

ADVANCING
HUMANITY



ITS
Institut Teknologi
Sepuluh Nopember



ITS
Global
Engagement

GUIDE BOOK

For Prospective Students



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University Factsheet

General Information	
Name of Institution	Institut Teknologi Sepuluh Nopember (ITS)
International Office of ITS	ITS Global Engagement
Mailing Address	ITS Global Engagement Global Kampong Building, Institut Teknologi Sepuluh Nopember Jl. Raya ITS, Sukolilo Surabaya Indonesia, 60111
Official Website	www.its.ac.id www.its.ac.id/international
Guidebook for Prospective Student	https://its.id/Student_Guidebook
University Profile	https://its.id/ITS_Profile
Contact Person	
International Student Admission	Ms. Desy Coordinator for International Admission Email: intladmission@its.ac.id
Hospitality Division	Mr. Harris Coordinator for International Students' Hospitality Email: iss@its.ac.id
Official Email Address	international@its.ac.id
Academic Information for Full Degree and Student Exchange Program	
Academic Period	2 Semester (Fall and Spring Semester) ➤ Fall Semester: August - December ➤ Spring Semester: February - June
Nomination Deadline	➤ Fall Semester: 15 March ➤ Spring Semester: 15 September
Application Deadline	➤ Fall Semester: 15 April ➤ Spring Semester: 15 October
Language of Instruction	English
Acceptable number of students	Up to 20 students per semester (Negotiable)
Academic Information for Student Internship Program	
Academic Period	2 Semester (Fall and Spring Semester) ➤ Fall Semester: August - December ➤ Spring Semester: February - June
Internship Topics	https://its.id/Internship_Topics
Language of Instruction	English
Nomination and Application Deadline	3 months before the proposed date
Duration	1 to 6 months
Acceptable number of students	Up to 30 students per semester (Negotiable)

Program Outline				
Application Procedures	https://its.id/Admission_Procedures			
Available Study Program	https://its.id/Study_ProgramITS			
Courses Available for the Exchange Program	https://its.id/Courses			
Restriction	The exchange students are allowed to choose courses from a maximum of 3 different departments at ITS			
GPA Requirement	Minimum of 3.00 out of 4.00			
English Proficiency	<p>➤ TOEFL IBT: 64 / IELTS: 5.5 / TOEFL PBT: 510 (not more than 2 years)</p> <p>Applicants from English-based school/university, a statement letter from the school/university principal could replace the proficiency certificate</p>			
Tuition Fee	<p>Full Degree Program</p> <p>➤ Undergraduate / Bachelor = IDR 15 million per semester</p> <p>➤ Master = IDR 20 million per semester</p> <p>➤ Doctoral = IDR 25 million per semester</p> <p>International Undergraduate Program (IUP) USD 2,400 per semester</p> <p>Exchange and Internship Program The tuition fee is fully waived for one semester program</p>			
Information about Visa and Fee	https://its.id/Visa_Guidebook			
Grading System	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	1.0	Poor
	E	0-40	0	Very Poor
Credits System	<p>For the exchange students are allowed to take courses with the maximum number of credits:</p> <p>➤ Bachelor, maximum 24 SKS</p> <p>➤ Master and Doctoral, maximum 15 SKS</p> <p>SKS is referred to Indonesia credit system. 1 SKS = 36 study hours/semester.</p> <p>Credit equivalence between SKS and ECTS, can be calculated through 1 SKS = 1.7 ECTS</p>			

Scholarship for International Student

Kemitraan Negara Berkembang (KNB)	Full Degree Scholarship for Master and Doctoral Program https://its.id/KNB_at_ITS
The Indonesian AID Scholarship	Full Degree Scholarship for Bachelor and Master Program https://its.id/TIAS_at_ITS
ITS Postgraduate Scholarship	Partial Scholarship for Master and Doctoral Program https://its.id/Postgraduate_Scholarship
Darmasiswa Scholarship	Non-Degree scholarship to learn about Indonesian language and culture https://its.id/Darmasiswa_at_ITS

Arrival & Orientation Program

Suggested Date of Arrival	Two weeks before the semester period start
Monitoring System	Every exchange student will be assisted by the Liaison Officer for Internationalization in each department regarding courses and academic matters. Additionally, a buddy will be assigned to help exchange students navigate campus life and adjust to living in Indonesia.

