

DSB Care SOP (Standard Operating Procedure)

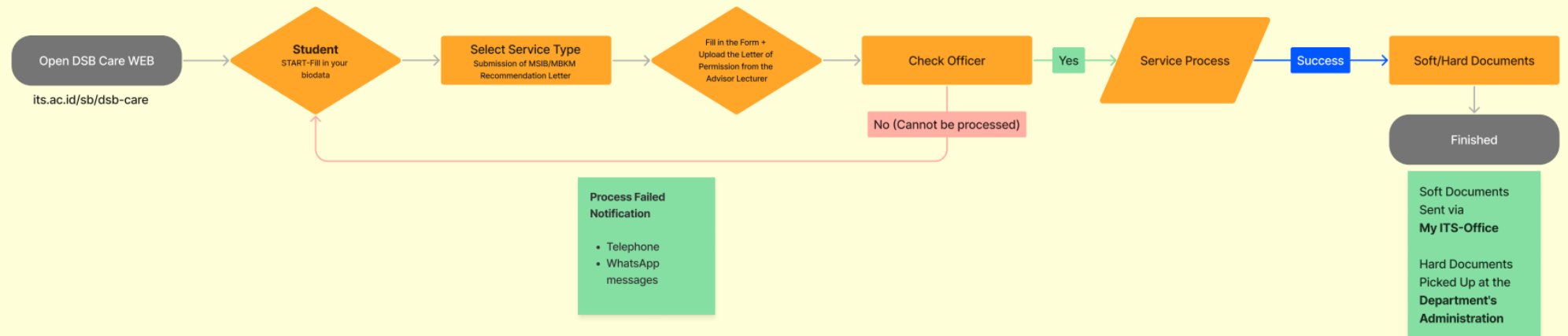
One-stop online service for Business Statistics Department Administration aimed at students

TYPE OF SERVICE

- MSIB/MBKM Recommendation Letter
- Collection of Vaccination Evidence
- Signature of Department Official Approval
- Signature of Activity Certificate
- Final Project Cover Letter
- Internship Cover Letter
- Department Vendel Application
- Lost Item Retrieval
- Internship Video Publication Cover Letter
- Internship Video Submission
- Student Activity Assignment Letter & Supervisor
- Competition/Scholarship/Student Exchange/Etc Recommendation Letter
- Student Activity Permit on Campus
- Room/Place Borrowing Permit
- Goods Borrowing Cover Letter
- Field Study (Matkul) Cover Letter

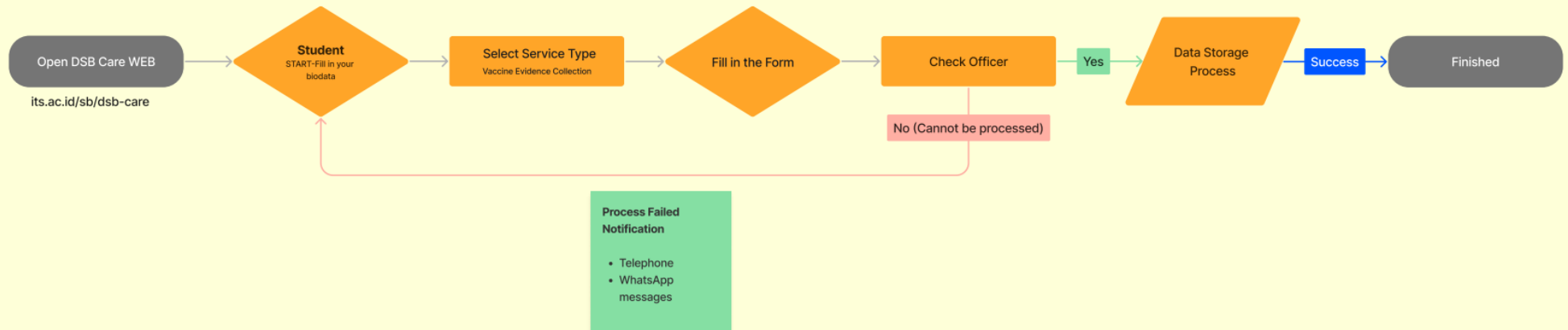
Information:

