



# **Guide Book For Prospective Students**



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## Information Sheet

General Information	
Name of Institution	Institut Teknologi Sepuluh Nopember
Exchange Office	ITS International Office
Mailing Address	ITS International Office 1 <sup>st</sup> Floor, ITS Rectorate Building Institut Teknologi Sepuluh Nopember Jl. Raya ITS, Sukolilo, Surabaya Indonesia, 60111
Telephone / Fax Number	+62-31-5923411
Website	<a href="http://www.its.ac.id">www.its.ac.id</a>
Contact Person	
International Student Admission	<b>Ms. Bilqis Oktaviani Putri</b> Manager for International Mobility and Immigration Matters Email: <a href="mailto:intladmission@its.ac.id">intladmission@its.ac.id</a>
Hospitality Division	<b>Ms. Debora Marsaulina</b> Manager for International Hospitality (include Accommodation Services) Email: <a href="mailto:iss@its.ac.id">iss@its.ac.id</a>
Official Email Address	<a href="mailto:international@its.ac.id">international@its.ac.id</a>
Academic & Exchange Related Information	
Fall Semester 2019	
Application Deadline	<b>15 April 2019</b>
Announcement	<b>15 May 2019</b>
Courses Registration	<b>19 – 23 August 2019</b>
Academic Period	<b>26 August – 13 December 2019</b>  <i>Full Degree Calendar:</i> New Student Ceremony: 13 August 2019 Under graduate Orientation: 14 – 23 August 2019 Post graduate Orientation: 22 - 23 August 2019
Spring Semester 2020	
Application Deadline	<b>15 October 2019</b>
Announcement	<b>15 November 2019</b>
Courses Registration	<b>27 – 31 January 2020</b>
Academic Period	<b>3 February – 22 May 2020</b>
Internship	
Application Deadline	<b>3 months before the proposed date</b>
Duration	<b>1 until 6 months</b>

Others																																	
Application Procedures	<b>Full Degree:</b> <a href="http://international.its.ac.id/admission/">http://international.its.ac.id/admission/</a> <b>Exchange &amp; Internship:</b> <a href="http://io.its.ac.id/non-degree/">http://io.its.ac.id/non-degree/</a>																																
Courses Available for Exchange Students	<a href="http://io.its.ac.id/undergraduate-and-graduate-programs/">http://io.its.ac.id/undergraduate-and-graduate-programs/</a>																																
Restricted Courses	Exchange students could only take courses maximum from 3 departements during the program																																
GPA Requirement / Language	<b>GPA:</b> 2.75 (out of 4.00) <b>Language:</b> TOEFL IBT: 64 / IELTS: 5.5 / TOEFL PBT: 510 (not more than 2 years). For applicants from an English learning, a statement letter from the school/university principle is needed.																																
Course Load / Required Credits	<b>Bachelor:</b> Maximum 21 SKS <b>Master &amp; Doctor:</b> 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: <b>1 SKS = 1.7 ECTS</b>																																
Language of Instruction	English																																
Courses Registration	Course registration is done during the courses registration period. Student still could change the courses before the last day of the 3 <sup>rd</sup> week.																																
Rule	Student is allowed to absent from the class maximum 3 times/course. More than it, student would be given <b>E</b> .																																
Grading System	ITS follows the GPA Grading System as follow: <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
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																														
Tuition Fees	Deadlines for paying tuition fees are before the Courses Registration / FRS ( <i>Formulir Rencana Studi</i> ) 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.  <b>Full Degree:</b> Bachelor : IDR 15.000.000/ semester Master : IDR 20.000.000/ semester Doctor : IDR 25.000.000/ semester <b>Exchange &amp; Internship:</b> The tuition fee is waived for the 1 <sup>st</sup> semester, but student must pay the tuition fee for the 2 <sup>nd</sup> semester as stated above.																																



