

Fact Sheet 2021-2022 Incoming Student Exchange Program

University Information	
University	Institut Teknologi Bandung
Business School/Department	School of Business and Management
Country	INDONESIA
University and Faculty Website	https://www.itb.ac.id/ & https://www.sbm.itb.ac.id/
Business programs accreditation and facts	<ul style="list-style-type: none"> - Top 251-300 world university in Business and Management Studies subject by QS World University Ranking - Best Business School in Indonesia by Global Brands Magazine (2017,2018,2019), and SWA Magazine (2009). Also the Best School of Management in Indonesia by MIX Marketing Group of SWA Magazine (2011, 2012, 2013, 2014 and 2015). - Three Palms of Excellence (excellent business schools with reinforcing international influence) by Eduniversal Business School Ranking - Top 401-500 of the world and the highest ranked in Indonesia in Business and Economics subjects from Times Higher Education - SBM ITB is audited internally and externally by complying with International Organization for Standardization (ISO) 9001:2015 - Internationally accredited by ABEST21 and nationally accredited by BAN PT

Contact Information International Office	
Address of International Office	Jl Ganesha No. 17 Bandung (University Level) Phone +62 22 2504282, email: iro@itb.ac.id Jl. Ganesha No. 10 Bandung, SBM ITB Building (School Level) Phone +62 22 2531923, email: iro@sbm-itb.ac.id
International Office websites	http://www.international.itb.ac.id/ (University level)

Contact Persons at School level			
Function	Name	E-Mail	Phone
Director, International Relations	Nila Armelia Windasari, Ph.D	nila.armelia@sbm-itb.ac.id	+62-22- 2531923 ext 1310
Officer, International Relations	Yanie S Saputra	yanie@sbm-itb.ac.id	+62-22- 2531923 ext 2205

Application and Academic Calendar			
Study Level	Bachelor Management & IB/ Bachelor Entrepreneurship/ Master Management Science/ Master Business Administration		
Term	1 st Semester (dd/mm/yyyy)	2 nd Semester (dd/mm/yyyy)	Notes
Nomination Deadline	1 July 2021	19 October 2021	*tentative
Application Deadline	16 July 2021	1 November 2021	
Course plan confirmation	one week after class commence	one week after class commence	
Orientation Session	2nd week of August	2 nd week of January	Exact dates will be confirmed prior to the start of semester
Class commencement	*23 August 2021	17 January 2022	
Final Exam Period	November end – mid December	April end - mid May	
Online Application Website & Requirements	Application are online through ITB website , which is administered by ITB Enrolment Office. Students should prepare and upload all the supporting document of application through the system: <ol style="list-style-type: none"> 1. Nomination letter from your university International Office or Dean, should contain information about endorsement for the applying student to take exchange program 2. For students coming from University who do not have any academic exchange agreement with ITB, cover letter should contain information about student Sponsorship or Financial Guarantee. 3. Statement of Purpose 4. Academic Report/Transcript 5. Letter of Sponsorship or Financial Guarantee. <i>(it is an official declaration from student/ parent/ or sponsor, that they will sponsor you for study at ITB. the sponsor letter should include sponsoring organisation's name and contact details, student name, university name, intended program name and Major at ITB, and details of the sponsorship (i.e. commencing and finishing dates of the sponsorship).</i> if students are self-support the letter can be signed by themselves. 6. Academic Reference 7. English Proficiency Certificate 8. Valid Passport 9. Recent Passport-Size Photo (4 X 6) 		

	10. Full Coverage Health Insurance Plan
Course Lists offered	ITB Course List Students can mix the course choices from 2 (two) faculties only. Max 22 credit
Acceptance Letter and Visa documents	After a complete application done, one week after the online application period ends, students will receive email from ITB enrolment office for the confirmation of acceptance. Letter of acceptance can be downloaded from student's account for ITB online application system. Students will receive documents for visa processing from ITB International Office.

Requirements for Incoming Exchange Students		
	Bachelor's Level	Master's Level
GPA or Overall Average Grade Requirement	3.00/4.00 / equivalent	3.00/4.00 / equivalent
English requirements	IELTS 5.5 overall (or equivalent)	IELTS 6.0 overall (or equivalent)

Programs and courses open to Incoming Students		
Bachelor's Programs		
Program Name	Language(s) of Instruction	Campus Address
Bachelor of Management	English and Bahasa Indonesia	Jl. Ganesha 10 Bandung
Bachelor of Entrepreneurship	English and Bahasa Indonesia	Jl. Jatinangor Sumedang
Master's Programs		
Program Name	Language(s) of Instruction	Campus
Master of Business Administration	English and Bahasa Indonesia	Jl. Gelap Nyawang 1 Bandung
Master of Business Administration	English and Bahasa Indonesia	Graha Irama (Indorama), 12th floor Jl. HR Rasuna Said Kav. 1-2 Jakarta
Master of Science in Management	English	Jl. Ganesa 10 Bandung
Are Bachelor Exchange Students allowed to take courses at Master's level?	No. Master courses are limited to Graduate Students only	
Can Exchange Students mix courses from different programs/departments	Only a limited number, allowed up to two schools/faculties; Faculty where more courses taken by the student will be the host faculty, and the other will be the co-host.	