- No fees charged (FREE)
- Maximum service processing time H+2 (Working Days)
- For more information, contact email: sb@its.ac.id or Instagram: @dsb_its
- Download the Format of the Guardian Lecturer's Permission Letter: <https://its.id/PersetujuanDosenWali>



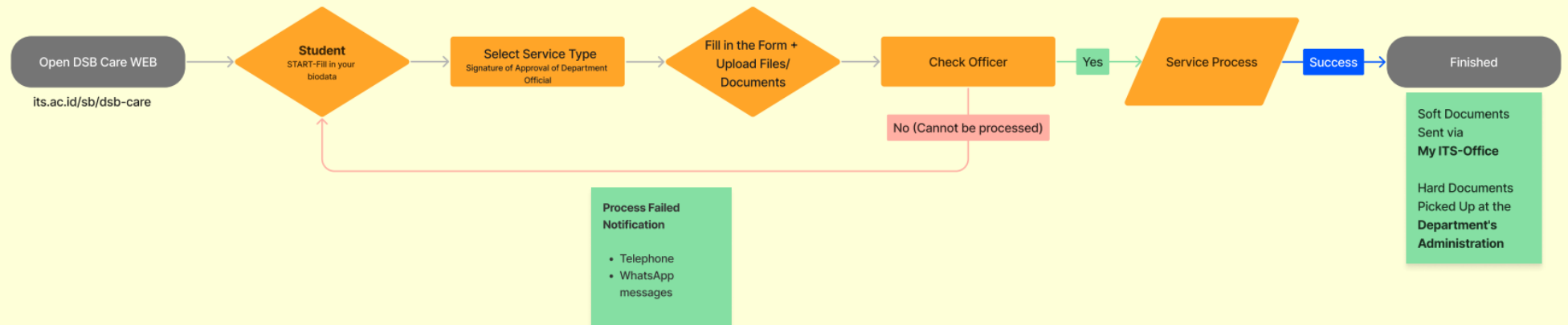
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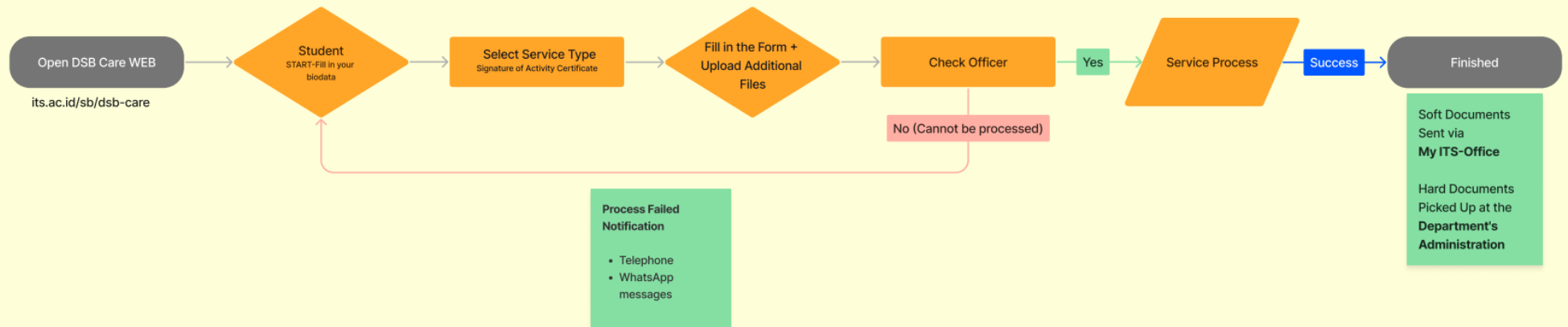
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- Prepare Files / Documents (PDF File max 10 MB)



