

ADMISSION FORM

Personal

Full Name :
Sex :
Nationality :
Place and Date of Birth :
Passport Number :
Passport Expiration :
Complete Address
(Home Country) :
.....
• Street :
• City :
• Province/ State :
• Postal Code :
• Country :
Phone Number :
E-mail :
Home University/Inst. :

Professional Background

Last Education :
Work Experience :
Political Experience :

Study Planning in Universitas Gadjah Mada

Faculty :
Department :
Program : Post Graduate / Graduate / Undergraduate / Non Degree /
INCULS (Language Course)
Length of Study : 6 months / 12 months / 24 months
Starting of Study :

Date (dd/mm/yyyy) :

Signature :

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 letter from the faculty. As soon as we received this approval, we will process a Letter of Offer which explains the detail of the fees that student need to accomplish. Once we received 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 received 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 received 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;

No	Faculty	Person in Charge	Email Address
1	Faculty of Agricultural Technology		
2	Faculty of Agriculture	Ms.Indri	faperta@ugm.ac.id
3	Faculty of Animal Sciences	Ms.Rima	oia.fapet@ugm.ac.id
4	Faculty of Biology		

5	Faculty of Cultural Sciences	Ms.Swety/Mr.Zamchari	swetyfirmanty@ugm.ac.id humasfib@ugm.ac.id
6	Faculty of Dentistry		
7	Faculty of Economics and Business	Ms. Yulia/Ms.Wieda	oia.feb@ugm.ac.id
8	Faculty of Engineering	Ms.Aci/Ms.Deny	oia.ft@ugm.ac.id uphi_ft@ugm.ac.id
9	Faculty of Forestry	Ms.Nur Aini	fkt@ugm.ac.id
10	Faculty of Geography	Ms.Pipit	bklm@geo.ugm.ac.id
11	Faculty of Law	Ms.Ika	ika.putri@ugm.ac.id
12	Faculty of Mathematics and Natural Sciences	Ms.Retno	retno_k@ugm.ac.id
13	Faculty of Medicine	Ms.Reni/Mr.Aryo	iro.fk@ugm.ac.id
14	Faculty of Pharmacy	Ms.Saras	uui.farmasi@ugm.ac.id
15	Faculty of Philosophy	Ms.Rona	ronautami@ugm.ac.id
16	Faculty of Psychology	Ms.Erna/Ms.Endah	erna.kartini@ugm.ac.id
17	Faculty of Social and Political Sciences	Mr.Rizky	geo.fisipol@ugm.ac.id
18	Faculty of Veterinary Sciences	Ms.Rika	nurikapuspita@ugm.ac.id
19	Postgraduate School		
20	Vocational School	Mr.Dhemaz	dhemaz@ugm.ac.id
21	Language Courses (INCULS)	Ms.Nabilla	inculs@ugm.ac.id

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.

Letter of Statement for Financial Support

This is to certify that as a guarantor I will have an adequate financial support for tuition fee, traveling fee to Indonesia and back, living and personal expense for;

Name of Applicant :
Length of Study :
Name of Guarantor :
Relation to
Applicant :
Permanent Address :
Office Address :
Phone :
Fax :
Email :

Date (dd/mm/yyyy) :

Signature :

PERSONAL STATEMENT

1. I will obey all the law, rules and regulations of the Indonesian Government;
2. I will obey the University rules as follows:
 - a. I will attend lectures in an orderly manner and will not engage in any activities which have no relevance to my educational program;
 - b. I will pay the tuition fee in advance for every semester, and understand that there can be no reduction or dispensation from this fee (for non-exchange students);
 - c. I will enroll every semester depending on my study permit;
 - d. I certify that I will not engage in a job during my study at Universitas Gadjah Mada.

Date (dd/mm/yyyy) :

Signature :

Greetings from Universitas Gadjah Mada!

Thank you for being interested to study at our university.

We would like to inform you that the deadline of the registration for the Odd Semester (which will be started on August 2018) is on 31 March 2018. Please note that you have to complete all of the application materials before the deadline. For the more information about the list of the admission requirements and admission calendar to study here, you can always check it at our website at http://oia.ugm.ac.id/interface/?page_id=1130 or <http://www.ugm.ac.id/en/admission/1423-international.student>. If you are having the difficulties in opening our website, here are the application materials needed:

1. Admission Form (please download it in our website or find it enclosed)
2. Guarantor for Financial Support (please download it in our website or find it enclosed)
3. Personal Statement (please download it in our website or 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. Applicants should send both the electronic documents and the original (hard-copy) one. The electronic documents are submitted to admission@ugm.ac.id and the original are addressed to our office (address below).

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. Please find enclosed the explanation if you want to have more information on the general idea of the process.

It is important to note that our office is only processing the incoming applications and managing legal documents of applications, study permit, and visa process so that academic information such as complete courses list, content, description or schedule may be requested to the faculty directly.

**Regards,
Admission Affair**

**Office of International Affairs
Universitas Gadjah Mada
Bukaksmur F-13
Sleman, Yogyakarta 55281, Indonesia
www.oia.ugm.ac.id**