



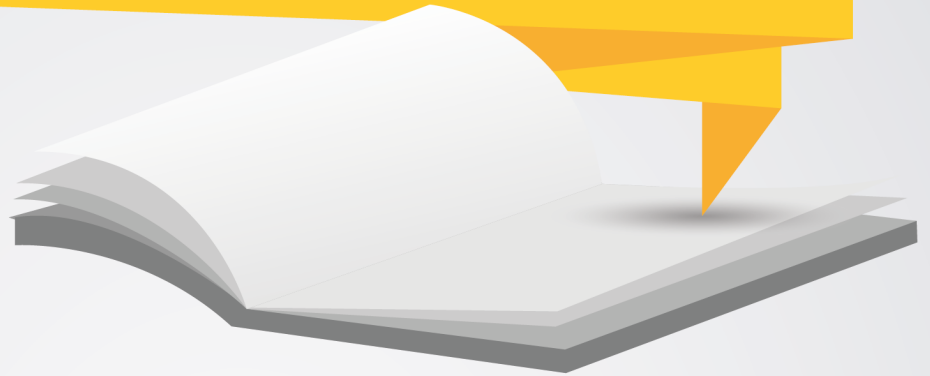
# ITS INTERNATIONAL STUDENTS GUIDE BOOK



# ITS INTERNATIONAL STUDENTS ACTIVITIES



# TABLE OF CONTENT



Welcome from the Rector	1
Faculties	2
Academic Information	2
Admission	3
Tuition Fees	5
Starting your Study	6
Student Associations	7
Facilities	8
Important Places around ITS	13
Living in Surabaya	15
Currency	20
Money Changer	21
Immigration and City Government Rules	22
Arrival Checklist	27
Extension Procedure	28
Dos and Don'ts	29
Daily Conversation	30
Leaving Indonesia	31

# WELCOME FROM THE RECTOR

Dear International Students,

Welcome to Institut Teknologi Sepuluh Nopember (ITS) Surabaya

ITS is one of the leading institutions in Indonesia and rich in history. Tracing back to 1960, the institution was built on November 10<sup>th</sup>, the same date when Surabaya people diminished colonialism and acquired freedom. Being one of the top institutions in Eastern part of Indonesia, ITS has more than 17.000 students in various fields of study. These excellent students are under the care of 965 competent academic staffs with 110 professors, a number which we expect to rise in the following years.

Our students and staffs pride themselves of their high academic performances as well as the quality of student development and the achievements in various fields. In September 2013, ITS was awarded as the national champion in Pekan Ilmiah Nasional (PIMNAS), a national scientific competition followed by students from all universities in Indonesia. The championship, based on a year-round performance evaluation, marks a significant achievement of ITS's performance in education, innovation, and creativity.

We are a growing institution with many targets, including international recognition. In doing so, not only we are improving the quality of education, we are also improving our environment and infrastructures. All ITS's study programs are nationally accredited. We are currently opening up towards more international programs, holding partnerships with more than 240 universities across the globe. International classes are held in several major departments, and English-speaking workshops and activities have been becoming regularity, coordinated by ITS International Office.

Improvement for environment and infrastructures are being done under our "Eco Campus" programs. Eco Campus is our drive towards achieving more sustainable and environmental-friendly facilities and behavior around the campus. We are targeting towards more bikes, trees, and better biodiversity around the campus. Our classrooms are being managed with our "Smart Class" system to conserve energy.

In the long run, we are also gearing towards to the ASEAN Community 2015. We hope that our efforts will carry us through to become one of the best international institutions in the years to come.

We invite you all to accomplish this vision with us.

Sincerely,  
Rector of ITS



# FACULTIES\*

Department of Mechanical Engineering  
Department of Electrical Engineering  
Department of Chemical Engineering  
Department of Engineering Physics  
Department of Industrial Engineering  
Department of Material and Metallurgical Engineering  
Department of Multimedia and Networking Engineering  
Department of Business Management

Faculty of  
Mathematics  
and Natural  
Sciences

Faculty of  
Industrial  
Technology

Faculty of  
Civil Engineering  
and Planning

Department of Naval Architecture  
Department of Marine Engineering  
Department of Ocean Engineering  
Department of Sea Transportation  
ITS-Wismar Double Degree Program

Faculty of  
Marine  
Technology

Faculty of  
Information  
Technology

Department of Physics  
Department of Mathematics  
Department of Statistics  
Department of Chemistry  
Department of Biology

Department of Civil Engineering  
Department of Architecture  
Department of Environmental Engineering  
Department of Industrial Design  
Department of Regional and Urban Planning  
Department of Geomatics  
Department of Geophysics  
Department of Interior Design

Department of Informatics Engineering  
Department of Information System

\*Details can be checked at our website  
[www.its.ac.id](http://www.its.ac.id) or [www.international.its.ac.id](http://www.international.its.ac.id)  
or contact [international@its.ac.id](mailto:international@its.ac.id) for more information.

## ACADEMIC INFORMATION

The academic year is divided into two semesters. The first semester runs from late August to mid January, while the second semester starts from February to the mid July. Each semester has 18 weeks, including evaluations/examinations.

ITS offers various degree and non-degree programs organized by the departments within the institute.

Degree programs are:

- Undergraduate/Bachelor (S1)
- Master (S2)
- Doctoral (S3)
- Vocational Three-Year Diploma (D3)

Non-degree programs are:

- Exchange (for 1 or 2 semesters)
- Sandwich (1 - 6 months)
- Lab or Industrial Internship (1 - 3 months)
- Short courses or summer programs (1 - 4 weeks)

While all degree programs offers in Indonesian language, some departments offer full degree programs or some selected courses in English. International students can register to either Indonesian or English program. The admission requirements for each program are described in the next section. Interested applicants with no sufficient language score/proficiency (either in English or Indonesian) can still apply for a conditional offer. ITS provides English and Indonesian courses to improve candidates' language proficiency.

# ADMISSION DEGREE PROGRAMS

Application letter must be sent to ITS International Office ([international@its.ac.id](mailto:international@its.ac.id)) with complete supporting documents as listed below. If necessary, the ITS selection committee will undertake an interview session through phone or internet (skype).

## UNDERGRADUATE/BACHELOR (S1)

1. A copy of high school certificate of equivalent; certified by the government official from the applicant's country of origin.  
If the applicant has no high school certificate but a certificate equivalent to the high school certificate, the copy of the certificate must be accompanied by a guarantee letter signed by the government official from the applicant's country of origin.
2. A copy of academic transcript from high school of equivalent; certified by the government official from the applicant's country of origin.
3. If applying to an English program, the applicant has to submit a copy of valid TOEFL/IELTS certificate with score  $\geq 477$  (not more than 2 years). For applicants from an English learning high school, a statement letter from the high school principle is needed.  
If applying to an Indonesian program, the applicant has to attend and pass an internal Indonesian language tests (written and oral) organized by ITS.
4. A copy of valid health certificate.
5. A copy of valid applicant's identity card (i.e. passport, citizenship ID card, student card).
6. Two recent 4x6 cm color photographs.
7. A filled international students application form that can be download from:  
[www.international.its.ac.id/admission](http://www.international.its.ac.id/admission)

