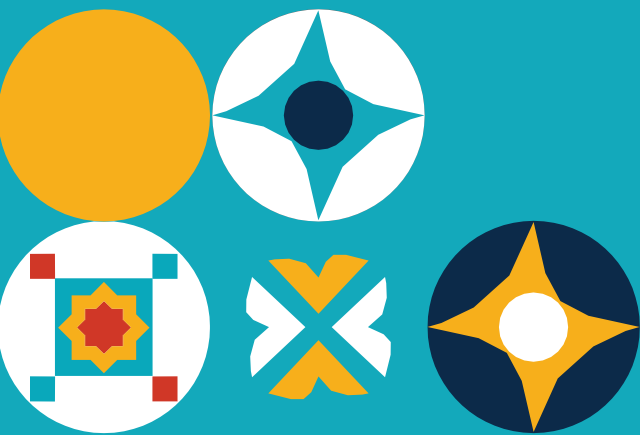




GUIDE BOOK

For Prospective Student



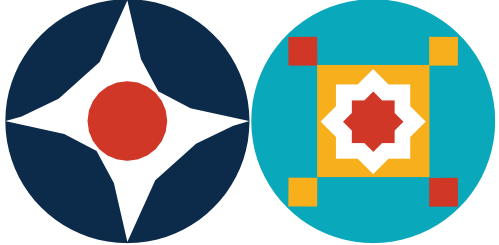


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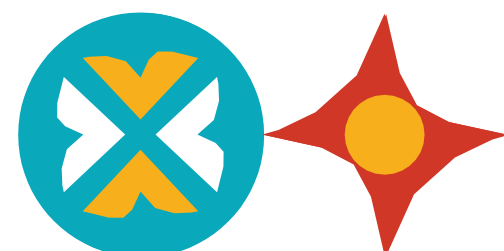
14. Student Exchange Courses Form

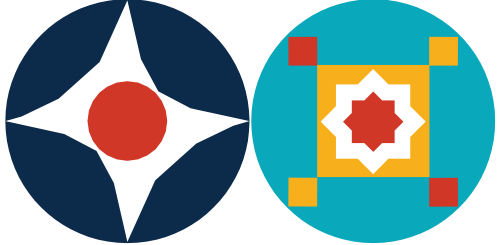
19

15. Letter of Funding Sponsorship

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16. PhD's research proposal & PhD's supervisor acceptance



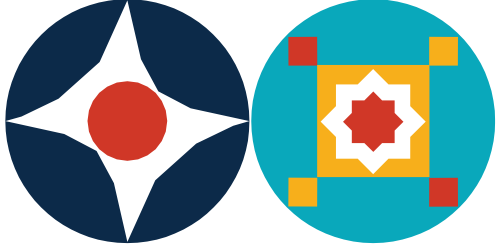


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Documents Requirements

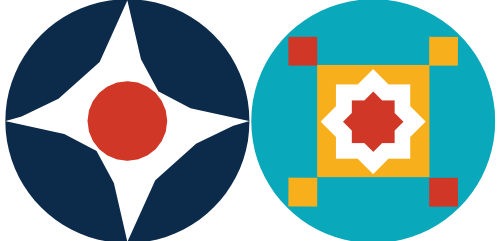
General Information	
Name of Institution	Institut Teknologi Sepuluh Nopember
Exchange Office	ITS Global Engagement
Mailing Address	ITS Global Engagement Global Kampong Building, Institut Teknologi Sepuluh Nopember Jl. Raya ITS, Sukolilo, Surabaya Indonesia, 60111
Telephone / Fax Number	+62-31-5923411
Website	www.its.ac.id & www.its.ac.id/international
Contact Person	
International Student Admission	Ms. Desy Kurniawati Coordinator for International Admission and Immigration Matters Email: intladmission@its.ac.id
Hospitality Division	Mr. Emharis Gigih Pratama Coordinator for International Hospitality (include Accomodation 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	
Application Deadline	15 April
Announcement	15 May
Courses Registration	—
Academic Period	—
Spring Semester	
Application Deadline	15 October
Announcement	15 November
Courses Registration	—
Academic Period	—
Internship	
Application Deadline	3 months before the proposed date
Duration	1 up to 6 months





