

## Student Exchange/Study Abroad Information Sheet

<b>Institution's Name</b>	<b>BINUS UNIVERSITY</b>
<b>Contact Info</b>	<b>INTERNATIONAL OFFICE (IO) – BINUS GLOBAL</b> BINUS UNIVERSITY – Anggrek Campus, Room 330-331 Jl. Kebon Jeruk Raya No. 27, Jakarta Barat, 11530, Indonesia T. +62-21 534 5830 ext. 1323/1324   F. +62-21 530 0655 E. <a href="mailto:io@binus.edu">io@binus.edu</a>   W. <a href="http://io.binus.ac.id/">http://io.binus.ac.id/</a> Facebook: <a href="http://www.facebook.com/binus.io">www.facebook.com/binus.io</a>   Twitter: binus_io
<b>Academic Calendar</b>	<b>Odd/Fall Semester:</b> September - February <b>Even/Spring Semester:</b> February - July
<b>Application Period</b>	<b>15<sup>th</sup> May</b> : Admission for Odd/Fall Semester <b>15<sup>th</sup> Oct:</b> Admission for Even/Spring Semester
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>• Registered as an active student at home university</li> <li>• Has at least completed 1 year study period at home university</li> <li>• Age min 18 years old</li> <li>• GPA min 2.75 out of 4.00 (70% out of 100%)</li> <li>• English Requirement @Alam Sutera, @Bekasi, @Kemanggisian:           <ul style="list-style-type: none"> <li>○ TOEFL min 550 (paper based), 213 (computer based), 79 (internet based), IELTS 6.00, TOEIC 605 or equivalent; or</li> <li>○ Other English proficiency score/proof is also possible with consideration, such as an official statement letter with information the home university's English Proficiency Standard and confirming the student is enrolled in a program taught fully in English accordingly.</li> </ul> </li> <li>• English Requirement @Senayan Campus:           <ul style="list-style-type: none"> <li>○ IELTS (an overall score of 6.5 with a writing module score of at least 5.5); or</li> <li>○ TOEFL iBT (an overall score of 80 with a writing module score of at least 18); or</li> <li>○ TOEFL PBT with some considerations</li> <li>○ Common European Framework of Reference for Languages (CERF level B2)</li> <li>○ Other English Proficiency Test is possible with some considerations.</li> </ul> </li> </ul>
<b>Application Details</b>	Application and required documents should be submitted and managed through the International Office of home university. Application can be downloaded at: <a href="http://bit.ly/BINUS_StuEx">http://bit.ly/BINUS_StuEx</a> ; OR <a href="http://io.binus.ac.id/international-students/post/semester-based-programs-student-exchange-program/">http://io.binus.ac.id/international-students/post/semester-based-programs-student-exchange-program/</a>

### Syahdan Campus

Jl. K H. Syahdan No. 9  
Kemanggisian - Palmerah  
Jakarta Barat 11480, Indonesia

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+6221 535 0660  
f. +6221 530 0244

### Kijang Campus

Jl. Kemanggisian Ilir III No. 45  
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Jakarta Barat 11480, Indonesia