## MASTER (S2)

1. A copy of bachelor degree certificate from a regionally accredited institution; certified by the government official from the applicant's country of origin.  
Degrees from non-accredited institutions will be evaluated on an individual basis.
2. A copy of every official transcript from the college or university where the applicant has taken previous courses; certified by the government official from the applicant's country of origin.
3. If applying to an English program, the applicant has to submit a copy of valid TOEFL/IELTS certificate with score  $\geq 477$  (not more than 2 years). For applicants from an English learning high school, a statement letter from the high school principle is needed.  
If applying to an Indonesian program, the applicant has to attend and pass an internal Indonesian language tests (written and oral) organized by ITS.
4. A motivation letter maximum of 300 words detailing the applicant's interest to study at ITS.
5. A copy of valid health certificate.
6. A copy of valid applicant's identity card (i.e. passport, citizenship ID card, student card).
7. Two recent 4x6 cm color photographs.
8. A filled international students application form that can be download from:  
[www.international.its.ac.id/admission](http://www.international.its.ac.id/admission)

1. A copy of bachelor and master degree certificates from regionally accredited institutions; certified by the government official from the applicant's country of origin.  
Degrees from non-accredited institutions will be evaluated on an individual basis.
2. A copy of every official transcript from the college or university where the applicant has taken previous courses; certified by the government official from the applicant's country of origin.
3. If applying to an English program, the applicant has to submit a copy of valid TOEFL/IELTS certificate with score  $\geq 500$  (not more than 2 years). For applicants from an English learning high school, a statement letter from the high school principle is needed.  
If applying to an Indonesian program, the applicant has to attend and pass an internal Indonesian language tests (written and oral) organized by ITS.
4. A motivation letter maximum of 300 words detailing the applicant's interest to study at ITS.
5. A recommendation letter from former supervisor.
6. A recommendation letter from prospective advisor/supervisor at ITS.
7. A copy of valid health certificate.
8. A copy of valid applicant's identity card (i.e. passport, citizenship ID card, student card).
9. Two recent 4x6 cm color photographs.
10. A filled international students application form that can be download from:  
[www.international.its.ac.id/admission](http://www.international.its.ac.id/admission)

## ADMISSION NON DEGREE PROGRAMS

### EXCHANGE

1. A copy of latest academic transcript from the applicant's university.
2. A copy of valid TOEFL/IELTS certificate with score  $\geq 477$  (not more than 2 years).  
For applicants from an English learning program, a statement letter from the program head/coordinator is needed.
3. A copy of valid health certificate.
4. A copy of valid applicant's identity card (i.e. passport, citizenship ID card, student card).
5. Two recent 4x6 cm color photographs.
6. A filled international students application form that can be download from:  
[www.international.its.ac.id/admission](http://www.international.its.ac.id/admission)
7. A recommendation letter from home university for applicants from ITS's partner universities with reciprocal agreement.

### SANDWICH, LAB OR INDUSTRIAL INTERNSHIP

1. An acceptance/approval letter from prospective professor/department.
2. A copy of valid applicant's identity card (i.e. passport, citizenship ID card, student card).
3. Two recent 4x6 cm color photographs.
4. A program plan outlining your schedule during the sandwich, lab or industrial internship program.
5. A recommendation letter from home university for applicants from ITS's partner universities with reciprocal agreement.

## ADMISSION NON DEGREE PROGRAMS



### SHORT COURSES OR SUMMER PROGRAMS

Annually ITS International Office offers two short courses called Community and Technological (CommTECH) Camp, the first in February named CommTECH Insight and the second in August named CommTECH Highlight. Both programs offer fascinating programs for international partners to learn ITS's expertise and involvement in the society. The programs will include Indonesian language course, learning traditional music and dances, making your own batik, and for sure, tasting delicious Indonesian foods. As always, visiting Surabaya community and main tourist destinations will definitely become an inseparable part of the programs.

Overseas students, academics, and professionals with any academic background without specific technical/practical skills can join the programs. Applicants have to fill in a registration form provided at [www.international.its.ac.id/commtech](http://www.international.its.ac.id/commtech) including a short motivation statement. The application must be sent to ITS International Office ([international@its.ac.id](mailto:international@its.ac.id)) within the registration period specified for the programs. ITS provides full and partial scholarships from participants from different institutions. Detailed information can be viewed at [www.international.its.ac.id](http://www.international.its.ac.id) and [www.facebook.com/groups/CommTECHITS](https://www.facebook.com/groups/CommTECHITS)

## TUITION FEES

### Degree programs (per semester)

- Undergraduate/Bachelor (S1) IDR 10 millions
- Master (S2) IDR 15 millions
- Doctoral (S3) IDR 18 millions
- Vocational Three-Year Diploma (D3) IDR 10 millions

### Non-degree programs

- Exchange, Sandwich, and Lab or Industrial Internship
  - o Free tuition fees for students from ITS's partner universities with reciprocal agreement.
  - o 50% tuition fees for students from ITS's partner universities with MoU but without reciprocal agreement.
  - o Full tuition fees for students from non ITS's partner universities (private students).

Please contact your International Office or ITS International Office to get further information.

- Short courses or summer programs  
USD 1,600,- per participant.  
The fee will cover airport pick-up & drop-off, accommodation and all scheduled meals for course duration (10 days), local transport, course materials, workshop tools & materials, T-shirt & backpack.





1. Send your application to ITS International Office for processing. It may take around 4 weeks to complete the evaluation processes. Doctoral applications may take longer.
2. Letter of acceptance/rejection will be issued based on the evaluation result and send to you by ITS International Office.
3. Confirm your acceptance by email to ITS International Office.
4. A visa invitation letter to arrange the VKSB\* and other details including airport pick-up reservation and accommodation booking will be sent by ITS International Office.
5. Prepare for your departure and send your flight details to ITS International Office.
6. Upon your arrival, visit ITS International Office and bring your passport and photographs.
7. A statement letter will be issued by ITS International Office in regard to your tuition fees (whether you are a scholarship student or you have to pay the tuition fee).
8. A student buddy will be allocated by ITS International Office to assist you.
9. Pay your tuition fees (for non-scholarship students).
10. Register for your student ID.
11. Collect your student card and ITS medical center card.
12. Visit your department and meet the head of the Department/your professor.
13. An academic advisor will be allocated by the Department.
14. Meet your academic advisor to select the courses.
15. Enroll to the selected courses by login into your account at INTEGRA ([www.integra.its.ac.id](http://www.integra.its.ac.id))
16. Check your account at INTEGRA regularly to see your course timetable and other academic information.
17. Attend the welcome and academic orientation session held by ITS International Office.
18. Attend various activities arranged by ITS International Office including campus tour, city tours, fun sport, workshops, and trips.
19. Ensure that you inform ITS International Office your valid address, email, and mobile number.
20. Adhere to all immigration rules during your study.

\*See the Immigration section

# STUDENT ASSOCIATIONS

ITS Student Associations work hard to ensure that you have an enjoyable university experiences through extra-curricular activities. You can join one even more student associations to have Indonesian friends and general support. Here are many student associations at campus you can choose from:

## Student Representatives:

- Executive Student Board (BEM ITS)
- University - Level - Student Representative (DPM ITS)
- Department - Level - Student Associations (HMJ)

## Hobby and Skills related Activities:

- SIKLUS (Hiking, Mount - Climbing, and Environmental - Concern Group)
- ITS Student Choir  
ITS Student Choir has won many international prized including 2 gold medals in 2010 Busan Choral Festival and Competition in South Korea and the 3rd Prize in "Institucio Pulg-Porret" at 2013 International Festival de Musica de Cantoniros in Spain.
- ITS Scout
- ITS Maritime Challenge
- ITS Robotic Team
- "Dr Angka" Student Co-operation
- Entrepreneurship and Technology (WE&T-ITS)
- Photography and Cinematography

## Sport Activities:

- Martial Arts: Pencak Silat, Jiu Jitsu, Karate, Taekwondo, etc
- Basketball, Futsal, Diving, Rowing, etc

## Cultural Activities:

- "Tiyang Alit" Theatre
- Traditional Dance and Karawitan (Javanese Traditional Music)
- Cinta Rebana (Islamic Traditional Music)

## Religion Activities\*:

- JMMI (Islamic Student Association)
- TPKK (Christian Student Association)
- TPKKa (Catholic Student Association)
- TPKH (Hinduism Student Association)

\*Please contact ITS International Office to get the contact person of each association



ITS Student Choir



ITS Maritime Challenge



ITS Robotic Team



ITS Basketball Team



"Tiyang Alit" Theatre

# GENERAL FACILITIES

## RECTORATE BUILDING

Rectorate is the office of the rector, vice rectors, and deans.

