

APPLICATION DEADLINE

We would like to inform you that for the exchange program, the students must be firstly nominated by their home university. For the semester I (August-January), the deadline of nomination is March 15 and application is March 31; as for Semester II (February-June), the deadline for nomination is August 15 and application is August 31. Please note that you have to be nominated and complete all of the application materials before the deadline. We would like to emphasize that the deadline is strictly regulated as the process itself may takes time for five months due to the complex bureaucracy in requesting the study permits and visa process.

THE REQUIREMENTS

Here are the application materials needed:

1. Admission Form (find it enclosed)
2. Guarantor for Financial Support (find it enclosed)
3. Personal Statement (find it enclosed)
4. Curriculum Vitae (resume, personal data)
5. Copy of Passport (color scanned)
The passport must be valid for the period of study in Indonesia at least 24 months.
6. Recommendation letter/nomination letter from home institution
7. Copy of academic records and diplomas
8. Good health statement from applicant's doctor
9. 4 passport size photographs

Applicants should send each documents in separate files (in PDF format), instead of putting them together in one file. For example, Admission Forms for one file, Passport Copy for one file, Academic Transcripts for one file, etc.

PROCESS AND PROCEDURE

The students' complete documents will be processed to obtain several compulsory documents to study in Indonesia which are: Faculty Approval, Study Permit, and VITAS Visa.

Here is the general idea of the process:

Once we receive the complete documents, we (Office of International Affairs) will process them to the faculty (based on your requested study plan) for the selection process. The selection process will be done in around one month and the result is the approval from the faculty. As we received this approval, we will process a Letter of Offer which explains the detail of the fees that student has to pay. As soon as we receive the proof of payment, we will request a Study Permit to the State Ministry of Education and Culture in Jakarta. The process may take time for one until two months before the Study Permit is issued and sent to us. Once we receive the Study Permit, we will use it for requesting a visa authorization in the Directorate of Immigration in Jakarta (again). We will ask student first which Indonesian embassy s/he are willing to apply for the visa. This step of the process will take one month to process again and the output is a letter entitled Telex Visa. This letter will be sent to both of university and to the Indonesian Embassy where student requested to apply visa before. We will send the Telex Visa that we receive to student email, and student will use this letter to apply for visa named VITAS in the embassy. This is the end of the process which basically takes times for around five months if everything is running well.

VISA APPLICATION

Once you receive the telex visa, you may use the letter to obtain a visa at Indonesian Embassy in you have chosen. The letter is valid for only two months, so you have to obtain the VISA soon. Please contact the embassy to know what are the required documents to obtain it and for how long the VISA will be processed.

Once the VISA is issued, you may book a flight to Indonesia.

As soon as you booked the ticket, please inform us about your arrival date.

For those who come to Indonesia by VITAS, they have to report to the Immigration Office after the arrival date.

Kindly come by our office as soon as your arrival in Indonesia to report and complete the KITAS documents.

We will help you to deliver your documents to Immigration Office.

The required documents for reporting are:

1. Passport, 1 original and 3 copies
2. RED BACKGROUND Photo 3x4 (8 pieces)

We strongly recommend you to only leave for Indonesia using the Limited Stay Visa (*VITAS/Visa Tinggal Terbatas*). It is not recommended to use another visa such as Social Cultural Visit Visa (VKSB) as it is valid only for short period (60 days).

COURSES LIST

Regarding to the academic matter such as complete courses list, content, description or schedule, please kindly contact the person in charge for the academics matters in the faculty, as follows;

LIST PIC FAKULTAS BELUM UPDATED

I do hope that this information is clear to understand. If you have any questions regarding to the documents of applications, study permit and visa process of your study in our university, feel free to contact me.