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### Anggrek Campus

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### JWC Campus

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### Alam Sutera Campus

Jl. Jalur Sutera Barat Kav. 21  
Alam Sutera, Tangerang 15325  
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	<p><b>List of required documents:</b></p> <ol style="list-style-type: none"> <li>1. Completed Student Exchange/Study Abroad Application Form and its components (<i>signed</i>).</li> <li>2. Statement Letter of Enrolment from Home Institution.</li> <li>3. Letter of Academic Recommendation.</li> <li>4. Copy of Official Transcript.</li> <li>5. Copy of English Language Proficiency Test Result/Statement Letter (<i>test result obtained in the last two years and only for applicants whose country of origin (country issuing passport) does not speak English as a native language</i>). Other English proficiency score/proof is also possible with consideration. Please see our “Selection Criteria” to learn on our English Proficiency standard.</li> <li>6. Health Statement from a Doctor <b>in English</b> (<i>statement from a doctor stating student is in good health and must written in English. Basic Medical Report in English will also suffice</i>).</li> <li>7. Color Copy of Passport (<i>must be <b>valid at least 2 years</b> from application date and <b>colour copy</b></i>).</li> <li>8. Recent Color Photograph (<i>45mm x 35mm OR based on home country passport size</i>)</li> <li>9. Completed Housing - BINUS Square (Dormitory) Application Form (<i>with photo attached/pasted</i>)</li> </ol> <p>All <b>soft copy</b> documents have to be sent to <a href="mailto:io@binus.edu">io@binus.edu</a> &amp; <a href="mailto:arina.utami@binus.edu">arina.utami@binus.edu</a> (in JPG format). All <b>hard copy</b> documents should be mailed to BINUS International Office.</p>
<p><b>Application Procedure</b></p>	<ol style="list-style-type: none"> <li>1. Contact your home institution’s International Office.</li> <li>2. Home institution sends official nomination to BINUS.</li> <li>3. Complete and submit hard copy of the “Student Exchange/Study Abroad Application Form” for International Student and required documents to BINUS International Office.</li> <li>4. BINUS sends Letter of Acceptance/Letter of Invitation and Welcome Package.</li> <li>5. Proceed with visa application once all visa requirements are completed.</li> <li>6. Once visa is ready, purchase flight ticket.</li> <li>7. Contact BINUS international office to inform arrival information.</li> </ol>
<p><b>Campus Location</b></p>	<ul style="list-style-type: none"> <li>• <b>Alam Sutera Campus (BINUS UNIVERSITY)</b> Address: Jl. Alam Sutera Boulevard No. 1, Alam Sutera – Serpong, Tangerang, 15325, Indonesia.</li> <li>• <b>Bekasi Campus (BINUS UNIVERSITY)</b> Address: Jl. Lingkar Boulevar Block WA No.1 Summarecon Bekasi, Bekasi, West Java 17142, Indonesia.</li> <li>• <b>Kemanggisan Campuses (BINUS UNIVERSITY)</b> <ol style="list-style-type: none"> <li>1. <b>ANGGREK CAMPUS</b> Address: Jl. Kebon Jeruk Raya No. 27, Kebon Jeruk, Jakarta, 11530, Indonesia</li> </ol> </li> </ul>

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	<p><b>2. KIJANG CAMPUS</b> Address: Jl. Kemanggisian Ilir III No. 45, Kemanggisian, Jakarta, 11480, Indonesia</p> <p><b>3. SYAHDAN CAMPUS</b> Address: Jl. K H. Syahdan No. 9, Palmerah, Jakarta, 11480, Indonesia.</p> <ul style="list-style-type: none"> <li>• <b>Senayan Campuses (known as BINUS UNIVERSITY International)</b> <ol style="list-style-type: none"> <li><b>1. fX CAMPUS (Extension of JWC CAMPUS)</b> Address: fX Sudirman, 6<sup>th</sup> Floor, Jl. Jenderal Sudirman, Pintu Satu Senayan, Jakarta, 10270, Indonesia.</li> <li><b>2. JWC CAMPUS</b> Address: Jl. Hang Lekir I No. 6, Senayan, Jakarta, 10270 Indonesia.</li> </ol> </li> </ul>
<p><b>Course Lists and Syllabus</b></p>	<p>The course list has 4 <b>sheets of different campuses</b>, student must choose only <b>ONE</b> campus location based on the course selection:</p> <ol style="list-style-type: none"> <li><b>1. Alam Sutera Campus – BINUS UNIVERSITY</b> (located around 1 hour from student dorm – free shuttle available from Kemanggisian Campus, first come first served basis).</li> <li><b>2. Bekasi Campus – BINUS UNIVERSITY</b> (located around 90 minutes from student dorm).</li> <li><b>3. Kemanggisian Campuses – BINUS UNIVERSITY</b> (located within 15 minutes from student dorm – free shuttle available from dormitory, first come first served basis).</li> <li><b>4. Senayan Campuses – known as BINUS UNIVERSITY International</b> (located around 45 min to 1 hour from student dorm – free shuttle available from dormitory, first come first served basis).</li> </ol> <p>Course list is available at: <a href="http://bit.ly/BINUS_StuEx">http://bit.ly/BINUS_StuEx</a> Course description and catalog can be downloaded at: <a href="http://curriculum.binus.ac.id/">http://curriculum.binus.ac.id/</a></p>
<p><b>Average Course Load per Semester</b></p>	<p><b>Min: 12 SCU</b> (System Credit Unit) for Undergraduate program <b>Max: 24 SCU</b> (System Credit Unit) for Undergraduate program</p> <p>One semester runs for 13 Lecture weeks, 2 weeks of Mid-term Exam period and 2 weeks of Final Exam period. To attain good result, student is expected to gain <b>50 minutes</b> per week classroom attendance for each credit (<b>1 SCU</b>), and at least one or two hours of self-learning (explore, discuss and present the material etc.).</p> <p>One credit is made up of a weekly commitment of:</p> <ol style="list-style-type: none"> <li>1. An academic hour of scheduled face-to-face learning in the classroom with academic staff.</li> <li>2. An academic hour of structured academic activity which has been scheduled and planned by academic staff (lecturers) e.g.: review session or seminar.</li> <li>3. An academic hour of independent academic activity such as reading, summarizing, working on papers etc.</li> </ol> <p>Please consult with Academic Advisor if needs to convert this to another credit system.</p>