## LIBRARY

ITS library offers a full range of library services, discussion rooms, as well as a canteen.

## ITS CENTER FOR LANGUAGES AND CULTURES (CLC)

While studying at ITS you can also learn Indonesian language and cultures as well as other languages, such as English, French, Mandarin, Japanese, etc. CLC is open for public and has Self-Access-Room (SAR) and Conversation Classes with very affordable contribution fees.

## SPORT FACILITIES

ITS provides every possibility to ensure healthy and active lifestyle to its students. There are basketball courts, outdoor futsal courts, football stadium, tennis courts, and badminton courts. There are also some sports facilities at each department. Students can use those facilities by following certain booking rules. Please visit the sport facilities office for details.



## BANKS

There are several banks available in the campus, i.e. BNI, Mandiri, BRI, and BTN. Each bank provides on-campus ATMs and operates 5 days a week, from Monday to Friday, 8am to 4pm. International students may choose to open an account at one of those banks.

## PARKS

There are several small parks created in campus to enhance the eco-campus atmosphere. Several parks are equipped with gazebos to sit, relax, and study. There is also a reflexology park in which you can test your fit.

## URBAN FARMING

As part of ITS's commitment toward eco-campus, ITS create and manage on-campus-urban farming. Organics vegetables are grown in this area and sold to public weekly.

## GRAHA SEPULUH NOPEMBER

Graha Sepuluh Nopember, also known as Graha ITS, is the place where the graduation ceremony and many other big events, such as ITS Expo and national general lectures, are held. It is also can be rented by public to have events and parties.



# STUDENT FACILITIES

## ITS INTERNATIONAL OFFICE

International office is the gateway for ITS international students and partners. It is located at the 2<sup>nd</sup> floor of the Rectorate Building.



## ITS DORMITORY

ITS dormitory provides a place to stay for about 800 ITS students including international students. ITS will expand the dormitory to accommodate more students with better facilities in the near future.



## ITS MEDICAL CENTER

While you are away from home and not feeling well, you can visit ITS Medical Center, which is close to ITS dormitory. The basic services are free of charge for ITS international students by showing the student ID card. Check service hours of the medical center to anticipate the necessity.



## CANTEENS

It is easy to find food at ITS. Beside the main canteen, closed to BNI, there are also canteens available at library, BAAK and at each department.



## STUDENT COMMUNITY CENTER (SCC)

SCC is a place for students' activities, such as karate, taekwondo, dances, TV on campus, etc. There is also a Post Office at the ground floor.



# NATIONAL RESEARCH CENTERS

## ROBOTICS BUILDING

This is the national laboratory where professors and students conduct research on robotics and energy. Many robotics related occasions are held in this building, such as national robotics competitions and exhibitions.



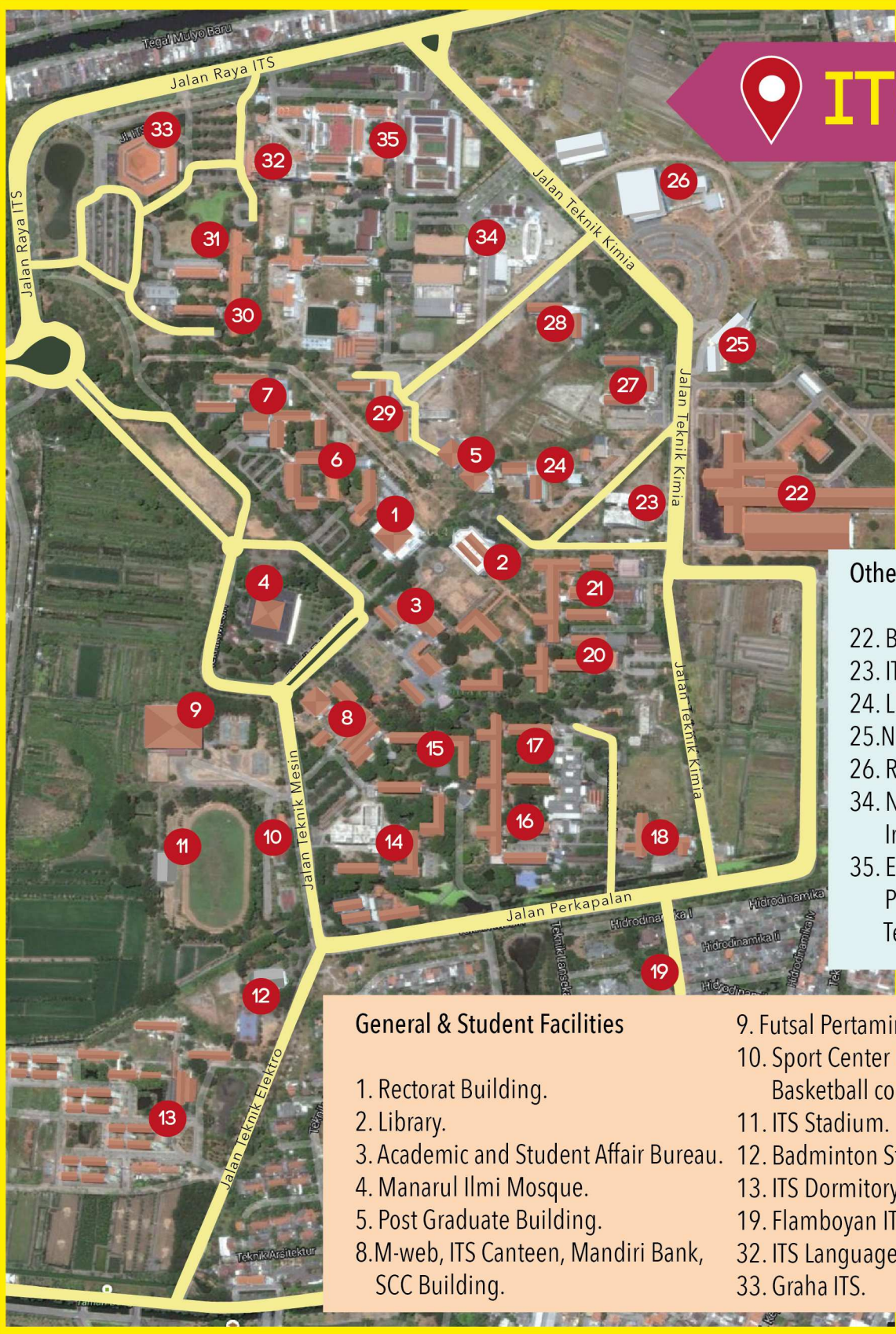
## NATIONAL SHIP DESIGN AND ENGINEERING CENTER (NASDEC)

NasDEC is established for research and development of innovative ships building.





