



ITS
Institut
Teknologi
Sepuluh Nopember



ITS
Global
Engagement

Guide Book For Prospective Student





ITS
Institut Teknologi
Sepuluh Nopember



ITS
Global
Engagement

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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 st Floor, ITS Rectorate Building Institut Teknologi Sepuluh Nopember Jl. Raya ITS, Sukolilo, Surabaya Indonesia, 60111
Telephone / Fax Number	+62-31-5923411
Website	www.its.ac.id & www.its.ac.id/international
Contact Person	
International Student Admission	Ms. Bilqis Oktaviani Putri Coordinator for International Admission and Immigration Matters Email: intladmission@its.ac.id
Hospitality Division	Mr. Khoirul Umuludin Coordinator for International Hospitality (include Accommodation Services) Email: iss@its.ac.id
Official Email Address	international@its.ac.id
Academic for Full Degree, Student Exchange, and Internship Related Information	
Fall Semester 2019	
Application Deadline	31 August
Announcement	September
Courses Registration	-
Academic Period	- <i>Full Degree Calendar:</i> New Student Ceremony: - Under graduate Orientation: - Post graduate Orientation: -
Spring Semester 2020	
Application Deadline	15 December
Announcement	31 December
Courses Registration	-
Academic Period	-
Internship	
Application Deadline	3 months before the proposed date
Duration	1 until 6 months

Others																																	
Application Procedures	https://www.its.ac.id/international/study-at-its/admission/																																
Courses Available for Exchange Students	https://www.its.ac.id/international/e-program/e-exchange/																																
Restricted Courses	Exchange students could only take courses maximum from 3 departments during the program																																
GPA Requirement / Language	GPA: 2.75 (out of 4.00) Language: TOEFL IBT: 64 / IELTS: 5.5 / TOEFL PBT: 510 (not more than 2 years). For applicants from English based school /university, a statement letter from the school/university principle could replace the proficiency certificate																																
Course Load / Required Credits	Bachelor: Maximum 21 SKS Master & Doctor: 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: 1 SKS = 1.7 ECTS																																
Language of Instruction	English (for selected courses and department)																																
Courses Registration	Course registration is done during the courses registration period. Student still could change the courses before the last day of the 3 rd week.																																
Rule	Student is allowed to absent from the class maximum 3 times/course. More than it, student would be given E .																																
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
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	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. Full Degree: Bachelor : IDR 15.000.000/ semester Master : IDR 20.000.000/ semester Doctor : IDR 25.000.000/ semester																																

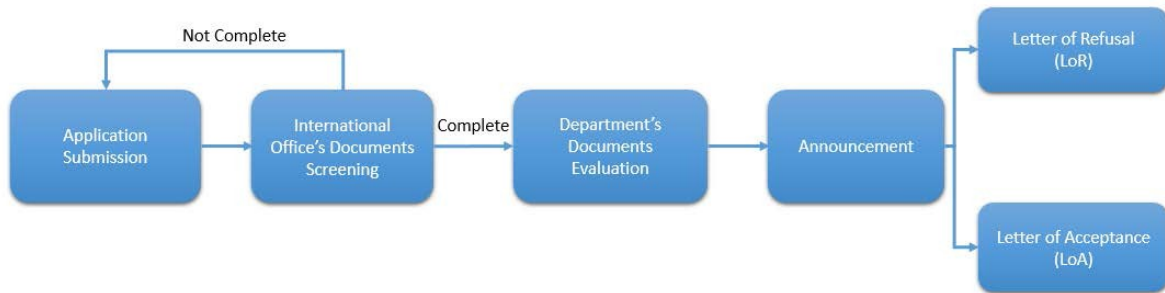
	Exchange & Internship: The tuition fee is waived for the 1 st semester, but student must pay the tuition fee for the 2 nd semester as stated above.
Facilities & services Available	
Facilities Available	- Libraries - Sport Facilities - Cafeterias - Bike Rental (Deposit is required: IDR 500.000) - Banks - Post Office - Medical Center
Services	- Arrival Pick-up Service - Orientation - Assistance on Securing On-Campus Accommodation - Student Visa Application - Assistance on Course Registration - Buddy
Arrival & Orientation Program	
Suggested Date of Arrival	No physical class will be conducted
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 after arrival)	
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	Online Transportation (Gojek or Grab): Motorbike IDR 5.000 – IDR 75.000/one way (approximately) Car IDR 15.000 – IDR 150.000/one way (approximately) Taxi IDR 100.000 – IDR 250.000/one way (approximately) Public Transportation Bus 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	International Student Dormitory IDR 750.000 – 1.700.000 / month / person Local Student Dormitory IDR 375.000 – 500.000 / month / person Guest House IDR 180.000 – 500.000 / day / room
Off-campus Apartment	Exchange student may opt to rent private apartments off-campus; located within 1 to 5 km radius from ITS, as follow, Educity Apartment, Puncak Kertajaya Apartment, and Cosmopolis Apartment. Fee: 3.200.000 – 8.500.000 / month / room
Visa & Insurance	
Visa	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). Visa application in Indonesia Embassy is required Visa Authorization Letter 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.
Visa extension and conversion fee in Indonesia	VKSB 211A IDR 500.000 for 30 days extension VITAS 316 IDR 1.600.000 for 6 months IDR 2.500.000 for 1 year IDR 3.750.000 for 2 years
Insurance	The student is COMPULSORY to purchase health insurance which covers personal accident, inpatient treatment, repatriation, death and any other additional terms which necessarily while in Indonesia.
Dependents	All incoming students under ITS Inbound Mobility Program are not allowed to bring in your dependent to Indonesia. ITS will only process visa application for student who registered in ITS and not the dependents.
Students from Calling Visa country (Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan)	
Application Deadline	-
Administration and Immigration Fee	Plus \$15 for all Administration and Immigration Fee

