

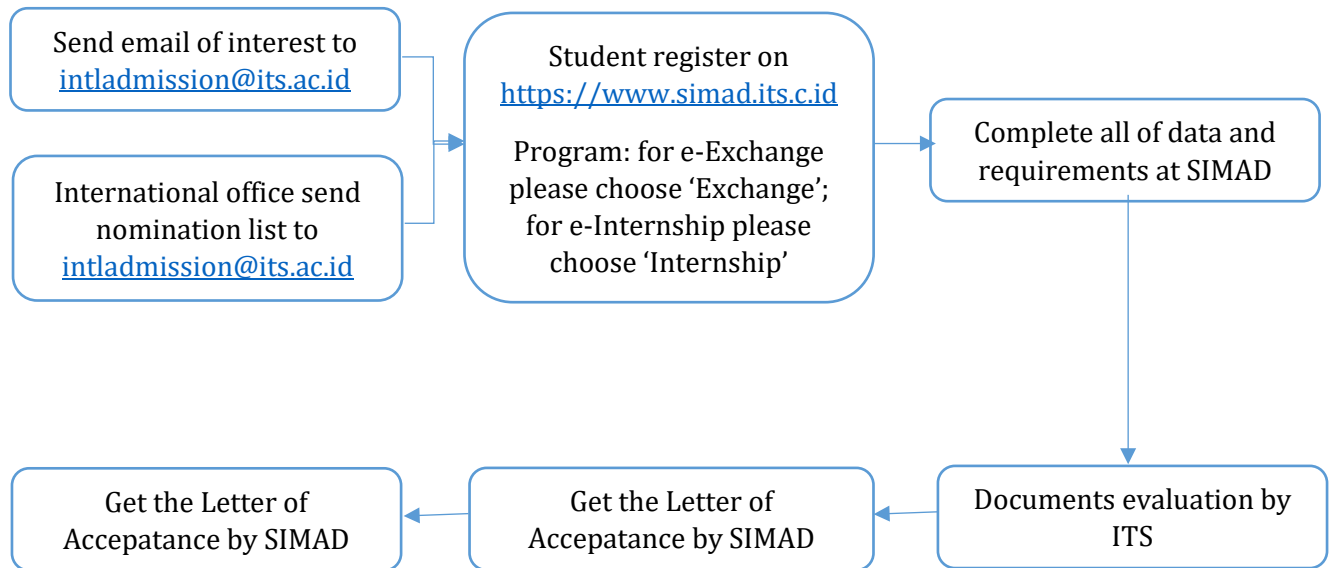


e-Exchange and e-Internship

Application Guide Book



Students / Partner University International Office



Notes:

- Even though application deadline is on August 30th, 2020, we strongly recommend all prospective students to register and complete the application before the deadline.
- We hope the nomination list from partner university could be sent maximum before mid of August.
- If applicant fails to complete required application documents, ITS will give some time to complete it but not more than August 30th, 2020
- If applicant succeeds to complete required application documents before the deadline, ITS will process the Letter of Acceptance earlier.

Documents Requirements

Documents	e- Exchange	e-Internship
University Full Academic Transcript	√	√
English/Bahasa Indonesia Proficiency Certificate	√	√
Curriculum Vitae	√	√
Study Plan	√	-
Internship Plan	-	√
Motivation Letter	√	√
Cover and biodata page of valid passport	√	√
Formal Photo	√	√
Recommendation letter	√	√
Filled Student Exchange Course Form*	√	-
Filled Statement Letter (Behavior and Funding Commitment 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

Document Requirements Explanation

1. University Full Academic Transcript

Notes:

- Official transcript from the home University
- Full transcript contains every courses which have taken before

2. English Proficiency Certificate

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.