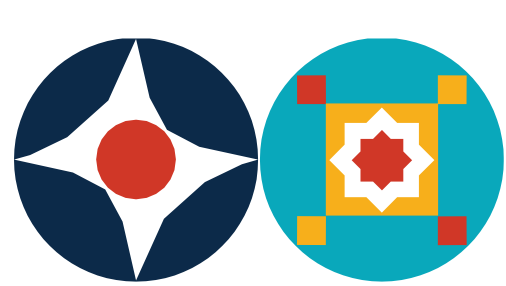
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Others																																				
Application Procedures	https://its.id/m/ApplicationProcedures																																			
Courses Available for Exchange Students	https://its.id/m/CoursesAvailable																																			
Restricted Courses	Exchange students are allowed to choose a maximum of 3 different department at ITS																																			
GPA Requirement / Language	Minimum of 3.00 out of 4.00																																			
English Proficiency	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 principal could replace the proficiency certificate.																																			
Course Load / Required Credits	Bachelor: Maximum 24 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 course’s registration period. Student still could change the courses before the last day of the 3rd week.																																			
Minimum Attendance	Minimum class attendance is 80% of 16 meetings																																			
Grading System	<table><thead><tr><th>Grade</th><th>Mark</th><th>Point</th><th>Explanation</th></tr></thead><tbody><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></tbody></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	<p>Deadlines for paying tuition fees are two weeks before the course enrollment.</p> <p>Full Degree: Bachelor: IDR 15.000.000/semester Master: IDR 20.000.000/semester Doctor: IDR 25.000.000/semester</p> <p>Exchange & Internship: Tuition fee waived for one semester program.</p>																																			



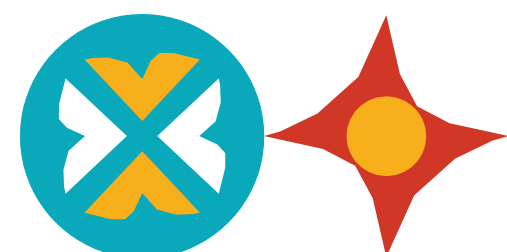
Facilities & services Available	
Facilities Available	<ul style="list-style-type: none"> - Libraries - Sport Facilities - Cafeterias - Bike - Banks - Post Office - Medical Center
Services	<ul style="list-style-type: none"> - Arrival Pick-up Service - Orientation - Assistance on Securing In-Campus and Off-Campus Accommodation - Student Visa Application - Assistance on Course Registration - Buddy
Arrival & Orientation Program	
Suggested Date of Arrival	A week before the course enrollment
Monitoring System	<p>Every exchange student will assist by the Liaison Officer for internationalization in each department related to the courses and academic matter.</p> <p>A buddy will be appointed to assist an exchange student with campus life and life in Indonesia.</p>
Administration and Immigration Fee (paid to ITS before the arrival)	
International Student	\$ 170
Approximate Living Expenses	
Food/Meals	IDR 30.000 - IDR 90.000 / day
Mobile Phone	IDR 50.000 - IDR 200.000 / month
Local Transportation	<p>Online Transportation (Gojek or Grab):</p> <p>Motorbike IDR 5.000 - IDR 75.000/one way (approximately)</p> <p>Car IDR 15.000 - IDR 150.000/one way (approximately)</p> <p>Taxi IDR 100.000 - IDR 250.000/one way (approximately)</p> <p>Public Transportation Bus IDR 5.000 - IDR 45.000/one way (approximately)</p>
Emergency Matter (Hospitalization)	Minimum IDR 1.500.000
Personal Expenses	IDR 800.000 - IDR 3.000.000

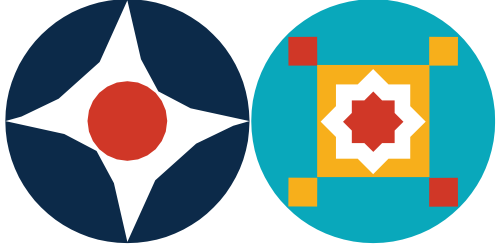




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Accommodation	
On-Campus	<p>International Student Dormitory IDR 850.000* - 1.700.000 / month / person (*Capacity: 1 room for 2 person)</p> <p>Guest House IDR 400.000 - 700.000 / day / room</p>
Off-Campus Apartment	<p>Exchange student may opt to rent private apartments off-campus; located within 1 to 5 km radius from ITS, as follow, Educity Apartment, Puncak Kertajaya Apartment, and Cosmopolis Apartment.</p> <p>Fee: 4.500.000 - 9.000.000 / month / room</p>
Visa & Insurance	
Link Visa	https://its.id/m/VisaGuidebook
Insurance	<p>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.</p>
Dependents	<p>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.</p>

