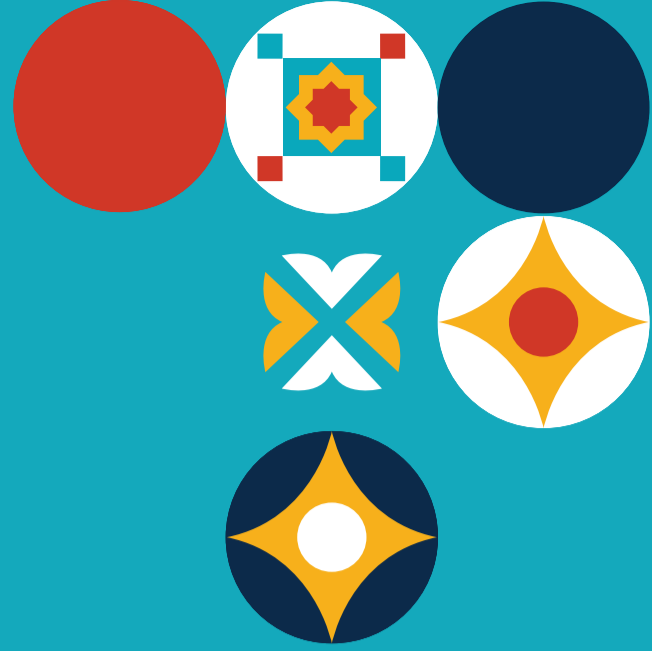


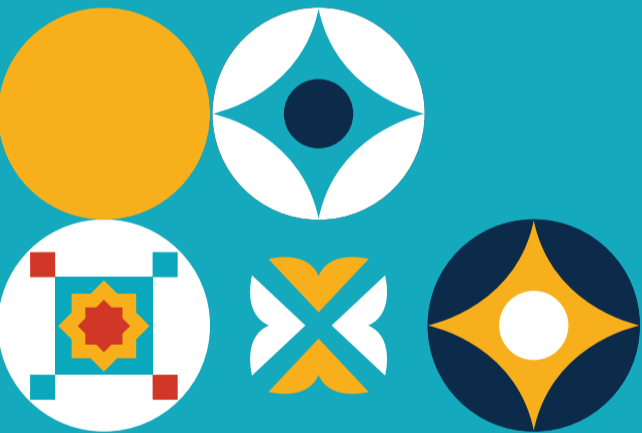


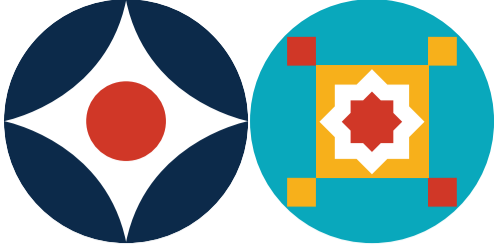
ITS
Global
Engagement



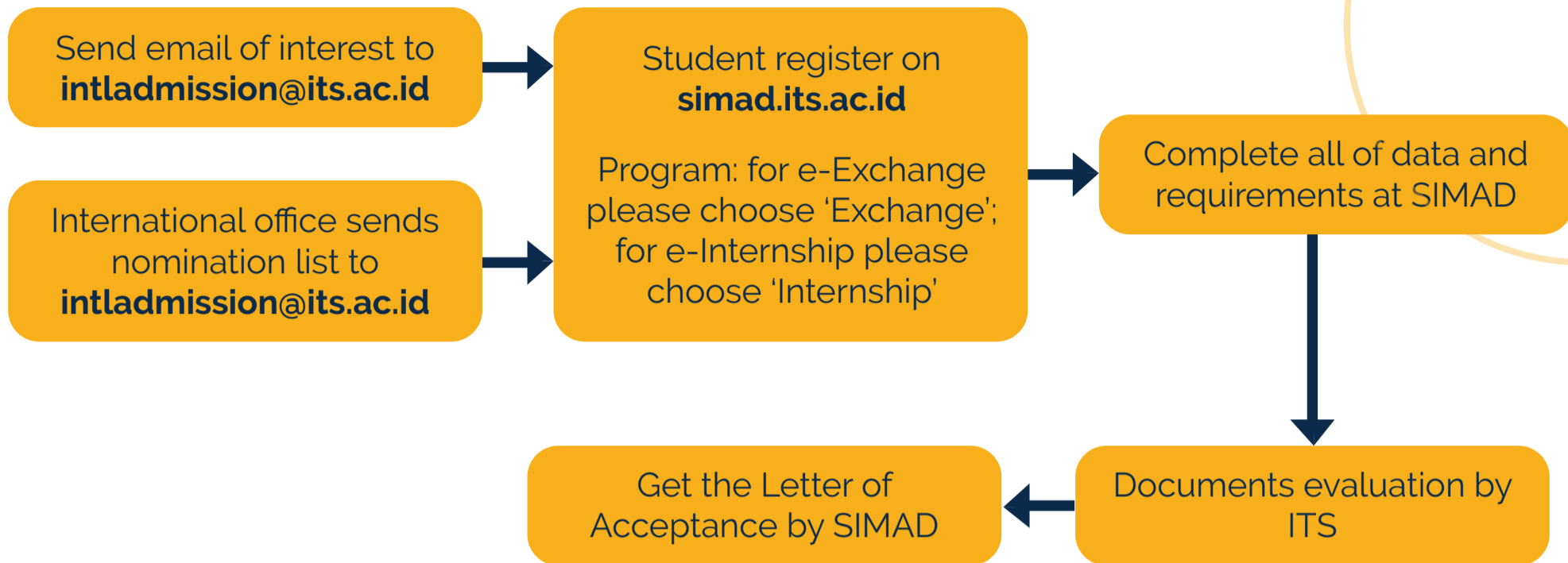
APPLICATION GUIDE BOOK

For E-Exchange
and E-Internship





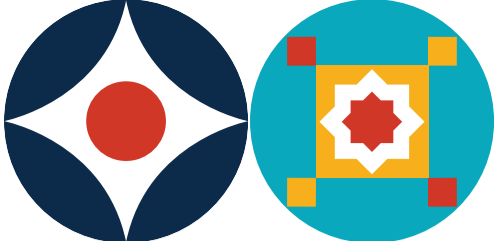
Students / Partner University International Office



Notes:

- Even though application deadline is on February 15th, 2021, 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 February 15th, 2021
- If applicant success to complete required application documents before the deadline, ITS will process the Letter of Acceptance earlier.



