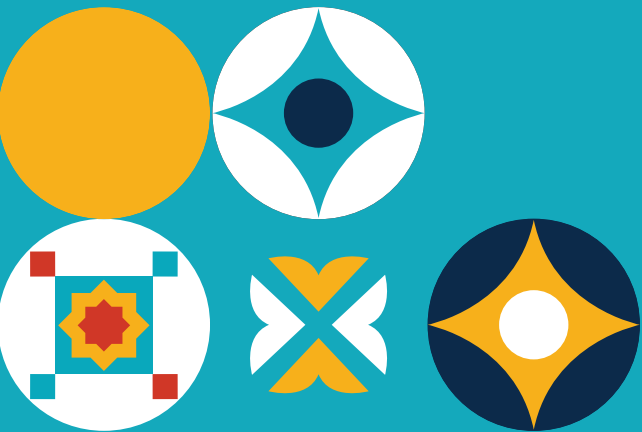


GUIDE BOOK

For Prospective Student



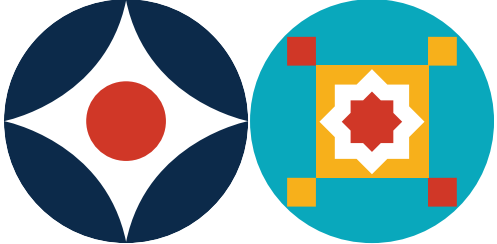


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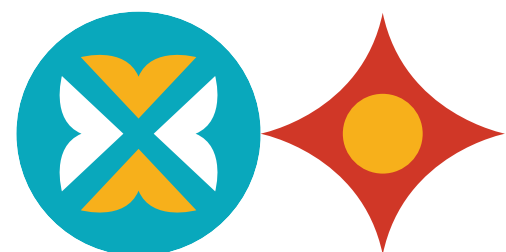
Administration & Immigration Fee

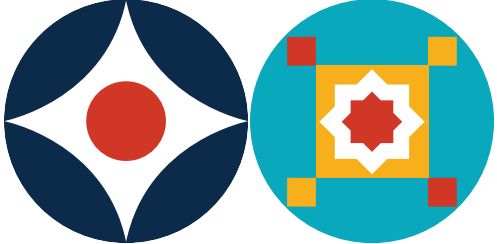
21

Types of Visa

26

Visa Time Table



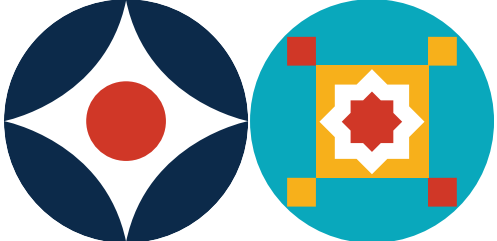


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Documents Requirements

General Information	
Name of Institution	Institut Teknologi Sepuluh Nopember
Exchange Office	ITS Global Engagement
Mailing Address	ITS Global Engagement 1st Floor, ITS Rectorate Building Institut Teknologi Sepuluh Nopember Jl. Raya ITS, Sukolilo, Surabaya Indonesia, 60111
Telephone / Fax Number	+62-31-5923411
Website	www.its.ac.id & www.its.ac.id/international
Contact Person	
International Student Admission	Ms. Desy Kurniawati Coordinator for International Admission and Immigration Matters Email: intladmission@its.ac.id
Hospitality Division	Ms. Nurul Fadillah Coordinator for International Hospitality (include Accommodation Services) Email: iss@its.ac.id
Official Email Address	international@its.ac.id
Academic for Full Degree, Student Exchange, and Internship Related Information	
Fall Semester 2019	
Application Deadline	15 April
Announcement	15 May
Courses Registration	—
Academic Period	—
Spring Semester 2020	
Application Deadline	15 October
Announcement	15 November
Courses Registration	—
Academic Period	—
Internship	
Application Deadline	3 months before the proposed date
Duration	1 until 6 months

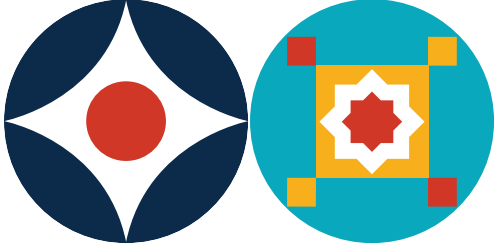




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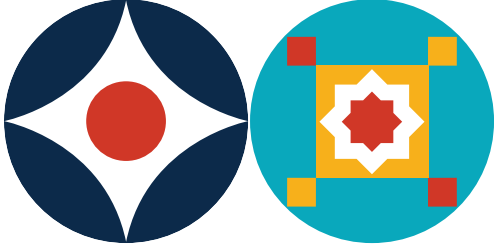
Others																																				
Application Procedures	https://www.its.ac.id/international/study-at-its/admission/																																			
Courses Available for Exchange Students	https://www.its.ac.id/international/study-at-its/academic/courses-in-english/																																			
Restricted Courses	Exchange students could only take courses maximum from 3 departments during the program																																			
GPA Requirement / Language	GPA: 2.75 (out of 4.00) Language: TOEFL IBT: 64 / IELTS: 5.5 / TOEFL PBT: 510 (not more than 2 years). For applicants from English based school/university, a statement letter from the school/university principle could replace the proficiency certificate																																			
Course Load / Required Credits	Bachelor: Maximum 21 SKS Master & Doctor: Maximum 15 SKS SKS is referred to Indonesia credits system. 1 SKS = 36 study hours/semester. About the credit equivalence between SKS (Indonesia credits) and ECTS (European Credits System), it can be calculated through the formula: 1 SKS = 1.7 ECTS																																			
Language of Instruction	English (for selected courses and department)																																			
Courses Registration	Course registration is done during the courses registration period. Student still could change the courses before the last day of the 3rd week.																																			
Rule	Student is allowed to absent from the class maximum 3 times/course. More than it, student would be given E.																																			
Grading System	<table><tr><th>Grade</th><th>Mark</th><th>Point</th><th>Explanation</th></tr><tr><td>A</td><td>86-100</td><td>4.0</td><td>Excellent</td></tr><tr><td>AB</td><td>76-85</td><td>3.5</td><td>Very Good</td></tr><tr><td>B</td><td>66-75</td><td>3.0</td><td>Good</td></tr><tr><td>BC</td><td>61-65</td><td>2.5</td><td>Sufficient</td></tr><tr><td>C</td><td>56-60</td><td>2.0</td><td>Fair</td></tr><tr><td>D</td><td>41-55</td><td>2.0</td><td>Poor</td></tr><tr><td>E</td><td>0-40</td><td>0.0</td><td>Very Poor</td></tr></table>				Grade	Mark	Point	Explanation	A	86-100	4.0	Excellent	AB	76-85	3.5	Very Good	B	66-75	3.0	Good	BC	61-65	2.5	Sufficient	C	56-60	2.0	Fair	D	41-55	2.0	Poor	E	0-40	0.0	Very Poor
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C	56-60	2.0	Fair																																	
D	41-55	2.0	Poor																																	
E	0-40	0.0	Very Poor																																	
Tuition Fees	<p>Deadlines for paying tuition fees are before the Courses Registration / FRS (Formulir Rencana Studi) week. Please make sure that you pay your tuition fee before the above deadline and if you don't you won't be able to register any classes for the following semester.</p> <p>Full Degree: Bachelor : IDR 15.000.000/ semester Master : IDR 20.000.000/ semester Doctor : IDR 25.000.000/ semester</p>																																			





<p>Exchange & Internship: The tuition fee is waived for the 1st semester, but student must pay the tuition fee for the 2nd semester as stated above.</p>	
Facilities & services Available	
Facilities Available	<ul style="list-style-type: none"> - Libraries - Sport Facilities - Cafetaries - Bike Rental (Deposit is required: IDR 500.000) - Banks - Post Office - Medical Center
Services	<ul style="list-style-type: none"> - Arrival Pick-up Service - Orientation - Assistance on Securing On-Campus Accommodation - Student Visa Application - Assistance on Course Registration - Buddy
Arrival & Orientation Program	
Suggested Date of Arrival	No physical class will be conducted
Monitoring System	Every exchange student will be assigned with an academic advisor who will provide academic guidance and supervision. A buddy will be appointed to assist an exchange student with campus life and life in Indonesia.
Administration and Immigration Fee (paid to ITS after arrival)	
New Student	\$150
KITAS Extension Administration Fee	\$ 30
Approximate Living Expenses	
Food/Meals	IDR 30.000 – IDR 90.000 / day
Mobile Phone	IDR 50.000 – IDR 200.000 / month
Local Transportation	<p>Online Transportation (Gojek or Grab):</p> <p>Motorbike IDR 5.000 – IDR 75.000/one way (approximately)</p> <p>Car IDR 15.000 – IDR 150.000/one way (approximately)</p> <p>Taxi IDR 100.000 – IDR 250.000/one way (approximately)</p> <p>Public Transportation Bus IDR 5.000 – IDR 45.000/one way (approximately)</p>