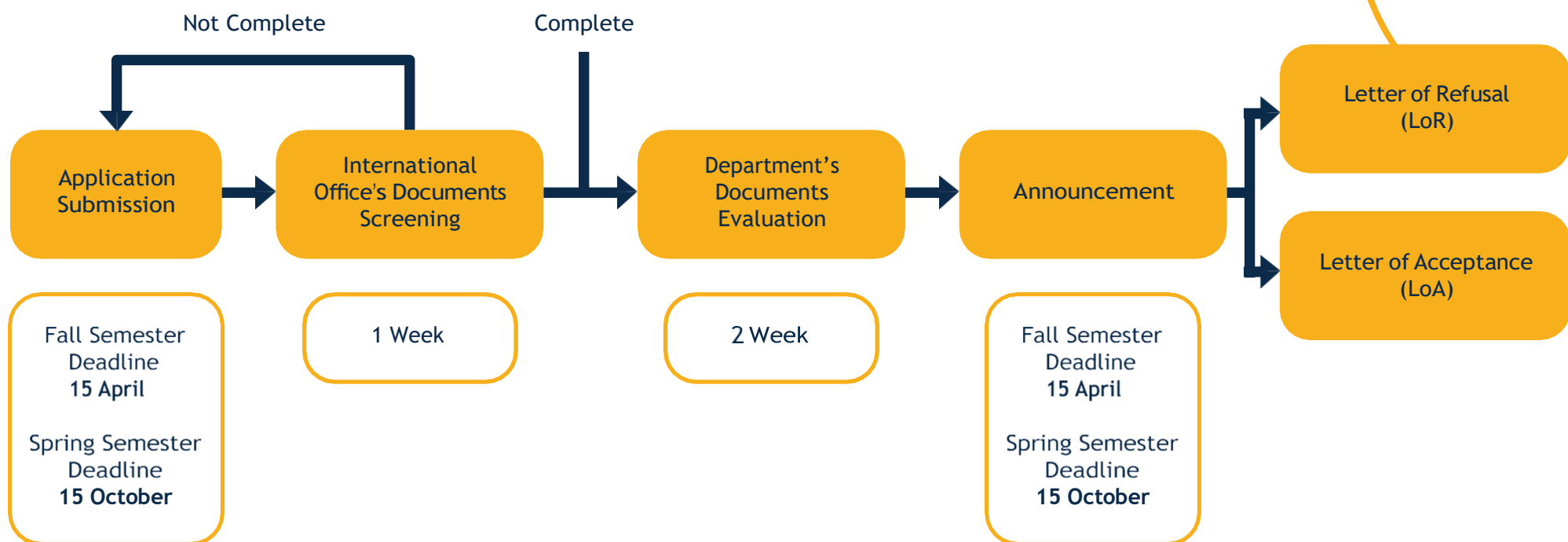




Application Submission

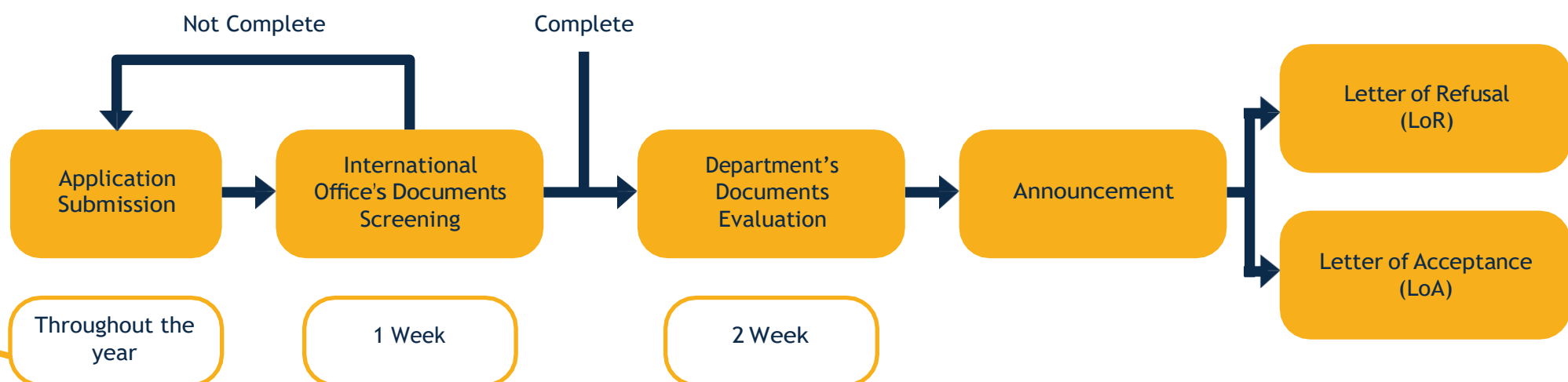
Exchange and Full Degree Program

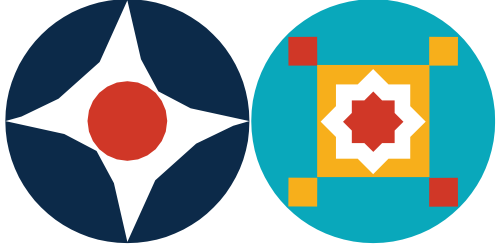
Flow of Application



Internship Program

Flow of Application





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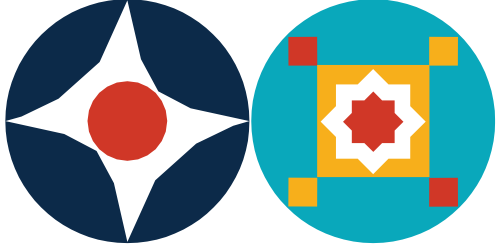
Documents Application