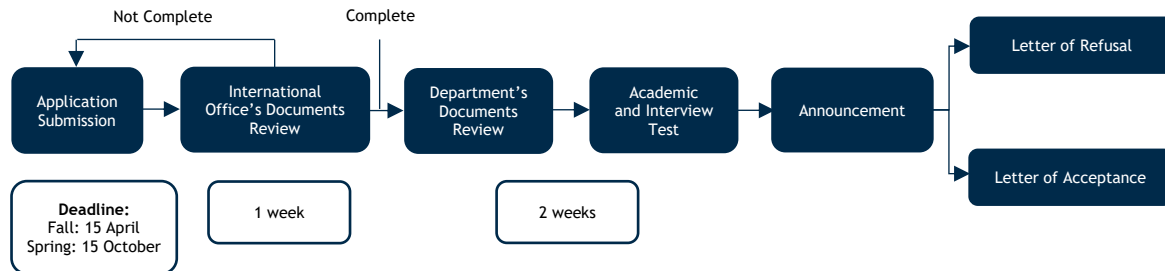
Facilities and Services

Facilities	<ul style="list-style-type: none"> ➤ ITS Library ➤ Sport Center ➤ Co-working space ➤ Cafeteria ➤ Banks ➤ Post Office ➤ Medical Center ➤ Dormitory
Services	<ul style="list-style-type: none"> ➤ Pre-Departure Orientation ➤ Arrival of Pick-up Service ➤ On-Campus Orientation Week ➤ Visa Application ➤ One-on-One Buddy

Application Submission Flow

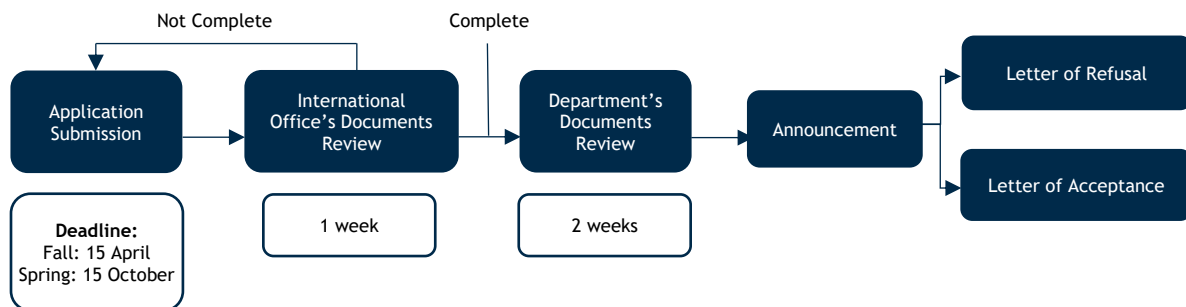
Full Degree Program

Flow of Application



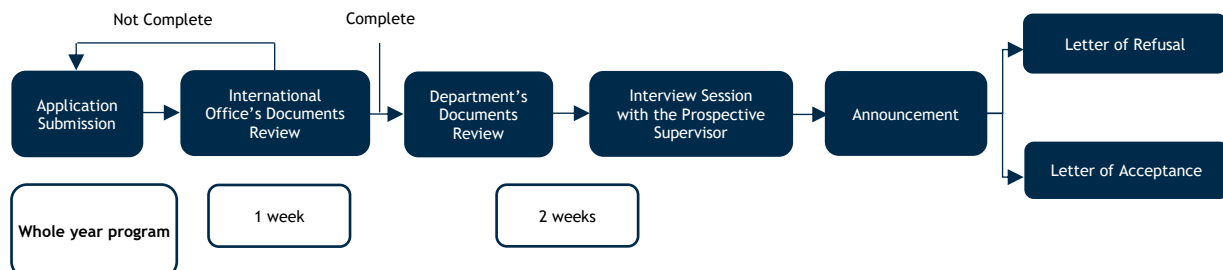
Exchange Program

Flow of Application



Internship Program

Flow of Application



Full Degree Program



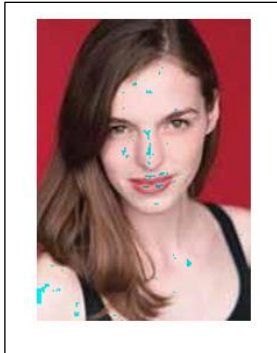

Requirement	Undergraduate (S1)	Master (S2)	Doctor (S3)
Official Certificate/Diplomas	High School	Bachelor	Master
Official Academic Transcript	High School	Bachelor	Master
English/Bahasa Indonesia Proficiency Certificate	✓	✓	✓
Medical Statement	✓	✓	✓
Curriculum Vitae	✓	✓	✓
Motivation Letter	✓	✓	✓
Cover and Biodata Page of Valid Passport	✓	✓	✓
Formal Photo	✓	✓	✓
Letter 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	-	-	✓

Non-Degree Program (Exchange & Internship)