Example:

Tyler Vader

Personal information

10 Manchester street N21, Madison, WI 53703
1999- 9999-9999

Profile

Hardworking business-management graduate with proven leadership, organisational, and product-development skills seeking to apply my abilities to the position of (position) at (company name)

Experience

09/2013 – present ● **Associate Sourcing Manager**
London, England

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

10/2007 – 01/2013 ● **Rental Office Assistant Manager**
Concours Motors, Milwaukee, WI

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

Education

07/2013 ● **Supply Chain and Operations Management**
University of Wisconsin – Milwaukee


- Study abroad – Australia
- Dean's List

Achievements

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

Interests

Technology Sciences Literature Film Camping Hiking Tennis Woodworking

			
<h2 style="text-align: center;">Europass Curriculum Vitae</h2>			
<h3>Personal information</h3>			
First name(s) / Surname(s)	Jasmin Jasarevic		
Address	Rizhka Stelica 15 76100 Brcko (Bosnia and Herzegovina)		
Telephone(s)	+387 65 758 591		
Fax(es)	+387 49 217 695		
E-mail(s)	jasarevic@gmail.com		
Nationality	Bosnian-Herzegovinian		
Date of birth	05/12/1976		
<h3>Work experience</h3>			
Dates	01/11/2008 →		
Occupation or position held	General manager		
Ain activities and responsibilities	Staff management (7 full time) & budget management for entire project. Establishing contacts with municipalities and other NGO-s. Trainings for staff and volunteers. Support students and volunteers. Fundraising. Administrative coordination of USAID funded project Youth building futures in Brcko district BH		
Name and address of employer	PRONI Center for youth development Boane Strelcina 16, 76100 Brcko (Bosnia and Herzegovina)		
Type of business or sector	Non profit - NGO		
Dates	01/10/2002 - 31/10/2008		
Occupation or position held	Youth club manager		
Ain activities and responsibilities	Opening and development of Youth clubs in Brcko District and Bijeljina area. Supervise and support youth workers (9 full time) and volunteers. Establishing contacts with municipalities and other NGO-s. Financial management of Youth work budget and volunteers budget. Trainings for staff and volunteers. Support students 'A' & 'B' level practical placement in Youth clubs		
Name and address of employer	PRONI Center for youth development Boane Strelcina 16, 76100 Brcko (Bosnia and Herzegovina)		
Type of business or sector	Non profit - NGO		
Dates	01/01/2002 - 30/09/2002		
Occupation or position held	Senior Youth worker		
Ain activities and responsibilities	Supervise students & youth workers practical placements. Organize and run youth work indoor and outdoor activities		
Name and address of employer	PRONI Center for youth development Boane Strelcina 16, 76100 Brcko (Bosnia and Herzegovina)		
Type of business or sector	Non profit - NGO		
Dates	01/03/2001 - 31/12/2001		
Occupation or position held	Mine awareness project coordinator		
Ain activities and responsibilities	Coordinate and support PRONI Mine awareness group to achieve their aims & objectives. Organize Mine awareness presentations. Develop links with other local and international NGO-s & GO-s. Chair or organize Mine awareness meetings. Creating Mine awareness manual, posters, brochures, and other PR staff. Fundraising		
Name and address of employer	PRONI Center for youth development Boane Strelcina 16, 76100 Brcko (Bosnia and Herzegovina)		
Type of business or sector	Non profit - NGO		
Dates	01/01/2000 - 31/12/2001		

4. Study Plan / Internship Plan

Must contain:

- Minimum 300 words
- Educational background and interest
- Elaborate your educational background/research plan during the program

5. Motivation Letter

Must contain:

- Minimum 300 words
- Detailing the applicant's interest to have the program at ITS

6. Passport

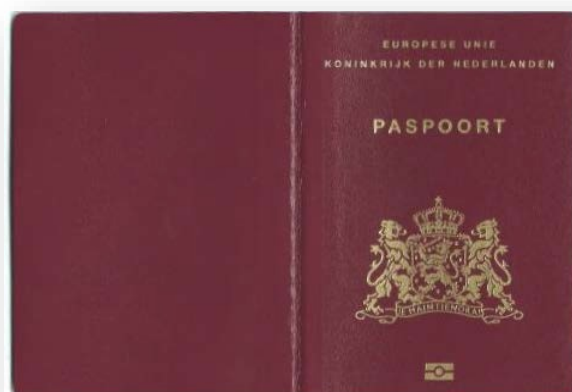
Valid passport must be scanned (not a camera photo) properly in colored version. Just in case you don't have any passport, you could replace it with the old passport/national identity card.