Full Degree

Requirement	Bachelor (S1)	Master (S2)	Doctor (S3)
Official Certificate/Diplomas	High School	Bachelor	Master
Official Academic Transcript	High School	Bachelor	Master
English/Bahasa Indonesia Proficiency Certificate	✓	✓	✓
Medical Statement	✓	✓	✓
Curriculum Vitae	✓	✓	✓
Motivation Letter	✓	✓	✓
Cover and Biodata Page of Valid Passport	✓	✓	✓
Formal Photo	✓	✓	✓
Latter of Funding Sponsorship	✓	✓	✓
Study Plan	✓	✓	✓
Recommendation Letter (minimum 2)	✓	✓	✓
Filled 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 form the Embassy in Indonesia/Ministry of Education or Ministry of Defense from the Applicant's country	✓	✓	✓

*the form could be downloaded on website

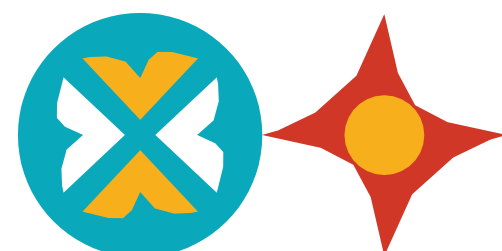


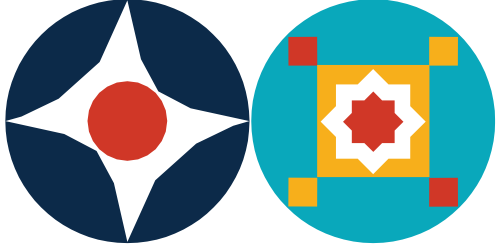


Non-Degree (Student Exchange & Internship)

Requirement	Student Exchange	Internship
University Full Academic Transcript	✓	✓
English/Bahasa Indonesia Proficiency Certificate	✓	✓
Medical Statement	✓	✓
Curriculum Vitae	✓	✓
Study Plan	✓	—
Internship Plan	—	✓
Motivation Letter	✓	✓
Cover and Biodata Page of Valid Passport	✓	✓
Formal Photo	✓	✓
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





Documents Requirement Explanation

1. 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



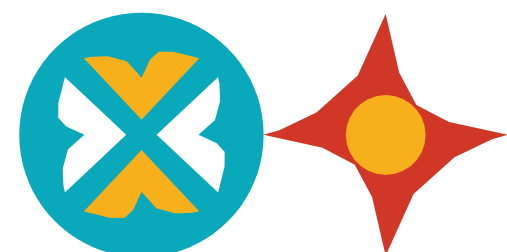
Non-formal Clothes
Head Cropped
Face isn't facing forward

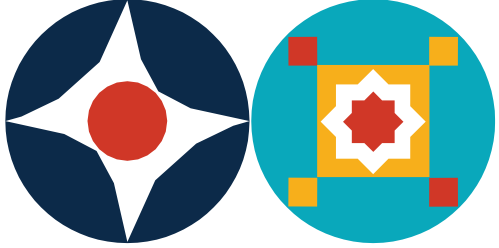


Using Glasses
White Background



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 18 months.

Correct

Scan of Biodata Page



Incorrect:



Scan of Cover Page



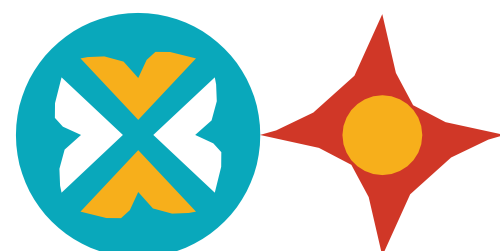
Explanation:

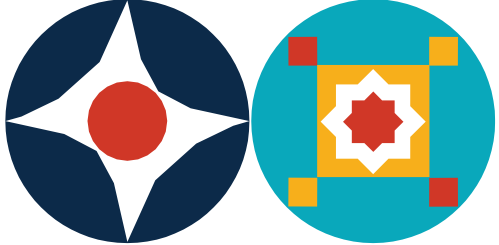
- a. Not a camera photo
- b. Asymmetric
- c. Cropped
- d. Censorship
- e. In frame hand

3. ITS Health Information Form

Notes:

- a. Fill every document completely
- b. Don't forget to sign
- c. 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

OUH
Odense
Universitetshospital

To whom it may concern

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

Concerning: , born . of August 1994.

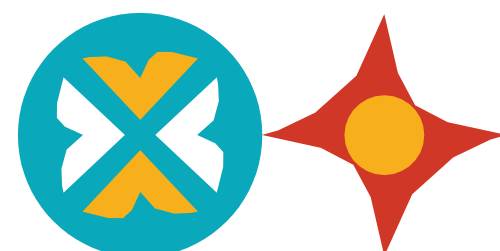
This is to verify that is healthy and able to stay in Indonesia in connection with a 6 month study.