Requirement	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*	✓	-

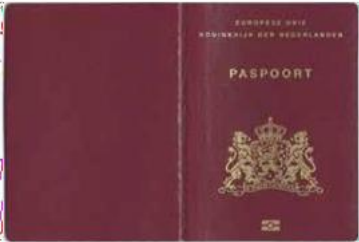


Documents Requirement Explanation

1. Formal Photo

Correct	Incorrect
<div data-bbox="301 423 628 808">  </div> <ul style="list-style-type: none"> a. Clear Background (red or white) b. Formal attire is required c. Both the face and body face forward d. Captured the upper body, including half of the shoulders e. The mouth should remain closed f. Avoid wearing hats and glasses 	<div data-bbox="963 400 1240 752">  </div> <ul style="list-style-type: none"> a. Informal attire is unacceptable b. The photo is cropped around the head c. Wearing a hat is not allowed <div data-bbox="963 934 1240 1285">  </div> <ul style="list-style-type: none"> a. Informal attire is unacceptable b. The photo is cropped around the head c. Both the face and body are not facing forward <div data-bbox="963 1507 1240 1859">  </div> <ul style="list-style-type: none"> a. Both the face and body are not facing forward b. Wearing glasses is unacceptable

2. Passport

The document must be properly scanned in color (not a camera photo). The passport must have an expiry date of more than 22 months from the date you apply for the program. Failure to meet these requirements may result in a visa being issued by immigration.

Correct	Incorrect
<p>Scan of Cover Page</p>  <p>Scan of Biodata Page</p>  <ul style="list-style-type: none"> a. Scanned properly b. Captured all the information in the biodata page c. No watermark 	 <ul style="list-style-type: none"> a. Captured using camera photo b. Asymmetric c. some parts have been censored d. some parts have been cropped e. Fingers are in the frame

3. ITS Health Information Form

The form could be downloaded through this link: https://its.id/Health_Form

1. Complete all fields in the doctor's information.
2. Include the official stamp of the hospital or clinic.
3. The doctor must complete all required health status details for the applicant as specified on pages 1 and 2 of the form.
4. Provide the doctor's signature and hospital stamp
5. Write the specify date of issuance

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 594251-54 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
If kept on file by ITS, student's medical records are available from:
Physical: Dr. SAM RAMANANT PHMD, FPMH, FPMH, MUNICIPAL REFERRAL HOSPITAL.
Telephone Number: 055 12 944 015
Address: 122 ST. K-3 KUNYAR, DUNGURU, KEMBARA, BANGKALAN, JAWA TIMUR

Have you (or your family) 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 show whether you have any respiratory conditions or chronic conditions? ☒ No ☐ Yes. If yes, please list ☐ 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 the student may have relating to mythe 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 mythe student's own welfare. I understand that if I do not provide complete information, ITS IO may decide to send mythe student home from the study program at mythe 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 need this information to assist mythe 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 mythe student's physical and mental health and will cover any medical expenses that may occur during mythe 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]
Date: 11-July-2018

Signature of Parent/Guardian of Student: [Signature]
Date: 11-July-2018

4. Medical Statement

The medical statement should include the following information:

- Confirming that you are healthy enough to study overseas
- Includes a legal stamp from the hospital or clinic.
- Clearly states the name of the doctor.
- Contains your basic health information, such as the status of respiratory organs, digestion, blood pressure, and other indicators (e.g., cholesterol, blood sugar, vaccinations).
- The issuing date must be clear and no more than one month prior to the application.
- It is highly recommended to provide the medical statement in English.

OUH
Odense
Universitetshospital

To whom it may concern

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

Concerning: [REDACTED], born [REDACTED] of August 1994.

This is to verify that [REDACTED] 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]
[REDACTED]
Odense University Hospital
5000 Odense C
Denmark

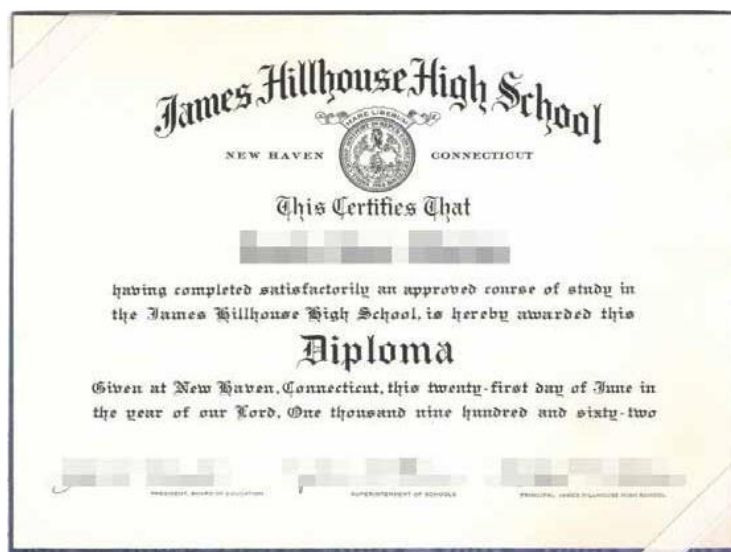
Odense Universitetshospital/Svendborg Sygehus

