

FOREIGN STUDENT RECRUITMENT SCHEME



- Registration Process**
 Prospective international students can register by emailing internationaloffice@undiknas.ac.id or by accessing the website <https://internationaloffice.undiknas.ac.id/undiknas-international-class/>.
 Prospective students will submit the following documents:
 - Scanned Passport (valid for at least 18 months)
 - Recent photo
 - Scanned Academic Transcript from High School or Previous Study
- Administrative Test (Documents Selection)**
 Documents submitted during the registration stage will be processed and reviewed for one month. The International Office will check prospective students' status, including immigration and study records.
- Written Test (English Academic Test)**
 Prospective students take the test, which is administered in English through the Undiknas Mobile Application.
- Interview Session**
 Prospective students will undergo an interview session with the Head of the International Office and the Head of the Study Program they are applying to.

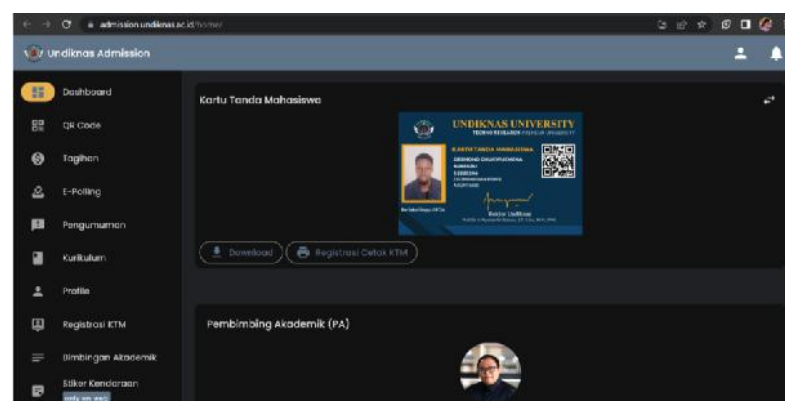
- **Announcement (Letter of Acceptance)**

After going through the three-stage selection process (Administrative Test, Written Test, Interview), the announcement of international student acceptance will be made in the form of a Letter of Acceptance (LoA) sent to the student.



- **Re-registration**

When re-registering, students are required to pay a re-registration fee. Once entered into the system, students will be assigned a Student Identification Number (NIM), an academic advisor, and a course selection process for their chosen study program.



- Visa Process

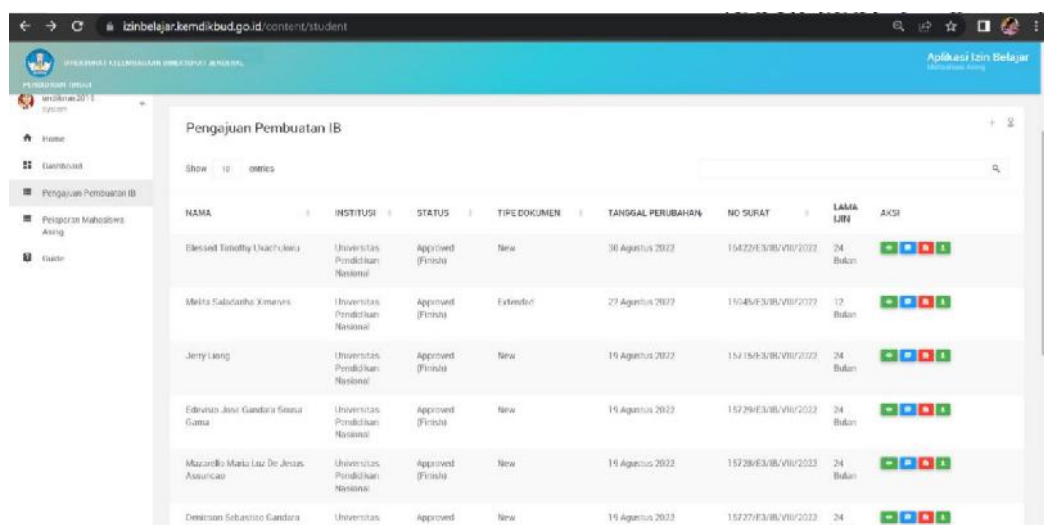
Foreign students will be reported during their stay in Indonesia at <https://izinbelajar.kemdikbud.go.id/>, the website of the Ministry of Education and Culture, Research, Technology, and Higher Education. Foreign students who already hold a Limited Stay Permit (KITAS/KITAP) will not proceed with the stay permit process and will instead be reported to the study permit reporting page.

If students do not yet have a Student KITAS, they will first apply for a study permit through the Ministry of Education and Culture website.