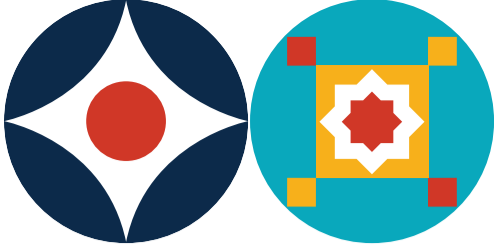


Documents Requirements

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:

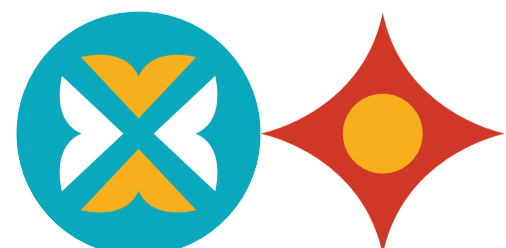
- Official transcript from the home University
- Full transcript contains every course which have taken before

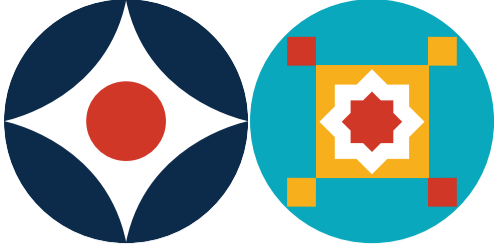
2. English Proficiency Certificate

Minimum score:

- TOEFL IBT 64; IELTS 5.5; TOEFL ITP 500; TOEIC: 700

It could be replaced by statement letter by University/School principal which stating that English is used as the medium of instruction.