# ITS MAP



### Others

- 22. BPPT Building.
- 23. ITS Research Center.
- 24. LPPM Building.
- 25. Nasdec.
- 26. Robotics Centre.
- 34. Naval Polytechnic Institute of Surabaya.
- 35. Electronics Engineering Polytechnic Institute of Technology.

### General & Student Facilities

- 1. Rectorat Building.
- 2. Library.
- 3. Academic and Student Affair Bureau.
- 4. Manarul Ilmi Mosque.
- 5. Post Graduate Building.
- 8. M-web, ITS Canteen, Mandiri Bank, SCC Building.
- 9. Futsal Pertamina Stadium.
- 10. Sport Center Office, Basketball court.
- 11. ITS Stadium.
- 12. Badminton Stadium, Futsal Court.
- 13. ITS Dormitory.
- 19. Flamboyan ITS Guest House.
- 32. ITS Language Center.
- 33. Graha ITS.

### Departments

- 6. Civil Engineering, Architecture.
- 7. Environmental Engineering.
- 14. FMIPA Tower, Biology, Statistics, Mathematics, Physics.
- 15. Chemistry.
- 16. Mechanical Engineering, Electrical Engineering.
- 17. Physics Engineering.
- 18. Material & Metallurgy Eng.
- 20. Chemistry Engineering.
- 21. Ocean Eng., Naval Arch., Manire Eng., Marine Transportation Eng.
- 27. Informatics Engineering.
- 28. Industrial Product Design, Interior Design.
- 29. Urban & Regional Planning, Geomatics, Geophysic.
- 30. Diploma of Mechanical Eng., Electrical Eng., Chemistry Eng.
- 31. Industrial Engineering, Informatics System.

# IMPORTANT PLACES AROUND ITS



Sakinah Supermarket



East Coast Center



Galaxy Mall



Sukolilo Police Station

## MARKETS AND SHOPS

There is a traditional market called "Pasar Keputih" closed to ITS to buy raw foods like vegetables, chicken, meat, fishes, etc. There are also supermarkets around ITS, namely Sakinah (Keputih), Giant (Keputih and Mulyosari), Hypermart (Pakuwon City/East Coast Centre), and Superindo (Mulyosari). In addition to those supermarkets, there are a lot of small shops around campus, such as Indomaret, Alfamart, etc.

## MALLS

Being the second largest city in Indonesia, Surabaya is abundant with malls and shopping centers. The two closest malls are East Coast Center (Pakuwon City) and Galaxy Mall (Kertajaya).

## PLACES OF WORSHIP\*

If you want to pray or worship, you can go to Masjid/Mosque (for Moslem), Gereja/Church (for Christians and Catholic), Pura (for Hindu), and Klenteng/Vihara (for Buddhism).

For Moslems, there are many mosques around ITS, such as Manarul Mosque (in front of ITS Rectorate), Mosque of Keputih, Mosque of Gebang, and Mosque of Mulyosari.

For Christian, there are many churches around campus with Indonesian services, such as GKI Manyar, Mawar Sharon Mulyosari, GSJA Mulyosari, etc. However, the closest church with English services is International Christian Assembly (ICA) at the top floor of Galaxy Mall. The services are Sunday 8:00 am, 9:15 am and 11:00 am.

For Catholic, the closest Catholic church with English mass is St. Hendrikus at Arief Rahman Hakim street. It has English mass every 4<sup>th</sup> Sunday.

For Hindu, the closest pura is Pura Agung Segara (Kenjeran).

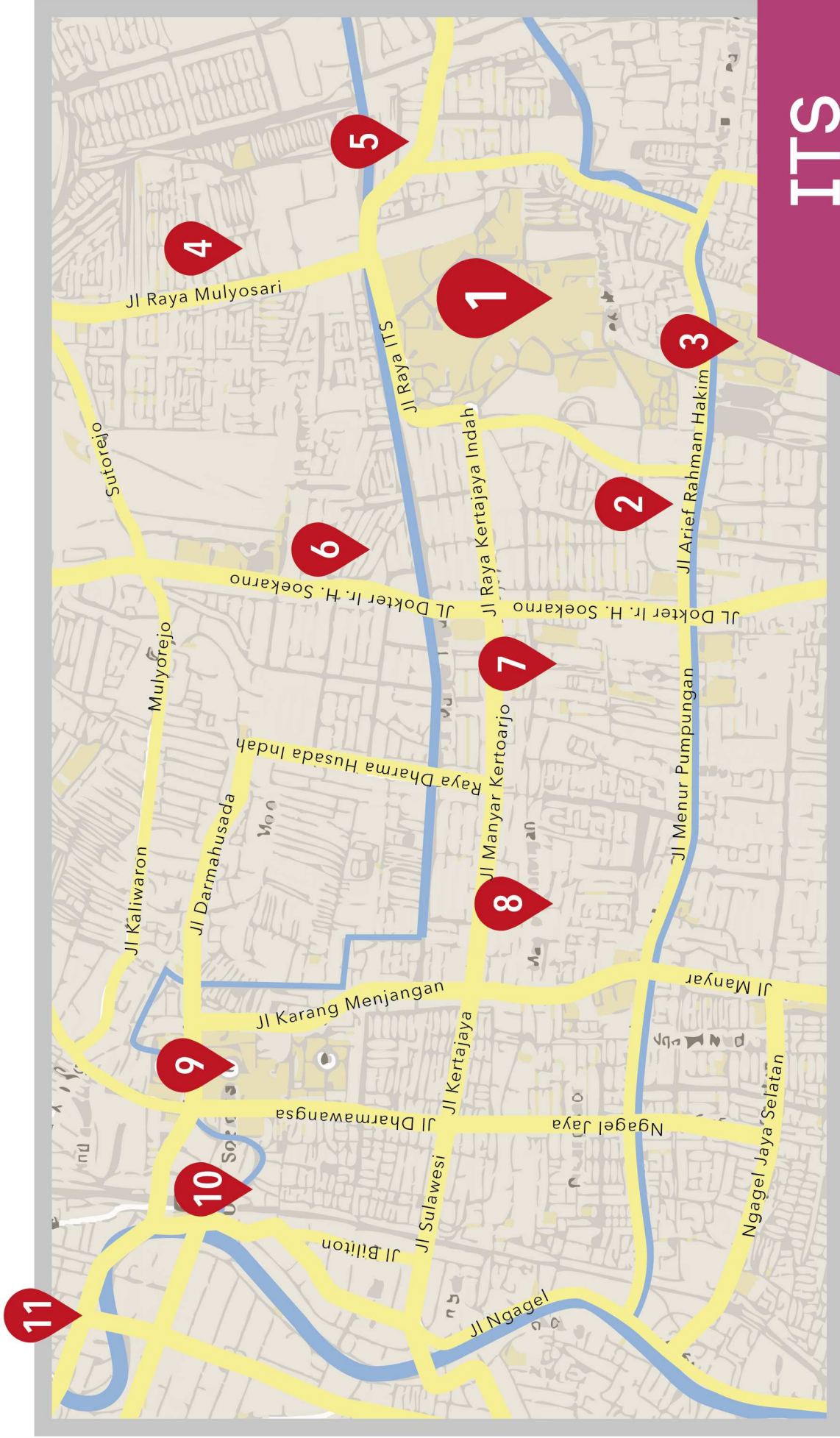
For Buddhism, the closest vihara is Klenteng Sangar Agung (Kenjeran).

\* Please contact ITS International Office to get assistance to visit the places of worship you want

## POLICE STATION

The nearest police station to ITS is Sukolilo Police sector, located at Manyar Kertoadi I/70 Sukolilo Surabaya, phone number +62 31 5947887.