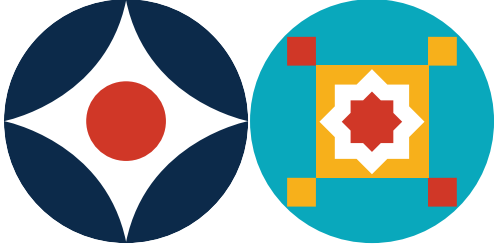




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Emergency Matter (Hospitalization)	Minimum IDR 1.500.000
Personal Expenses	IDR 800.000 – IDR 3.000.000
Accommodation	
On-Campus	International Student Dormitory (*rate 2019-2020) IDR 750.000 – 1.700.000 / month / person Local Student Dormitory (*rate 2019-2020) IDR 375.000 – 500.000 / month / person Guest House (*rate 2019-2020) IDR 180.000 – 500.000 / day / room
Off-Campus Apartment	Exchange student may opt to rent private apartments off-campus; located within 1 to 5 km radius from ITS, as follow, Educity Apartment, Puncak Kertajaya Apartment, and Cosmopolis Apartment. Fee: 3.200.000 – 8.500.000 / month / room
Visa & Insurance	
Visa	All International students who wish to study for 2 – 6 months and more at ITS must apply for a Student Visa (VITAS 316), and for less than 60 days staying program must apply Social Visa (VKSB 211A). Visa application in Indonesia Embassy is required Visa Authorization Letter from Indonesia Ministry, the letter must be applied three (3) months prior the arrival. ITS International Office will help students to apply for the Visa Authorization Letter after we received transferred Administration and Immigration Fee. Any information will be updated by email.
Visa extension and conversion fee in Indonesia	VKSB 211A IDR 500.000 for 30 days extension VITAS 316 IDR 1.600.000 for 6 months IDR 2.500.000 for 1 year IDR 3.750.000 for 2 years
Insurance	The student is COMPULSORY to purchase health insurance which covers personal accident, inpatient treatment, repatriation, death and any other additional terms which necessarily while in Indonesia.
Dependents	All incoming students under ITS Inbound Mobility Program are not allowed to bring in your dependent to Indonesia. ITS will only process visa application for student who registered in ITS and not the dependents.
Students from Calling Visa country (Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan)	
Application Deadline	-
Administration and Immigration Fee	Plus \$15 for all Administration and Immigration Fee

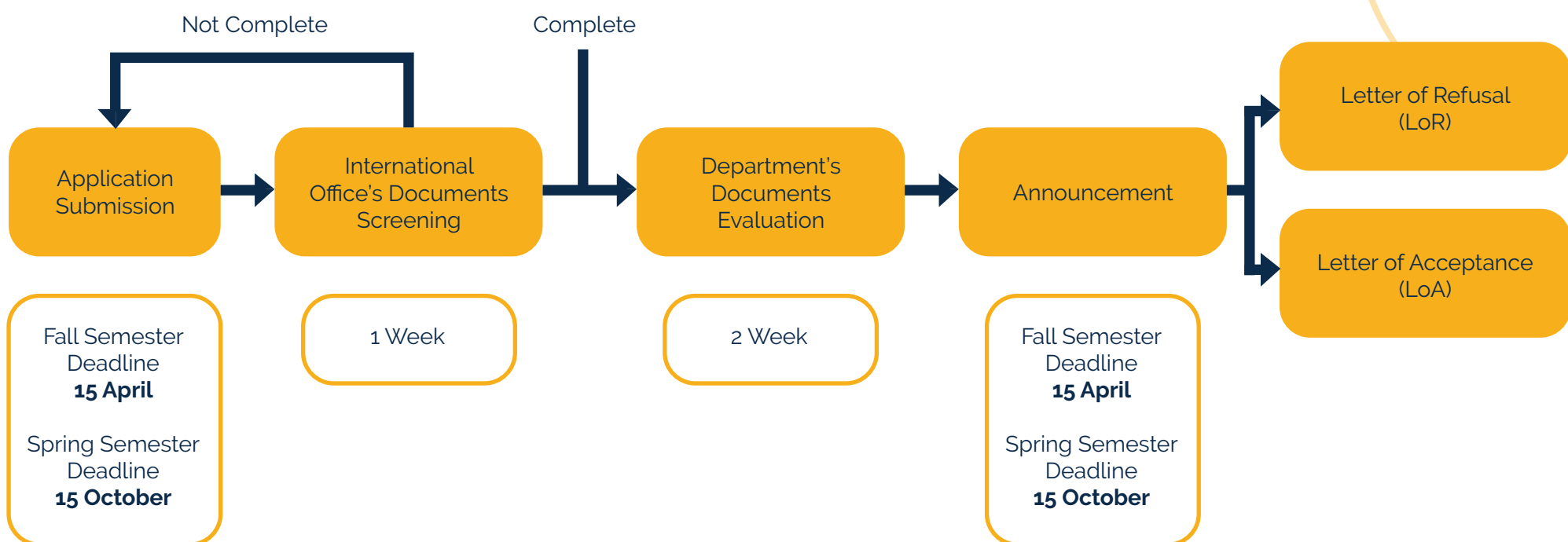




Application Submission

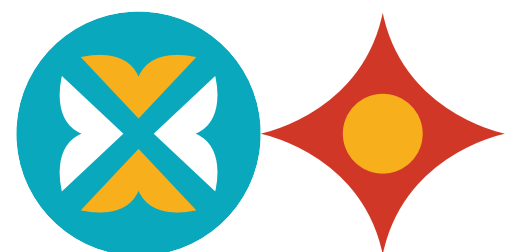
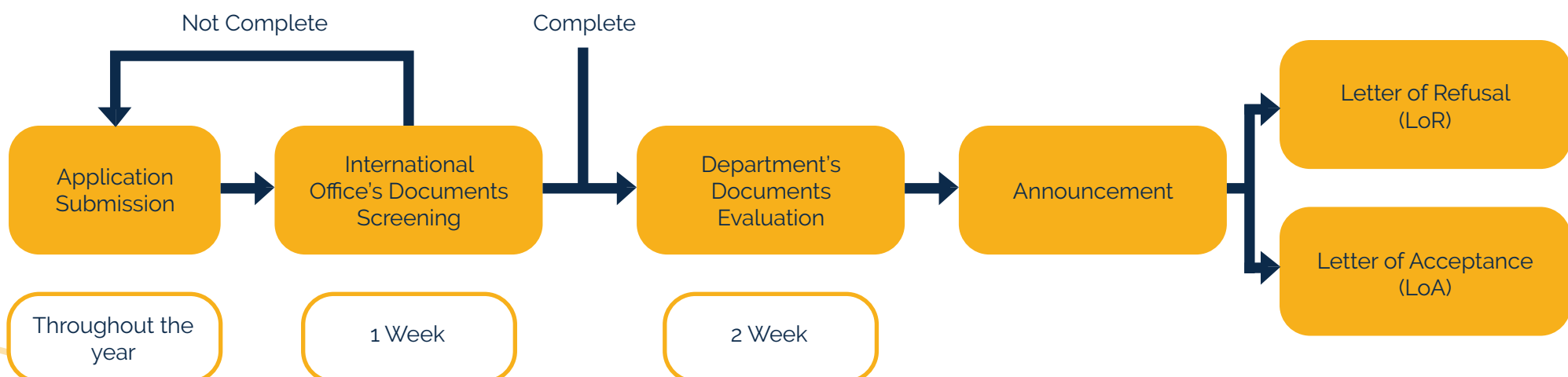
Exchange and Full Degree Program

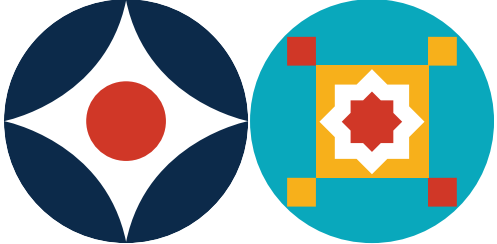
Flow of Application



Internship Program

Flow of Application





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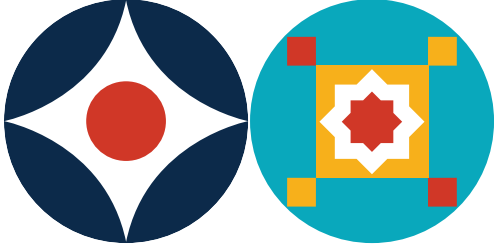
Documents Application

Full Degree

Requirement	Bachelor (S1)	Master (S2)	Doctor (S3)
Official Certificate/Diplomas	High School	Bachelor	Master
Official Academic Transcript	High School	Bachelor	Master
English/Bahasa Indonesia Proficiency Certificate	✓	✓	✓
Medical Statement	✓	✓	✓
Curriculum Vitae	✓	✓	✓
Motivation Letter	✓	✓	✓
Cover and Biodata Page of Valid Passport	✓	✓	✓
Formal Photo	✓	✓	✓
Latter of Funding Sponsorship	✓	✓	✓
Study Plan	✓	✓	✓
Recommendation Letter (minimum 2)	✓	✓	✓
Filled ITS Health Information Form*	✓	✓	✓
Filled Statement Letter (Behavior and Funding Commitment Form)*	✓	✓	✓
PhD ITS Supervisor Acceptance	—	—	✓
Only for Applicant from Calling Visa country Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan			
Recommendation Letter from the Embassy in Indonesia/ Ministry of Education or Ministry of Defense from the Applicant's Country	✓	✓	✓

*the form could be downloaded on website

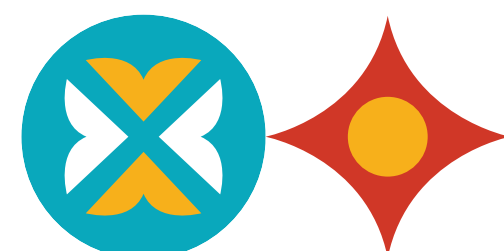


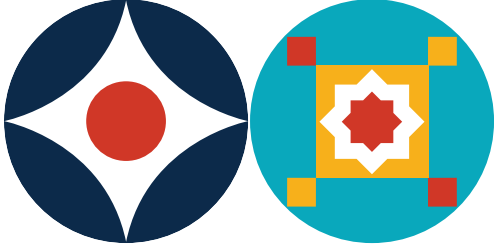


Non-Degree (Student Exchange & Internship)

Requirement	Student Exchange	Internship
University Full Academic Transcript	✓	✓
English/Bahasa Indonesia Proficiency Certificate	✓	✓
Medical Statement	✓	✓
Curriculum Vitae	✓	✓
Study Plan	✓	—
Internship Plan	—	✓
Motivation Letter	✓	✓
Cover and Biodata Page of Valid Passport	✓	✓
Formal Photo	✓	✓
Recommendation letter (minimum 2)	✓	✓
Filled ITS Health Information Form*	✓	✓
Filled Statement Letter (Behavior and Funding Commitment Form)*	✓	✓
Filled Student Exchange Course Form*	✓	✓
Only for Applicant from Calling Visa country Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan		
Recommendation Letter from the Embassy in Indonesia/ Ministry of Education or Ministry of Defense from the Applicant's country	✓	✓