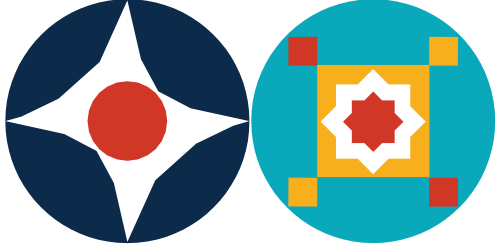
He has no medical history of any illness.

Sincerely yours

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):

Template available in the link:

<https://its.id/m/HealthInformationForm>

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

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

Physician / Hospital: Dr. SAM SAMANARY PHNOM PENH MUNICIPAL REFERRAL HOSPITAL

Telephone Number: (855) 12 844015

Address: # 137 ST 123 SIKK DEAL VONG KHAN # MAKARA PHNOM PENH

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

<input type="checkbox"/> Measles (Rubella)	<input type="checkbox"/> Encephalitis	<input type="checkbox"/> Hepatitis (specify)	<input type="checkbox"/> Frequent tonsillitis
<input type="checkbox"/> Rubella (German measles)	<input type="checkbox"/> Pneumococcal infection	<input type="checkbox"/> Yellow fever	<input type="checkbox"/> Bronchitis
<input type="checkbox"/> Staphylococcal infection	<input type="checkbox"/> Streptococcal infection	<input type="checkbox"/> Other, please specify:	

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

Does the student have any 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 I/the student may have relating to my/the 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 my/the 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 my/the 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 my/the student's physical and mental health and will cover any medical expenses that may occur during my/the student's study at ITS.

If my parents or guardians have not signed this form, I represent and certify that I am not a minor according to the laws of my country.
Tick if this is the case ☐

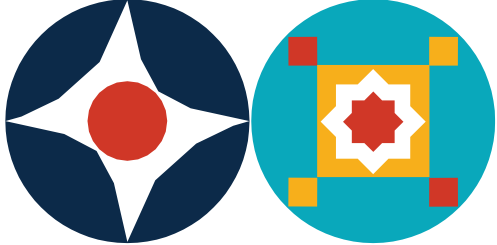
Signature of Student: [Signature] **4.**

Date: 11-July-2018

Signature of Parent/Guardian of student: [Signature]

Date: 11-July-2018 **5.**

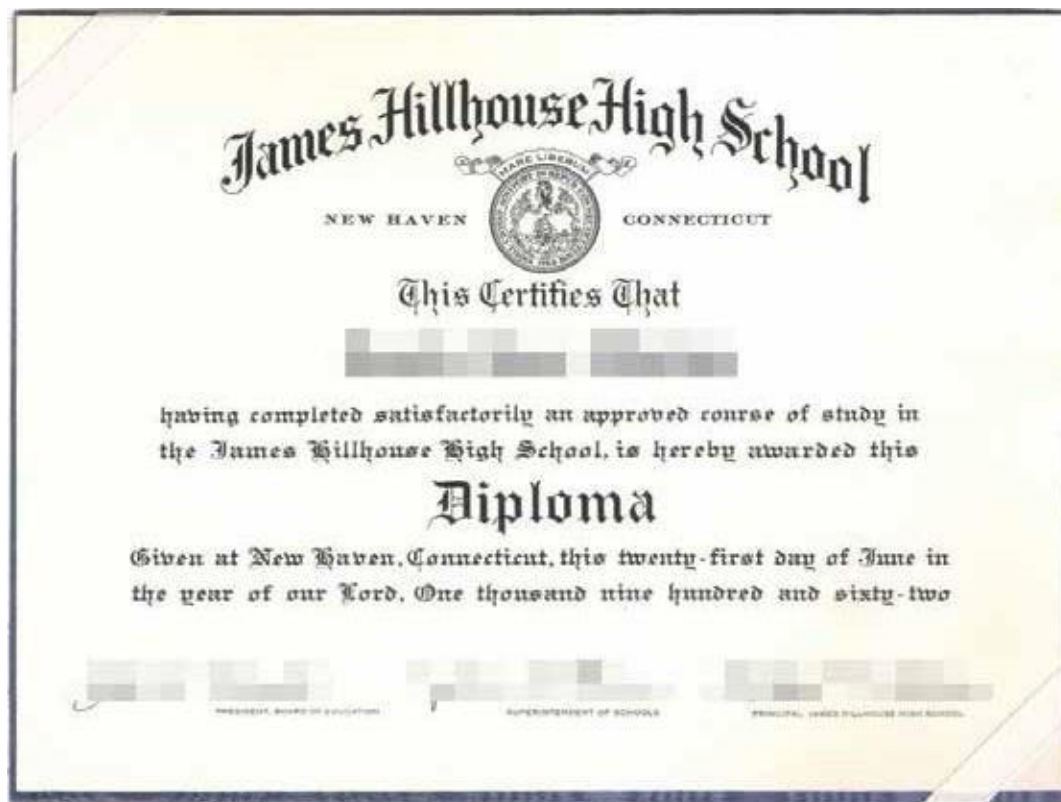




5. Certificate and Transcript of Latest Education

Transcript and certificate of Senior High School / Diploma (for Bachelor applicant) or Bachelor (for Master applicant) or Master (for Doctoral applicant) where the applicant has taken previous courses, which certified by the government official from the applicant's country of origin.

