



## Fact Sheet 2024-2025 Inbound Student Exchange Program

University Information	
University	<b>Institut Teknologi Bandung</b>
Business School/Department	School of Business and Management
Country	INDONESIA
University and Faculty Website	<a href="https://www.itb.ac.id/">https://www.itb.ac.id/</a> & <a href="https://www.sbm.itb.ac.id/">https://www.sbm.itb.ac.id/</a>
Business programs accreditation and facts	<ul style="list-style-type: none"> <li>- Top 251-300 world university in Business and Management Studies subject by QS World University Ranking</li> <li>- 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).</li> <li>- Three Palms of Excellence (excellent business schools with reinforcing international influence) by Eduniversal Business School Ranking</li> <li>- Top 401-500 of the world and the highest ranked in Indonesia in Business and Economics subjects from Times Higher Education</li> <li>- SBM ITB is audited internally and externally by complying with International Organization for Standardization (ISO) 9001:2015</li> <li>- Internationally accredited by AACSB and nationally accredited by BAN PT</li> </ul>

Contact Information International Office	
Address of International Office (University Level)	Jl Ganesha No. 17 Bandung Office Phone +62 22 2504282, email: <a href="mailto:iro@itb.ac.id">iro@itb.ac.id</a> , Website: <a href="https://partnership.itb.ac.id/">https://partnership.itb.ac.id/</a>
International Relation Unit (School Level)	Jl. Ganesha No. 10 Bandung, SBM ITB Building Phone +62 22 2531923, email: <a href="mailto:iro@sbm-itb.ac.id">iro@sbm-itb.ac.id</a> , Website: <a href="https://www.sbm.itb.ac.id/about/international-relations/">https://www.sbm.itb.ac.id/about/international-relations/</a>

Contact Persons at SBM ITB (School Level)			
Function	Name	E-Mail	Phone
Coordinator, International Partnership Division	Ira Fachira Ph.D	<a href="mailto:ira@sbm-itb.ac.id">ira@sbm-itb.ac.id</a> ,	+62-22- 2531923 ext 1305
Staff, International Partnership Division	Yanie S Saputra	<a href="mailto:yanie@sbm-itb.ac.id">yanie@sbm-itb.ac.id</a>	+62-22- 2531923 ext 2206
Staff, International Partnership Division	Anti Novarianti	<a href="mailto:anti@sbm-itb.ac.id">anti@sbm-itb.ac.id</a>	+62-22- 2531923 ext 2206

Application and Academic Calendar			
Study Level	<b>Bachelor Management –International Business/ Bachelor International Entrepreneurship / Master in Management Science/ Master in Business Administration</b>		
Term	1 <sup>st</sup> Semester Early Sep ,24 – Mid Jan'25	2 <sup>nd</sup> Semester Early Feb – Mid June 2025	Notes
Nomination Deadline	<b>*20 June 2024</b>	<b>*10 November 2024</b>	*tentative and subject to change
Application Deadline	<b>*27 June 2024</b>	<b>*31 December 2024</b>	
Course plan confirmation	one week after class commence	one week after class commence	
Orientation Session	*1st week of september	*4 <sup>th</sup> week of January	<b>Exact dates will be confirmed prior to the start of semester</b>
Class commencement	<b>*9 September 2024</b>	<b>*3 February 2025</b>	
Final Exam Period	Early – mid Jan	mid – end June	
Online Application Website & Requirements	Application are <a href="#">online</a> through <a href="#">ITB website</a> , which is administered by ITB Enrolment Office at ITB Directorate of Education. Students should prepare and upload all the supporting document of application through the system: Statement of Purpose / Motivation letter; Latest Academic Report/Transcript; Student ID Card/Personal ID Card; English Proficiency Certificate Valid Passport (Identity Page); Formal Recent Photo; and Proof of Full Coverage Health Insurance Plan		

Course Lists offered	<p>Updated in the online application portal. Students can mix the course choices from 2 (two) faculties only. Max 22 ITB credit for Bachelor level, and 12 ITB credit for Graduate level students. Faculty where more course credit taken by the student will be the host faculty, and the other will be the co-host.</p> <p>Note the below when selecting course:</p> <ul style="list-style-type: none"> <li>- S1 code refers to Undergraduate course level, and S2 refers to Master level courses.</li> <li>- The 1st two letters in the course code refer to the faculty. For all courses offered by the business School begin with code MMxxxx or MBxxxx and MKxxxx, so other than that, it refers to other faculties.</li> <li>- the digit number also refers to the course level (S1 = 1-4, for instance: MB3133, MK2002; S2=5-6, , for instance: MB5101, MM5002)</li> </ul>
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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.
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<b>Requirements for Incoming Exchange Students</b>		
	<b>Bachelor's Level</b>	<b>Master's Level</b>
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)

<b>Programs and courses open to Incoming Students</b>		
<b>Bachelor's Programs</b>		
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
<b>Master's Programs</b>		
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. Ganesha 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	<b>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.</b>	

<b>Course Load, Credit, and Grading System</b>	
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
<b>A</b>	<b>4.0</b>	Exceptional
<b>AB</b>	<b>3.5</b>	Excellent
<b>B</b>	<b>3.0</b>	Good
<b>BC</b>	<b>2.5</b>	Satisfactory
<b>C</b>	<b>2.0</b>	Sufficient
<b>D</b>	<b>1.0</b>	Poor
<b>E</b>	<b>0</b>	Fail