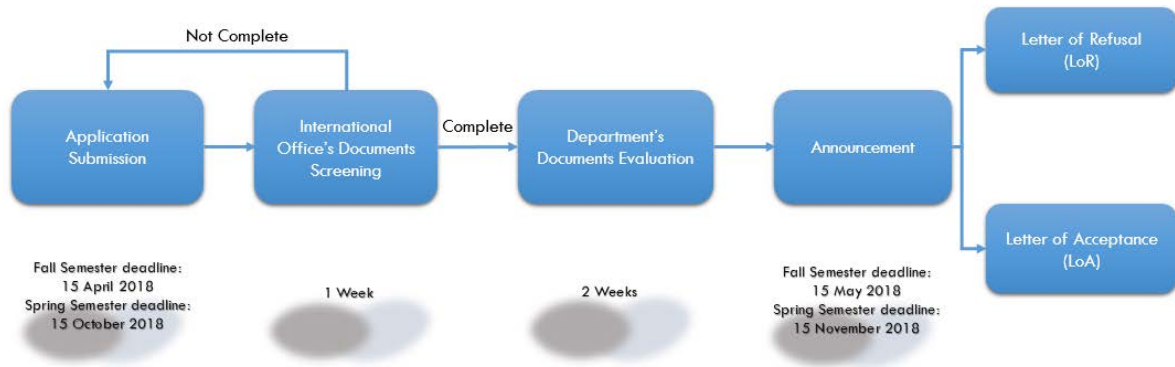
Facilities & services Available	
Facilities Available	<ul style="list-style-type: none"> <li>- Libraries</li> <li>- Sport Facilities</li> <li>- Cafeterias</li> <li>- Bike Rental (Deposit is required: IDR 500.000)</li> <li>- Banks</li> <li>- Post Office</li> <li>- Medical Center</li> </ul>
Services	<ul style="list-style-type: none"> <li>- Arrival Pick-up Service</li> <li>- Orientation</li> <li>- Assistance on Securing On-Campus Accommodation</li> <li>- Student Visa Application</li> <li>- Assistance on Course Registration</li> <li>- Buddy</li> </ul>
Arrival & Orientation Program	
Suggested Date of Arrival	<b>Fall Semester 2019</b> 14 - 19 August 2019 <b>Spring Semester 2020</b> 27 – 31 January 2020
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 before the departure)	
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	<b>Online Transportation (Gojek or Grab):</b> <b>Motorbike</b> IDR 5.000 – IDR 75.000/one way (approximately) <b>Car</b> IDR 15.000 – IDR 150.000/one way (approximately) <b>Taxi</b> IDR 100.000 – IDR 250.000/one way (approximately)  <b>Public Transportation</b> <b>Bus</b> IDR 5.000 – IDR 45.000/one way (approximately)
Emergency Matter (Hospitalization)	Minimum IDR 1.500.000
Personal Expenses	IDR 800.000 – IDR 3.000.000
Accommodation	
On-campus	<b>International Student Dormitory</b> IDR 750.000 – 1.700.000 / month / person <b>Local Student Dormitory</b> IDR 375.000 – 500.000 / month / person <b>Guest House</b> IDR 180.000 – 500.000 / day / room

Off-campus Apartment	<p>Exchange student may opt to rent private apartments off-campus; located within 3 to 5 km radius from ITS, as follow, Educity Apartment, Puncak Kertajaya Apartment, and Cosmopolis Apartment.</p> <p>Fee: 3.200.000 – 8.500.000 / month / room</p>
Visa & Insurance	
Visa	<p>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 Vis (VKSB 211A).</p> <p>Visa application in Indonesia Embassy is required <b>Visa Authorization Letter</b> 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.</p>
Visa extension and conversion fee in Indonesia	<p><b>VKSB 211A</b> IDR 355.000 for 30 days extension</p> <p><b>VITAS 316</b> IDR 1.305.000 for 6 months IDR 2.055.000 for 1 year IDR 3.455.000 for 2 years</p>
Insurance	The student is <b>COMPULSORY</b> to purchase health insurance which covers personal accident, inpatient treatment, repatriation, death and any other additional terms which necessarily while in Indonesia.
Dependents	<p>All incoming students under ITS Inbound Mobility Program are not allowed to bring in your dependent to Indonesia.</p> <p>ITS will only process visa application for student who registered in ITS and not the dependents.</p>
<b>Students from Calling Visa country</b> (Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan)	
Application Deadline	<p><b>Fall Semester 2019</b> 15 February 2019</p> <p><b>Spring Semester 2020</b> 15 August 2020</p>
Administration and Immigration Fee	Plus \$15 for all Administration and Immigration Fee