3. Curriculum Vitae (CV)

Example:

MILAN CHUDOBA
Freelance Graphic Designer

I've been a graphic designer for 6 years. I was 20 when I fell in love with graphic design and this passion has still continued. My first design was a website for friends of mine. I was very satisfied with it and thought how brilliant and modern it was. Then I took a 9 month course. I don't believe that my hands made something like this. I've completely changed my style, now I try to make modern, creative, simple and timeless designs.

11.3.1985 (26) SLOVAK BE A BEST DESIGNER SLOVAK (NATIVE), ENGLISH (INTERMEDIATE)
DATE NATIONALITY MY OBJECTIVE LANGUAGE

CONTACT

+421 907 347 852 chudoba.milan1@gmail.com www.kennymax.sk
MOBILE NUMBER EMAIL ADDRESS WEBSITE

EDUCATION

2000 - 2004 SPŠ IG TYRHOŠŤIN HIGH SCHOOL
2005 - 2008 ŽILINSKÁ UNIVERZITA V ŽILINE
2008 - 2011 ŽILINSKÁ UNIVERZITA V ŽILINE

WORK EXPERIENCE

2005 - present kennymax.sk
Freelance designer
2009 - 2010 MB Entertainment
Graphic webdesigner

SKILLS

3D Studio Max
Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Photography
Creativity

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

Tyler Vader

Personal information
10 Manchester street N21, Madison, WI 53703
1999 | 999-9999

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

10/2007 - 01/2013 Rental Office Assistant Manager
Concours Motors, Milwaukee, WI
• Responsible for logistic management of a multi-site 75+ car rental fleet
• Developed understanding of customer service and relations

Education

07/2013 Supply Chain and Operations Management
University of Wisconsin - Milwaukee
• Study abroad - Australia
• Dean's List

Achievements

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

Interests
Technology Sciences Literature Film Camping Hiking Tennis Woodworking

europass
Curriculum Vitae

Personal information

First name(s) / Surname(s) Jasmin Jasarevic
Address Rizaša Stolica 15
76100 Brčko (Bosnia and Herzegovina)
Telephone(s) +387 85 758 591
Fax(es) +387 48 217 695
E-mail(s) jasarevic@gmail.com
Nationality Bosnian-Herzegovinian
Date of birth 05/12/1978

Work experience

Dates 01/11/2008 - -
Occupation or position held General manager
Main activities and responsibilities Staff management (7 full time) & budget management for entire project. Establishing contacts with municipalities and other NGO-s. Trainings for staff and volunteers. Support students and volunteers. Fundraising. Administrative coordination of USAID funded project Youth building futures in Brčko district BH.

Name and address of employer PRONI Center for youth development
Bošne Sebrbene 16, 76100 Brčko (Bosnia and Herzegovina)
Type of business or sector Non profit - NGO

Dates 01/10/2002 - 31/10/2008
Occupation or position held Youth club manager
Main activities and responsibilities Opening and development of Youth clubs in Brčko 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
Bošne Sebrbene 16, 76100 Brčko (Bosnia and Herzegovina)
Type of business or sector Non profit - NGO

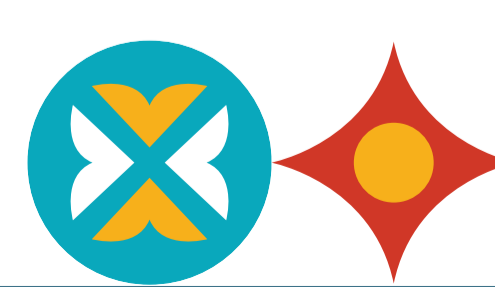
Dates 01/01/2002 - 30/09/2002
Occupation or position held Senior Youth worker
Main activities and responsibilities Supervise students & youth workers practical placements. Organize and run youth work indoor and outdoor activities

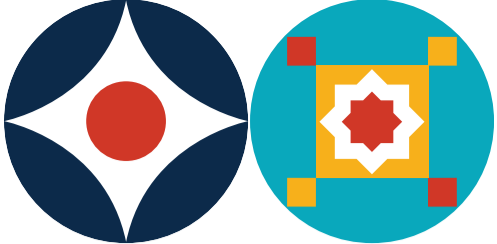
Name and address of employer PRONI Center for youth development
Bošne Sebrbene 16, 76100 Brčko (Bosnia and Herzegovina)
Type of business or sector Non profit - NGO