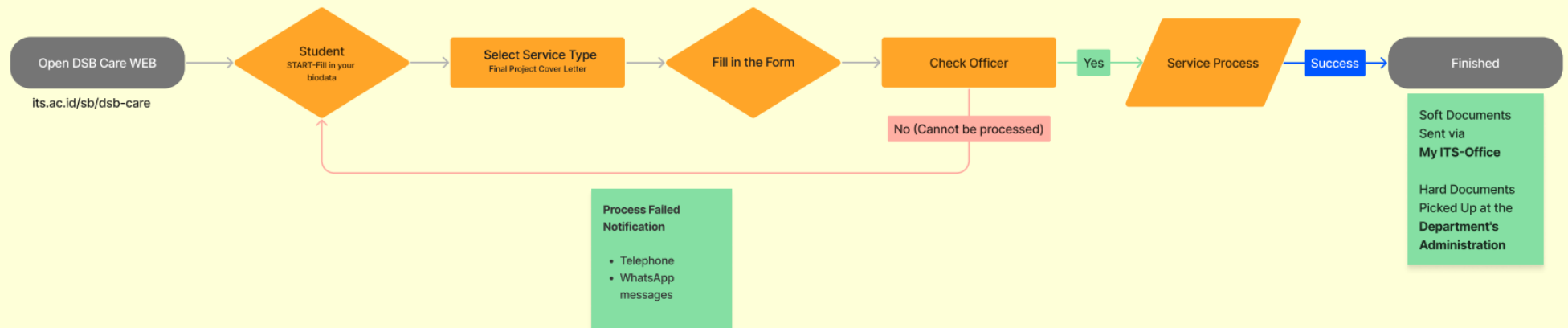
Information:

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- Maximum service processing time H+7 (Working Days)
- For more information, contact email: sb@its.ac.id or Instagram: @dsb_its
- Prepare Certificate Design File (JPEG, JPG, or PNG Format max 10 MB)
- Prepare Certificate Recipient Data File (Excel Format max 10 MB)
- Prepare Activity Attendance List File (File max 10 MB)