Application Submission

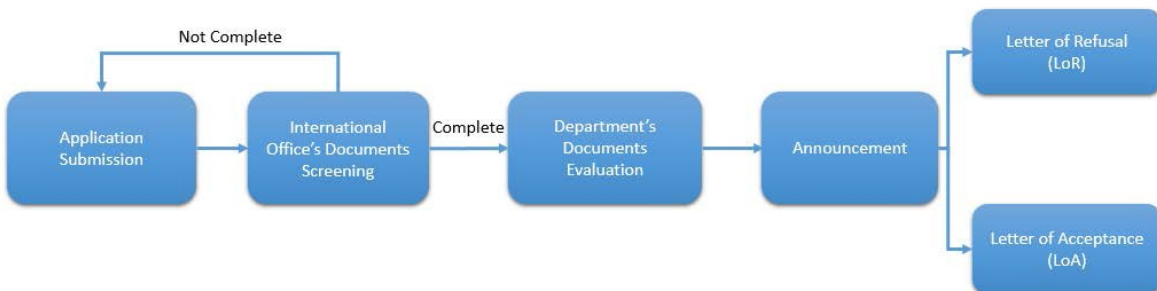
Exchange and Full Degree Program

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	√	√	√
Letter of Funding Sponsorship	√	√	√
Study Plan	√	√	√
Recommendation Letter (minimum 2)	√	√	√
Filled ITS Health Information Form*	√	√	√
Filled Statement Letter (Behavior and Funding Commitment Form)*	√	√	√
PhD ITS Supervisor Acceptance	-	-	√
Only for 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

Notes:

Medical Statement and Filled ITS Health Information Form are not required during online class on Fall Semester 2020.

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	√	√
Recommendation letter (minimum 2)	√	√
Filled ITS Health Information Form*	√	√
Filled Statement Letter (Behavior and Funding Commitment Form)*	√	√
Filled Student Exchange Course Form*	√	-
Only for 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

Notes:

Medical Statement and Filled ITS Health Information Form are not required during online class on Fall Semester 2020

Documents Requirement Explanation

I. 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

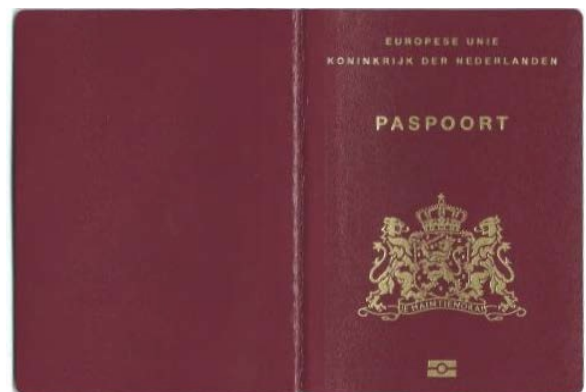
Must be scanned (not camera photo) properly in colored version. Passport expiry date must be more than 22 months (VITAS 316) and 12 months (VKSBB 211A) after you apply the program. Less than those requirements, visa could be issued by the Embassy.