Dates 01/03/2001 - 31/12/2001
Occupation or position held Mine awareness project coordinator
Main activities and responsibilities Coordinate and support PRONI Mine awareness group to achieve their aims & objectives. Organize Mine awareness presentations. Develop links with other local and international NGO-s and GO-s. Chair and organize Mine awareness meetings. Creating Mine awareness manual, posters, brochures, and other PR. Mail, Fundraising

Name and address of employer PRONI Center for youth development
Bošne Sebrbene 16, 76100 Brčko (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



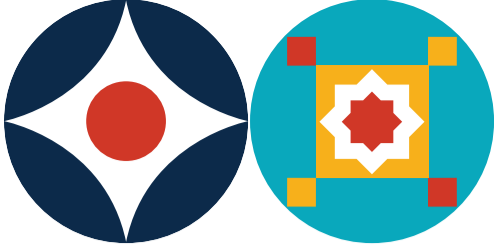
Incorrect:



Explanation:

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





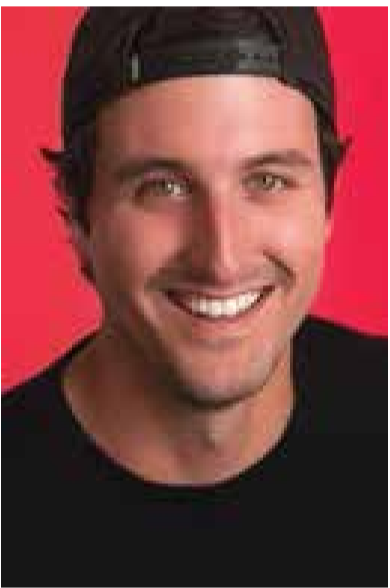
7. Photo

Correct:



- a. Clear Background
- b. Formal Clothes
- c. Face & Body are Facing Forward
- d. No Hat & Glasses

Incorrect:



Non-formal Clothes
Head Cropped
Using Hat



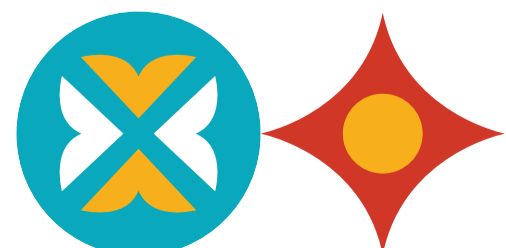
Non-formal Clothes
Head Cropped
Face isn't facing forward

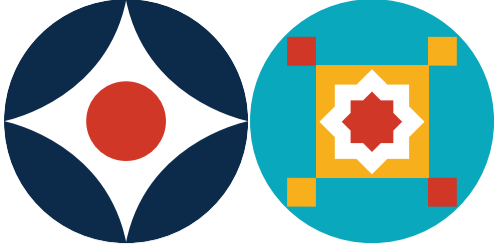


Using Glasses



Using glasses
Face & body aren't facing forward





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 : 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:

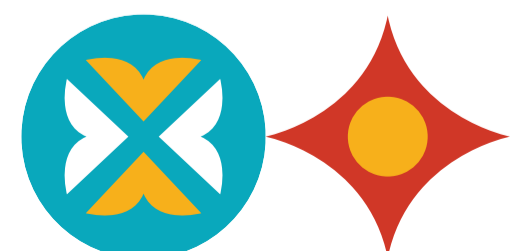
1 SKS = 1.7 ECTS

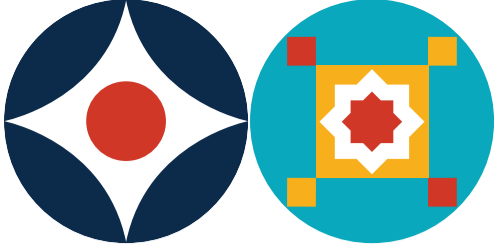
i.e., to calculate 3 SKS (common SKS quantity per courses)

ECTS = 3 SKS x 1.7
ECTS = 5,1

i.e., to calculate 30 ECTS

SKS = 30 ECTS / 1.7
SKS = 18





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 : _____

I 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.
Saya 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 : _____

I 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.
Saya 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