# ITS LOCATION

- |    |                     |     |                      |
|----|---------------------|-----|----------------------|
| 1. | ITS                 | 7.  | Haji Hospital        |
| 2. | Giant               | 8.  | Gramedia Bookstore   |
| 3. | Sakinah             | 9.  | Dr. Soetomo Hospital |
| 4. | Superindo Mulyosari | 10. | Gubeng Train Station |
| 5. | Mall Pakuwon        | 11. | Surabaya City Hall   |
| 6. | Galaxy Mall         |     |                      |

# LEGEND

# LIVING IN SURABAYA



## ACCOMMODATION

During your study at ITS, you may stay at ITS dormitory or stay in a boarding house/lodging house, a homestay, or an apartment. Commonly, students rent a room in the area of ITS staff housing (Perum ITS), Keputih, Gebang, Bumi Marina, and Mulyosari. The monthly rate ranges from IDR 300.000 to 1.500.000 depending on the facilities provided. There are also three apartments around ITS, i.e. East Coast Apartment, Cosmopolis and Puncak Kertajaya at Arif Rafman Hakim, and Dian Regency (DR) at Sukolilo Kasih Keputih.

## Motorcycle

Transportation which is commonly used in Surabaya is motorcycle, car, taxi, becak, bicycle, and public transportation. ITS students mostly use motorcycle. You can rent a motorcycle at the cost of approximately IDR 50.000 per day or approximately IDR 900.000 per month. You also can buy a new motor cycle at around IDR 15 millions, or a second hand at around IDR 4-10 millions depend on the condition. Please make sure that you have a driving license before you ride a motor cycle. International driving license is acceptable.

## Car

Car is another transportation mode you can choose but it is costly to buy. You can rent a family car with 8 seats for a 12 hours trip at about IDR 500.000 including petrol and driver.

## LOCAL TRANSPORTATION



## Taxi

If you order a taxi by phone, the minimum charge is IDR 20.000. Blue Bird Taxi is the most recommended taxi for international students due to the safety and comfort.



Below are some contact numbers of recommended taxies in Surabaya:

### Blue Bird Taxi

- +62 31 3721234
- +62 31 7527280

### Silver Taxi

- +62 31 5311777

### O-Renz Taxi

- +62 31 8799999
- +62 31 8711818

### Citra Taxi

- +62 31 5926786
- +62 31 5926790

### **Becak (pedicap)**

Becak is commonly used for short distance, for example from Keputih to campus or from campus to Galaxy Mall. The minimum charge for using becak is IDR 5.000.

### **Bicycle**

As part of ITS eco-campus initiative, ITS provides bicycle for in-campus-use only. International students can register at ITS International Office or Eco-Campus Office to get a card to rent a bicycle. The bicycle must be parked and returned at designated parking areas.

### **Public transportation**

The cheapest public transportation in Surabaya is minivan called Angkot/Bemo. The fare for a single trip is IDR 4.000. Different routes, called Lyn, are labeled by a letter, for example Lyn Wk is a route from ITS to Osowilangun Terminal, Lyn O is a route from ITS to Jembatan Merah Plaza, Lyn S is a route from Bratang Terminal to Kenjeran Terminal, etc. For more information about routes of public transportation in Surabaya you can access this site

<http://maskomuter.files.wordpress.com/2011/04/angkutan-kota-surabaya1.pdf>.

Please note that there is no exact schedule of public transportation in Surabaya. So prepare more time if you want to travel from one place to another using Angkot/Bemo.

## LONG-DISTANCE TRANSPORTATION



If you want to travel out of Surabaya or East Java, you have several options as follows:

### **Rent a car**

As explained in the previous sub-section, you can rent a car at about IDR 500.000 for 12 hours. Longer duration can be negotiated with the car rental or car owner.

### **Ride a train**

Travelling from Surabaya to other cities in Java is also possible by train. You can check the schedule and purchase the business class and executive class tickets through the railway website at [www.kereta-api.co.id](http://www.kereta-api.co.id). For economic tickets, you can purchase the ticket at the railway station and Indomaret mini. The railway stations at Surabaya are:

- Semut Railway Station (Surabaya Central Station, phone +62 31 3521465)
- Gubeng Railway Station (phone +62 31 5033115)
- Pasar Turi Railway Station (phone +62 31 5328680)
- Wonokromo Railway Station (phone +62 31 8410649)

### **Take a bus**

Surabaya main terminal that provides inner city routes and inter/cross-cities buses is Purabaya Terminal or commonly called Bungurasih Terminal. It is located at Bungurasih Sidoarjo and managed by the Department of Transportation (Dishub) Surabaya. Route information and passing bus terminals can be accessed at this website

[www.transsurabaya.com/2010/01/terminal-purabaya-bungurasih](http://www.transsurabaya.com/2010/01/terminal-purabaya-bungurasih).



### Take a flight

Travelling by air is the quickest way to visit other cities in Indonesia. If you want to travel by flight, you should go to Juanda International Airport which is located at Sidoarjo, a city nearby Surabaya. You can find flight information by phone at +62 31 2986200, 2986300, 8667506, 8678745 or at this website: <http://www.juanda-airport.com/>

If you take flight, you have to pay an airport service tax. Domestic tax is IDR 75.000 per passenger and international tax is IDR 200.000 per passenger. There are two terminals at Juanda International Airport connected by a free shuttle bus, i.e. Terminal 1 (T1) for domestic flights and Terminal 2 (T2) for international flights. Several public transportations are available from Juanda International Airport including:

#### Damri Bus

##### 1<sup>st</sup> route

Juanda Airport – Bungurasih  
Bus Terminal Station  
(from 7am to 10pm)

##### 2<sup>nd</sup> route @T1

Juanda Airport – Perak Port  
(from 6am – 12am)

#### Official Airport Taxi

Two taxi services available at the airport are Prima taxi (sedan type) and Pelangi taxi (van type). They are available 24 hours with a determined cost at paid at the counter inside the airport lounge. Estimated cost from the airport to ITS is about IDR 135.000.

#### Car Rental

You also can rent a car at the airport. The cost is usually not fixed and negotiable. Most of car rental are van type car (Avanza, Xenia, etc). There are branded car rentals and private ones. Some branded car rentals are KAHA (+62 31 3536000) and Golden Bird Limousine/ Car Rental (+62 31 5326403, 532606, 5311234).

You can make a reservation at their counters in the airport.

To assist you arrange long distance trips, you may use the services of a travel agent. There are many travel agents in Surabaya. The travel agents usually provide various alternatives, such as renting car with or without driver, arranging your flight tickets combined with train or other transportation modes, even selecting and booking a hotel for you. Information on travel can be found at this website:

<http://telpon.info/travel/surabaya>.

## FOOD STALLS AND RESTAURANTS



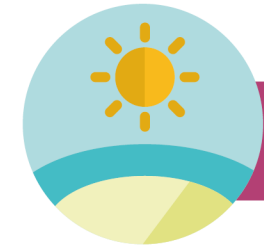
If you want to try something different, you can have a culinary adventure by visiting food stalls around ITS such as the ones at ITS staff housing, Gebang and Keputih. The price of food varies between IDR 3.000 to IDR 20.000. At places further from campus like Mulyosari, the price ranges between IDR 8.000 to IDR 30.000. Besides Indonesian food, there are various international branded restaurants that offer international food, such as KFC, McDonald, and Steak at Mulyosari; A & W, Noodles Wok, and Starbucks at Pakuwon City; KFC, Wenny's, Hoka-Hoka Bento, J.Co, Starbucks, Coffee Bean, and many more at Galaxy Mall.