Correct:

Scan of Biodata Page



Scan of Cover Page



Incorrect:



Explanation:

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

3. ITS 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

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

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

This is to verify that [redacted] is healthy and able to stay in Indonesia in connection with a 6 month study.

He has no medical history of any illness.

Sincerely yours
[Signature]
Odense University Hospital
5000 Odense C
Denmark

Odense Universitetshospital/Svendborg Sygehus
J. B. Winsløws Vej 4, Indgang 17 stuen
DK-5000 Odense C

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 1st 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 SAMANART PHOENIX MUNICIPAL REFERRAL HOSPITAL
 Telephone Number: (855) 12 844015
 Address: # 132 ST 163 SIKULU VONG NHAU 7 BAKARA PHUMPHENH

Has the student ever had any infectious diseases? ☒ No ☐ Yes. If yes, please tick ☐ any that apply:

☐ Measles (Rubella)	☐ Encephalitis	☐ Hepatitis (specify)	☐ Frequent tonsillitis
☐ Rubella (German measles)	☐ Pneumococcal infection	☐ Yellow fever	☐ Bronchitis
☐ Staphylococcal infection	☐ Streptococcal infection	☐ Other, please specify:	

Please provide a brief history/explanation regarding above and whether they have left any lasting complications:

Please the student have any previous 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 ☐

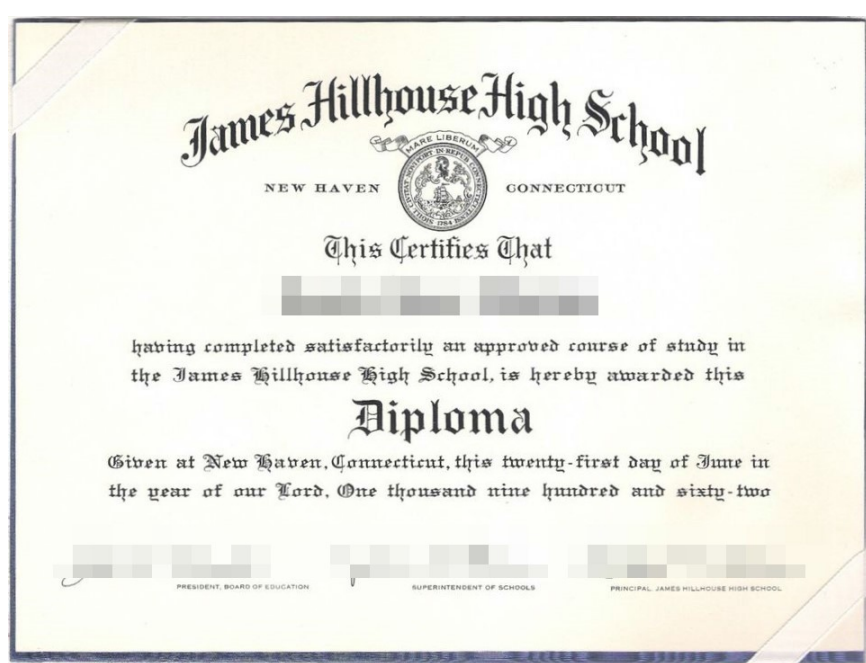
Signature of Student: [Signature]
 Date: 11-July-2018