J. E. Winsløw Vej 4, Indgang 17 stuen
DK-5000 Odense C

5. Certificate and Transcript of Latest Education

Applicants for full degree program need to submit their latest certificate and transcript. It must be certified by the government or the Ministry of Education 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 2009/07/14		Page 1 of 2	
Surname / Nom Chen Hanyu / Pinyin		MHI / CER / NBI / NBO 040586067/982555468		Student Number / Numéro matricule 3590-933		Gender / Sexe M		Date of Birth / Date de naissance 1987-06-27	
Name of School / École / School Authority Pilioude #1777		Name of School / École / School Authority Marianne Christian Academy		Number / Numéro 883590		Date of Entry / Date de l'inscription 2009		Page / Page 09	
Course / Matière	Course Title / Titre du cours	Course Code / Code du cours	Prerequisite / Prérequis	Grade / Niveau	Score / Note	Completion / Complétion	Remarks / Remarques		
02/06	09 Instrumental Music - Band	AM110	81	1.00	X				
02/06	09 Introduction To Business	BB110	77	1.00	X				
02/06	09 Geography	OC110	82	1.00	X				
02/06	09 English	EN110	75	1.00	X				
02/06	09 Core French	CF110	74	1.00	X				
02/06	10 Bible - New Testament Part 1	NR110	81	0.50					
02/06	09 Mathematics	MA110	76	1.00	X				
02/06	09 Healthy Active Living Education	PE110	93	1.00	X				
02/06	09 Science	SC110	84	1.00	X				
03/06	10 Instrumental Music - Band	AM120	94	1.00	X				
03/06	10 Canadian History	CH120	85	1.00	X				
03/06	10 Civics	CH120	90	0.50	X				
03/06	10 English	EN120	86	1.00	X				
03/06	10 Paper Studies	GL120	87	0.50	X				
03/06	10 Mathematics	MA120	96	1.00	X				
03/06	10 Healthy Active Living Education	PE120	89	1.00	X				
03/06	10 Computer and Information Science	TI120	83	1.00	X				
04/06	11 World History to the 18th Century	WH110	92	1.00	X				
04/06	11 English	EN110	88	1.00	X				
04/06	11 World Religions: Beliefs and Belly	WR110	86	1.00	X				
04/06	11 Computer and Information Science	TI110	91	2.00					
04/06	11 Functions and Relations	NR110	91	1.00	X				
04/06	11 Healthy Active Living Education	PE110	92	2.00					
04/06	11 Chemistry	SC110	85	1.00	X				
04/06	11 Physics	SC110	85	1.00	X				
05/06	12 English	EN120	88	1.00	X				
05/06	12 Challenge and Change in Society	SS120	94	1.00					
05/06	12 Advanced Functions and Calculus	MC120	91	1.00					
05/06	12 Geometry and Algebraic Mathematics	MA120	89	1.00					
05/06	12 Healthy Active Living Education	PE120	93	2.00					
05/06	12 Biology	SC120	89	1.00					
05/06	12 Chemistry	SC120	89	1.00					
05/06	12 Physics	SC120	89	1.00					
06/06	09 Bible - Old Testament Part 1	NR110	94	0.50					

6. University Full Academic Transcript

Applicants for non-degree programs need to submit their full academic transcript which contain all courses which have been taken during the semester. It must be issued officially from the home university.

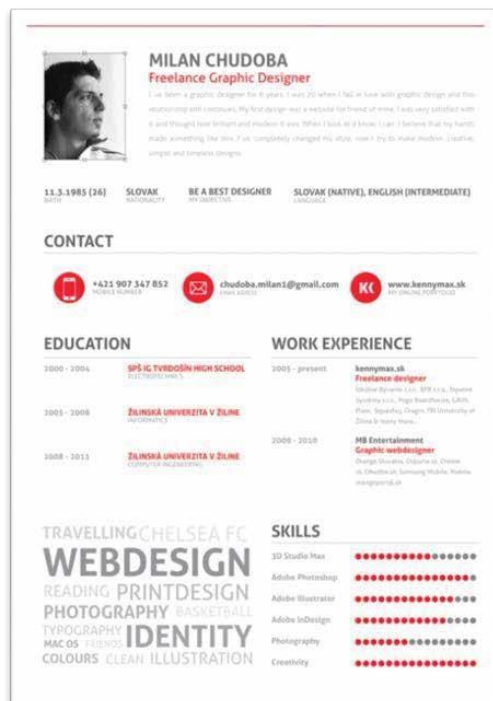
7. Statement Letter of Behavior and Funding