## ELECTRICITY

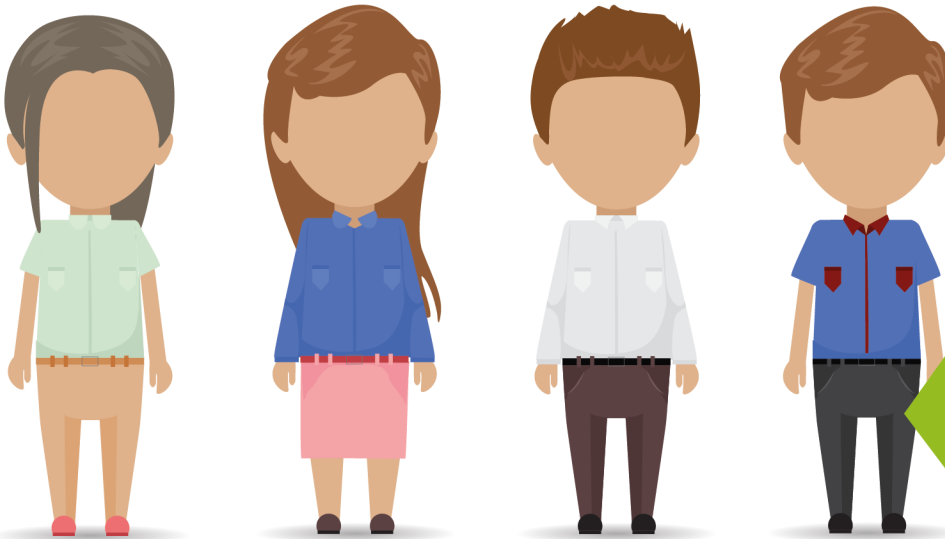
Electrical voltage for housing in Indonesia is 220 Volt with C type power plug. You can buy a power plug converter from Ace Hardware at Galaxy Mall, Hartono Electronics at Ir. H. Soekarno Street, and several electronics shops at Mulyosari.



## WEATHER



As Surabaya is located in North-East Coast of East Java and has offshore landscape, the temperature and humidity of Surabaya is higher than other regions in Java. The lowest temperature occurs in August, around 22,5°C, and the highest temperature occurs in October, around 33,4°C. The average temperature is about 27,8°C. As a tropical country, Indonesia has two seasons, dry and rainy seasons. Dry season normally happens from May to October, while rainy season from November to April. Heavy rain usually occurs between December and January. The speed of wind is normally ranges between 3 to 20 knots and relatively constant throughout the year. Average annual rainfall ranges from 1,751 mm, and the highest rainfall is around 327 mm per month, which usually occurs in January.



## CLOTHING

Although Surabaya is a hot city, people of Surabaya are accustomed to wear modest and sleeve clothes. Dress codes of ITS students, including international students, to attend classes, to meet with lecturers, and to visit ITS International Office or other units/depts. are collar and sleeve shirt/T-shirt, long trousers, or over-knee dress for female students. You may be prohibited to attend classes or attended office/unit due to wearing improper clothes.

## HEALTH MATTER

You can visit Medical Center ITS and get medical treatment for free by showing your student ID card (KTM). For more serious cases, there are specialists practicing around the city. ITS is closed to one of the major hospitals i.e. Haji Hospital Surabaya. Other major hospitals are Siloam Hospital, Dr. Soetomo Hospital, Graha Amerta Hospital, International Hospital, and Husada Utama Hospital. The hospital consultation costs or the doctor's surgery costs depend on the case and level of illness. Please check your health insurance coverage to choose the suitable hospital in the recommended list.

## HEALTH INSURANCE

To ensure your welfare and considering the cost of health care in Surabaya, it is important that you are properly insured during the duration of your study. If you have health insurance in your home country, please check whether it covers your stay in Indonesia. If it covers your stay in Indonesia, please learn its policies and ensure you are familiar with the claim procedures and list of recommended hospitals in Indonesia.

If you do not have health insurance in your home country, it is advised that you register to the health insurance recommended by ITS International Office soon upon your arrival at Surabaya. Learn carefully your health insurance policies and the recommended hospitals provided by the insurance company. The annual premium ranges from IDR1.5millions to 4 millions depends on the coverage.

The premium of international students with KNB scholarship will be paid directly by ITS International Office from the scholarship. Other scholarship international students or private international students may pay the premium by themselves to the insurance company.

## OFFICE HOURS

Generally, government offices are open from 8am to 4pm on Monday to Friday. Please contact the office to get further information.

# CURRENCY

IDR 1.000  
(one thousand rupiah)



IDR 2.000  
(two thousand rupiah)



IDR 5.000  
(five thousand rupiah)



IDR 10.000  
(ten thousand rupiah)



IDR 20.000  
(twenty thousand rupiah)



IDR 50.000  
(fifty thousand rupiah)



IDR 100.000  
(one hundred thousand rupiah)





# CURRENCY

**IDR 200**  
(two hundred rupiah)



**IDR 1.000**  
(one thousand rupiah)



**IDR 100**  
(one hundred rupiah)

OLD



NEW



**IDR 500**  
(five hundred rupiah)

OLD



NEW



As of July 2014, the purchase price of USD is IDR 11.568 and selling price of USD is IDR 11.782. For more information about exchange rate of other currencies against Indonesia, please access the following website:  
<http://www.bankmandiri.co.id/resource/kurs.asp>



## MONEY CHANGER

Name	Phone	Address
Catur. PT	+62 31 503 2967	Jl. Biliton 38, Gubeng, Surabaya
Lanina Valas	+62 31 594 6162	Jl. Dharmahusada 201, Surabaya
Lintas Indah Valas. PT	+62 31 532 1910	Plaza Tunjungan 1LG Floor/8-A, Surabaya
Toko Perhiasan Mas Siola	+62 31 593 2708	Galaxy Mall Surabaya





# IMMIGRATION AND CITY GOVERNMENT RULES

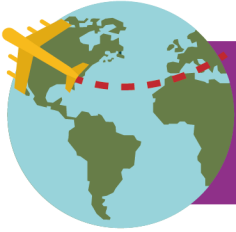
It is very important for you to understand and to comply with Indonesian Immigration rules during your stay at Indonesia. If you want to stay more than 30 days in Indonesia to study in many forms, you cannot use Visa on Arrival (VoA) scheme. Visa on Arrival (VoA) is only intended for those who are visiting Indonesia as tourists and NOT for those who intend to live for an extended period of time. Please be advised that VoA is also not extendable. Therefore, to stay longer than 30 days rules you need to arrange a visa at the nearest Indonesian Embassy or Consular Office in your country. Here are types of visas you could apply:

## INDEX B-211 VISA OR VKSB

Visa Kunjungan Sosial Budaya/ Social Cultural Visit Visa (VKSB) is a visa for those who are coming to Indonesia for a short-term stay, not as tourists and not for business. This single entry visit visa refers to Index B-211 and is valid for 30-60 days.

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

1. A letter of acceptance of the institution that invites you to stay/study in Indonesia.
2. A copy of passport.
3. A copy of return trip ticket (if required).
4. A couple of passport-sized photos.
5. Application form (provided by the Visa Section of Indonesian Embassy).
6. Visa fee, that depends on your home country.



# IMMIGRATION

## VITAS (LIMITED STAY VISA)

There are three kinds of VITAS that depends on the validity :

1. 6 months.
2. 12 months.
3. 24 months.

