



**MINISTRY OF EDUCATION AND CULTURE  
INSTITUT TEKNOLOGI SEPULUH NOPEMBER  
DIRECTORATE OF GLOBAL ENGAGEMENT**

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To:  
**All International Students of ITS**

Dear beloved students,

I hope you are keeping safe and well.

I am writing to provide you with an update in regards to the Corona Virus (Covid 19) situation and to your questions regarding travel abroad. If you are concerned about staying in ITS and would like to return home, please be advised that Exit Permit (EPO) process and academic arrangement need to be well prepared prior to the departing date. The information below will show the requirements and the needed steps.

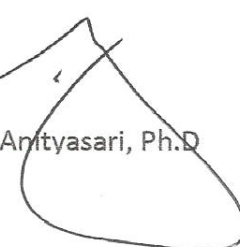
No.	EPO Checklist	Leaving Indonesia for good	Leaving Indonesia temporarily
1	Perdim 27 form (form is enclosed)	√	
2	Residence Card (SKTT)	√	√
3	E-ticket	√	√
4	Statement Letter of Leaving/ <i>Surat Pernyataan Pergi</i> (form is enclosed)	√	√
5	Scan of immigration stamps		√

**Important notes:**

1. Processing Exit Permit (EPO) prior to departure is mandatory for those who are leaving Indonesia for good.
2. If you have left Indonesia and planned to return, but could not make it due to unstable situation, an EPO process will be done by submitting the scan of immigration stamps received at the airports in Indonesia and your country.
3. To entitle an academic transcript, it is mandatory to (1) stay in touch with your lecturers and follow their instructions concerning didactic process (online learning) and (2) Process EPO.
4. Please submit all the above documents to ITS Global Engagement Office (IO) 14 days before the departing date or after you have purchased flight ticket.

I wish you all the best and stay safe.

Yours sincerely,

  
Assoc. Prof. Maria Anityasari, Ph.D.  
Director  
DIREKTORAT  
KEMITRAAN GLOBAL

KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN  
INSTITUT TEKNOLOGI SEPULUH NOPEMBER