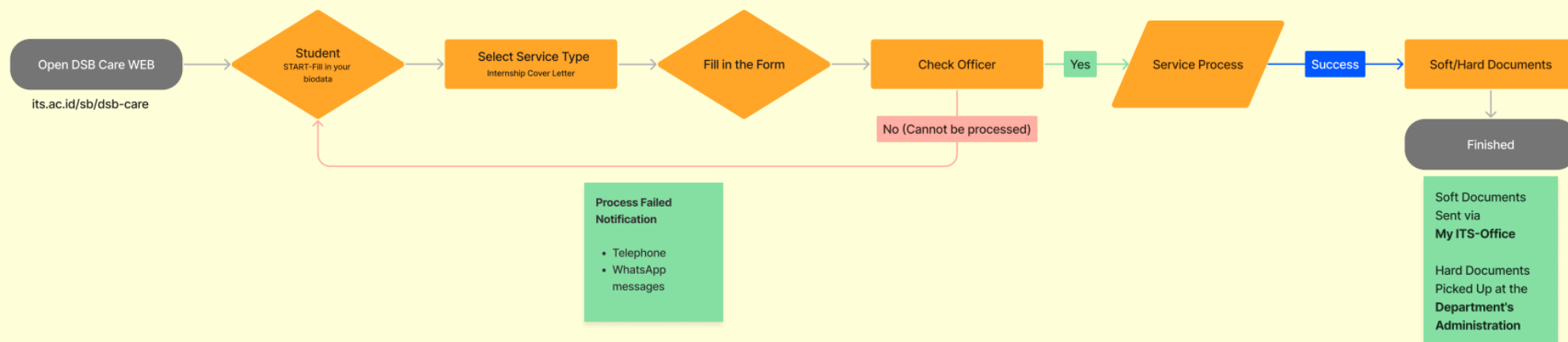
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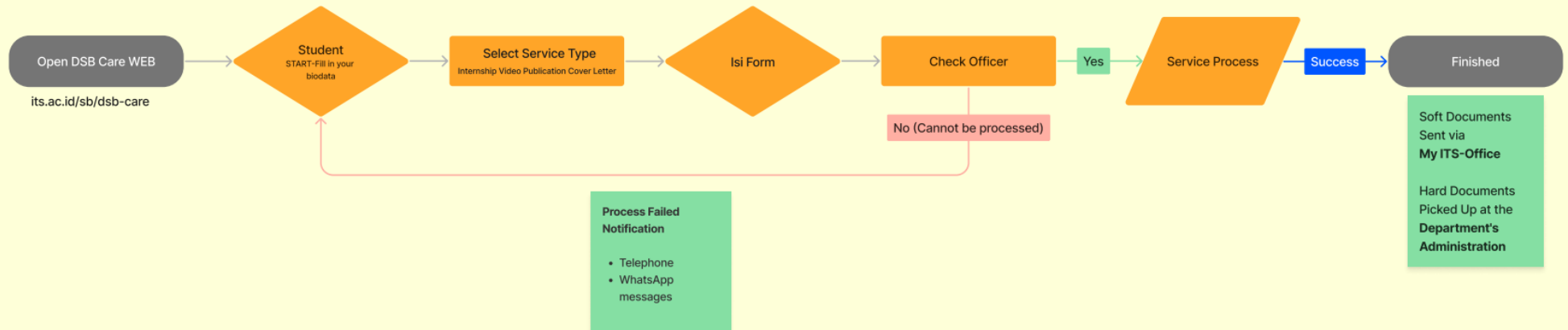
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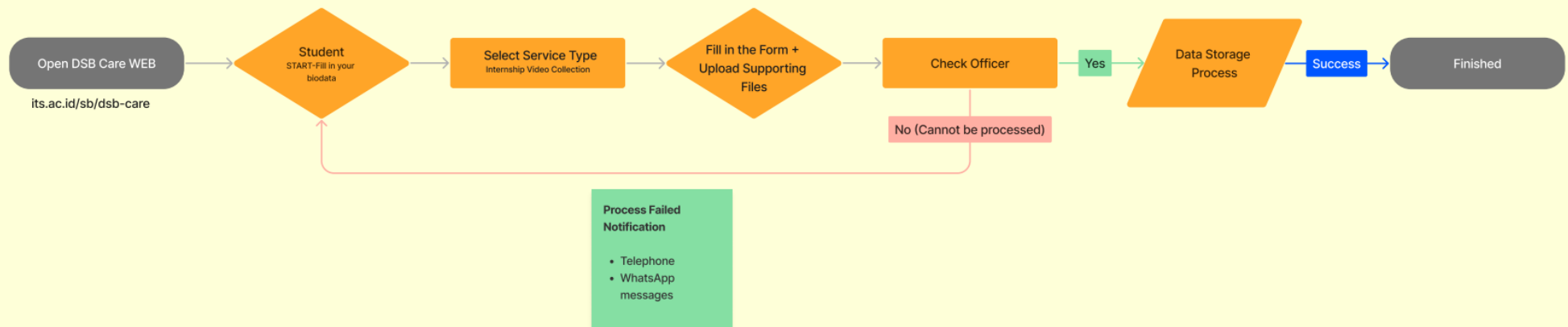
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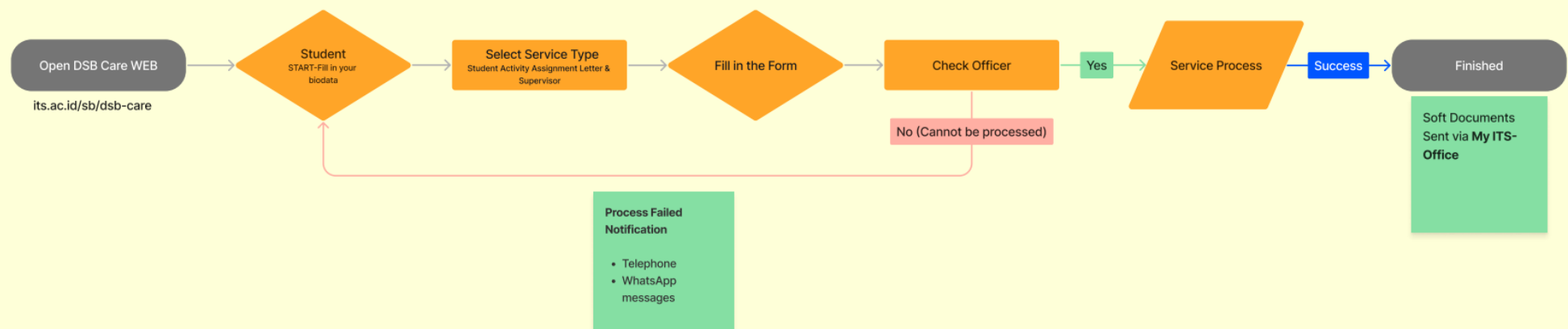
Information:

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- Prepare a Letter of Permission from the Internship Agency (**PDF or Word File max 10 MB**)
- Prepare an Internship Video (**File max 20 MB**)



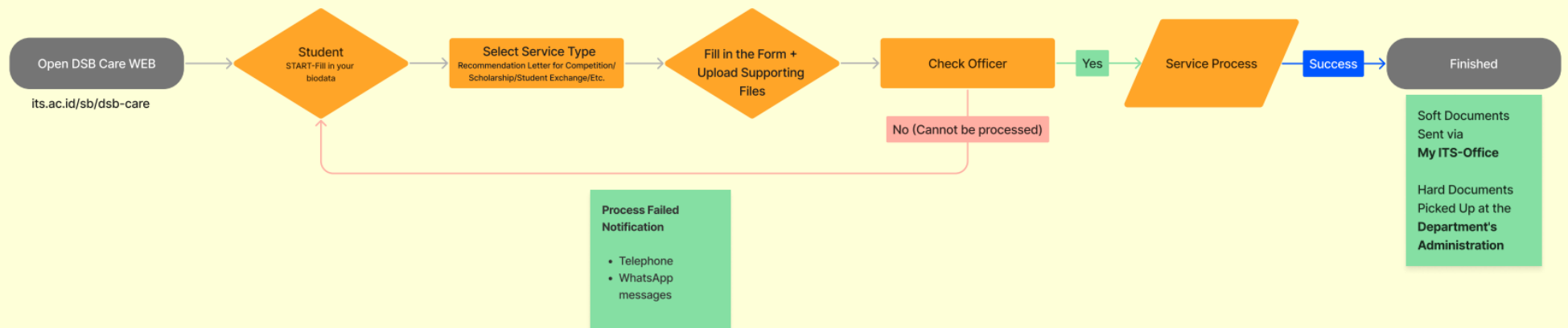
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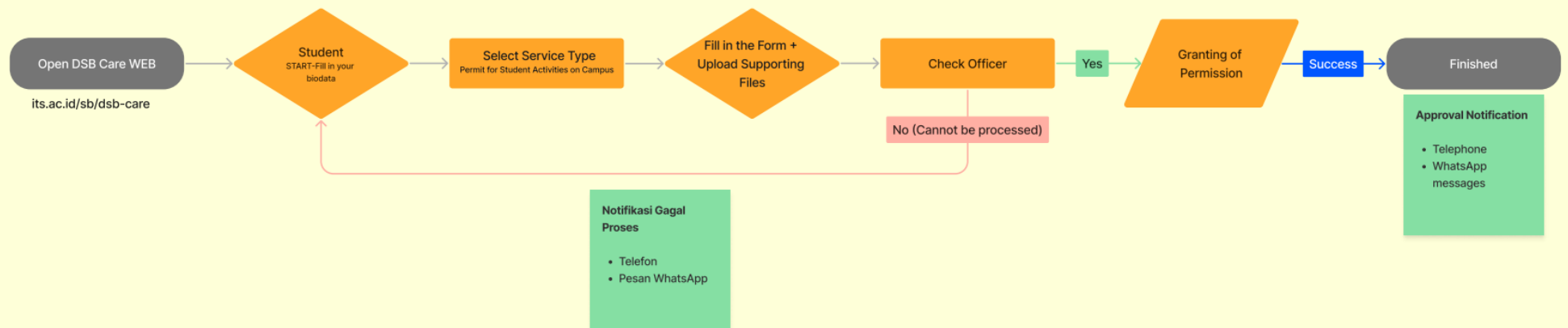
Information:

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- Prepare a Recommendation Format from the Program Manager (if any)



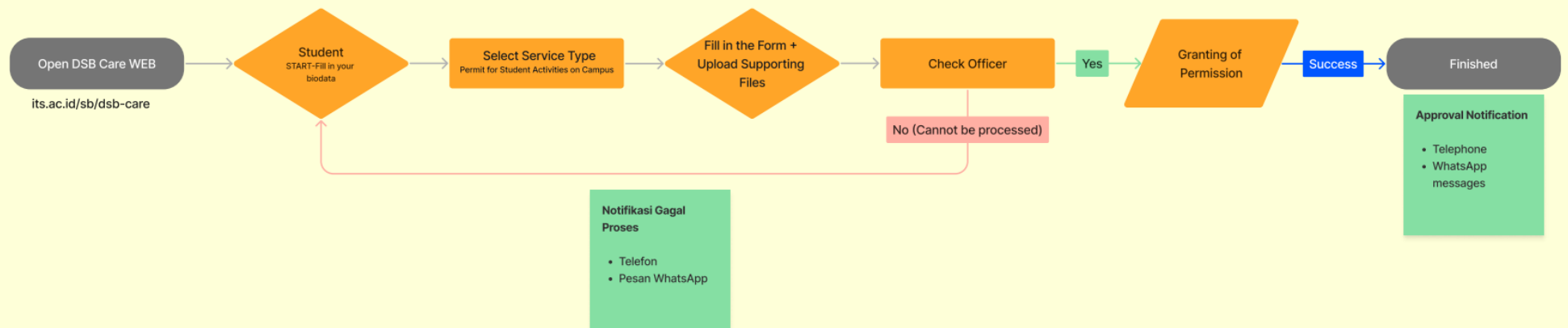
Information:

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- For more information, contact email: sb@its.ac.id or Instagram: @dsb_its
- Prepare Proof of Covid-19 Vaccination (PDF File max 10 MB)
- Prepare Parental/Guardian Permission Letter and Student Approval Letter (PDF File max 10 MB)
- Download Parental/Guardian Permission Letter and Student Approval Letter Format: <https://intip.in/ljinBerkegiatanDiKampus>