The process of applying VITAS takes 1-3 months before your arrival in Indonesia. Prior to the VITAS application, you have to obtain Study Permit (Ijin Studi) from DIKTI (the Directorate General of Higher Education of Indonesia - Jakarta). That permit has to be submitted when you apply for VITAS.

Normally it takes 3 months to obtain Study Permit. However the process depends on the applicant's country of origin and the type of applied programs. Study permit for Kemitraan Negara Berkembang (KNB) Scholarship and Beasiswa Unggulan (BU) Scholarship take 1,5 months to be completed.

The following are documents you should prepare for Study Permit (*Izin Studi*) and VITAS:

1. A letter of recommendation from the Vice Rector of Academic Affairs of ITS.
2. A letter of approval from the Indonesian Embassy (if you are still in your home country), from the representative Embassy/Consular Office of your country (if you are already in Indonesia).
3. An academic report/transcript.
4. A curriculum vitae/resume.
5. A letter of declaration stating that you :
  - will obey Indonesian rules and laws.
  - will not involve in any work activities.
6. A letter of sponsorship or financial guarantee (if you are privately financed).
7. Health report (signed by a medical doctor).
8. A copy of valid passport :
  - 12-month passport validity remaining to apply for 6-month Study Permit and KITAS (Limited Stay Permit Visa).
  - 18-month passport validity remaining to apply for 12-month Study Permit and KITAS (Limited Stay Permit Visa).
  - 30-month passport validity remaining to apply for 24-month Study Permit and KITAS (Limited Stay Permit Visa).
9. Three sheets of passport-sized photos (4x6) with red background.

To apply for your VITAS, ITS International Office will submit your Study Permit application documents to Jakarta Immigration Office. Once the application is approved, Jakarta Immigration Office will release a Study Permit and a telex of approval to the Indonesian Embassy or Consular Office in the related country, in which you can apply for VITAS. To ease and to accelerate the process, we recommend you to send the required documents as soon as you get accepted to:

International Office  
 Institut Teknologi Sepuluh Nopember (ITS)  
 Rectorate Building 2<sup>nd</sup> Floor  
 Kampus ITS Keputih – Sukolilo Surabaya 60111,  
 Jawa Timur - INDONESIA  
 or by email to: [int\\_off@its.ac.id](mailto:int_off@its.ac.id) or [international@its.ac.id](mailto:international@its.ac.id)

## ITS INTERNATIONAL STUDENTS ADMINISTRATION FEES

No	Type	Schedule	Price*
<b>1. Kantor Imigrasi (Immigration Office)</b>			
1.1	KITAS (Limited Stay Permit) & Control Book	First week after arrival	IDR 775.000
1.2	MERP (Multiple Exit Re-Entry Permit)	After obtaining KITAS	
	6 months		IDR 600.000
	12 months		IDR 1.000.000
	24 months		IDR 1.700.000
1.3	Visa Extension	1 month before visa expired date	IDR 250.000
1.4	Exit Permit Only (EPO)	3 weeks before departure	Free of charge
<b>2. POLDA Jatim (Province Police Department)</b>			
1.1	STM (Letter of Police Notification)	24 hours after arrival	IDR 50.000
1.2	SKLD (Certificate of Self-Reported)	30 days after KITAS	IDR 110.000

No	Type	Schedule	Price*
<b>3. Dispenduk (Population and Civil Registration Agency)</b>			
	SKTT (Certificate of Residence)	14 days after obtaining KITAS	IDR 25.000
<b>4. Kemdikbud (Ministry of Education and Culture)</b>			
4.1	SIB (Study Permit)	2 months before arrival	IDR 300.000
4.2	SIB Extension	2 months before expired date	IDR 300.000
4.3	SIB BU (Beasiswa Unggulan)	2 months before arrival	IDR 1.000.000
4.4	SIB BU Extension	2 months before expired date	IDR 200.000
4.5	SIB KNB (Kemitraan Negara Berkembang)	2 months before arrival	IDR 300.000
4.6	SIB KNB Extention	2 months before expired date	IDR 200.000
4.7	SIB for Timor Leste	2 months before arrival	IDR 100.000
<b>5. Insurance</b>			
5.1	Health Insurance	First week after arrival	Depend on the insurance company & the coverage selected
<b>6. ITS International Office</b>			
6.1	Immigration Fee per Process	First week after arrival	IDR 50.000
6.1	Copy Fee per Process	First week after arrival	IDR 10.000

\*Subject to change, please check with the immigration staff at ITS International Office for the latest update

# POLICE REPORT



Within the first 24-hours of your arrival in Indonesia, you must get:

## SURAT TANDA MELAPOR (STM)/ SURAT TANDA MELAPOR DIRI (STMD)

You can obtain STM/STMD from the police office nearest to your residence.

Here are the requirements:

- A copy of your passport.
- A copy of the KTP (Indonesian ID Card) of the host.

Note:

Failure to do this within 3 days will cause legal consequences i.e. fine up to IDR 5millions and prison to a maximum of 1 year.

Please come to ITS International Office for assistance.

## SKLD/YELLOW CARD

Students holding KITAS card must register with the National Police within 30 days of issuance of the Stay Permit. The Police Department (*Direktorat Intelpam, Sub Direktorat Pengawasan Orang Asing*) will issue an SKLD (*Surat Keterangan Laporan Diri/Certificate of Police Registration*), which is an important document to keep.

Here are the requirements:

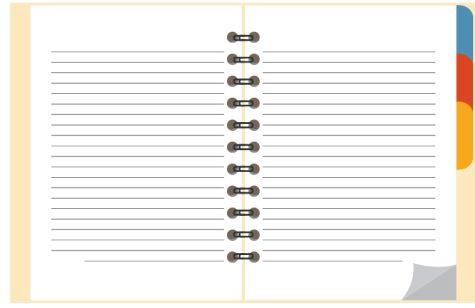
- A letter of recommendation from ITS International Office.
- A copy of your passport.
- A copy of your KITAS Card and your control book.
- A police finger print report.
- A completed application form (provided by the Police Headquarters).
- Three recent 4x6 color photographs (red background).

Note :

According to article 61 of the Immigration Law, number 9/1992, failure to report would expose you to a maximum of IDR 5millions fine and a maximum of 1 year in jail.

SKLD/Yellow Card and EPO (Exit Permit Only) must be returned to the International Office ITS before you return home.

# ARRIVAL CHECKLIST



Here are some must dos after you arrival in Surabaya:

- [ ] Check-in report to ITS International Office.
- [ ] Accommodation settlement.
- [ ] Police Report.
- [ ] Register for Student ID Card.
- [ ] Register for Library Card.
- [ ] Register for Medical Center Card.
- [ ] Open a bank account.

# EXTENSION PROCEDURE



## VKSB

The extension for VKSB or Index B-211 Visa can be applied up to 4 times and only in the same district. The first-three extensions will be granted by the Immigration Office, while the last application will require a prior approval from the *Kantor Wilayah Hukum dan HAM* (Regional Office of Laws and Human Rights) before the issuance by the Immigration Office. Each extension has a legal fee of IDR 250.000. You have to get the application forms at the Immigration Office and buy a red file folder at the Warung Imigrasi for IDR 10.000.

The following are the requirements to apply for visa extension:

1. A letter of recommendation from ITS International Office.
2. A letter of sponsorship (Surat Jaminan – the blank one provided by the Immigration Office).
3. A copy of KTP (Indonesian ID Card) of the sponsor.
4. Application forms.
5. A copy of Arrival Card (for the first extension).