## Application Submission

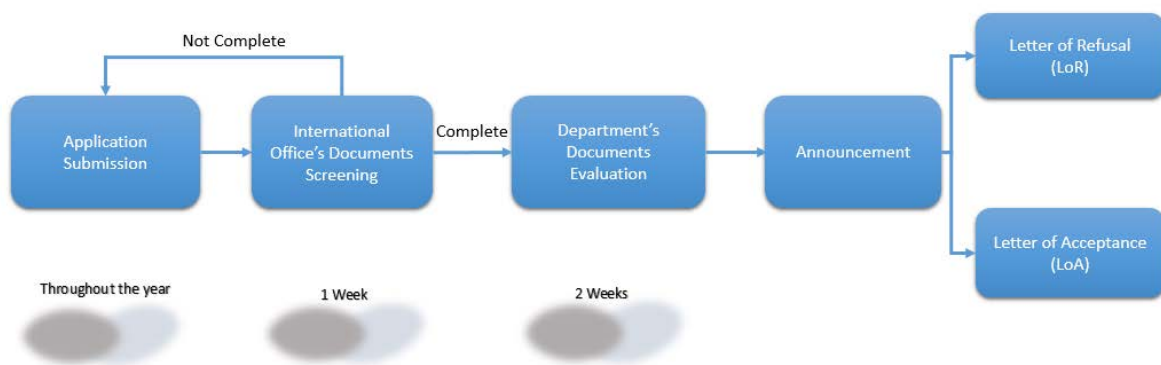
### Exchange and Full Degree Program

#### Flow of Application



### Internship Program

#### Flow of Application



## 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 International Student Application form*	√	√	√
Filled Health Information Form*	√	√	√
Filled Statement Letter for Behavior and Funding Commitment Form*	√	√	√
PhD ITS Supervisor Acceptance	-	-	√
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	√	√
Latter of funding sponsorship	√	√
Recommendation letter (minimum 1 )	√	√
Filled International Student Application Form*	√	√
Filled Health Information Form*	√	√
Filled Statement Letter for Behavior and Funding Commitment Form*	√	√
Exchange Course Form*	√	-
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:



- ✓ Red Background
- ✓ Formal Clothes
- ✓ Face & Body are Facing Forward
- ✓ 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.

### Correct:

#### Scan of Biodata Page



#### Scan of Cover Page



### Incorrect:



#### Explanation:

- a. Using Camera Photo
- b. Asymetric
- c. Cropped
- d. Censorship
- e. Hand

### 3. Health Information Form

Notes:

- Fill every documents completely
- Don't forget to sign
- 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

Example 1:

**OUH**  
**Odense**  
**Universitetshospital**

To whom it may concern

Neurologisk Afdeling N  
 Sdr. Boulevard 29  
 5000 Odense C  
 Denmark  
 Phone +45 6541 1943  
 Fax +45 6541 3389  
 Mail: ode.n@rsyd.dk  
 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.

Marianne J. Kjeldsen, overlæge, Ph.D.  
 Odense Universitetshospital/Svendborg Sygehus  
 Neurologisk Afdeling N  
 J. E. Winsløvs Vej 4, Indgang 17 stuen  
 DK-5000 Odense C

Sincerely yours  
  
 Marianne Juel Kjeldsen, MD, Ph.D.  
 Odense University Hospital  
 5000 Odense C  
 Denmark

## 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 1<sup>st</sup> 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**

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

Physician (Hospital) Dr. SAM SAMANARY PHD M PERH-MUNICIPAL REFERRAL HOSPITAL  
 Telephone Number (855) 12 844-015  
 Address # 132 ST 16-3 SIKREAL VONG NHAU 7 MAKARA PHUCHPENH

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:

Does the student have 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 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 me/the 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 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 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] **4.**  
 Date: 11-July-2018