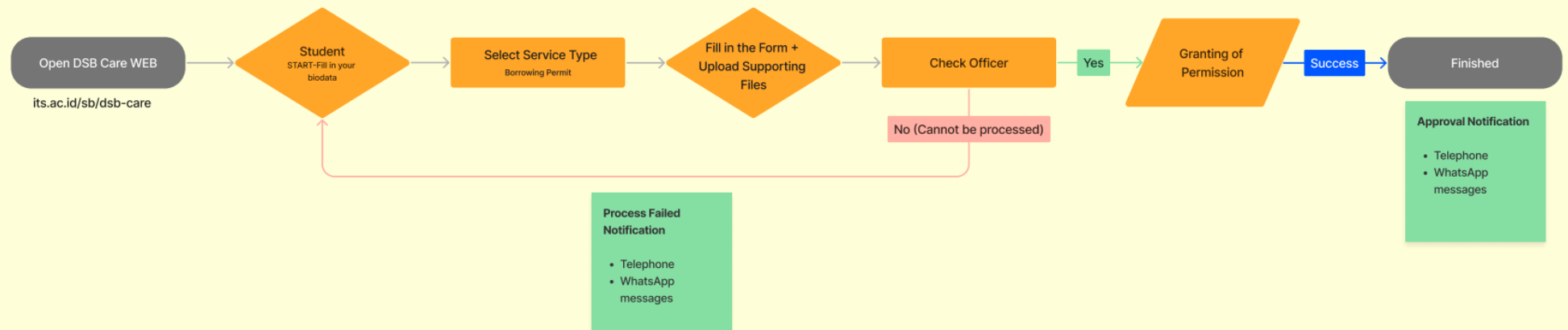
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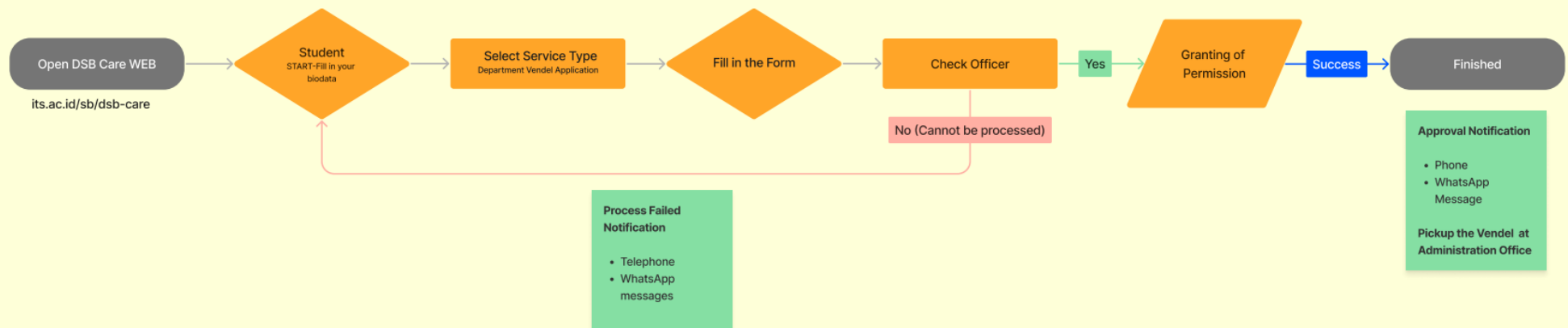
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- Prepare a Loan Letter (**PDF File max 10MB**)



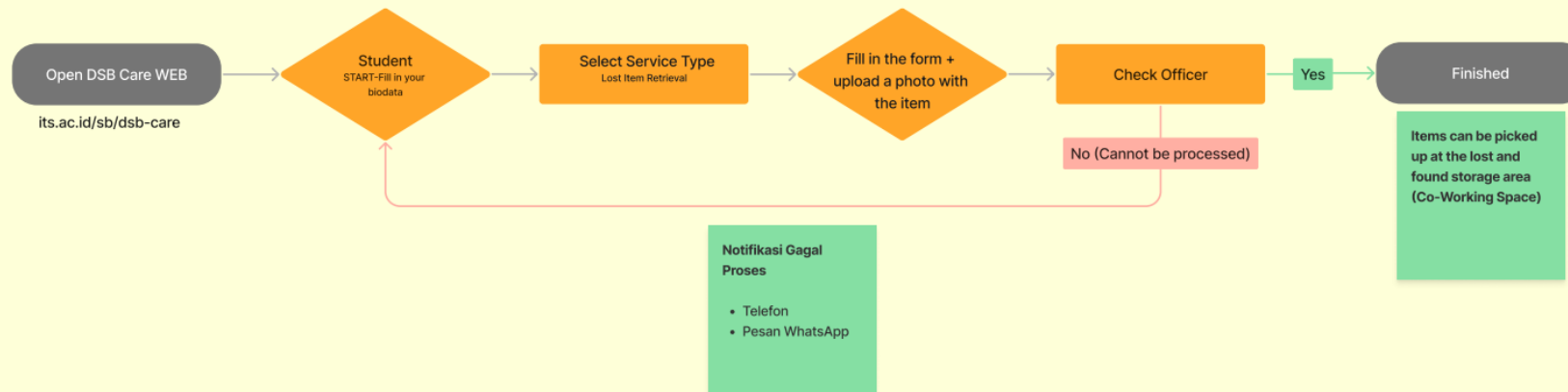
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Information:

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- Prepare a photo with the lost item



Information:

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 - For more information, contact email: sb@its.ac.id or Instagram: @dsb_its
 - Prepare supporting files for the letter (eg: list of requested data, questionnaires, etc.)
- Note: Files in the form of Word, Excel, or PDF max 10 MB