*the form could be downloaded on website





Documents Requirement Explanation

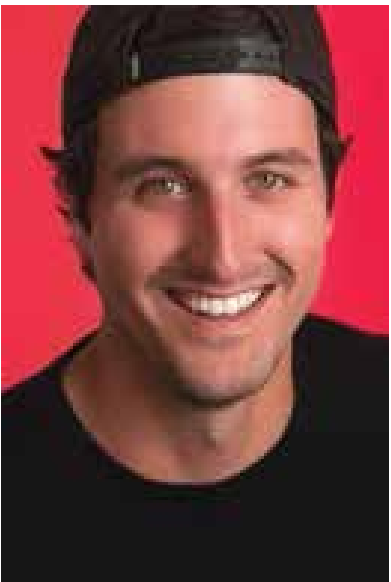
1. Photo

Correct:



- a. Clear Background
- b. Formal Clothes
- c. Face & Body are Facing Forward
- d. No Hat & Glasses

Incorrect:



Non-formal Clothes
Head Cropped
Using Hat



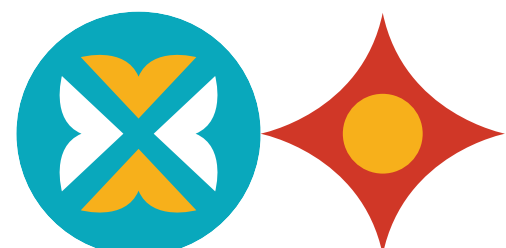
Non-formal Clothes
Head Cropped
Face isn't facing forward

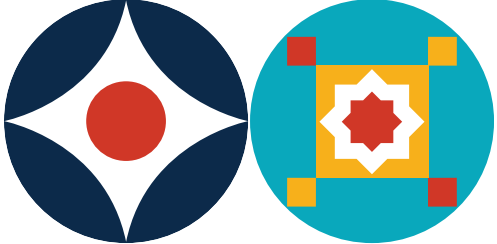


Using Glasses
White Background



White Background
Face & body aren't facing forward
Using Glasses





2. Passport

Must be scanned (not camera photo) properly in colored version. Passport expiry date must be more than 22 months (VITAS 316) and 12 months (VKSB 211A) after you apply the program. Less than those requirements, visa could be issued by the Embassy.

Correct

Scan of Biodata Page



Scan of Cover Page



Incorrect:



Explanation:

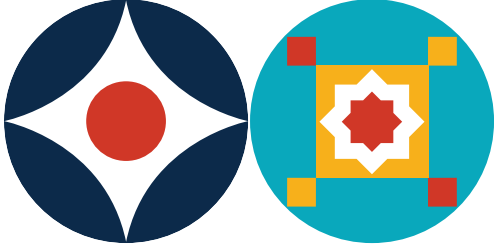
- a. Not a camera photo
- b. Asymmetric
- c. Cropped
- d. Censorship
- e. In frame hand

3. ITS Health Information Form

Notes:

- a. Fill every documents completely
- b. Don't forget to sign
- c. You need to re-fill it again if we found any incomplete data





4. Medical Statement

Requirement:

- Stating that you are health enough to study overseas.
- There is legal stamp from Hospital/Clinic
- Name of the doctor is clear
- Contain of your basic health status such as respiratory organs, digestion, blood pressure, and other status (i.e.: cholesterol, blood sugar, vaccine)
- Highly recommend to use ITS Health Information Form
- Issuing date is clear and maximum 1 months before the application
- Highly recommend to make English version of the Medical Statement, but we will relief if it is very hard to get one

OUH
Odense
Universitetshospital

To whom it may concern

Sdr. Boulevard 29
5000 Odense C
Denmark
Phone +45
Fax +45
Mail:
2018.06.19

Concerning: , born . of August 1994.

This is to verify that is healthy and able to stay in Indonesia in connection with a 6 month study.

He has no medical history of any illness.

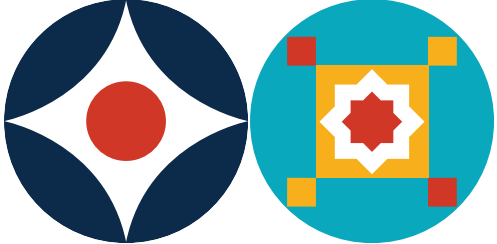
Sincerely yours

[Signature]

Odense University Hospital
5000 Odense C
Denmark


Odense Universitetshospital/Svendborg Sygehus
J. B. Winsløws Vej 4, Indgang 17 stuen
DK-5000 Odense C





Example 2 (using ITS Health Information Form):

1. Fill the doctor's data completely
2. Stamp of Hospital/Clinic
3. Doctor need to fill any health status of the applicants that needed on the form (page 1 & Page 2)
4. Signature
5. Fill the date of issuing

 KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI
INSTITUT TEKNOLOGI SEPULUH NOPEMBER
INTERNATIONAL OFFICE
Rectorate Building 1st Floor
Kampus ITS – Sukolilo, Surabaya 60111
Telp. +62 31 5923411, +62 31 5994251-54 Ex. 1224 Fax. +62 31 5923411
http://www.its.ac.id

Health Information Form

Thank you for your interest to have an academic experience at ITS. It is important that we be aware of any past or current medical issues, including mental health conditions, which might affect your study. This information will be kept confidential to protect student privacy. Disclosure of such information may be made to appropriate individuals (including program staff and resident directors) and to provide you with assistance should the need arise during your study. Health tests, certifications, or other actions may also be required prior to departure in certain circumstances.

ITS International Office is committed to enabling participation in ITS programs for all qualified individuals. If you have questions, need assistance, or wish to discuss accommodations for health problems, please contact your buddy and/or the office. Accommodations may require extensive planning and communications with foreign contacts, so adequate lead time is critical. Contact should accordingly be initiated as soon as possible.

PART A: GENERAL INSTRUCTIONS:

Completing and having this is a condition of study in ITS programs
Please complete this form in English either by typing or by hand, using black ink and in capital letters.

- ✓ You must notify ITS IO of any relevant changes to the information that may occur prior to the program.
- ✓ The information in this form is confidential.
- ✓ Please take the signed original of this form plus any supporting documents.

PART B: HEALTH HISTORY

In case of hospitalization by ITS, student's medical records are available from:

Physician / Hospital: Dr. SAM SAMANARY PHUOM PENH MUNICIPAL REFERRAL HOSPITAL

Telephone Number: (855) 12 844 015

Address: # 137 ST 103 SIKREAL VONG KHAN 7 MAKARA PHNOM PENH

Has the student ever had any infectious diseases? ☒ No ☐ Yes. If yes, please tick ☐ any that apply:

<input type="checkbox"/> Measles (Rubella)	<input type="checkbox"/> Encephalitis	<input type="checkbox"/> Hepatitis (specify)	<input type="checkbox"/> Frequent tonsillitis
<input type="checkbox"/> Rubella (German measles)	<input type="checkbox"/> Pneumococcal infection	<input type="checkbox"/> Yellow fever	<input type="checkbox"/> Bronchitis
<input type="checkbox"/> Staphylococcal infection	<input type="checkbox"/> Streptococcal infection	<input type="checkbox"/> Other, please specify:	

Please provide a brief history/explanation regarding above and whether they have left any lasting complications:

Please the student has any serious medical problems or chronic conditions? ☒ No ☐ Yes. If yes, please tick ☐ any that apply:

PART E: CERTIFICATION

I certify that all responses made on this form are true, accurate and complete, and I will notify ITS IO of any relevant changes that may occur prior to or during my study program. I have included in this form, advised the ITS IO Staff of any special needs or assistance that I/the student may have relating to my/the student's physical and mental health. I am aware that if I do not provide complete information, this may cause hardship and concern to others and may affect my/the student's own welfare. I understand that if I do not provide complete information, ITS IO may decide to send me/the student home from the study program at my/the student's own expense.

I consent to the release of medical information to ITS IO or its agents so that they may provide me with needed assistance. I further agree that ITS IO or its agents may release information to other persons who may need this information to assist me/the student or to assist others in my study. I understand and agree that this form may be released to the ITS IO staffs for such purposes.

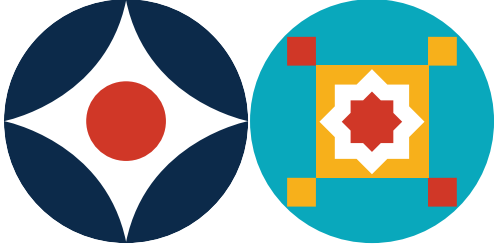
I am aware that I am responsible for my/the student's physical and mental health and will cover any medical expenses that may occur during my/the student's study at ITS.

