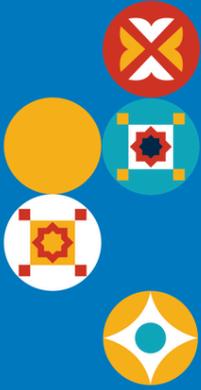




DIRECTORATE OF
GLOBAL ENGAGEMENT
INSTITUT TEKNOLOGI SEPULUH NOPEMBER



GuideBook

for Prospective Student



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How to Create Account



1. Go to the link: <https://simad.its.ac.id>
2. Click on Sign up
3. Fill out the required information

CREATE YOUR ACCOUNT

For Login Enrollment

Email

Password

Confirm Password

Full Name

(Fill exactly the same with name order in passport)

+ 628542xxxx

(Please add your phone number country code)

Place of Birth

Date Of Birth

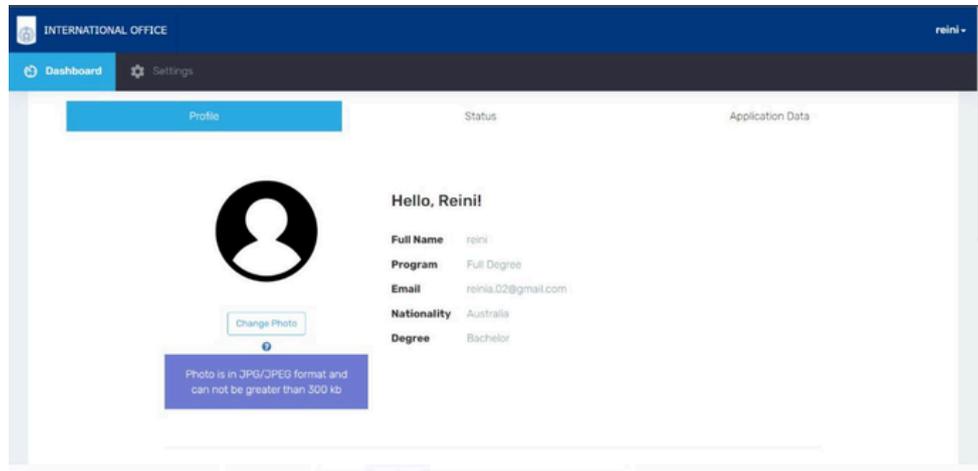
Bachelor

Full Degree

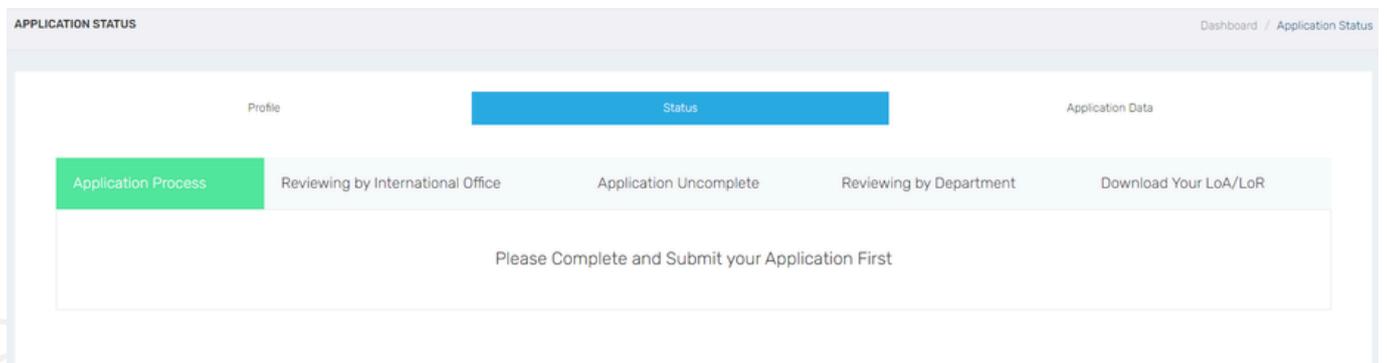
Afghanistan

SIGN UP

Already have an account? [Sign In](#)