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

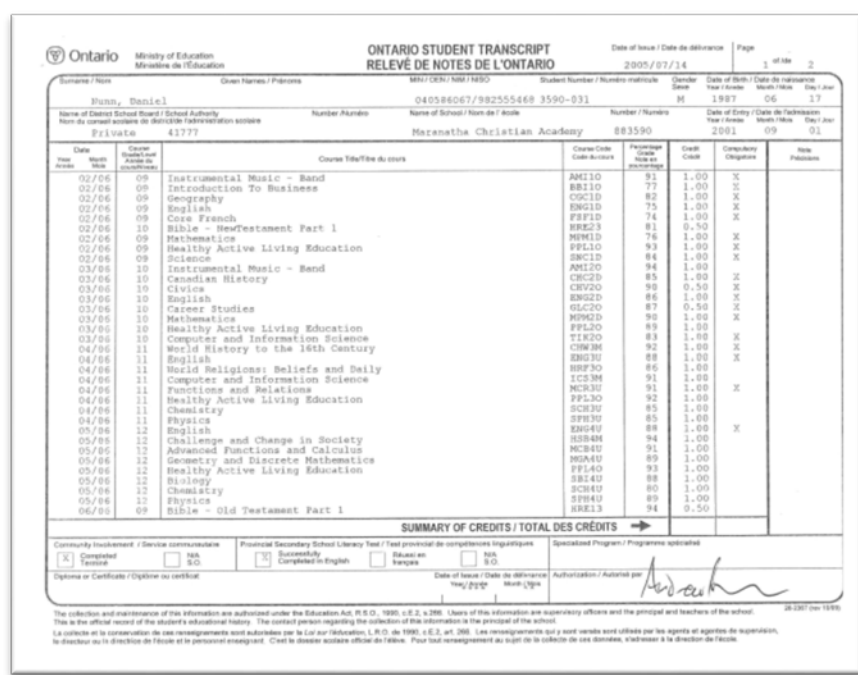
5. Certificate and Transcript of Latest Education

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:



The image shows an Ontario Student Transcript (OST) for a student named Daniel Purn. The transcript is issued by the Ministry of Education, Ontario, and is dated 2005/07/14. It lists the student's courses and credits earned from 2001 to 2005. The transcript is signed by the Principal of the school, Maranatha Christian Academy.

Date	Course	Grade	Percentage	Credit	Computer	Notes
02/06	Instrumental Music - Band	AM110	91	1.00	X	
02/06	Introduction To Business	BR110	77	1.00	X	
02/06	Geography	COC10	82	1.00	X	
02/06	English	ENG10	75	1.00	X	
02/06	Core French	FF10	74	1.00	X	
02/06	Bible - New Testament Part 1	BR210	81	0.50		
02/06	Mathematics	MM10	76	1.00	X	
02/06	Healthy Active Living Education	FF110	93	1.00	X	
02/06	Science	SC10	84	1.00	X	
03/06	Instrumental Music - Band	AM120	94	1.00	X	
03/06	Canadian History	CHC20	85	1.00	X	
03/06	Civics	CHV20	90	0.50	X	
03/06	English	ENG20	86	1.00	X	
03/06	Career Studies	GLC20	87	0.50	X	
03/06	Mathematics	MM20	90	1.00	X	
03/06	Healthy Active Living Education	FF120	89	1.00	X	
03/06	Computer and Information Science	TIK20	83	1.00	X	
04/06	World History to the 16th Century	CHW20	82	1.00	X	
04/06	English	ENG30	88	1.00	X	
04/06	World Religions: Beliefs and Daily	WRP30	86	1.00		
04/06	Computer and Information Science	ICS30	91	1.00	X	
04/06	Functions and Relations	MR30	91	1.00	X	
04/06	Healthy Active Living Education	FF130	92	1.00	X	
04/06	Chemistry	SC30	85	1.00		
04/06	Physics	SP30	85	1.00		
05/06	English	ENG40	88	1.00	X	
05/06	Challenge and Change in Society	HSB40	94	1.00		
05/06	Advanced Functions and Calculus	MC40	91	1.00		
05/06	Geometry and Discrete Mathematics	MD40	89	1.00		
05/06	Healthy Active Living Education	FF140	93	1.00		
05/06	Biology	SB40	88	1.00		
05/06	Chemistry	SC40	80	1.00		
05/06	Physics	SP40	89	1.00		
06/06	Bible - Old Testament Part 1	BR213	94	0.50		

SUMMARY OF CREDITS / TOTAL DES CREDITS

Community Involvement / Service communautaire: ☒ Completed / Terminé: ☒ YES / OUI

Provincial Secondary School Literacy Test / Test provincial de compétences linguistiques: ☒ Satisfactorily / Satisfaitement: ☒ YES / OUI

Specialized Program / Programme spécialisé: ☐ YES / OUI

Signature of Principal: *[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.Asrama 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.Asrama 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

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.



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 [redacted] programme at HZ University [redacted], the Netherlands.