Please come to ITS International Office for assistance.

## KITAS

Your KITAS must be extended 2 months before the expired date. The documents you should prepare are nearly the same as those when applying:

1. A letter of recommendation from the Department/Faculty, addressed to the Head of ITS International Office.
2. A letter of recommendation issued by the ITS International Office, addressed to the Head of the Immigration Office in Surabaya.
3. Immigration application forms.
4. A form of sponsorship.
5. A valid Study Permit.

Please come to ITS International Office for assistance.

## SKLD / YELLOW CARD

After the KITAS extension, you should also extend your SKLD/Yellow Card (30 days after you get the KITAS at the latest). For this, you should prepare:

1. A letter of recommendation from ITS International Office addressed to the Head of the Regional Police Department in Surabaya.
2. An application form issued by the Police Department.
3. The original SKLD/Yellow Card.
4. A valid Study Permit.
5. A copy of STM/STMD.
6. A copy of a valid passport.
7. A copy of KITAS.
8. A copy of a Control Book.
9. A copy of sponsorship letter.
10. Two recent 3x4cm photographs with a red background.

Please come to International Office for assistance.

# DOs AND DON'Ts



## DOs

1. Follow ITS academic regulations.
2. Adhere to the dress code in campus.
1. Say 'hi' or smile when you meet people you know.
3. Tipping is not common in Indonesia. However, you can still give some proper tips in some cases.

For example, people who help bringing your luggage or guide you around some tourist places will expect some tips, taxi drivers expect you to round the fare up to the next thousand rupiahs and at some restaurants, leaving some tips is also a common thing to do.

## DON'Ts

1. Carry and drink alcoholic beverages, use or engage in narcotics or drug network.
2. Get drunk and cause chaotic situation at campus area.
3. In Indonesia, it will be considered more polite not to call someone directly by name unless they are of the same age or younger than you. You can use these specific terms before mentioning their name: *Bapak (Pak)* for Mr, *Ibu (Bu)* for Mrs, *Mas* for young men, and *Mbak* for young women.
4. Bring your girlfriend (for boys) or boyfriend (for girls) to your homestay/dorm/room.
5. Showing some PDA (Public Display Affection) such as hugging, kissing, or making out.
6. Put up your feet up on tables or chairs, especially when there are older people around you.
7. Do not be offended when people asking you personal questions. It's just the way they show friendliness and you do not have to answer it if you do not want to.



# DAILY CONVERSATION

## Greeting (Salam)

- Good morning (*Selamat pagi*)
- Good afternoon (*Selamat siang*)
- Good evening (*Selamat sore*)
- Good night (*Selamat tidur*)
- Good bye (*Selamat tinggal*)
- See you later (*Sampai jumpa lagi*)
- How are you? (*Apa kabar?*)
- Excuse me (*Permisi*)

## Useful Expressions (Ungkapan yang berguna)

- I'm sorry (*Mohon maaf*)
- Thank you (*Terima kasih*)
- Can you help me? (*Bisakah anda membantu saya?*)
- What time is it? (*Jam berapa ini?*)
- How many? (*Berapa jumlahnya?*)
- How much? (*Berapa harganya?*)
- Where is the...? (*Dimanakah ... berada?*)
- I like it/I love it (*Saya menyukainya*)
- I don't like it/ I hate it (*Saya tidak menyukainya/membencinya*)
- I understand (*Saya mengerti*)
- I don't understand (*Saya tidak mengerti*)

## Introduction (Perkenalan diri)

### Asking (Bertanya)

1. What is your name?  
(*Siapa nama anda?*) (Formal)  
(*Nama anda siapa?*) (Informal)
2. Where do you come from?  
(*Darimana anda berasal?*) (Formal)  
(*Asalnya darimana?*) (Informal)
3. Where do you stay now?  
(*Sekarang dimana anda tinggal?*) (Formal)  
(*Tinggal dimana sekarang?*) (Informal)

### Response (Menjawab)

1. (Greeting), my name is David  
(*Salam, nama saya David*) (Formal)  
(*Hai, namaku David*) (Informal)
2. I come from England  
(*Saya berasal dari Inggris*) (Formal)  
(*Asalku dari Inggris*) (Informal)
3. Now I stay at Perumdos Blok H-1  
(*Saat ini saya tinggal di Perumdos blok H-1*) (Formal)  
(*Sekarang saya tinggal di Perumdos blok H-1*) (Informal)

## Daily Conversation (Percakapan sehari-hari)

### Asking (Bertanya)

1. How are you today?  
(*Bagaimana kabarmu hari ini?*) (Formal)  
(*Gimana kabarnya?*) (Informal)
2. What are you doing?  
(*Apa yang sedang anda lakukan?*) (Formal)  
(*Lagi ngapain?*) (Informal)
3. I'm leaving now. See you!  
(*Saya pergi dulu. Sampai jumpa!*) (Formal)  
(*Pergi dulu ya. Dah!*) (Informal)

### Response (Menjawab)

1. I'm fine, thank you. And you?  
(*Kabar saya baik, terima kasih. Bagaimana dengan anda?*) (Formal)  
(*Baik, terima kasih. Kamu?*) (Informal)
2. I'm studying  
(*Saya sedang belajar*) (Formal)  
(*Lagi belajar*) (Informal)
3. See you again  
(*Sampai ketemu lagi*) (Formal)  
(*Dah dah*) (Informal)  
Bye  
(*Selamat tinggal*) (Formal)  
(*Dah dah*) (Informal)

# LEAVING INDONESIA



## TEMPORARY RETURN

When you temporarily return to your home countries and go abroad for travelling or doing research, you must tell about the details of your itinerary to ITS International Office and your Department/ Faculty at least a week before your departure.

Please also apply for Re-Entry Permit to Immigration Office Surabaya seven days before your travel. Re-Entry Permit enables you to maintain your current residential status when you go abroad and come back to Indonesia again. If you do not obtain Re-Entry Permit and leave Indonesia, your residential status will be cancelled and you must apply for a new visa from the beginning. Please keep in mind about this.

The following are the documents you should prepare:

1. A letter of recommendation from the Department/Faculty addressed to the Head of ITS International Office.
2. A letter of recommendation issued by ITS International Office, addressed to the Head of Immigration Office in Surabaya.
3. Application forms.
4. A copy of a valid passport.

## EXIT PERMIT ONLY

When you return to their home countries for good, the documents that should be prepared are:

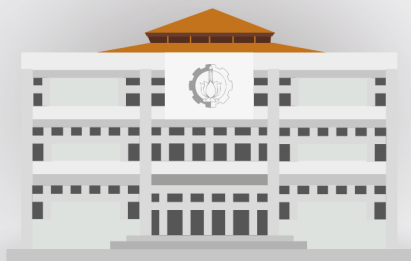
1. A letter of recommendation from the Department/Faculty addressed to the Head of ITS International Office.
2. A letter of recommendation issued by ITS International Office and addressed to the Head of Immigration Office in Surabaya.
3. Application forms.
4. A copy of a valid passport.
5. A copy of a return ticket.

# ITS INTERNATIONAL OFFICE EVENTS



Community and Technological Camp  
"Solving Local Problem with GLOBAL Knowledge"





**ITS International Office**  
Rectorate Building 2<sup>nd</sup> Floor  
Campus ITS, Sukolilo  
Surabaya 60111, Indonesia  
web : [www.international.its.ac.id](http://www.international.its.ac.id)  
email: [international@its.ac.id](mailto:international@its.ac.id)  
Phone: +62 31 5923411