The requirements for a Study Permit are as follows:

- Scanned Application Letter for Study Permit for Foreign Students from the University addressed to the Director of Institutional Affairs, Directorate General of Higher Education, Research, and Technology.
- Information regarding the study program and personal data.
- Scanned Letter of Acceptance at the University (LOA).
- Scanned Diploma or Academic Transcript.
- Scanned Passport.
- Scanned Statement Letter for:
 - Will not work while studying in Indonesia.
 - Will not participate in political activities.
 - Will comply with Indonesian laws and regulations.
- Scanned Statement Letter from guarantor or responsible party during study.
- Scanned Financial Guarantee Letter.
- Scanned Health Certificate.
- Scanned Passport-sized color photograph.

The foreign student study permit process will be uploaded to the website and processed by the Ministry of Education and Culture within 3-7 working days from the student's application.



The screenshot shows the 'Pengeajuan Pembuatan IB' (Application for IB Creation) page on the izinbelajar.kemdikbud.go.id website. The page displays a table with columns: NAMA, INSTITUSI, STATUS, TIPE DOKUMEN, TANGGAL PERUBAHAN, NO SURAT, LAMA LIRI, and AKSI. The table lists several student applications, all with a status of 'Approved (Final)'.

NAMA	INSTITUSI	STATUS	TIPE DOKUMEN	TANGGAL PERUBAHAN	NO SURAT	LAMA LIRI	AKSI
Elsend Timothy Uchuk Uchuk	Universitas Pendidikan Nasional	Approved (Final)	New	30 Agustus 2022	15422/3/IB/VII/2022	24 Bulan	[Icons]
Melita Sabudharo Ximenes	Universitas Pendidikan Nasional	Approved (Final)	Extended	27 Agustus 2022	15048/3/IB/VII/2022	12 Bulan	[Icons]
Jerry Liang	Universitas Pendidikan Nasional	Approved (Final)	New	19 Agustus 2022	15715/3/IB/VII/2022	24 Bulan	[Icons]
Edrisus Jene Gaudara Sema Gama	Universitas Pendidikan Nasional	Approved (Final)	New	19 Agustus 2022	15729/3/IB/VII/2022	24 Bulan	[Icons]
Mazardin Maria Luz De Jesus Assuncao	Universitas Pendidikan Nasional	Approved (Final)	New	19 Agustus 2022	15728/3/IB/VII/2022	24 Bulan	[Icons]
Danielson Sebastiao Gaudara Raso	Universitas Pendidikan Nasional	Approved (Final)	New	19 Agustus 2022	15727/3/IB/VII/2022	24 Bulan	[Icons]

**KEMENTERIAN PENDIDIKAN, KEBUDAYAAN
RISET DAN TEKNOLOGI**
DIREKTORAT JENDERAL PENDIDIKAN TINGGI, RISET, DAN TEKNOLOGI
Jalan Jenderal Sudirman, Senayan, Jakarta 10270
Telepon (021) 57946104, Pusat Panggilan ULT DIKTI 126
Laman: www.dikti.kemdikbud.go.id

Nomor : 13216/E3/IB/VI/2022 29 Juni 2022
Perihal : Persetujuan Izin Belajar Baru Mahasiswa Asing
a.n Ms. Fu Jiao
w.n China

Yth. Direktur/Rektor/ Ketua Universitas Pendidikan Nasional
Di Tempat

Merujuk surat dari Dekan Universitas Pendidikan Nasional nomor 183/II 4/FEB/VI/2022 tanggal 23 Juni 2022 perihal seperti tersebut pada pokok surat, dengan hormat kami sampaikan bahwa ditinjau dari aspek akademik Direktorat Jenderal Pendidikan Tinggi, Riset dan Teknologi, Kementerian Pendidikan, Kebudayaan, Riset dan Teknologi dapat menyetujui izin belajar baru mahasiswa asing atas nama:

	Nama : Ms. Fu Jiao Warga negara : China Paspor : EDB327276 Tempat / Tgl. Lahir : Heman, 21 Desember 1996 Program/Jenjang : S-1 Pembelajaran : Prodi Akuntansi Lama Izin Belajar : 24 Bulan, mulai 24 Juni 2022 - 24 Juni 2024 Pembayaran : Biaya Mandiri
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Surat persetujuan ini diterbitkan dengan ketentuan-ketentuan sebagai berikut: **mematuhi hukum yang berlaku di Indonesia, mematuhi peraturan perguruan tinggi, dan tidak bekerja selama belajar di Indonesia.**
Direktorat Jenderal Pendidikan Tinggi, Riset, dan Teknologi, Kementerian Pendidikan, Kebudayaan, Riset dan Teknologi mempunyai kewenangan untuk mencabut izin belajar ini apabila yang bersangkutan melakukan penyimpangan atau penyalahgunaan izin. Atas perhatian dan kerja sama yang baik, kami sampaikan terima kasih.