If my parents or guardians have not signed this form, I represent and certify that I am not a minor according to the laws of my country.
Tick if this is the case ☐

Signature of Student: [Signature] **4.**
Date: 11-July-2018

Signature of Parent/Guardian of student: [Signature]
Date: 11-July-2018 **5.**

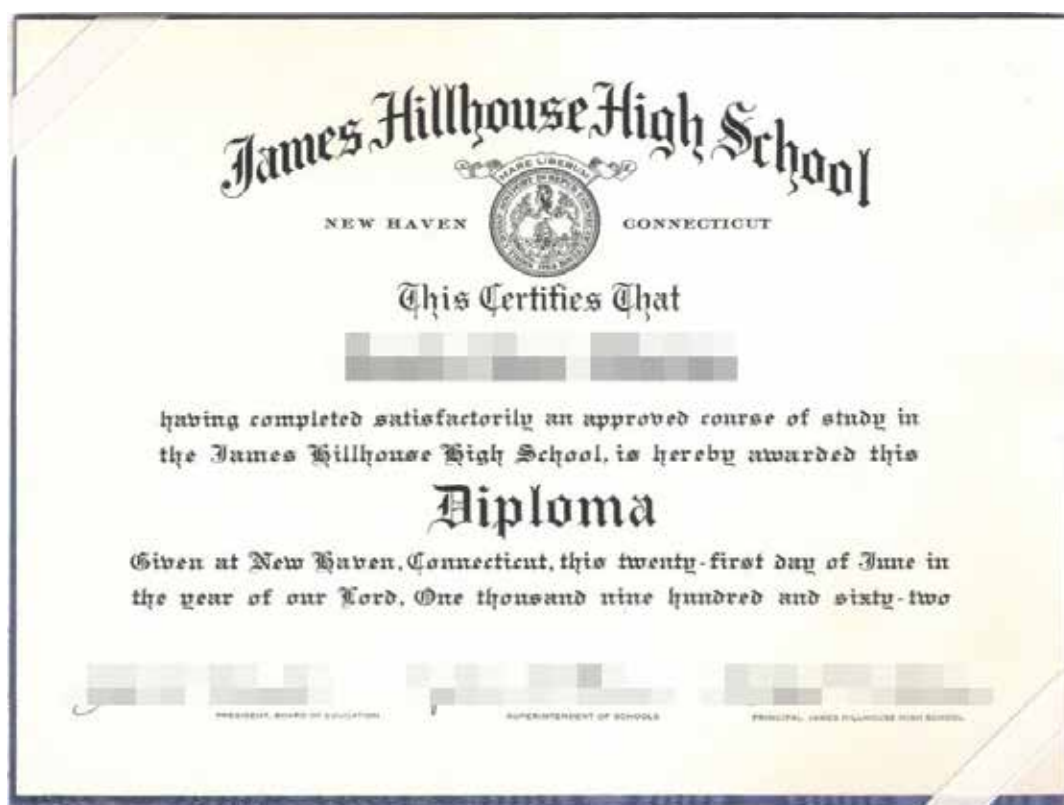




5. Certificate and Transcript of Latest Education

Transcript and certificate of Senior High School / Diploma (for Bachelor applicant) or Bachelor (for Master applicant) or Master (for Doctoral applicant) where the applicant has taken previous courses, which certified by the government official from the applicant's country of origin.

Certificate/Diplomas:



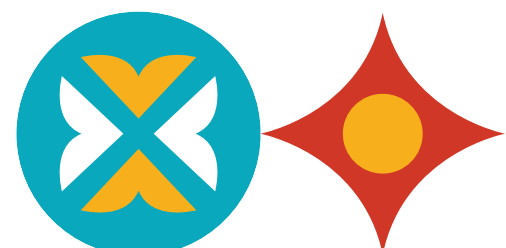
Transcript:

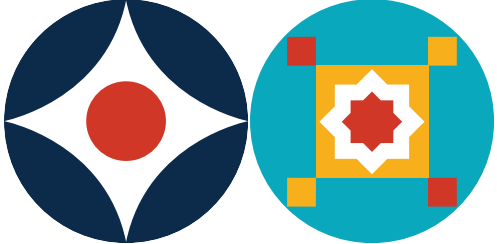
Ontario		Ministry of Education Ministère de l'Éducation		ONTARIO STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance	Page
Student / Étudiant		Given Name / Prénom		Student Number / Numéro matricule	Gender / Sexe	Date of Birth / Date de naissance	1 of 10
Name of School / Nom de l'école		Number / Numéro		Name of School / Nom de l'école	Number / Numéro	Date of Entry / Date d'admission	
Private / Privé		41777		Maranatha Christian Academy	883590	2001	
Date / Date	Course / Cours	Grade / Niveau	Score / Note	Course Code / Code du cours	Percentage / Pourcentage	Grade / Niveau	Signature / Signature
02/06	Instrumental Music - Band	09	91	AM110	1.00	X	
02/06	Introduction To Business	09	77	BB110	1.00	X	
02/06	Geography	09	82	CG110	1.00	X	
02/06	English	09	75	EN110	1.00	X	
02/06	Core French	09	74	FR110	1.00	X	
02/06	Bible - New Testament Part I	10	81	RE213	0.50	X	
02/06	Mathematics	09	76	MA110	1.00	X	
02/06	Healthy Active Living Education	09	83	PE110	1.00	X	
02/06	Science	09	84	SC110	1.00	X	
02/06	Instrumental Music - Band	10	94	AM120	1.00	X	
02/06	Canadian History	10	85	CH120	1.00	X	
02/06	Clivis	10	90	CL120	0.50	X	
02/06	English	10	86	EN120	1.00	X	
02/06	Career Studies	10	87	GL120	0.50	X	
02/06	Mathematics	10	90	MA120	1.00	X	
02/06	Healthy Active Living Education	10	89	PE120	1.00	X	
02/06	Computer and Information Science	10	83	TI120	1.00	X	
02/06	World History to the 18th Century	11	92	CH130	1.00	X	
04/06	English	11	88	EN130	1.00	X	
04/06	World Religions: Beliefs and Daily	11	86	WR130	1.00	X	
04/06	Computer and Information Science	11	91	TI130	1.00	X	
04/06	Functions and Relations	11	91	MA130	1.00	X	
04/06	Healthy Active Living Education	11	85	PE130	1.00	X	
04/06	Chemistry	11	85	SC130	1.00	X	
04/06	Physics	11	85	PH130	1.00	X	
04/06	English	12	88	EN140	1.00	X	
04/06	Challenge and Change in Society	12	88	CH140	1.00	X	
04/06	Advanced Functions and Calculus	12	91	MA140	1.00	X	
04/06	Geometry and Discrete Mathematics	12	89	MA140	1.00	X	
04/06	Healthy Active Living Education	12	93	PE140	1.00	X	
04/06	Biology	12	88	SC140	1.00	X	
04/06	Chemistry	12	80	SC140	1.00	X	
04/06	Physics	12	89	PH140	1.00	X	
04/06	Bible - Old Testament Part I	09	94	RE113	0.50	X	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS							
Community Involvement / Service communautaire		Provincial Secondary School Literacy Test / Test provincial de compétences linguistiques		Specialized Program / Programme spécialisé		Signature / Signature	
<input checked="" type="checkbox"/> Completed / Complété		<input checked="" type="checkbox"/> Completed in English / Complété en français		<input checked="" type="checkbox"/> S.O.		<input checked="" type="checkbox"/> S.O.	
Diploma or Certificate / Diplôme ou certificat		Date of Issue / Date de délivrance		Authorization / Autorisation		Signature / Signature	
		May 2002		Principal / Principale		Signature / Signature	

6. University Full Academic Transcript

Notes:

- Official from the home University
- Full transcript contains every courses which have taken before





7. Statement Letter of Behavior

**SURAT PERNYATAAN
STATEMENT LETTER**

Saya yang bertandatangan di bawah ini:
I, the undersigned,

Nama : Rayf Kumar Dash.....
Name
Tempat/Tgl. Lahir : Paris / 15 October 1995.....
Place & Date of Birth
No. Paspor : NFJ78901..... berlaku s.d 27 - 07 - 2026
Passport number *Expiration Date*
Fakultas/Jurusan : Faculty of Industrial Engineering / Mechanical Engineering
Faculty/Department
Kewarganeraan : France
Nationality
Alamat Email : ray1995@gmail.com
Email Address
Alamat di Indonesia : Jl.Asrama Mahasiswa ITS, Surabaya
Residence Address in Indonesia

Menyatakan bahwa selama saya studi program (Student Exchange) di Indonesia, saya:
Hereby agree on below regulations during my (Student Exchange) program in Indonesia:

1. Akan mengikuti semua peraturan pemerintah Indonesia
Will comply with all regulations applied by Indonesian Government
2. Tidak akan mengikuti pergerakan politik selama belajar di Indonesia
Will not involve in politics during my study in Indonesia
3. Tidak akan bekerja selama belajar di Indonesia.
Will not be employed during my study in Indonesia

Apabila saya melanggar hal – hal tersebut diatas, saya bersedia menerima sanksi yang sesuai dengan peraturan perundang – undangan yang berlaku di Indonesia.
I would take any consequences in accordance to the rules of Indonesian Government if I happen to violate the above regulations.

Demikian surat pernyataan ini saya buat dengan sebenar benarnya dan tanpa paksaan dari pihak manapun.
This letter is made without any constraint.

Hormat Saya, (DD-MMM-YYYY)
Sincerely yours, (07 - 07 - 2018)

Rayf Kumar Dash

6. University Full Academic Transcript

Notes:

- Official from the home University
- Full transcript contains every courses which have taken before

12

Notes:

- Fill the blank section correctly
- Name is similar with full name in passport
- Do not change "Alamat di Indonesia"
- Insert the date
- Sign
- Fill the full name

Why this form state that I am Student Exchange Program?

This is the regulation of our institution.

8. Statement Letter of Funding

**SURAT PERNYATAAN
STATEMENT LETTER**

Saya yang bertanda tangan di bawah ini:
I, the undersigned,

Nama : Rayf Kumar Dash.....
Name
Tempat/Tgl. Lahir : Paris / 15 October 1995.....
Place & Date of Birth
No. Paspor : NFJ78901..... berlaku s.d 27 - 07 - 2026
Passport number *Expiration Date*
Fakultas/Jurusan : Faculty of Industrial Engineering / Mechanical Engineering
Faculty/Department
Kewarganeraan : France
Nationality
Alamat Email : ray1995@gmail.com
Email Address
Alamat di Indonesia : Jl.Asrama Mahasiswa ITS, Surabaya
Residence Address in Indonesia

Menyatakan bahwa, selama menempuh pendidikan di Indonesia, seluruh biaya pendidikan dan biaya hidup saya adalah tanggungan saya pribadi/keluarga. Saya bukan penerima beasiswa dari pemerintah atau donor lain.
Hereby declare that, during my study in Indonesia, I will cover the tuition fee and living costs with own finance. I am not a scholarship holder from any scholarship providers.