Certificate/Diplomas:



Transcript:

Ontario

Ministry of Education
Ministère de l'Éducation

ONTARIO STUDENT TRANSCRIPT
RELEVÉ DE NOTES DE L'ONTARIO

Date of Issue / Date de délivrance

Page

2005/07/14

1 of 1

Student / Étudiant	Given Name / Prénom	Student Number / Numéro matricule	Gender / Sexe	Date of Birth / Date de naissance	Day / Jour
Munro, Daniel		040384067/382555468 3590-031	M	1987	06
Name of School / Nom de l'école	Number / Numéro	Name of School / Nom de l'école	Number / Numéro	Date of Entry / Date de l'admission	Day / Jour
Private 41777		Maranatha Christian Academy	883590	2001	01
Date / Date	Course Title / Titre du cours	Course Code / Code du cours	Percentage Grade / Pourcentage	Credit Code / Code du crédit	Completion / Réussite
01/06	Instrumental Music - Band	AM110	81	1.00	X
02/06	Introduction To Business	BB110	77	1.00	X
02/06	Geography	CC110	82	1.00	X
02/06	English	EN610	75	1.00	X
02/06	Core French	FF110	74	1.00	X
02/06	Bible - New Testament Part I	BB210	81	0.50	
02/06	Mathematics	MM110	76	1.00	X
02/06	Healthy Active Living Education	PPL10	93	1.00	X
02/06	Science	SC110	84	1.00	X
03/06	Instrumental Music - Band	AM120	94	1.00	X
03/06	Canadian History	CH120	85	1.00	X
03/06	Civics	CR120	90	0.50	
03/06	English	EN620	86	1.00	X
03/06	Career Studies	CLC20	87	0.50	X
03/06	Mathematics	MM210	90	1.00	X
03/06	Healthy Active Living Education	PPL20	89	1.00	X
03/06	Computer and Information Science	TI120	83	1.00	X
04/06	World History to the 18th Century	CH600	92	1.00	X
04/06	English	EN630	88	1.00	X
04/06	World Religions: Beliefs and Daily	WR120	86	1.00	X
04/06	Computer and Information Science	TI130	91	1.00	X
04/06	Functions and Relations	MR130	91	1.00	X
04/06	Healthy Active Living Education	PPL30	92	1.00	X
04/06	Chemistry	SC130	85	1.00	X
04/06	Physics	PH130	85	1.00	X
05/06	English	EN640	89	1.00	X
05/06	Challenge and Change in Society	HSS40	94	1.00	X
05/06	Advanced Functions and Calculus	MC440	91	1.00	X
05/06	Geometry and Discrete Mathematics	MM440	89	1.00	X
05/06	Healthy Active Living Education	PPL40	93	1.00	X
05/06	Biology	SC140	88	1.00	X
05/06	Chemistry	SC140	80	1.00	X
05/06	Physics	PH140	89	1.00	X
06/06	Bible - Old Testament Part I	BB110	94	0.50	

SUMMARY OF CREDITS / TOTAL DES CRÉDITS

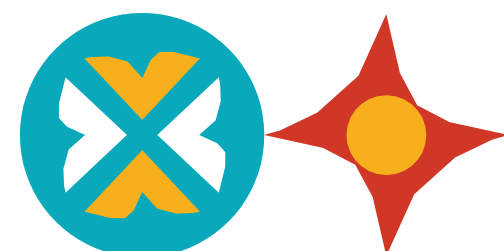
Community Involvement / Service communautaire	Provincial Secondary School Literacy Test / Test provincial de compétences linguistiques	Specialized Program / Programme spécialisé
<input checked="" type="checkbox"/> Completed / Complété	<input checked="" type="checkbox"/> Completed in English / Complété en français	<input checked="" type="checkbox"/> No / Non
Diploma or Certificate / Diplôme ou certificat	Date of Issue / Date de délivrance	Signature / Signature
	2005/07/14	[Signature]

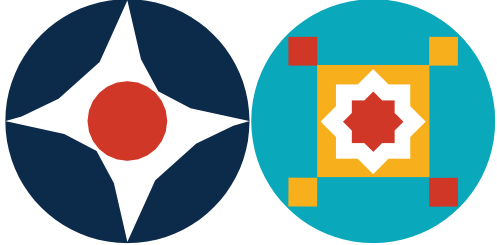
This collection and maintenance of this information are authorized under the Education Act, R.S.O. 1990, c.2, s.268. Users of this information are responsible for the proper use and handling of the information. L'acquisition et le maintien de ces renseignements sont autorisés en vertu de la Loi sur l'éducation, R.S.O. 1990, c.2, s.268. Les utilisateurs de ces renseignements sont responsables de l'usage approprié de l'information. Ce dossier est la propriété de l'école et de son personnel éducatif. C'est le dossier scolaire officiel de l'élève. Pour tout renseignement au sujet de la collecte de ces données, veuillez vous adresser à la direction de l'école.