[redacted] has studied the [redacted] in the Netherlands for 2,5 years and has proved to be very successful. The [redacted] 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,


13. Recommendation Letter from Home University/High School

Example:

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, [REDACTED]


School of Architecture, Built Environment and Civil Engineering

Our Ref. MOE-5801/8918

October 10th, 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 [redacted] and Institut Teknologi Sepuluh Nopember (ITS), we would like to nominate Mr. [redacted] a Bachelor's Degree student from School of [redacted] 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,

[redacted]

Acting Vice President for Internationalisation

14. Student Exchange Courses Form

Please fill "Name", "Department", choose "Program" and "Exchange Period", Fill the "Mandatory Credits from Home University" and choose the unit either ECTS/SKS.

English courses list could be accessed on <https://www.its.ac.id/international/study-at-its/academic/courses-in-english/> and Syllabus could be accessed on <https://www.its.ac.id/international/study-at-its/academic/syllabus/>

STUDENT EXCHANGE PROGRAM INSTITUT TEKNOLOGI SEPULUH NOPEMBER (ITS) SURABAYA, INDONESIA			
Name	:		
Department	:		
Program	: Diploma/Undergraduate/Master/Doctoral (choose one)		
Exchange Period	: February – June/September – January (choose one)		Mandatory Credits : ECTS / SKS
List of course selection:			
No	Course	Department at ITS that offers the course	Credit
[E.g.]	[Engineering Economics]	[Industrial Engineering]	[3]
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		Total Credit	
Date:			
Approval of the Host Institution:			
Academic Advisor		Head of Department	International Office

The credit equivalence between SKS (Indonesian credits system) and ECTS (European Credits Transfer System), may refer to the following calculation formulation:

i.e. to calculate 3 SKS (common SKS quantity per courses)

$$1 \text{ SKS} = 1.7 \text{ ECTS}$$

$$\begin{aligned} \text{ECTS} &= 3 \text{ SKS} \times 1.7 \\ \text{ECTS} &= 5,1 \end{aligned}$$

i.e. to calculate 30 ECTS

$$\begin{aligned} \text{SKS} &= 30 \text{ ECTS} / 1.7 \\ \text{SKS} &= 18 \end{aligned}$$

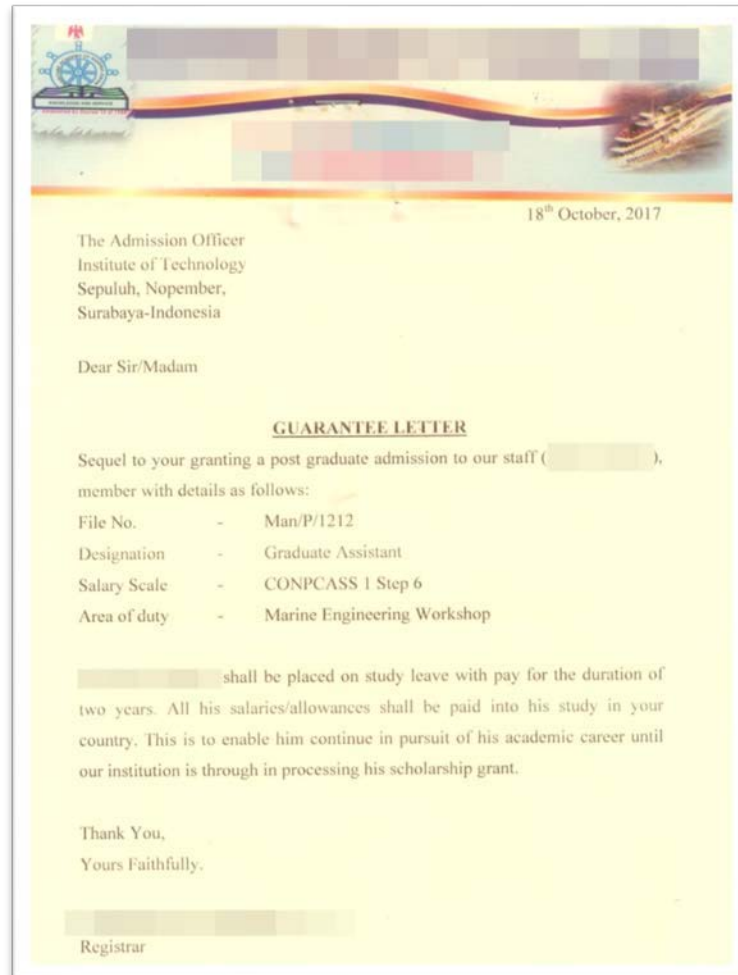
- Maximum SKS for Bachelor program is 21 SKS
- Maximum SKS for Master program is 15 SKS

15. 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:



16. 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

Freshman Student

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

Note: 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 directly to International Office once you arrived at ITS.