Demikian surat pernyataan ini saya buat dengan sebenar – benarnya dan tanpa paksaan dari pihak manapun.
This letter is made without any constraint.

Hormat Saya, (DD-MMM-YYYY)
Sincerely yours, (07 - 07 - 2018)

Rayf Kumar Dash

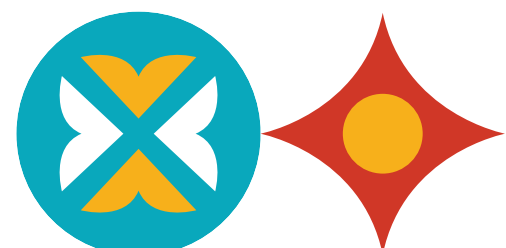
(Rayf Kumar Dash)

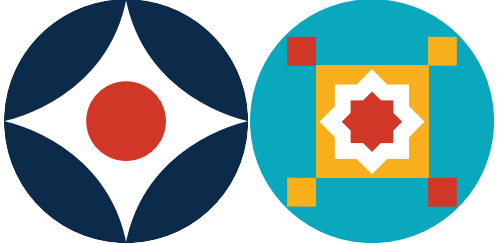
Notes:

1. Fill the blank section correctly
 - Name is similar with full name in passport
 - Do not change "Alamat di Indonesia"
2. Insert the date
3. Sign
4. Fill the full name

How if I get scholarship from Mevlana /Erasmus+/other ? Do I need to fill this form as well?

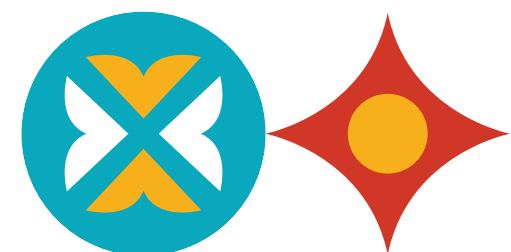
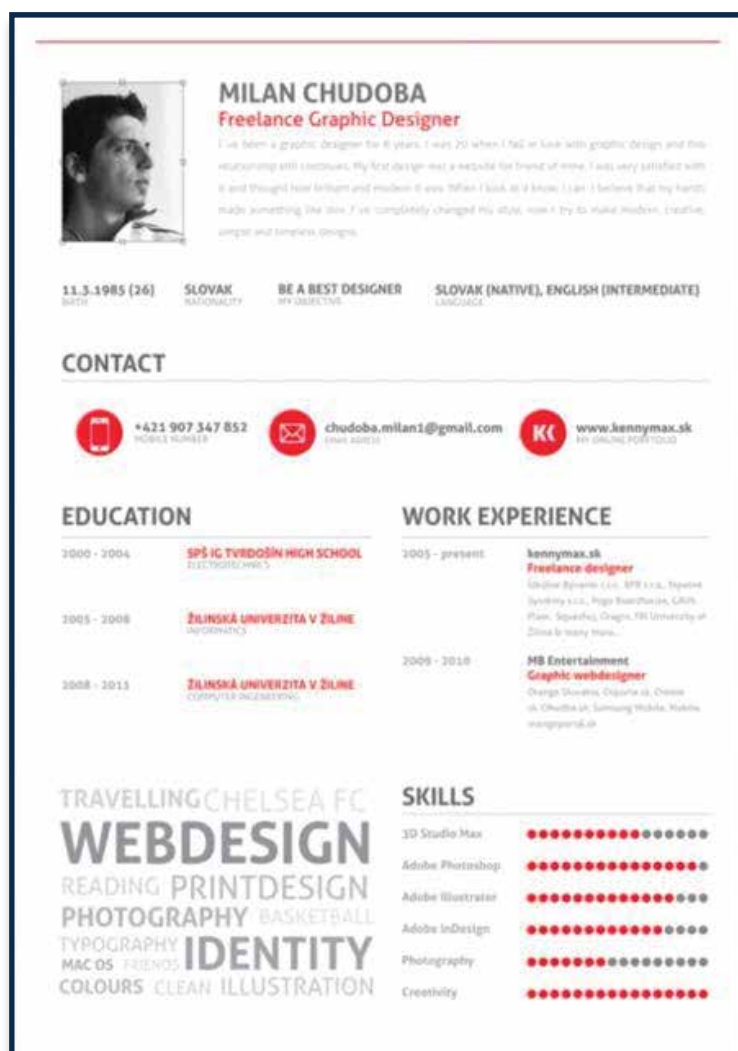
Yes, you do! Because Mevlana/Erasmus+ not Indonesia Government Scholarship

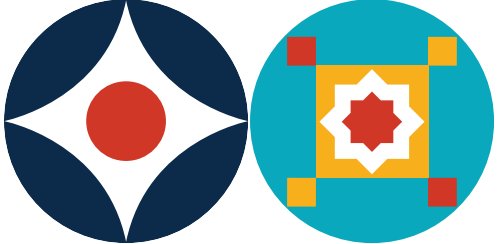




8. Curriculum Vitae (CV)

Example:





10. Study Plan / Internship Plan

Must contain:

- Minimum 300 words
- Educational background and interest
- Elaborate your educational/reasearch plan during the program

11. Motivation Letter

Must contain:

- Minimum 300 words
- Detailing the applicant's interest to have the program at ITS

12. English Proficiency Certificate

For Bahasa Indonesia Program

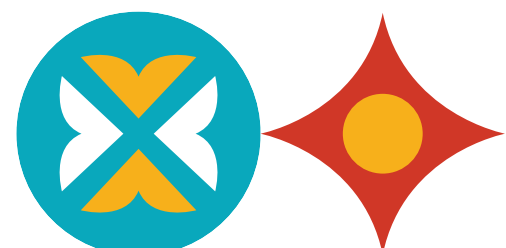
The applicant has to pass an internal Indonesian language tests (written and oral) organized by ITS's Center for Language and Culture

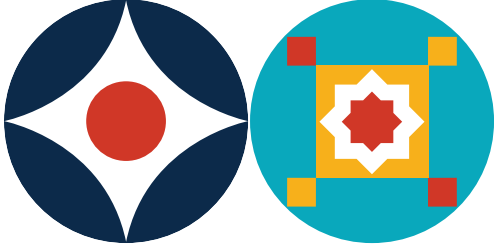
For English Program

Minimum score:

- TOEFL IBT 64; IELTS 5.5; TOEFL ITP 500; TOEIC: 700

It could be replaced by statement letter by University/School principle which stating that English is used as the medium of instruction.





13. Recommendation Letter from Home University/High School

Postbus 3037 9701 DA Groningen
To Universitas Teknologi Sepuluh Nopember
Kampus ITS
Surabaya

Subject:
Recommendation

Dear Sir/Madame,

With this I want to recommend Mr. [REDACTED] for attending a study period at Universitas Institut Teknologi Sepuluh Nopember in Surabaya, Indonesia. The subjects our student intends to take contribute highly to the study program at his home university in the Netherlands. Beside that I highly value the international experience he will gain in your country.

Yours sincerely,
[REDACTED]

[REDACTED]
School of Architecture, Built Environment and Civil Engineering

Our Ref. MOE.5801/8918
October 10th, 2018

Dr. Maria Anityasari, S.T., M.E.,
Director of International Office,
Institut Teknologi Sepuluh Nopember (ITS),
International Office of ITS,
Rectorate Building 1st Floor,
Campus ITS Sukolilo,
Surabaya 60111, Indonesia.

Dear Dr. Maria Anityasari,

Subject: Nomination of student exchange program at Institut Teknologi Sepuluh Nopember (ITS), Indonesia

With reference to the Agreement on Academic Cooperation between [REDACTED] and Institut Teknologi Sepuluh Nopember (ITS), we would like to nominate Mr. [REDACTED] a Bachelor's Degree student from School of [REDACTED] to participate an exchange program in the spring semester (February – June 2019)

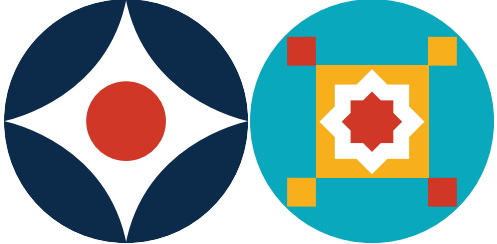
The complete application form and related document are enclosed herewith.

Your kind consideration on the application is highly appreciated.

Yours sincerely,
[REDACTED]

[REDACTED]
Acting for Vice President for Internationalisation





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14. Student Exchange Courses Form

Please fill "Name", "Department", choose "Program" and "Exchange Period", Fill the "Mandatory Credits from Home University" and choose the unit either ECTS/SKS.