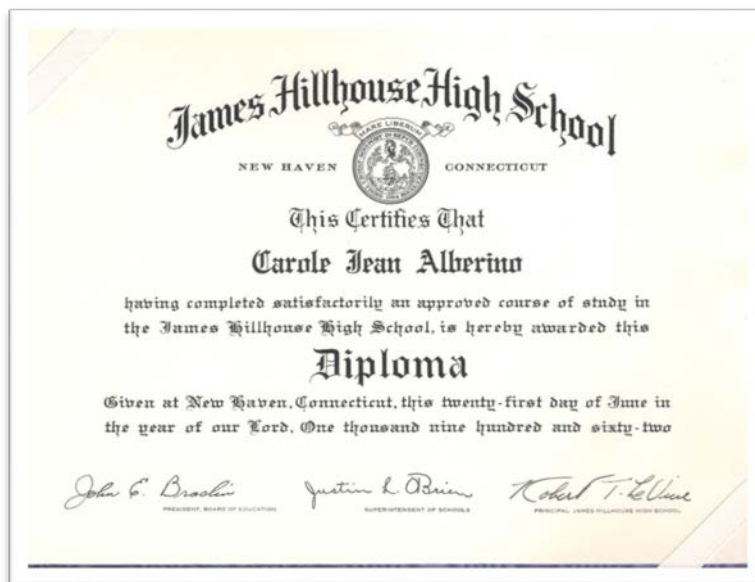
Signature of Parent/Guardian of student: [Signature]  
 Date: 11-July-2018 **5.**



## 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 / RÉLEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance	Page		
Surname / Nom: Dunn, Daniel		Student Number / Numéro matricule: 040586067/992555468 3590-031	Gender / Sexe: M	Date of Birth / Date de naissance: 1987-06-17	1 of 2		
Name of School / Nom de l'école: Private 41777		Number / Numéro: 883590	Date of Entry / Date de l'admission: 2001-09-01				
Date	Course / Matière	Course Title / Titre de la cours	Course Code / Code de cours	Percentage / Pourcentage	Credits / Crédits	Grading / Notation	Notes / Remarques
02/06/09	Instrumental Music - Band		AM110	91	1.00	X	
02/06/09	Introduction To Business		BB110	77	1.00	X	
02/06/09	Geography		CC110	82	1.00	X	
02/06/09	English		ENG1B	75	1.00	X	
02/06/09	Care French		FF110	74	1.00	X	
02/06/10	Bible - New Testament Part 1		BB123	81	0.50	X	
02/06/09	Mathematics		MM110	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	
02/06/10	Instrumental Music - Band		AM120	94	1.00	X	
02/06/10	Canadian History		CH120	85	1.00	X	
03/06/10	Civics		CV120	90	0.50	X	
03/06/10	English		ENG1D	86	1.00	X	
03/06/10	Career Studies		CL120	87	0.50	X	
03/06/10	Mathematics		MM120	90	1.00	X	
03/06/10	Healthy Active Living Education		PE120	89	1.00	X	
03/06/10	Computer and Information Science		CS120	88	1.00	X	
04/06/11	World History to the 16th Century		WH130	86	1.00	X	
04/06/11	English		ENG1E	91	1.00	X	
04/06/11	World Religions: Beliefs and Daily		WR130	91	1.00	X	
04/06/11	Computer and Information Science		CS130	91	1.00	X	
04/06/11	Functions and Relations		FR130	91	1.00	X	
04/06/11	Healthy Active Living Education		PE130	92	1.00	X	
04/06/11	Chemistry		CH130	85	1.00	X	
04/06/11	Physics		PH130	85	1.00	X	
05/06/12	English		ENG1F	88	1.00	X	
05/06/12	Challenge and Change in Society		CC130	94	1.00	X	
05/06/12	Advanced Functions and Calculus		AF130	91	1.00	X	
05/06/12	Geometry and Discrete Mathematics		GD130	89	1.00	X	
05/06/12	Healthy Active Living Education		PE140	93	1.00	X	
05/06/12	Biology		BI140	88	1.00	X	
05/06/12	Chemistry		CH140	80	1.00	X	
05/06/12	Physics		PH140	89	1.00	X	
06/06/09	Bible - Old Testament Part 1		BB133	94	0.50	X	
SUMMARY OF CREDITS / TOTAL DES CRÉDITS							
Community Involvement / Service communautaire		Provincial Secondary School Literacy Test / Test provincial de compétences littéraires		Specialized Program / Programme spécialisé			
<input checked="" type="checkbox"/> Completed / Terminé <input type="checkbox"/> In Progress / En cours		<input checked="" type="checkbox"/> Satisfactorily / Satisfaitement <input type="checkbox"/> Needs Improvement / Besoins d'amélioration		<input type="checkbox"/> Not Applicable / Non applicable <input type="checkbox"/> Not Applicable / Non applicable		Date of Issue / Date de délivrance: May 2010 Signature / 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.Asrana 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 )