**Additional Information**

Approximate cost of living per month (excluding tuition)	Rent	IDR 2,500,000 – 5,000,000
	Living Expenses	IDR 2,500,000 – 3, 000,000
	Other Expenses	IDR 3,000,000
	<b>Total</b>	<b>IDR 8,000,000 – 11,000,000</b>



<p><b>Website about Bandung City and Travel Guidance</b></p>	<p><a href="https://en.wikivoyage.org/wiki/Bandung">https://en.wikivoyage.org/wiki/Bandung</a></p>
<p><b>Accommodation</b></p>	<p>Students are responsible for finding accommodation by themselves. ITB has a limited number of accommodations, there are rooms at <a href="#">ITB dormitory</a>. The reservation in the Itb dormitory is handled through the host faculty at ITB at least one month before arrival date and according to the room availability.</p> <p>All private housings, and apartments are owned and managed by 3rd parties. Some recommended hotels and guest houses nearby for temporary stay are suggested: Sapadia Guest house ; Beehive Hotel; House Sangkuriang Bandung. For long-term stay there are recommended residence or apartments : SkyCity Home , Parahyangan Residence Apartment, Beverly Dago Apartment, Dago Butik Apartment, Galeri Ciumbuleuit Apartments</p> <p>Most all housings are managed by a 3rd party. You can also consider staying in an apartment which has better facilities. The reservation and options could be made through local websites, such as the following:  <a href="https://www.reddoorz.com/id-id/search/hotel/indonesia/bandung">https://www.reddoorz.com/id-id/search/hotel/indonesia/bandung</a>  <a href="https://www.travelio.com/en/sewa-apartemen-bandung/bulanan/dekat-kampus-itb">https://www.travelio.com/en/sewa-apartemen-bandung/bulanan/dekat-kampus-itb</a>  <a href="https://www.expedia.co.id/">https://www.expedia.co.id/</a></p>
<p><b>Entry Visa and Stay Permit</b></p>	
<p>To enter Indonesia as a student at Institut Teknologi Bandung (ITB), you are required to apply for Study Permit (SP) &amp; C-316 Visa or Limited Stay Visa (VITAS). Usually taking 2 weeks to process, Study Permit is issued by the Directorate General of Higher Education, Research, and Technology (Ministry of Education, Culture, Research, and Technology) in Jakarta. The International Relations Office ITB (IRO ITB), or the Division of International Partnerships under the Bureau of Partnerships ITB., will help you in the process. After IRO ITB receives all required documents, it takes about 2-3 months until your VITAS is issued.</p> <p>After you have arrived in Indonesia, the following are required to be processed (applicable to all with VITAS):</p> <p>Indonesian Police Report Letter (or STM)  Limited Stay Permit (or ITAS), which is converted from your VITAS  Temporary Residential Card (or SKTT)  Change of Address (only if applicable)  New Passport Registration (only if applicable)</p> <p>The following are the required documents to process your Study Permit and VITAS:  <b>Study Permit documents required:</b></p> <p>Letter of Acceptance from ITB</p> <ul style="list-style-type: none"> <li>• An Academic Report/Transcript</li> <li>• A Curriculum Vitae/Resume</li> <li>• A letter of Declaration stating that you will a) obey Indonesian rules and laws and b) will not involve in any work activities</li> <li>• A letter of Sponsorship or of Financial guarantee • If sponsored by an institution, please present the letter or proof of funding;</li> <li>• Health Declaration/Report, signed by a medical doctor within a maximum of 2 months before applying / (Health Certificate)</li> <li>• A color scan of valid Passport (full identity page):</li> <li>- 18-month passport validity remaining to apply for a 6-month SP and KITAS (Limited Stay Permit Visa)</li> <li>- 24-month passport validity remaining to apply for a 12-month SP and KITAS</li> <li>- 36-month passport validity remaining to apply for a 24-month SP and KITAS</li> </ul> <p>(So, if your passport nearing expiration, we recommend that you have it renew to the maximum time allowable before you begin applying procedures.)</p> <ul style="list-style-type: none"> <li>• formal photos (no-tshirt) – red background</li> <li>• Once the Study Permit is issued, the VITAS will be processed.</li> </ul> <p><b>VITAS documents required:</b></p> <ul style="list-style-type: none"> <li>• Guarantee Letter (to be processed by ITB)</li> <li>• Colored Scan of Valid Passport (ID page)</li> <li>• Colored scan of front/cover passport</li> <li>• Proof of Sufficient Funds (at least USD 2.000) /bank statement</li> <li>• Health Insurance (for the period of stay in Indonesia)</li> <li>• Formal photos (no-tshirt) (colored, in jpeg, size 100-200 kb), white background, taken within the last 6 months</li> <li>• Covid-19 Vaccine Certificate;</li> <li>• Travel Insurance (covering covid-19 treatment, if testing positive after arrival in Indonesia);</li> <li>• Certificate or Statement of Good Conduct in English (a letter issued by home university or employer – with letterhead, confirming that you behaved well and/or has not been involved in any criminal activity.</li> </ul> <p>Send all the documents to <a href="mailto:iro@itb.ac.id">iro@itb.ac.id</a> to start the process of Study Permit and VITAS.  Information website: <a href="https://partnership.itb.ac.id/the-preparation/immigration/">https://partnership.itb.ac.id/the-preparation/immigration/</a></p>	