English courses list could be accessed on <https://www.its.ac.id/international/study-at-its/academic/courses-in-english/> and Syllabus could be accessed on <https://www.its.ac.id/international/study-at-its/academic/syllabus/>

STUDENT EXCHANGE PROGRAM INSTITUT TEKNOLOGI SEPULUH NOPEMBER (ITS) SURABAYA, INDONESIA			
Name	:		
Department	:		
Program	:	Diploma/Undergraduate/Master/Doctoral (choose one)	
Exchange Period	:	February - June/September - January (choose one)	Mandatory Credits from Home University : <input type="checkbox"/> ECTS / <input type="checkbox"/> SKS
List of course selection:			
No	Course	Department at ITS that offers the course	Credit
[E.g.]	[Engineering Economics]	[Industrial Engineering]	[3]
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		Total Credit	
Date:			
Approval of the Host Institution:			
Academic Advisor	Head of Department	International Office	

Maximum SKS for Bachelor program is 21 SKS

Maximum SKS for Master program is 15 SKS

The credit equivalence between SKS (Indonesian credits system) and ECTS (European Credits Transfer System), may refer to the following calculation formulation:

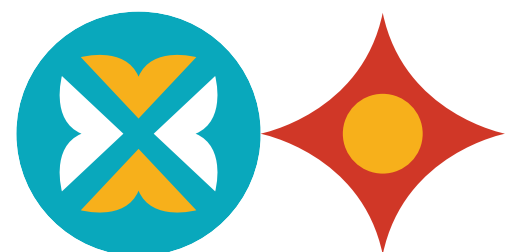
$$1 \text{ SKS} = 1.7 \text{ ECTS}$$

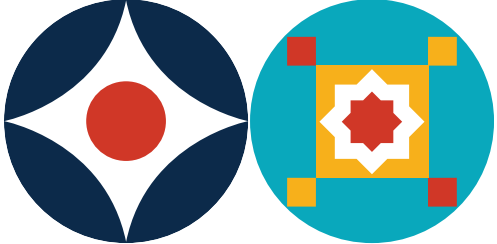
i.e., to calculate 3 SKS (common SKS quantity per courses)

$$\begin{aligned} \text{ECTS} &= 3 \text{ SKS} \times 1.7 \\ \text{ECTS} &= 5.1 \end{aligned}$$

i.e., to calculate 30 ECTS

$$\begin{aligned} \text{SKS} &= 30 \text{ ECTS} / 1.7 \\ \text{SKS} &= 18 \end{aligned}$$



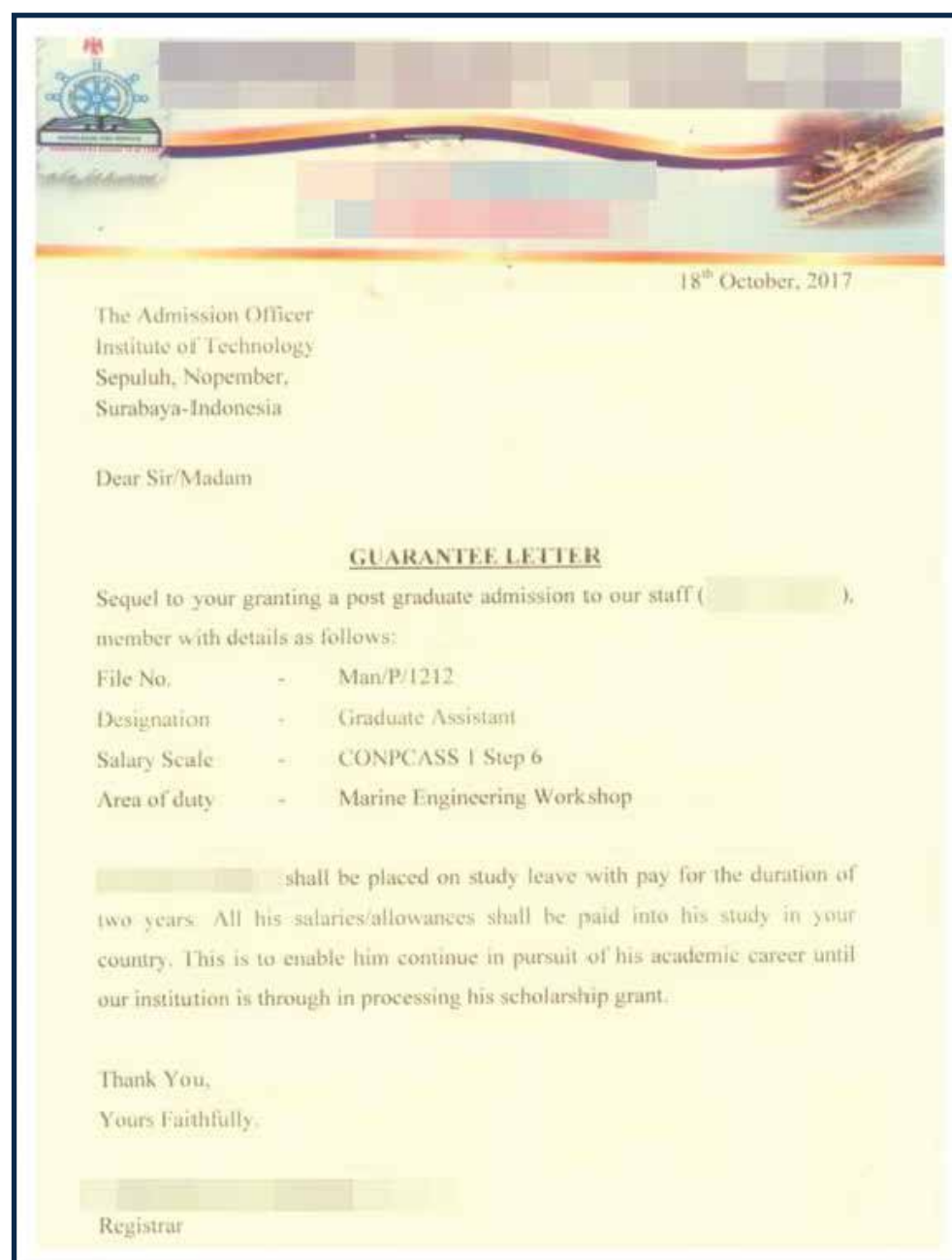


15. Letter of Funding Sponsorship

Must Contain:

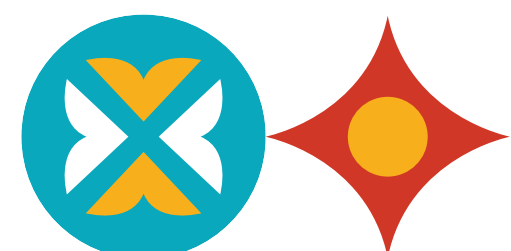
- Made by guarantor (parent/corporation/institution/scholarship)
- Stating about duration of sponsorship and amount of guarantee
- Enclosed with official salary slip

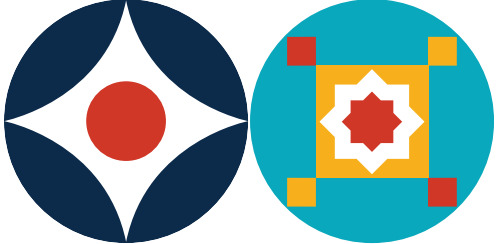
Example:



16. PhD's research proposal & PhD's supervisor acceptance

Before the admission process, you must contact the Professor from respected department at ITS to get the sponsorship of your admission. You can check contact of the Professor on <https://www.its.ac.id/>.





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Administration and Immigration Fee

Freshman Student

Subject	Visa VKSB 211A	Visa VITAS 316
Exchange/Internship	\$ 150	\$ 150
Full Degree		
Extra fee (Only for Calling Visa Country**)	\$ 15	

Note:

Fee is only applied for administration process of the extension.

**) Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Pakistan

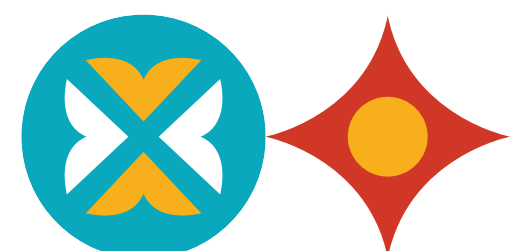
Payment is paid directly to International Office once you arrived at ITS.

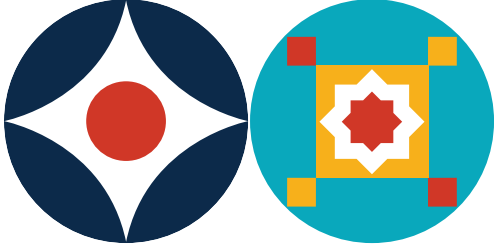
Administration and Immigration Fee will be applied to cover :

1. Study Permit Letter
2. Residential Letter
3. Police Notification Letter
4. Photo printing
5. Stamp duties
6. Administration of immigration arrangement for activities such as document registration, mailing, transportation of immigration division
7. Airport pick-up service
8. City Tour, cultural trip, and other student activities

Notes:

The registration fee **excludes** the monthly fee of visa extension, fee of visa conversion, and yearly fee of KITAS extension and local transport cost to go to Immigration Office.





On-going Student

This fee is appointed to:

1. Full Degree student that will process visa extension. Usually this process will be processed after 1 or 2 year stay in Indonesia.
2. Student Exchange and Internship student should pay this fee, if student would like to extending program at ITS.

Subject	Visa VKSB 211A	Visa VITAS 316
Student Exchange / Internship / Full Degree KITAS Extension*	\$ 30	
Extra Fee (Only for Calling Visa Country**)	\$ 15	

*) Fee is only applied for administration process of the extension.

**) Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Pakistan

Payment could be paid directly by cash to International Office.

Administration and Immigration Fee will be applied to cover :

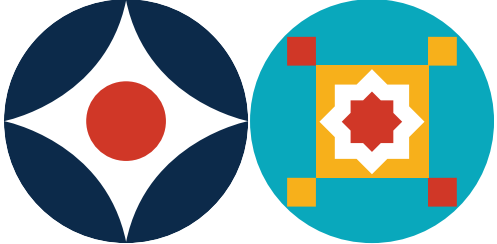
1. Study Permit Letter
2. Residential Letter
3. Police Notification Letter
4. Photo printing Notes
5. Stamp duties
6. Administration of immigration arrangement for activities such as document registration, mailing, transportation of immigration division

Notes:

The registration fee **excludes** visa extension fee and local transport cost to go to Immigration Office.

Student Self Expense for Visa

Visa type	Extension	Conversion
VKSB	IDR 500.000 / month (maximum 4 times)	—
VKSB to KITAS	IDR 2.500.000 for 1 year	IDR 2.500.000 for 1 year
	IDR 3.750.000 for 2 year	IDR 3.750.000 for 2 year
VITAS to KITAS & KITAS Extension	IDR 1.600.000 for 6 months	IDR 1.600.000 for 6 months
	IDR 2.500.000 for 1 year	IDR 2.500.000 for 1 year
	IDR 3.750.000 for 2 year	IDR 3.750.000 for 2 year



Types of Visa

Period of Stay	VITAS 316	VKSB 211	Visa on Arrival (VoA)
> 60 Days	✓	✓ (Not recommended)	—
< 60 Days	—	✓	✓ (Not recommended)
< 2 Weeks	—	✓	✓

VITAS 316

VITAS 316 is students visa or study purpose visa, Indonesia government is determined VITAS type 316 (Student Visa) as the most recommended visa for Exchange (include laboratory activities) and Full Degree student. This limited stay visa is valid for 30 days after your arrival in Indonesia and you need to convert it as soon as possible to 6 months, or 1 year, or 2 years Multiple Exit and Re-Entry Visa.