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 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.Asrana 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 )

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

## 9. Curriculum Vitae (CV)

Example:



**MILAN CHUDOBA**  
Freelance Graphic Designer

I've been a graphic designer for 8 years, I was 20 when I fell in love with graphic design and this relationship still continues. My first design was a website for friend of mine, I was very satisfied with it and thought how brilliant and modern it was. When I look at it now, I can't believe that my hands made something like this. I've completely changed my style, now I try to make modern, creative, simple and timeless designs.

11.3.1985 (26) SLOVAK BE A BEST DESIGNER SLOVAK (NATIVE), ENGLISH (INTERMEDIATE)

**CONTACT**

+421 907 347 852 chudoba.milan@gmail.com www.kennymax.sk

**EDUCATION**

2000 - 2004 SPŠ IC TVRDOSÍN HIGH SCHOOL ELECTROTECHNICS

2005 - 2008 ŽILINSKÁ UNIVERZITA V ŽILINE

2008 - 2011 ŽILINSKÁ UNIVERZITA V ŽILINE

**WORK EXPERIENCE**

2005 - present kennymax.sk  
Freelance designer  
Istanbul Bosphorus S.A., BPO S.A., Tepalco  
Slovakia S.A., Paga Bosphorus, GABA  
Paga, Tepalco, Daga, Paga University of  
Zilina & many more.

2009 - 2010 MB Entertainment  
Graphic webdesigner  
Orange Slovakia, Orange SK, Orange  
SK, Orange SK, Samsung Slovakia, Slovakia,  
orangeportal.sk

**SKILLS**

3D Studio Max

Adobe Photoshop


Adobe Illustrator

Adobe InDesign

Photography

Creativity

TRAVELLING CHELSEA FC  
WEBDESIGN  
READING PRINTDESIGN  
PHOTOGRAPHY BASKETBALL  
TYPOGRAPHY IDENTITY  
MAC OS FRIENDS  
COLOURS CLEAN ILLUSTRATION



**Tyler Vader**

**Personal information**  
10 Manchester street N21, Madison, WI 53703  
9991 999-9999

**Profile**  
Hardworking business-management graduate with proven leadership, organizational, and product-development skills seeking to apply my abilities to the position of [position] at [company name]

**Experience**

09/2013 - present Associate Sourcing Manager  
Lands' End, Dodgeville

- Manage the product-development process, from concept through introduction to market, ensuring design intention, merchant pricing and assortment strategies are achieved
- Primary interface for design group, merchandising and vendors through all stages in the product-development cycle (concept to customer)
- Responsible for overall costing of each component of the product so as to attain year-on-year increase in gross profit
- Negotiate pricing, quantity and lead-time delivery terms for key product inputs from factories, producers and suppliers
- Verify that data documented within internal software systems is entered accurately and in a timely manner by team members
- Designed reporting format, leveraging multiple database systems, to streamline data used by members of global product team

10/2007 - 01/2013 Rental Office Assistant Manager  
Concours Motors - Milwaukee, WI

- Responsible for logistic management of a multi-site 75+ car rental fleet
- Developed understanding of customer service and relations

**Education**

07/2013 Supply Chain and Operations Management  
University of Wisconsin - Milwaukee

- Study abroad - Australia
- Dean's List

**Achievements**

- Manage category driving over \$40 million annually
- Lead costing negotiations to increase gross margin by 15% on key products
- Excellent reporting and presentation skills
- Highly proficient with MS Excel, MS Access, PLM (product lifecycle management) software
- Completed course work in ERP software implementation

**Interests**

Technology Sciences Literature Film Camping Hiking Tennis Woodworking



**Europass Curriculum Vitae**

**Personal information**

First name(s) / Surname(s) Jasmin Jasarevic

Address Ruzica Stelica 15  
76100 Brcko (Bosnia and Herzegovina)