Administration and Immigration Fee will be applied to cover :

1. Study Permit Letter
2. Residential Letter
3. Police Notification Letter
4. Photo printing
5. Stamp duties
6. Administration of immigration arrangement for activities such as document registration, mailing, transportation of immigration division.
7. Airport pick-up service
8. 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.



On-going Student

This fee is appointed to:

1. Full Degree student that will process visa extension. Usually this process will be processed after 1 or 2 year stay in Indonesia.
2. Student Exchange and Internship student should pay this fee, if student would like to extending program at ITS.

Subject	Visa VKSB 211 A	Visa VITAS 316
Student Exchange / Internship / Full Degree KITAS Extension*	\$ 30	
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 could be paid directly by cash to International Office.

Administration and Immigration Fee will be applied to cover :

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

Notes:

The registration fee **excludes** visa extension fee and local transport cost to go to Immigration Office.

Student Self Expense for Visa

Visa Type	Extension	Conversion
VKSB	IDR 500.000 / month (maximum 4 times)	-
VKSB to KITAS	IDR 2.500.000 for 1 year	IDR 2.500.000 for 1 year
	IDR 3.750.000 for 2 year	IDR 3.750.000 for 2 year
VITAS to KITAS & KITAS Extension	IDR 1.600.000 for 6 months	IDR 1.600.000 for 6 months
	IDR 2.500.000 for 1 year	IDR 2.500.000 for 1 year
	IDR 3.750.000 for 2 year	IDR 3.750.000 for 2 year

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, regretfully 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 month process.



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

VITAS 316 which student made in Indonesia Embassy 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.



Date of Arrival

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*	± 55* (convertable to 6 month) ± 105* (convertable to 1 year) ± 180* (convertable to 2 year)	-
At the Airpot	-	-	IDR 500.000
Extension Fee in Indonesia	IDR 500.000 x 4 times	-	IDR 500.000
Duration of Extension	2-3 weeks	-	2 weeks
Conversion to KITAS in Indonesia	-	IDR 1.600.000 for 6 months	-
	IDR 2.500.000 for 1	IDR 2.500.000 for 1 year	-
	IDR 3.750.000 for 2	IDR 3.750.000 for 2 year	-
Duration of Conversion	1.5 – 2 months	2-3 weeks	-

Note: *Embassy might be charge different fee

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



1. 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.

Steps:

1. ITS apply the online visa application (only sponsor who can apply, in this case is ITS).
2. Student must make a confirmation on <http://bit.ly/ITSvisaconfirmation>

A	B	C	D	E	F	G	H	I
NO	Name	City of Indonesia Embaassy (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 you choose VKSB and it needs TELEX.
2. The online application process will take plus minus 5 days (Indonesian national holiday and weekend is not include).
 3. 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).
 4. ITS will send the Immigration Authorization Letter / TELEX after application is accepted. Once it's sent, you should immediately apply your visa in Indonesia Embassy.
 5. Student brings TELEX along with all of other requirements to the Embassy (you need to check the other requirements on the website of the Embassy).

Notes:

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 & NIOBA
1	IMI.2.GR.01.06.03.1876FS.316	Pria	FRA	5 bulan
				IM2SCA16775

Maka dengan ini kami beritahukan bahwa permohonan saudara dimaksud telah dikabulkan dengan penguasaan Direktur Jenderal Imigrasi, kepada:

City of the Embassy you could process

Perwakilan R.I di : PARIS

Visa type you could process

Jenis persetujuan visa : PERSETUJUAN TERBATAS

Indeks : C316

Demikian, agar maklum.

AN. KEPALA SUB DIREKTORAT VISA
SA KUNJUNGAN
DIREKTORAT JENDERAL
IMIGRASI
MUSYARAFATI, AMD.IM., S.H.
7008032000022001

Informasi:

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

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	-	-	-

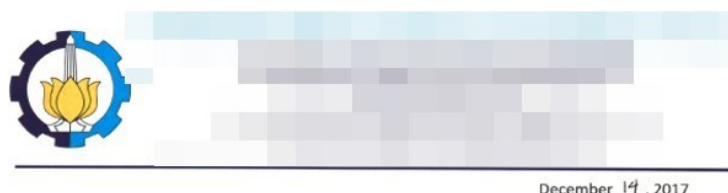
Notes:

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.

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