If the student want to take this kind of visa, student needs to submit every documents requirements on time to the deadline. If there are some incomplete documents, regretfully the student only could take VKSB 211A. The reason is because VITAS 316 is require Study Permit from Ministry of Research, Technology and Higher Education, which could be issued after 1 month process.

Issued visa typed correctly

The "Annotation" is ITS / Institut Teknologi Sepuluh Nopember

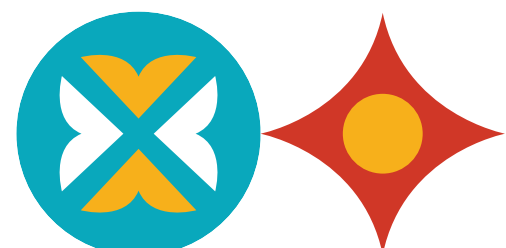
Visa Number

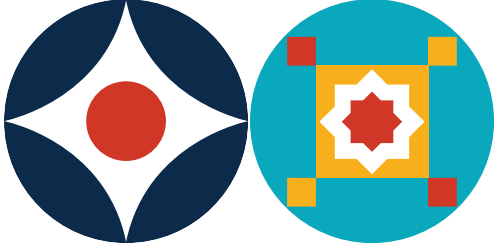
Period of the visa
You can only use the visa to enter Indonesia until 3 months after it's issued

The image shows a sample of an Indonesian VITAS 316 visa stamp. The stamp is from the Republic of Indonesia, issued in DEN HAAG. It is a SINGLE ENTRY C316 / STUDY VISA. The visa number is V6C450150. The date of issue is 07.08.2018, and it must be used before 05.11.2018, for a maximum stay of 5 MONTH(S). The visa is issued to a female (F) of Indonesian nationality (NLD). The issuing authority is the Indonesian Embassy in The Hague, represented by JONANES FANRY A., Immigration Attache. The annotation 'ITS / Institut Teknologi Sepuluh Nopember' is written in the designated field.

Why VITAS 316 need to be converted to KITAS before 30 days of arrival?

VITAS 316 which student made in Indonesia Embassy is 30 days single entry visa. VITAS 316 is just a ticket to multiple entry. KITAS is the true multiple entry visa. If you don't convert it, then it will be expired after 30 days. If you buy VITAS 316 for 6 month you can only convert it to 6 month KITAS and so on.



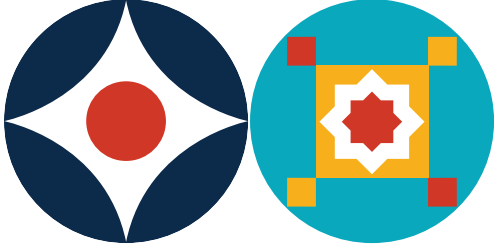


VKSB 211-A

VKSB (Visa Kunjungan Sosial Budaya – Social/Cultural Visit Visa) – a visa for those coming to Indonesia for a short-term stays, not as tourists and not for business. This single entry visit visa is valid for 30 – 60 days after your arrival in Indonesia. During your program at ITS, the maximum visa (VKSB) extension would be 4 times. So if you take 60 days VKSB and extend it 4 times you will get 6 months single entry visa. Due to that reason, we strongly recommend you to process a VKSB which valid for 60 days.

VKSB 211 also could be converted to Multiple Exit and Re-Entry Visa. But only for 1 year and 2 years conversion, not for 6 months. If you are Exchange/Internship Students with 3-6 months study permit in LoA, you need to pay 1 year visa conversion but could only have 3-6 months Multiple Exit and Re-Entry Visa stay permit, exactly the same with the period which stating in your LoA. If the Embassy in your country prohibit VKSB 211A to be taken for study purpose, then you can make the visa in Singapore or Malaysia.



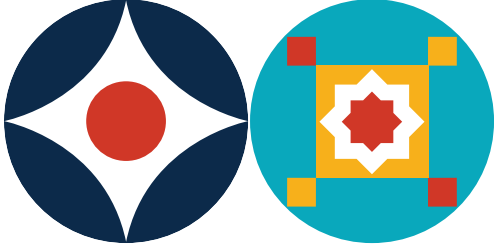


Visa on Arrival (VoA)

Visa on Arrival (VOA) is valid for 30 days, it's calculated from the first day of your arrival in Indonesia and extendable at the Immigration Offices in Indonesia for 1 (one) time only to have another stay of 30 (thirty) days. We would never recommend you to use the VoA which is only intended for those who are visiting Indonesia as tourists, NOT for those intending to live for an extended period of time because this kind of visa is only could be extended 1 times (30 days). One of VoA purposes is Short Course (Short courses (sometimes referred to as CPD programmes) are defined at Brookes as courses leading to the award of less than 60 academic credits.

We will not give any responsibility if you take this visa during your program, and highly recommend you to make VKSB 211A in Singapore if you can not make any visa in your country.





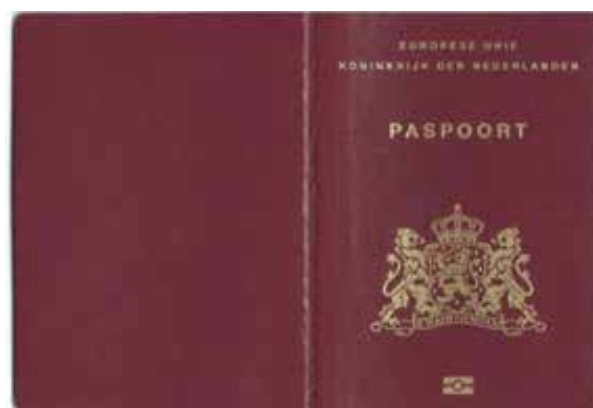
General Visa Requirements

- VITAS 316 : Passport's expiry date must be more than 22 months after the program application.
- VKSB B211A: Passport's expiry date must be more than 12 months after the program application.
- Passport's HD scan of:

Scan of Biodata Page



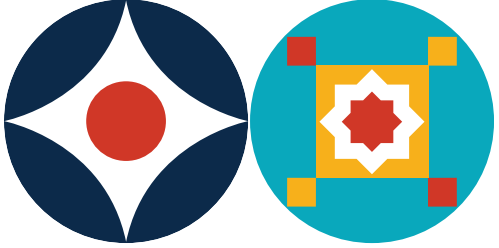
Scan of Cover Page



Action	VKSB B211A	VITAS316	VoA
Expiry Date	60 days after arrival	30 days after arrival	30 days after arrival
Visa Type	Single Entry (Extendable or Convertable to Multiple Entry)	Single Entry (Convertible to Multiple Entry)	Single Entry (Extendable once)
Telex Requirement	Based on Embassy	Yes	—
More Effort	Post Departure	Pre Departure	—
Self expenses			
In Indonesia Embassy Visa Fee	± 35*	± 55* (convertable to 6 month) ± 105* (convertable to 1 year) ± 180* (convertable to 2 year)	—
At the Airpot	—	—	IDR 500.000
Extension Fee in Indonesia	IDR 500.000 x 4 times	—	IDR 500.000
Duration of Extension	2-3 weeks	—	2 weeks
Conversion to KITAS in Indonesia	—	IDR 1.600.000 for 6 months	—
	IDR 2.500.000 for 1	IDR 2.500.000 for 1 year	—
	IDR 3.750.000 for 2	IDR 3.750.000 for 2 year	—
Duration of Conversion	1.5 – 2 months	2-3 weeks	—

Note: *Embassy might be charge different fee





Important Notes

- Every Indonesia Embassy run different fee and regulations standart
- Every Indonesia Embassy need a different amount of time to issued the visa

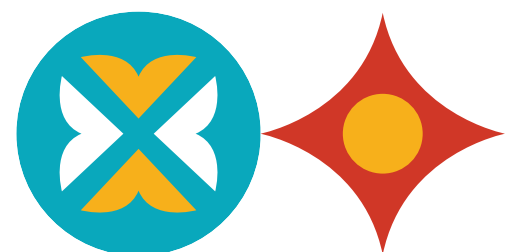
Example:

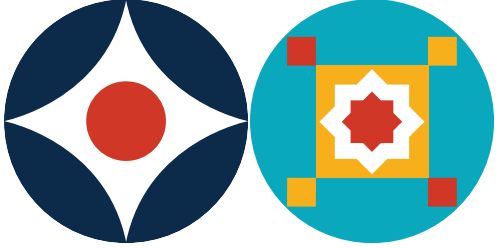
- in France, VITAS 316 will be issued after 15 days (national holiday and weekend is not include)
- In Denmark, VITAS 316 will be issued within 1 day
- In France, VKSB couldn't be taken for study purpose
- In Netherland, VKSB could be issued for study purpose
- In Netherland, VKSB requires visa online application / Immigration Authorization Letter
- In Singapore, VKSB doesn't need visa online application / Immigration Authorization Letter

- Every applicants need to get more proactive to the visa requirements

Example:

- Information of Visa's documents requirements;
- Information of the time needed on visa process, etc





Visa Time Table

TELEX Required

1

Announcement of The Acceptance

15 November
15 May



2

Study Permit Arrangement

1 Months



3

Visa Arrangement by ITS GE

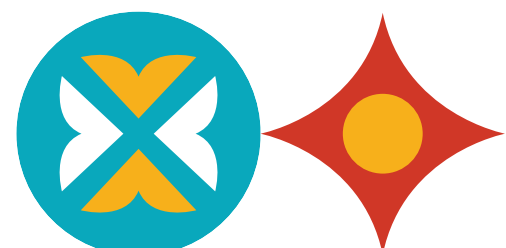
5-10 Days
on December

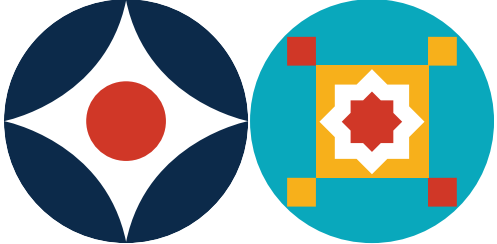


4

Visa Arrangement by Students

1-18 Days





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TELEX Visa Arrangement by ITS GE

1. Visa Online Application

Output of this online visa application is Immigration Authorization Letter / TELEX. That letter is one of the requirement of VKSB (in some countries) and VITAS 316 (in every country). It will be issued by the Head Office of Immigration in Jakarta, Indonesia.