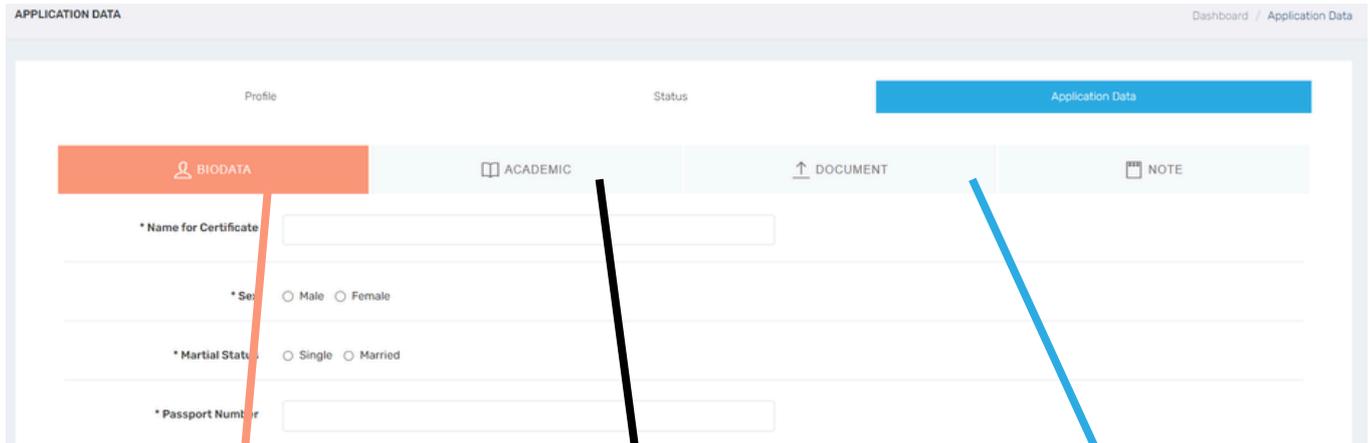


4. Change the photo



5. Status tab, to check the updated status of the application

6. Fill out the data and submit the required documents



Complete the Biodata tab:

- Name
- Gender
- Marital Status
- Passport number
- Religion
- Facebook account
- Health sheet for chronic disease
- Accommodation
- Current address
- Permanent address
- Emergency contact

Complete the Academic tab:

- Home University (Country and Department / major)
- ITS Program (Department, semester period)
- Education Background
- English Ability

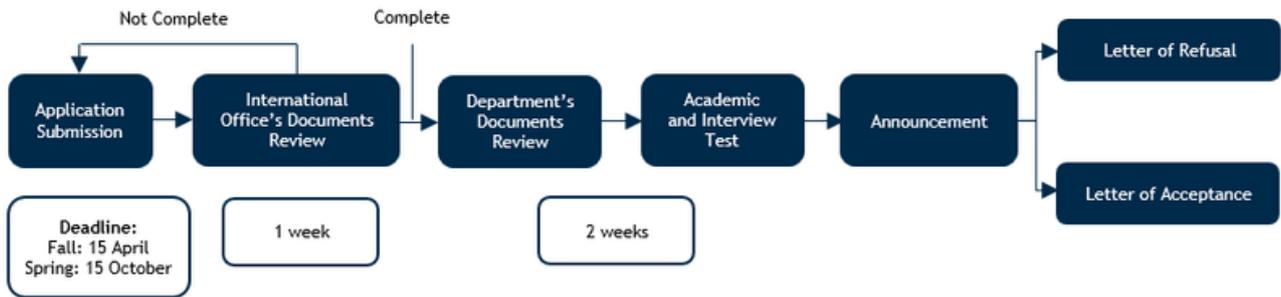
Submit the required documents:

