exchanges should be friendly, in an appropriate tone. Always treat everyone you meet with respect and never touch someone without their consent. We take any report of harassment, assault, sexual assault or violence seriously. Bullying, and discrimination are never acceptable.

Staying safe in your flat rented in Bishkek city:

- If possible, sign rent agreement with the owner to ensure your status.
- We recommend you keep your flat and room doors locked when you go out.
- It's important to remind your guests to be respectful of others residents or tenants and you should make sure they don't disturb others.

Staying safe in the city and beyond:

- All students must conduct themselves at all times in a manner befitting the status of the OSCE Academy - a highly reputable educational organization.
- Obey traffic rules, use licensed taxi services during late night trips (if any), don't walk alone at night, avoid visiting any nightclubs, especially alone.
- When out and about, please be careful with personal belongings and keep them safe. Don't leave bags unattended, keep expensive items like phones and wallets secure and be aware of pickpockets or people trying to snatch mobile phones. Pickpocketing usually happens in public places and in public transportation (Minibuses, so-called "Marshrutka", Buses, and Trolleybuses), department stores (at the ZUM, "Globus") and large markets (Osh market, Alamedin market, Orto-Sai market, Dordoi market).
- It is recommended to have a copy of your passport and visa/registration handy.
- If you are stopped by the police and asked for your ID, please obey, this is legal request by state representatives. However, it is your right to see the officer's ID, badge # and know the reason for inspection. If a police officer asks you to proceed to the police station, immediately call for assistance the OSCE Academy Security.

Emergency numbers and contacts:

- OSCE Academy Security on duty 24/7: 0770 43 36 59; Mr Mirlan Akhmetov - Senior Security guard 0770 707957;
- In case of medical emergency, please call: 151, 136, 1130 or 103/112 (Russian langue only). English speakers, please call Ms. Victoria Orazova, Head of International Office. Facilities: the London-Bishkek Medical Centre, (only for Endocrinologist, a gynecologist, psychotherapist, ultrasound check - (0312) 891403 (interpreter available), or Medical Clinic "Medi" on 5/3 Suerkulova street (in front of School № 62); +996 (312) 595627, 595628, 136; www.medi.kg
- Rescue service (Universal for Police, Ambulance, Fire department, Gas leakage): 112
- Fire department only - 101;
- Police only - 102;
- State Ambulance only - 103.