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

Link statement letter of finance and behavior:

<https://its.id/m/StatementLetterofFinanceandBehavior>

**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 bertanda tangan 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)



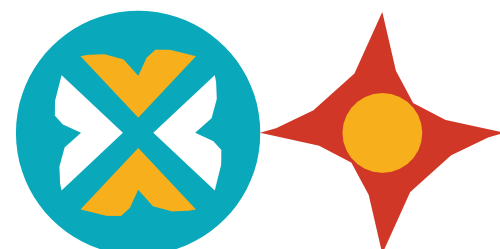
(Rayf Kumar Dash)

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?

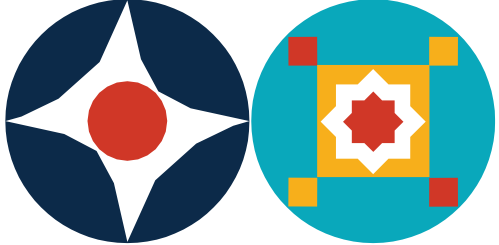
Yes, you do! Because Mevlana/Erasmus+ not Indonesia Government Scholarship





Example:





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

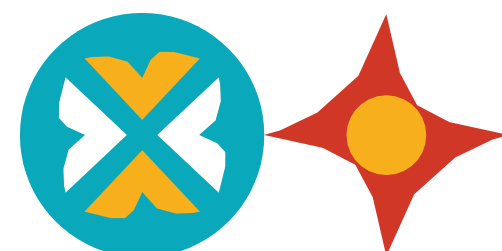
Minimum score:

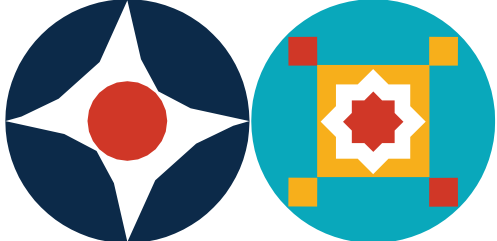
- TOEFL IBT 64; IELTS 5.5; TOEFL ITP 510 (not more than 2 years)

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



The image shows a sample English Proficiency Certificate from HZ University. The certificate is dated Vlissingen, 21 November 2017. It is addressed to 'To whom it may concern'. The text confirms that a student, whose name and date of birth are redacted, is a bona fide third year student in the [redacted] programme at HZ University, [redacted] the Netherlands. The student 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. The student has a fine personality and is helpful and cooperative, works very hard and with good results. His current level of English is: C1. The certificate is signed 'Yours faithfully,' followed by a signature and a redacted name.





13. Recommendation Letter from Home University/High School

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]

[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)

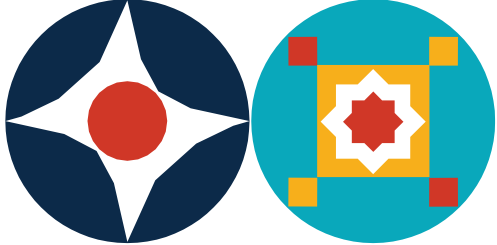
The complete application form and related document are enclosed herewith.

Your kind consideration on the application is highly appreciated.

Yours sincerely,
[REDACTED]

[REDACTED]
Acting for Vice President for Internationalisation





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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://its.id/m/EnglishCoursesList> and Syllabus could be accessed on <https://its.id/m/StudyPrograms>

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="checkbox"/> ECTS / <input type="checkbox"/> 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 24 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:

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

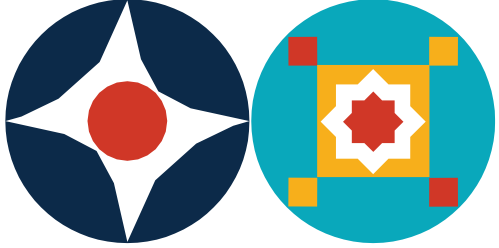
i.e., to calculate 3 SKS (common SKS quantity per courses)