Steps:

1. ITS apply the online visa application (only sponsor who can apply, in this case is ITS)
2. Student must make a confirmation on <http://bit.ly/ITSvisaconfirmation>

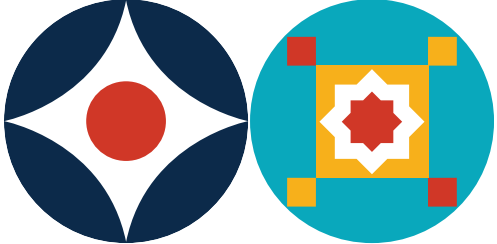
A	B	C	D	E	F	G	H	I
NO	Name	City of Indonesia Embaassy (which will be the place to arrange your visa)	Country	Study Permit (Only "Ready" who could take VITAS 316)	VITAS 316	VKSB 211	VKSB Telex	Flight Itinerary (Only for VKSB Online Application who need to submit)
example	Bilqis Oktaviani Putri	Ankara	Turkey	V	V	-	-	-

Notes:

- Once you confirm the City of Indonesia Embassy, you can not change it, because the online application only register your name to the specific Embassy.
- If you are in overseas country for a very long period because you are on vacation or exchange program, you can make the visa there.
- If you change the city or the visa type or both, ITS need to start 5 days process from the beginning. So make sure that you will not change it.
- "Ready" in Study Permit means that your Study Permit is issued and you could take vitas 316.
- "VKSB Telex" means that whether the Embassy ask for Immigration Authorization Letter / TELEX or not. So you need to independently ask to the Embassy / observe to the Embassy website about this.
- You need to submit flight itinerary (not booked flight ticket) to ITS if you choose VKSB and it needs TELEX.

2. The online application process will take plus minus 5 days (Indonesian national holiday and weekend is not include).
3. System could reject the application if your scan of passport / round flight itinerary ticket (**only for VKSB**) are not in high definition and scan version (please kindly refer to passport requirements before).
4. ITS will send the Immigration Authorization Letter / TELEX after application is accepted. Once it's sent, you should immediately apply your visa in Indonesia Embassy.
5. Student brings TELEX along with all of other requirements to the Embassy (you need to check the other requirements on the website of the Embassy).





Notes:

You can not make the visa in other city and other type of visa aside from what stated in the TELEX

City of the Embassy you could process

Visa type you could process



KEMENTERIAN HUKUM DAN HAM RI
DIREKTORAT JENDERAL IMIGRASI
JL. HR. Rasuna Said Kav. X-6/8
Jakarta Selatan 12940

Jakarta, 01 Agustus 2018

Yth,
INSTITUT TEKNOLOGI SEPULUH NOPEMBER SURABAYA
KAMPUS ITS SUKOLILO SURABAYA
Alamat email : tri.its.io@gmail.com

Hal : **PEMBERITAHUAN PERSETUJUAN VISA**

Sehubungan dengan permohonan saudara nomor 3322001208808637 untuk mendatangkan warga negara asing dengan data sebagai berikut:

NO	NAMA & NO PENGUASAAN	JENIS KELAMIN & TGL, BLN & THN LAHIR	KEBANGSAAN & NO PASPOR	LAMA TINGGAL & NIOA
1	IMI.2.GR.01.06.03.1876FS.316	Pria	FRA	5 bulan IM2SCA16775

Maka dengan ini kami beritahukan bahwa permohonan saudara dimaksud telah dikabulkan dengan penguasaan Direktur Jenderal Imigrasi, kepada:

Perwakilan R.I di : **PARIS**

Jenis persetujuan visa : **TINGGAL TERBATAS**

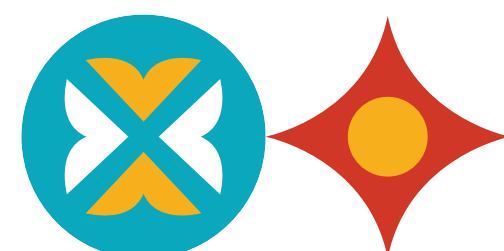
Indeks : **C316**

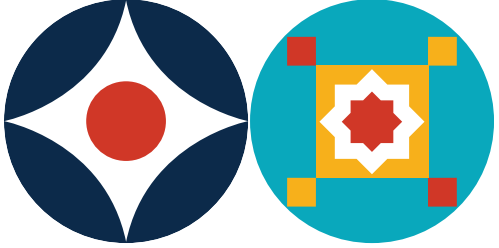
Demikian, agar maklum.

AN. KEPALA SUB DIREKTORAT VISA
DIREKTORAT JENDERAL
IMIGRASI
KEMENTERIAN HUKUM DAN HAM RI
MUSLIMAH, AMD.IM., S.H.
NPE. 197808032000022001

Informasi:

1. Persetujuan Ini Berlaku Selama 60 (enam puluh) hari.





Visa Time Table

1

Announcement of The Acceptance
15 November
15 May



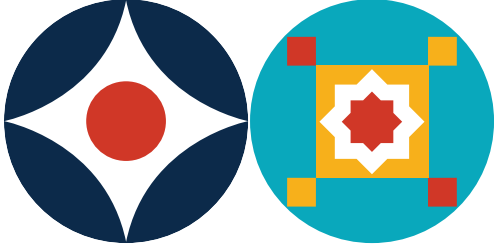
2

Visa Sponsorship Letter
1 Week after confirmation

3

Visa Arrangement by Students
1-18 Days





ITS
Global
Engagement

Visa Arrangement by ITS GE

VKSB 211 A (not require a TELEX)

Make the Confirmation on <http://bit.ly/ITSvisaconfirmation>

A	B	C	D	E	F	G	H	I
NO	Name	City of Indonesia Embaassy (which will be the place to arrange your visa)	Country	Study Permit (Only "Ready" who could take VITAS 316)	VITAS 316	VKSB 211	VKSB Telex	Flight Itinerary (Only for VKSB Online Application who need to submit)
example	Bilqis Oktaviani Putri	Ankara	Turkey	V	V	-	-	-

Notes:

- Make sure that the Embassy is allow VKSB 211 A for study purpose.
- Make sure that VKSB 211A doesn't required Immigration Authorization Letter / TELEX
- If the Embassy doesn't require TELEX, give a check in "VKSB 211" coloumn and give "-" in "VKSB TELEX" and "Flight Itinerary" coloumn

Receiving VKSB 211 A Sponsorship Letter from ITS GE

December 14, 2017

Reference Number : /IT2.IV.2 /PP.00.01.00/2017

To:
Consular Section
Embassy of Indonesia
Malaysia

Dear Sir/Madam,

Greetings from Institut Teknologi Sepuluh Nopember (ITS) Surabaya.

Ms. [REDACTED], student of Universiti Teknologi Petronas, would like to continue her study at the Bachelor Program of Geophysics Engineering Department, Institut Teknologi Sepuluh Nopember (ITS) Surabaya. For her visa, I would like to ask for your kind assistance to issue a type B – 211 visa (VKSB 60 days).

I would greatly appreciate for any assistance you could provide for her in expediting this process.

Thank you for your kind assistance. Should you need any further information, please do not hesitate to contact Ms. Bilqis at intladmission@its.ac.id.

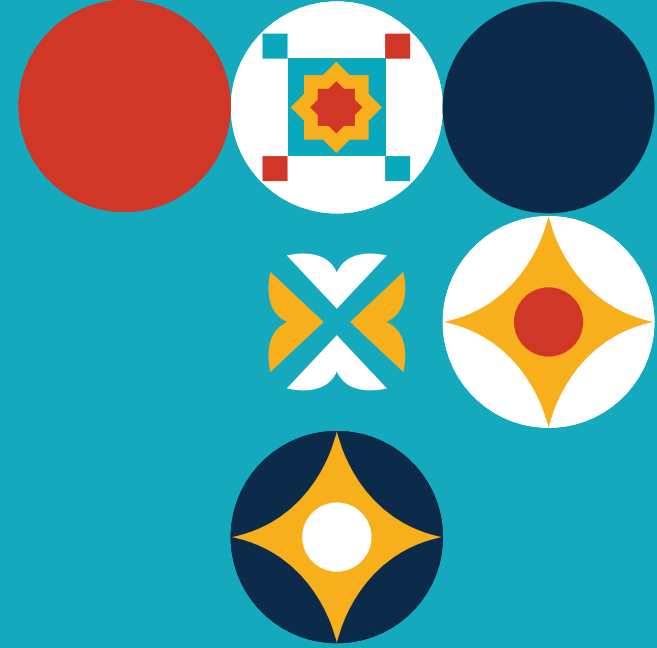
Sincerely yours,

Dr. Maria Anityasari
Director

Notes:

- Once student confirms that will take VKSB 211 A, and the Embassy doesn't require TELEX, ITS GE will make visa sponsorship letter.
- Student can bring this letter along with LoA and other requirements (please kindly check the requirements independently)
- Time which would be needed for issuing this type of visa might be different based on each Indonesia Embassy regulation.





THANK YOU

Should you still have any query, please do not
hesitate to let IO know!

intladmission@its.ac.id