Course Load, Credit, and Grading System	
Credit System	SKS/ Semester Credit System for undergraduate level 1 SKS = 1.5 ECTS = 3 UK Credits
	SKS/ Semester Credit System for graduate level 1 SKS = 2.5 ECTS = 5 UK Credits
Academic Transcripts	Academic transcripts will be sent to the coordinators at home university after the end of semester
Number of maximum credits per semester	22 SKS for undergraduate level 12 SKS for master level

GRADING SYSTEM

Letter Grade	Grade Point	Note
A	4.0	Exceptional
AB	3.5	Excellent
B	3.0	Good
BC	2.5	Satisfactory
C	2.0	Sufficient
D	1.0	Poor
E	0	Fail

Additional Information		
Approximate cost of living per month (excluding tuition)	Rent	IDR 2,500,000 – 3,000,000
	Living Expenses	IDR 2,500,000 – 3, 000,000
	Other Expenses	IDR 2,500,000
	Total	IDR 7,500,000 – 8,500,000
Website about Bandung City and Travel Guidance	About Bandung City; https://wikitravel.org/en/Bandung	
Accommodation	Students are responsible for finding accommodation by themselves. ITB has limited number of accommodation for international students. Many are off campus accommodation: ITB dormitory; private housings, apartments. International Relation Office will be happy to give assistance in finding accommodation for international students. The student shall apply before his/ her arrival. International Relation Office ITB will check the availability of the accommodation and inform to the student. Some recommended hotels and guest houses nearby for temporary stay are available: http://sapadiaguesthouse.com/ ; Beehive Hotel ; House Sangkuriang Bandung ; and for long-term stay there are recommended residence : Rooftop Residence ; Sky City Home	

and shared apartment: [Apartment Parahyangan Residence](#); [Beverly Dago Apartment](#); [Galeri Ciumbuleuit 3](#).

Entry Visa/ Stay Permit

Students intended to spend a semester exchange, can apply for Visa type B211 (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 refers to Index B-211 and is valid 30 -60 days. This type of Visa can be extended up to four times each valid for 30 days. It takes about maximum one week to obtain VKSB.

If you intend to stay for study at ITB for more than 6 (six) months but you have to enter Indonesia within less than 3 months, and hence you do not have enough time to apply VITAS, then you can apply VKSB.

Once you arrive in Indonesia, you have to immediately apply Study Permit and convert your VKSB into ITAS (Ijin Tinggal Terbatas – Limited Stay Permit) which will be valid for 1-2 years. During the conversion period (which might take about 2-3 months) you might have to extend your VKSB as necessary.

Requirements to obtain the Index B-211 Visa are as follows:

- * A letter of acceptance which invites you to stay/study in Indonesia
- * Your passport
- * A copy of return trip ticket
- * A couple of photos
- * Application form (provided by the Visa Section of the Indonesian Embassy)
- * Visa fee

Extension Procedure

1. VKSB

The extension for VKSB or Index B-211 Visa can be applied up to 4 times and only in the same district. All extension will be granted by Immigration Office (Kantor Imigrasi).

The following are the requirements to apply for the visa extension:

1. A letter of recommendation from the Faculty/School addressed to the Director of Partnership and International Relations
2. A letter of recommendation from the Directorate of Partnership and International Relations of ITB
3. A letter of sponsor
4. A copy of KTP (Indonesian ID Card) of the sponsor
5. Application form (form 23, provided by Immigration Office)
6. A copy of passport pages on ID, Visa stamp, and arrival date (the original passport should also be included for the extension process at the Immigration Office)

2. KITAS

Your KITAS, together with the Multiple Exit Re-entry Permit (MERP), must be extended 2 months before the expired date of your KITAS.

The documents you should prepare are nearly the same as those when applying:

1. A letter of recommendation from the Faculty/School addressed to the Director of Partnership and International Relations
2. A letter of recommendation issued by the International Relation Office and addressed to the Head of the Immigration Office in Bandung
3. Application forms (form 24, provided by the Immigration Office)
4. A letter of sponsor
5. A letter of Study Permit

Exit Permit Only

For KITAS holders, before you go back to your country, you need to apply for an Exit Permit Only to the Immigration Office. The documents required:

1. A letter of recommendation from the Faculty/School addressed to the Director of Partnership and International Relations of ITB
2. A letter of recommendation issued by the International Relation Office and addressed to the Head of the Immigration Office in Bandung
3. Application form (form 27, provided by the Immigration Office)
4. A copy of a valid passport
5. A copy of a return ticket