Telephone(s) +387 65 758 591

Fax(es) +387 49 217 695

E-mail(s) jasarevic@gmail.com

Nationality Bosnian-Herzegovinian

Date of birth 05/12/1976

**Work experience**

Dates 01/11/2008 -

Occupation or position held General manager

Main activities and responsibilities Staff management (7 full time) & budget management for entire project. Establishing contacts with municipalities and other NGO's. Trainings for staff and volunteers. Support students and volunteers. Fundraising. Administrative coordination of USAID funded project Youth building futures in Brcko district BH

Name and address of employer PRONI Center for youth development  
Bosne Srebrenice 16, 76100 Brcko (Bosnia and Herzegovina)

Type of business or sector Non profit - NGO

Dates 01/10/2002 - 31/10/2008

Occupation or position held Youth club manager

Main activities and responsibilities Opening and development of Youth clubs in Brcko District and Bijeljina area. Supervise and support youth workers (9 full time) and volunteers. Establishing contacts with municipalities and other NGO's. Financial management of Youth work budget and volunteers budget. Trainings for staff and volunteers. Support students' 18 & 19 level practical placement in Youth clubs

Name and address of employer PRONI Center for youth development  
Bosne Srebrenice 16, 76100 Brcko (Bosnia and Herzegovina)

Type of business or sector Non profit - NGO

Dates 01/01/2002 - 30/09/2002

Occupation or position held Senior Youth worker

Main activities and responsibilities Supervise students & youth workers practical placements. Organize and run youth work indoor and outdoor activities

Name and address of employer PRONI Center for youth development  
Bosne Srebrenice 16, 76100 Brcko (Bosnia and Herzegovina)

Type of business or sector Non profit - NGO

Dates 01/03/2001 - 31/12/2001

Occupation or position held Mine awareness project coordinator

Main activities and responsibilities Coordinate and support PRONI Mine awareness group to achieve their aims & objectives. Organize Mine awareness presentations. Develop links with other local and international NGO's and GO's. Chair and organize Mine awareness meetings. Creating Mine awareness manual, posters, brochures, and other PR staff. Fundraising

Name and address of employer PRONI Center for youth development  
Bosne Srebrenice 16, 76100 Brcko (Bosnia and Herzegovina)

Type of business or sector Non profit - NGO

Dates 01/01/2000 - 31/12/2001

## 10. Study Plan / Internship Plan

Must contain:

- Minimum 300 words
- Educational background and interest
- Elaborate your educational/research 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.



**UNIVERSITY  
OF APPLIED SCIENCES**

Vlissingen, 21 November 2017

To whom it may concern

This is to confirm that: [redacted], date of birth [redacted], is a bona fide third year student in the Delta Management- programme at HZ University of Applied Sciences, Vlissingen, the Netherlands.

[redacted] has studied the Delta Management-programme in the Netherlands for 2,5 years and has proved to be very successful. The Delta Management-programme is taught in English.

He has a fine personality and is helpful and cooperative, works very hard and with good results.

His current level of English is: C1.

Yours faithfully,



[redacted]  
HZ International Office



### 13. Recommendation Letter from Home University/High School

Example:



**Hanze Hogeschool Groningen**  
University of Applied Sciences

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,

[Signature]

Hanze University Groningen,  
School of Architecture, Built Environment and Civil Engineering  
P.O. Box 3037, 9701 DA Groningen  
Phone: +31 (0)30 - 331 40 00

Hanze University of applied sciences Groningen,  
PO box 3037 Zernikeplein 11  
9701 DA Groningen 9747 AS Groningen

School of Architecture, Built environment & Civil engineering.

Visiting address  
Zernikeplein 11, Groningen  
Telefoon +31 50 5954893  
Fax +31 50 5954999

www.hanze.nl

Date  
9 October 2018



King Mongkut's University of Technology Thonburi

126 Pracha Uthit Rd., Bang Mod, Thung Khru,  
Bangkok 10140, Thailand

Phone: +66 2470 8000  
Fax: +66 2427 9860  
http://www.kmutt.ac.th

Our Ref. MOE.5801/8918

October 10<sup>th</sup>, 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 KMUTT and Institut Teknologi Sepuluh Nopember (ITS), we would like to nominate Mr. [REDACTED] a Bachelor's Degree student from School of Information Technology 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,

[Signature]