Correct:

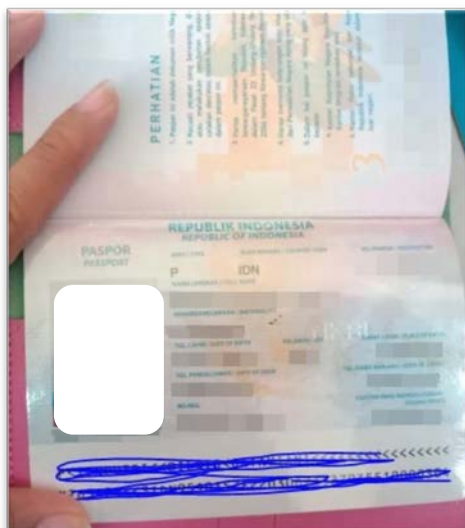
Scan of Biodata Page



Scan of Cover Page



Incorrect:



Explanation:

- Using Camera Photo
- Asymmetric
- Cropped
- Censorship
- In frame hand

7. Photo

Correct:



Clear Background
Formal Clothes
Face & Body are straight
No Hat & Glasses

Incorrect:



Non-formal Clothes
Head Cropped
Using Hat



Non-formal Clothes
Head Cropped
Face isn't straight



Using Glasses



Using glasses
Face & body aren't straight

8. 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.

List of English courses list and syllabus could be accessed on <https://www.its.ac.id/international/e-program/e-exchange/>

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 from Home University : <input type="text"/> 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

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

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

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

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

$$\begin{aligned} \text{ECTS} &= 3 \text{ SKS} \times 1.7 \\ \text{ECTS} &= 5.1 \end{aligned}$$

i.e. to calculate 30 ECTS

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



ITS
Institut Teknologi
Sepuluh Nopember



ITS
Global
Engagement

9. Statement Letter

Please fill all of blank section (data, date, and signature) on 2 pages of statement letter

STATEMENT LETTER SURAT PERNYATAAN

I, the undersigned,
Saya yang bertanda tangan di bawah ini:

Name
Nama :

Place/Date of Birth
Tempat / Tgl. Lahir :

Sex
Jenis Kelamin : Male / Female
Laki - Laki / Perempuan

Nationality
Kewarganegaraan :

Address
Alamat :

Passport number
No. Paspor : Expiration Date
Berlaku s.d.

Citizenship number/Student ID number*:
No. KTP / No. Mahasiswa :

Home University
Universitas :

Faculty/Department
Fakultas/Jurusan :

Email Address
Alamat Email :

declare that I join e-Student Mobility conducted by Institut Teknologi Sepuluh Nopember (ITS) Indonesia on Fall Semester 2020. This statement letter is being made truthfully and shall be used properly.
menyatakan bahwa saya mengikuti e-Student Mobility yang diselenggarakan oleh Institut Teknologi Sepuluh Nopember (ITS) Indonesia pada semester Ganjil 2020. Surat ini dibuat dengan sebenar-benarnya dan untuk digunakan dengan semestinya.

Sincerely yours, (.....)
Hormat Saya, (DD-MM-YYYY)

Signature

(Fullname)

*Optional in case you do not have passport yet

STATEMENT LETTER SURAT PERNYATAAN

I, the undersigned,
Saya yang bertanda tangan di bawah ini:

Name
Nama :

Place/Date of Birth
Tempat / Tgl. Lahir :

Sex
Jenis Kelamin : Male / Female
Laki - Laki / Perempuan

Nationality
Kewarganegaraan :

Address
Alamat :

Passport number
No. Paspor : Expiration Date
Berlaku s.d.

Citizenship number/Student ID number*:
No. KTP / No. Mahasiswa :

Home University
Universitas :

Faculty/Department
Fakultas/Jurusan :

Email Address
Alamat Email :

hereby declare that, during my participation on e-Student Mobility program at ITS Indonesia, I will cover the tuition fee/any fees by my own finance. I am not a scholarship holder from any scholarship providers. This statement letter is being made truthfully and shall be used properly.
menyatakan bahwa selama mengikuti pendidikan melalui program e-Student Mobility di ITS Indonesia, seluruh biaya pendidikan adalah tanggungan saya pribadi/keluarga. Saya bukan penerima beasiswa dari pemerintah atau donor lain. Surat ini dibuat dengan sebenar-benarnya dan untuk digunakan dengan semestinya.

Sincerely yours, (.....)
Hormat Saya, (DD-MM-YYYY)

Signature

(Fullname)

*Optional in case you do not have passport yet