- Must be in pdf format
- no more than 500 kb

Application Submission Flow

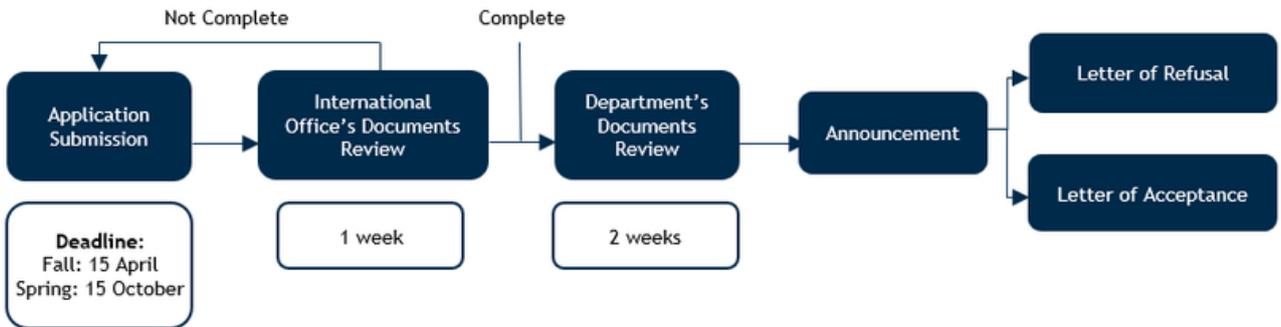
Full Degree Program

Flow of Application



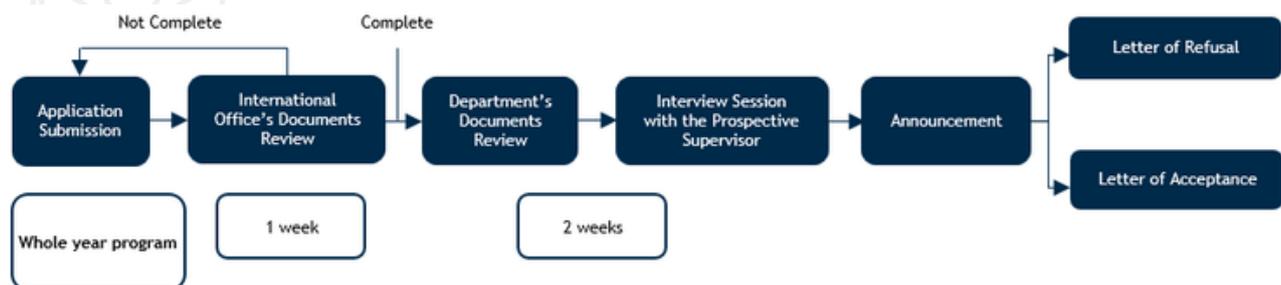
Exchange Program

Flow of Application



Internship Program

Flow of Application



Full Degree Program

Requirement	Undergraduate (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	-	-	✓

Non-Degree Program (Exchange & Internship)

Requirement	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*	✓	-

Documents Requirement Explanation

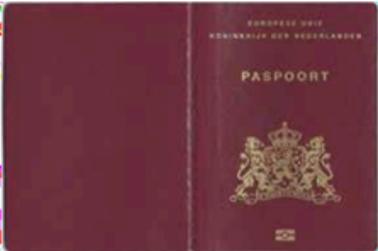
1. Formal Photo

Correct	Incorrect
<div data-bbox="338 548 639 902" data-label="Image"> </div> <ul style="list-style-type: none"> a. Clear Background (red or white) b. Formal attire is required c. Both the face and body face forward d. Captured the upper body, including half of the shoulders e. The mouth should remain closed f. Avoid wearing hats and glasses 	<div data-bbox="948 526 1203 851" data-label="Image"> <ul style="list-style-type: none"> a. Informal attire is unacceptable b. The photo is cropped around the head c. Wearing a hat is not allowed </div> <div data-bbox="948 1016 1203 1344" data-label="Image"> <ul style="list-style-type: none"> a. Informal attire is unacceptable b. The photo is cropped around the head c. Both the face and body are not facing forward </div> <div data-bbox="948 1543 1203 1870" data-label="Image"> <ul style="list-style-type: none"> a. Both the face and body are not facing forward b. Wearing glasses is unacceptable </div>

2. Passport

The document must be scanned clearly and in full color (not taken using a camera). Additionally, your passport must have a minimum validity of 22 months from the date of your program application.