Acting Vice President for Internationalisation

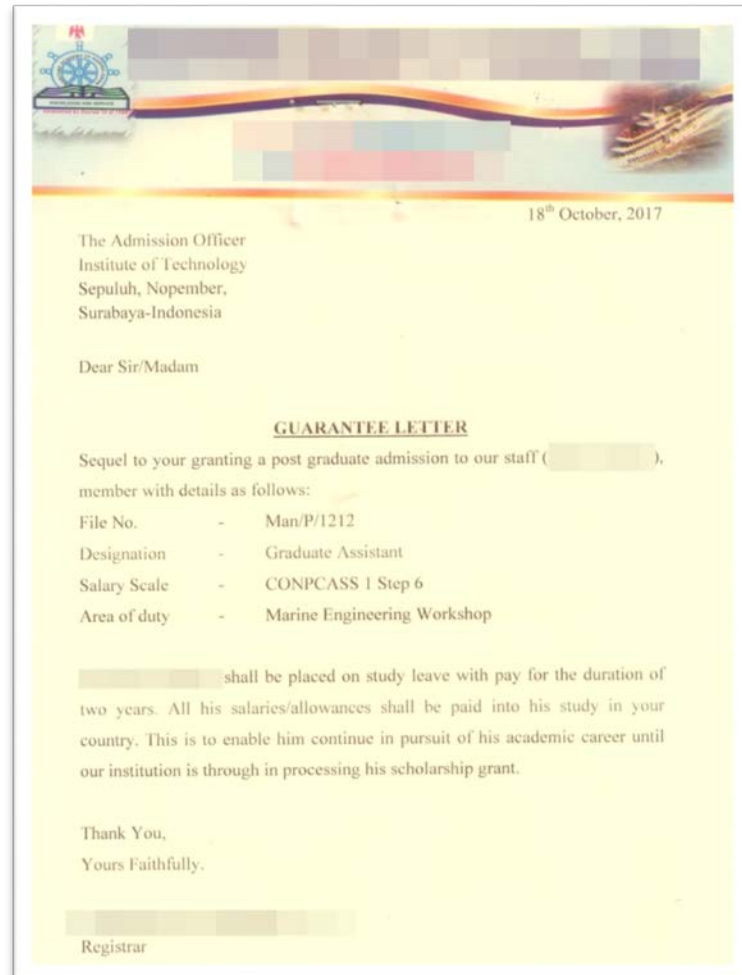


## 14. Letter of Funding Sponsorship

Must Contain:

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

Example:



## 15. 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/>.

## Administration and Immigration Fee

Right after get the Letter of Acceptance (LoA), the student need to pay:

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

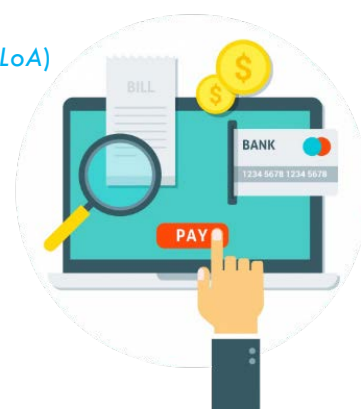
\*) Fee is only applied for administration process of the extension.

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

Payment is paid to the appointed bank account (*will be informed on the LoA*)

Administration and Immigration Fee will be applied to cover :

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

Once the immigration and administration fee has been paid, please send the colored scan of transfer receipt to ITS International Office admission ([intl admission@its.ac.id](mailto:intladmission@its.ac.id)) and keep the original copy with you.

If ITS IO receive **less than** \$ 150 in our bank account, then you need to pay the remaining amount after you arrive in Indonesia. Despite, you have already paid \$ 150 to the Bank, we will just refer to the total amount which successfully transferred to ITS bank account



## Student Self Expense for Visa

Visa Type	Extension	Conversion
VKSB	IDR 355.000 / month	-
VKSB to KITAS	IDR 2.055.000 for 1 year	IDR 2.055.000 for 1 year
	IDR 3.405.000 for 2 year	IDR 3.405.000 for 2 year
VITAS to KITAS	IDR 1.305.000 for 6 months	IDR 1.305.000 for 6 months
	IDR 2.055.000 for 1 year	IDR 2.055.000 for 1 year
	IDR 3.405.000 for 2 year	IDR 3.405.000 for 2 year

Kitas Extension Administration Fee is \$ 30/ year (Full Degree) or / semester (Non Degree) and paid to International Office before the extension process.