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

i.e., to calculate 30 ECTS

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



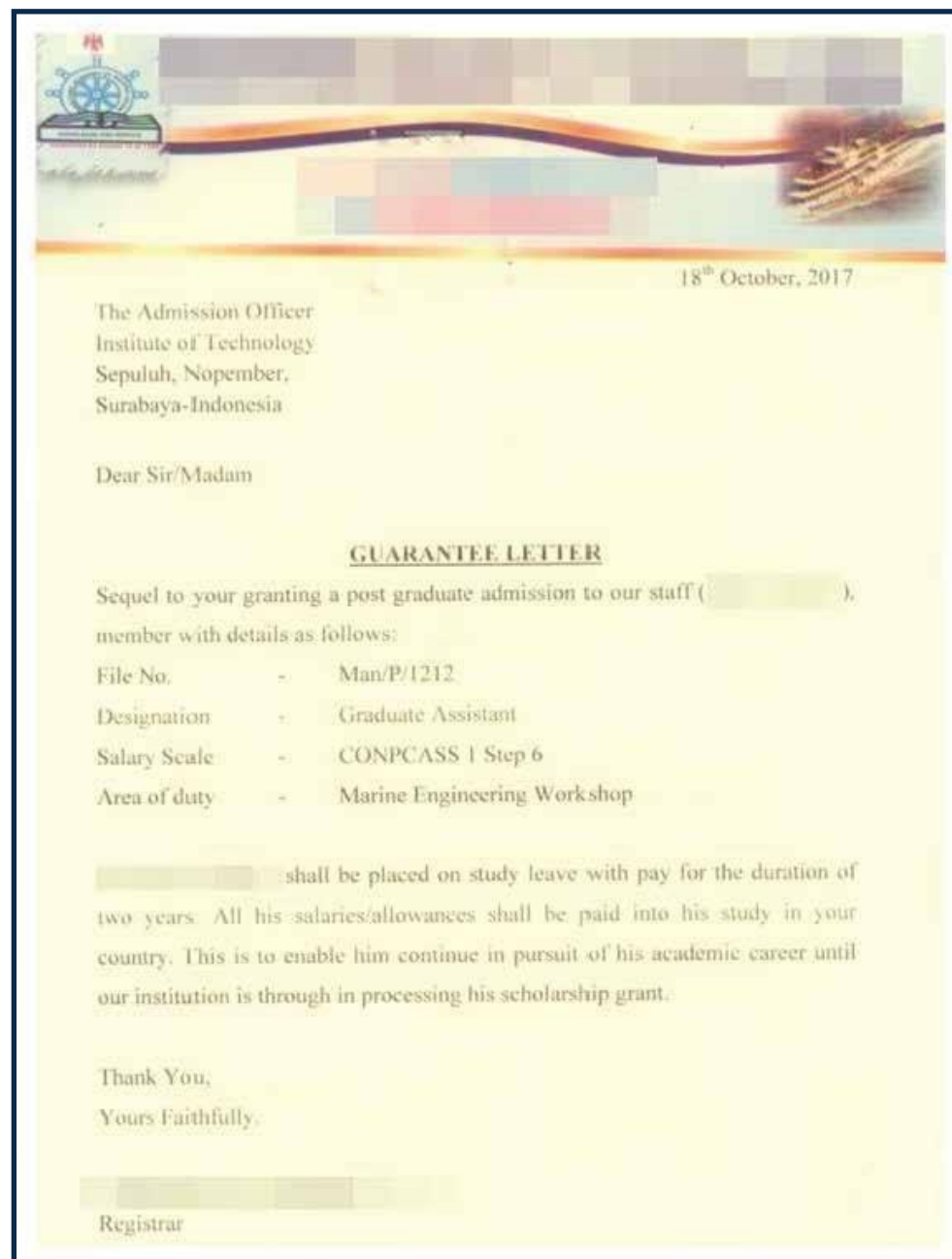


15. Letter of Funding Sponsorship

Must Contain:

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

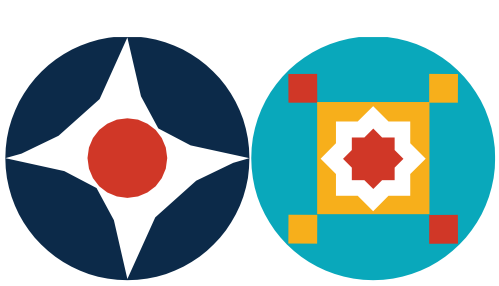
Example:



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>.

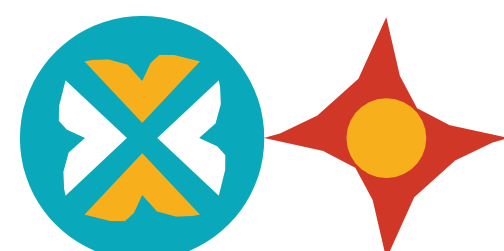


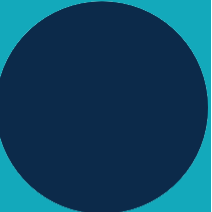
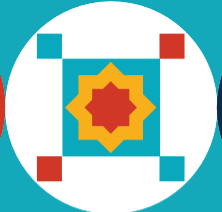
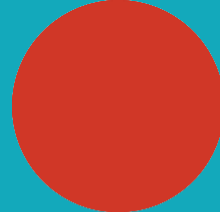


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**Information about:
Visa, Stay Limited Permit and ITS Administration Fee**

**Please kindly refer to the:
Guidebook of Immigration & City Government Rules Guidebook
For International Students
(<https://its.id/m/ImmigrationGuidebook>)**





THANK YOU

Should you still have any query, please do not hesitate to let ITS GE know!



[intl admission@its.ac.id](mailto:intladmission@its.ac.id)