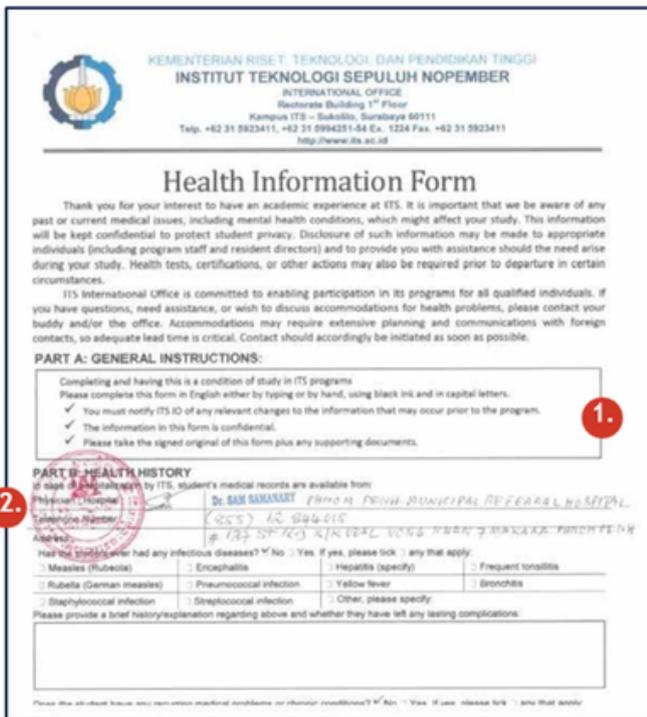
Failure to meet these requirements may result in complications during the immigration process and could lead to a visa not being issued.

Correct	Incorrect
<p>Scan of Cover Page</p>  <p>Scan of Biodata Page</p>  <ul style="list-style-type: none"> a. Scanned properly b. Captured all the information in the biodata page c. No watermark 	 <ul style="list-style-type: none"> a. Captured using camera photo b. Asymmetric c. some parts have been censored d. some parts have been cropped e. Fingers are in the frame

3. ITS Health Information Form

The form could be downloaded through this link: https://its.id/Health_Form

- Complete all required fields in the doctor's information section.
- Ensure that the official stamp of the hospital or clinic is included.
- The doctor must fill in all mandatory health status details for the applicant as stated on pages 1 and 2 of the form.
- Provide the doctor's signature along with the official hospital or clinic stamp.
- Clearly indicate the date of issuance of the form.



**KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI
INSTITUT TEKNOLOGI SEPULUH NOPEMBER
INTERNATIONAL OFFICE**
Rectorate Building 1st Floor
Kampus ITS - Sukoharjo, Surabaya 60111
Telp. +62 31 8823411, +62 31 894281-84 Ex. 1224 Fax. +62 31 8823411
<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 steps of the table below by ITS, student's medical records are available from:

Physical Name: Dr. SAN SAMANART FROM TRIMU MUNGKIPAL REFERRAL HOSPITAL
Telephone Number: 055 42 04415
Address: Jl. ST. KES KRITIKAL DUNG PAKSI BAKKAKA PARITENYU

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:

Please tick relevant boxes and complete medical conditions or other 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] **5.**
Date: 11 July 2018

4. Medical Statement

The medical statement must include the following information:

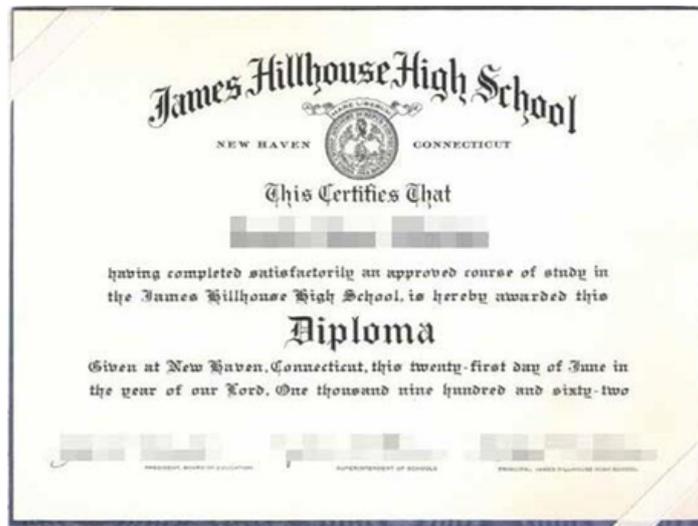
- A confirmation that you are medically fit to study abroad.
- The official legal stamp of the hospital or clinic.
- The full name of the attending doctor.
- Your basic health information, including the condition of respiratory and digestive systems, blood pressure, and other relevant indicators (such as cholesterol level, blood sugar, and vaccination records).
- Clearly stated date of issuance, not more than one month prior to the application.
- It is strongly recommended that the medical statement be issued in English.



5. Certificate and Transcript of Latest Education

Applicants for full-degree programs are required to submit their most recent academic certificate and transcript. These documents must be officially certified by the government or the Ministry of Education in 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	1 of 2
Student Name / Nom de l'étudiant	Class Name / Niveau	Ministry / Ministère	Student Number / Numéro de l'étudiant	Class / Classe	Year / Année	2007/07/14	1	2
041986067/98255464	9590-031	30	1997	06	11			
Name of School / École / Nom de l'établissement	Number / Nombre	Name of School / Nom de l'école	Number / Nombre	Date of Entry / Date de l'inscription	Year / Année	2001	09	01
211773		Marianatha Christian Academy	883390					
Year / Année	Month / Mois	Course Title / Titre de la matière	Course Code / Code de la matière	Percentage / Pourcentage	Grade / Note	Completion / Réussite	Remarks / Remarques	Min. Pass / Note Min.
02/06	09	Instrumental Music - Band	AMC110	91	1.00	X		
02/06	09	Introduction To Business	IBC110	77	1.00	X		
02/06	09	Geography	GC110	82	1.00	X		
02/06	09	English	ENG110	75	1.00	X		
02/06	09	Core French	CF110	74	1.00	X		
02/06	09	Bible - New Testament Part 1	BN110	81	1.00	X		
02/06	09	Mathematics	MA110	76	1.00	X		
02/06	09	Healthy Active Living Education	HLE110	93	1.00	X		
02/06	09	Science	SC110	84	1.00	X		
02/06	10	Instrumental Music - Band	AMC120	94	1.00	X		
02/06	10	Classical Music	CM120	85	1.00	X		
02/06	10	Civics	CIV120	90	1.00	X		
02/06	10	English	ENG120	86	1.00	X		
02/06	10	Physical Studies	PS120	87	1.00	X		
02/06	10	Mathematics	MA120	90	1.00	X		
02/06	10	Healthy Active Living Education	HLE120	90	1.00	X		
02/06	10	Computer and Information Science	CIS120	83	1.00	X		
02/06	11	World History to the 16th Century	WH120	86	1.00	X		
02/06	11	English	ENG120	88	1.00	X		
02/06	11	Music Religion: Beliefs and Daily	MR120	91	1.00	X		
02/06	11	Computer and Information Science	CIS120	92	1.00	X		
02/06	11	Functions and Relations	FR120	85	1.00	X		
02/06	11	Healthy Active Living Education	HLE120	85	1.00	X		
02/06	11	Chemistry	CH120	88	1.00	X		
02/06	11	Physics	PH120	85	1.00	X		
02/06	12	English	ENG120	88	1.00	X		
02/06	12	Challenge and Change in Society	CC120	94	1.00	X		
02/06	12	Advanced Functions and Calculus	AF120	91	1.00	X		
02/06	12	Geometry and Concrete Mathematics	GC120	89	1.00	X		
02/06	12	Healthy Active Living Education	HLE120	93	1.00	X		
02/06	12	Biology	BI120	88	1.00	X		
02/06	12	Chemistry	CH120	80	1.00	X		
02/06	12	Physics	PH120	89	1.00	X		
02/06	09	Bible - Old Testament Part 1	OT110	74	0.50			