The form could be downloaded through the link :

- For Bachelor program : https://its.id/SL_Bachelor
- For Master program : https://its.id/SL_Master
- For Doctoral program : https://its.id/SL_Doctoral
- For non-degree program : https://its.id/SL_NonDegree

8. Curriculum Vitae

Write briefly about your personal information, academic skill and experience as well as the achievement.



9. Study Plan

- Minimum 300 words
- Describe what you will be studying and the main reason
- Explain your main educational goals, and how you plan to achieve the goals

10. Internship Plan

- Minimum 300 words
- Write clearly about the start and end date of the internship program
- Describe your topic, your area of interest, and the main reason for your interest in that topic
- Explain your main goals, and how you plan to achieve the goals

11. Motivation Letter

- Minimum 300 words
- Write briefly about your interest in joining the program at ITS

12. English Proficiency Certificate

- Must be valid for not more than 2 years
- Have a minimum score : TOEFL IBT: 64; IELTS: 5.5; TOEFL PBT: 510
- If the applicants from English-based school/university, a statement letter from the school/university principal could replace the proficiency certificate



13. Recommendation Letter

- Submit at least 2 different recommendation letters from home university (can be from the international office or the previous supervisor)
- The letters must be explained about the application academic performance during the study period in the home university



14. Exchange Course Form

- The template can be found through the link below:
https://its.id/Exchange_CourseForm
- Applicants are allowed to take courses from maximum 3 different departments at ITS
- The credit equivalence between SKS (Indonesian credits system) and ECTS (European Credits Transfer System), is 1 credit or SKS is equal to 1.7 ECTS.
- Ensure about the maximum number of credits (SKS) for each degree
Bachelor = 21 credits (SKS)
Master and Doctoral = 15 credits (SKS)



STUDENT EXCHANGE PROGRAM

INSTITUT TEKNOLOGI SEPULUH NOPEMBER (ITS) SURABAYA, INDONESIA

Name : Jakub Marek Samulski
 Department : Faculty of Creative Design and Digital Business / Faculty of Intelligent Electrical and Informatics
 Program : Undergraduate
 Exchange Period : February – June
 List of course selection:

Mandatory Credits : 30 ECT
 from Home S /

No	Course	Department at ITS that offers the course	Credit
1	Macro Economy	Business Management	3
2	Project Management	Business Management	3
3	Artificial Intelligence for Business	Business Management	2
4	Financial Management	Business Management	3
5	Database Management	Informatics Engineering	3
6	Urban Design	Urban and Regional Planning	2
7	Regional Planning	Urban and Regional Planning	3
8			
9			
10			
		Total Credit	

15. Letter of Funding Sponsorship

- Written by the applicant guarantor (parent/company/institution)
- Explain about the guarantor capabilities to cover the education fee during the study period
- Include an official salary slip as an attachment

18th October, 2017

The Admission Officer
 Institute of Technology
 Sepuluh, Nopember,
 Surabaya-Indonesia

Dear Sir/Madam

GUARANTEE LETTER

Sequel to your granting a post graduate admission to our staff (), member with details as follows:

File No. - Man/P/1212
 Designation - Graduate Assistant
 Salary Scale - CONPCASS I Step 6
 Area of duty - Marine Engineering Workshop

shall be placed on study leave with pay for the duration of two years. All his salaries/allowances shall be paid into his study in your country. This is to enable him continue in pursuit of his academic career until our institution is through in processing his scholarship grant.

Thank You,
 Yours Faithfully,

Registrar



16. PhD Research Proposal

The doctoral candidate must write and submit a brief manuscript of PhD' research proposal.

17. PhD Supervisor Acceptance

- Doctoral candidates must contact a professor whose expertise aligns with their research proposal ideas
- Obtain a supervisor's acceptance letter after a brief discussion about the research proposal ideas

**Information about:
Visa, Stay Limited Permit and ITS Administration Fee**

**Please kindly refer to the:
Guidebook of Immigration & City Government Rules Guidebook For
International Students
(https://its.id/Visa_Guidebook)**



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THANK YOU

If you still have any query, please do not
hesitate to let ITS GE know!

intladmission@its.ac.id