## 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, regrettfully 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 – 2 months process.




Issued visa typed correctly


The "Annotation" is ITS / Institut Teknologi Sepuluh Nopember

Visa Number: V6C450150

Period of the visa: 5 MONTH(S)

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

### Why vitas 316 need to be converted to kitas before 30 days of arrival?

VITAS 316 is 30 days single entry visa. VITAS 316 is just a  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.



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

## 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:

**Biodata Page**

and

**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 (Embassy might be charge different fee)	± 55 (convertable to 6 month) ± 105 (convertable to 1 year) ± 180 (convertable to 2 year)	-
At the Airpot	-	-	± 35
Extension Fee	IDR 355.000 x 4 times	-	IDR 355.000
Duration of Extension	2-3 weeks	-	2 weeks
Conversion to KITAS in Indonesia	-	IDR 1.305.000 for 6 months	-
	IDR 2.055.000 for 1 year	IDR 2.055.000 for 1 year	-
	IDR 3.405.000 for 2 year	IDR 3.405.000 for 2 year	-
Duration of Conversion	1.5 – 2 months	2-3 weeks	-

## 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

ANNOUNCEMENT of THE ACCEPTANCE

15 NOVEMBER  
15 MAY



1

2



STUDY PERMIT ARRANGEMENT

1 MONTHS

VISA ARRANGEMENT by ITS IO

5-10 DAYS  
On December



3

4



VISA ARRANGEMENT by STUDENTS

1-18 DAYS

# TELEX VISA ARRANGEMENT by ITS IO

## I. 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.

### Notes:

- Only sponsor who can apply, in this case is ITS
- It will take plus minus 5 days (national holiday and weekend is not include).
- 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).
- We will send the “Immigration Authorization Letter” or TELEX after application is accepted.

### What ITS IO need from the student? Pay Administration and Immigration Fee

- Because, ITS need to pay IDR 100.000 before get the **Immigration Authorization Letter / TELEX**, ITS will not process your Immigration Authorization Letter if you have not sent it.



KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA  
REPUBLIK INDONESIA  
**DIREKTORAT JENDERAL IMIGRASI**  
JL. H.R. RASUNA SAID KAV X-6 NO.8  
JAKARTA SELATAN



#### BUKTI PENGANTAR PEMBAYARAN

KODE BILLING: [REDACTED]



Tanggal Cetak	:	31 JULI 2018	
Nama Pemohon	:	[REDACTED]	
Jenis Permohonan	:	PERSETUJUAN VISA KUNJUNGAN	
Untuk Pembayaran	:	KAWAT PERSETUJUAN VISA KE PERWAKILAN REPUBLIK INDONESIA DI LUAR NEGERI	Rp 100,000.00
TOTAL			Rp 100,000.00

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

A	B	C	D	E	F	G	H	I
NO	Name	City of Indonesia Embassy (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 the your choose VKSB and it needs TELEX.

## 3. Once ITS get "Immigration Authorization Letter" or TELEX, IO will send it to you through email.

Bring this Immigration Authorization Letter along with all of other requirements to the Embassy (you need to check the other requirements on the website of the Embassy).

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



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 PENGUSAHAAN	JENIS KELAMIN & TGL, BLN & THN LAHIR	KEBANGSAAN & NO PASPOR	LAMA TINGGAL & NIORA
1	IMI.2.GR.01.06.03.1876FS.316	Pria	FRA	5 bulan IM2SCAL6775

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  
KUNJUNGAN  
KUSUMARDI, AMD.IM., S.H.  
NIP. 197008032000022001

### Informasi:

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

City of the Embassy you could process

Visa type you could process



## Visa Time Table

NON-TELEX REQUIRED

ANNOUNCEMENT of THE ACCEPTANCE

15 NOVEMBER  
15 MAY



1

2



VISA SPONSORSHIP LETTER

1 WEEK AFTER CONFIRMATION

VISA ARRANGEMENT by STUDENTS

1-18 DAYS



3

## VISA ARRANGEMENT by ITS IO

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 Embassy (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 IO



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](mailto: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 IO 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](mailto:intladmission@its.ac.id)