6. University Full Academic Transcript

Applicants for non-degree programs must submit their complete academic transcript, including all courses taken during the relevant semester(s). The transcript must be officially issued by the applicant's home university.

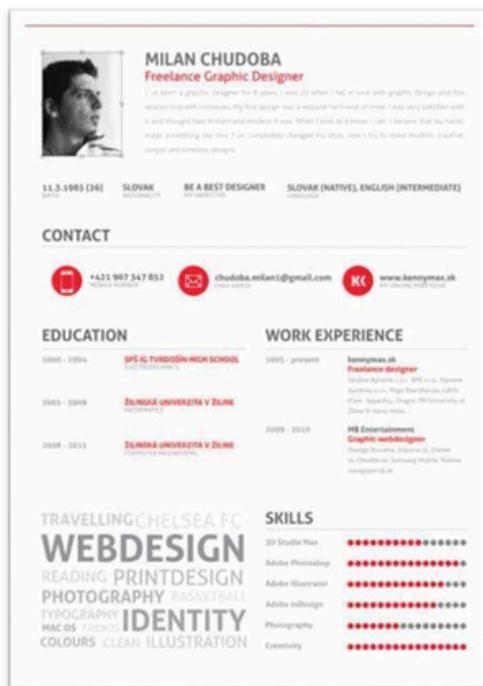
7. Statement Letter of Behavior and Funding

The form could be downloaded through the link :

- For Bachelor program : https://its.id/SL_Bachelor
- For Master program : https://its.id/SL_Master
- For Doctoral program : https://its.id/SL_Doctoral
- For non-degree program : https://its.id/SL_NonDegree

8. Curriculum Vitae

Write a brief summary of your personal background, academic skills, experiences, and relevant achievements.



9. Study Plan

- Write a minimum of 300 words.
- Describe the program you intend to study and your primary reasons for choosing it.
- Explain your main academic goals and how you plan to achieve them.

10. Internship Plan

- The internship plan must be a minimum of 300 words.
- Clearly state the start date and end date of the internship program.
- Provide a detailed description of your research or project topic, your specific area of interest, and the main reasons behind your interest in that topic.
- Explain your primary goals for the internship, and describe how you plan to achieve these goals through your proposed activities, methods, or timeline.

11. Motivation Letter

- The motivation letter must be a minimum of 300 words.
- Provide a brief explanation of your interest in joining the program at ITS, including what attracts you to the program and how it aligns with your academic or professional goals.

12. English Proficiency Certificate

- The English proficiency certificate must be valid for no more than 2 years.
- Applicants must meet the minimum required scores: TOEFL iBT: 64; IELTS: 5.5; TOEFL PBT: 510.

Applicants who come from an English-based school or university may submit an official statement letter from the school or university as a substitute for the English proficiency certificate.



13. Recommendation Letter

- Applicants must submit at least two different recommendation letters from their home university. These may be issued by the international office or by a previous academic supervisor.
- Each recommendation letter must provide a clear explanation of the applicant's academic performance during their period of study at the home university.