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<b>Indonesian Language Class</b>	<ul style="list-style-type: none"> <li>• <b>BIPA 101:</b> this is a fee paying non-credit course. Lesson is on practical daily life Indonesian. Program consists of 12 lessons (each 90 minutes). Fee starts from USD 70/program.</li> <li>• <b>Indonesian Language Course:</b> this is a credit course. More details will be shared once course is finalized and it will be included in the updated course list.</li> </ul>
<b>Tuition Fee</b>	Admission and tuition fees are waived only if enrolled in exchange program
<b>Accommodation</b>	<ul style="list-style-type: none"> <li>• <b>BINUS SQUARE – Hall of Residence</b> is available for students who are seeking a dormitory life at BINUS. Student may choose to live in a single bedroom (single occupancy) or sharing with a roommate (double occupancy).</li> <li>• Shuttle to campuses are available for free for students but on first come first served basis.</li> <li>• For more information regarding BINUS SQUARE, please visit: <a href="http://www.binus.ac.id/binussquare">www.binus.ac.id/binussquare</a></li> </ul>
<b>Visa Information</b>	<ul style="list-style-type: none"> <li>• International students @BINUS are advised to use the Limited Stay Permit Visa for study purpose (VITAS – Visa Ijin Tinggal Terbatas, index code: C316).</li> <li>• This visa is valid for 6 – 24 months, depends on the program durations.</li> <li>• The students need to submit BINUS application and its supporting documents by the deadline, in order to apply this type of visa.</li> <li>• The students must apply this visa at the chosen Indonesian embassy/consulate by showing BINUS Letters of Acceptances (LOA), Study Permit, Telex, and other documents which can vary. BINUS will send the BINUS LOA, Study Permit and the Telex to the students once those documents are ready from the Indonesian authorities.</li> <li>• Upon arrival the students <b>MUST</b> convert the VITAS (the visa sticker) into KITAS (e-card) to confirm the stay permit and its multiple re-entry permit at the local governed immigration office. BINUS will assist the students for whole procedures.</li> </ul>
<b>Insurance</b>	International students are not required to have insurance. However, it is <b>highly recommended</b> to obtain insurance. Students can purchase insurance policy from any insurance company from home country.
<b>Airport Pick Up (Arrival)</b>	International students are expected to arrive within seven days before semester begins. Airport pick up is available <b>ONLY</b> during the suggested arrival dates (please check calendar for the dates). Please give at least two-week notice.

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