14. Exchange Course Form

- The template can be found through the link below: https://its.id/Exchange_CourseForm
- Applicants are allowed to take courses from maximum 3 different departments at ITS
- The credit equivalence between SKS (Indonesian credits system) and ECTS (European Credits Transfer System), is 1 credit or SKS is equal to 1.7 ECTS.
- Ensure about the maximum number of credits (SKS) for each degree
 - Bachelor = 21 credits (SKS)
 - Master and Doctoral = 15 credits (SKS)

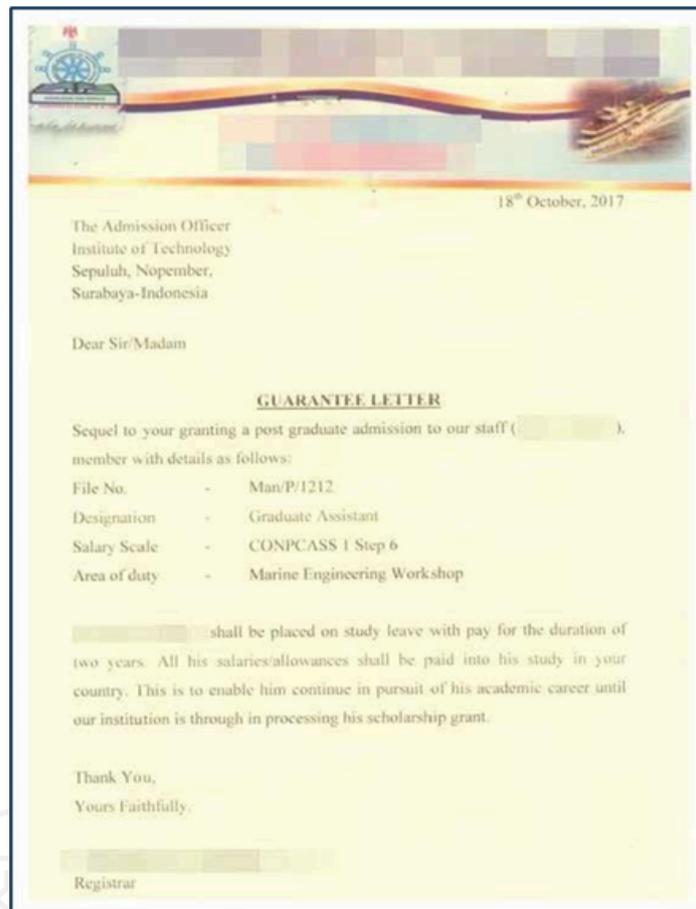
Name : Jakub Marek Samulski
 Department : Faculty of Creative Design and Digital Business / Faculty of Intelligent Electrical and Informatics
 Program : Undergraduate
 Exchange Period : February – June
 List of course selection:

Mandatory Credits : 30 ECTS /
 from Home

No	Course	Department at ITS that offers the course	Credit
[E.g.]	Macro Economy	Business Management	3
1	Project Management	Business Management	3
2	Artificial Intelligence for Business	Business Management	2
3	Financial Management	Business Management	3
4	Database Management	Informatics Engineering	3
5	Urban Design	Urban and Regional Planning	2
6	Regional Planning	Urban and Regional Planning	3
7			
8			
9			
10			
		Total Credit	

15. Letter of Funding Sponsorship

- Written by the applicant guarantor (parent/company/institution)
- Explain about the guarantor capabilities to cover the education fee during the study period
- Include an official salary slip as an attachment



16. PhD Research Proposal

The doctoral candidate must write and submit a brief manuscript of PhD' research proposal.

17. PhD Supervisor Acceptance

- Doctoral candidates must contact a professor whose expertise aligns with their research proposal ideas
- Obtain a supervisor's acceptance letter after a brief discussion about the research proposal ideas

**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/Visa_Guidebook)**



ThankYou

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

intladmission@its.ac.id