Ditandatangani secara elektronik oleh:
Direktur Kebudayaan
Dr. Lukman, ST., M.Hum
NIP. 19600119801210001



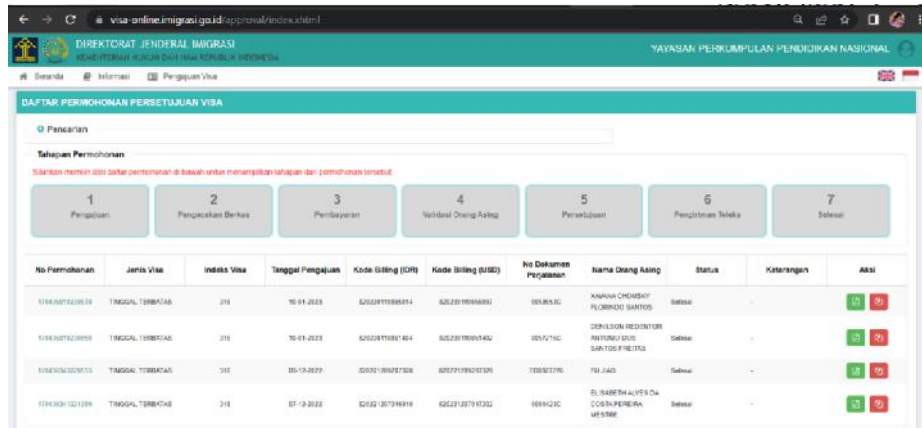
Tembusan: Kantor Imigrasi Terkini

Catatan :
• UU ITE No. 11 Tahun 2008 Pasal 5 ayat 1
"Informasi Elektronik dan/atau Dokumen Elektronik dan/atau hasil cetak-cetak yang merupakan alat bukti hukum yang sah"
• Dokumen ini telah ditandatangani secara elektronik menggunakan **sertifikat elektronik** yang diterbitkan **BSEI**
• Dokumen ini dapat divalidasi keabsahannya dengan memindai QRCode yang telah tersedia menggunakan Aplikasi: Very DS yang dapat diunduh melalui Google Playstore.

After obtaining a study permit, students will apply for a Student E-Visa (C 316). Applications for this E-Visa to enter Indonesia and obtain a Student KITAS are submitted through <https://visa-online.imigrasi.go.id/>. The following are the requirements for obtaining a Student E-Visa:

- A guarantee letter from a guarantor who is an Indonesian citizen or corporation.
- A recommendation letter for study from a government agency that handles educational or religious affairs.
- Proof of having received a full dose of the COVID-19 vaccine.
- A valid passport valid for:
 - at least 12 (twelve) months for those who will be working in Indonesian territory for a maximum of 6 (six) months;
 - at least 18 (eighteen) months for those who will be working or residing in Indonesian territory for a maximum of 1 (one) year.
 - or at least 30 (thirty) months for those who will be working or living in Indonesian territory for a maximum of 2 (two) years.
- Proof of living expenses for themselves and/or their family while in Indonesian territory: bank statement, bank book.
- Savings or time deposits for the last 3 (three) months belonging to the Foreigner concerned or the Guarantor in the amount of at least USD 2,000 (two thousand US dollars) or the equivalent; proof of insurance ownership with an Indonesian insurance company that covers health costs for the duration of the Foreigner's stay in Indonesian territory.
- Passport photo, with the following specifications: 1. color; 2. *.JPEG file format; 3. 100kb - 200kb size; 4. solid white background; 5. photo taken within the last 6 months; 6. not edited or image-edited;


- h. Proof of having received a full dose of the COVID-19 vaccine;
- i. A statement of commitment to comply with all applicable health protocols in Indonesia; and
- j. Proof of health insurance/travel insurance that covers health costs, and/or a statement of commitment to self-pay if affected by COVID-19 while in Indonesia.



No Permohonan	Jenis Visa	Indeks Visa	Tanggal Pengajuan	Kode Billing (IDR)	Kode Billing (USD)	No Dokumen Pengajuan	Nama Orang Asing	Status	Keterangan	Aksi
179436343220533	TANGGAL TERBESAR	318	10-11-2022	62020118000000000000000000000000	62020118000000000000000000000000	00000000	KARLINA CHENDEKOT KARLINA CHENDEKOT	Selalu	-	Detail Batal
179436343220533	TANGGAL TERBESAR	318	10-11-2022	62020118000000000000000000000000	62020118000000000000000000000000	00000000	ANTHONY JOHN ANTHONY JOHN	Selalu	-	Detail Batal
179436343220533	TANGGAL TERBESAR	318	09-12-2022	62020118000000000000000000000000	62020118000000000000000000000000	00000000	700 JAGO	Selalu	-	Detail Batal
179436343220533	TANGGAL TERBESAR	318	07-12-2022	62020118000000000000000000000000	62020118000000000000000000000000	00000000	SI. SARETHA ALYEN DA SARETHA ALYEN DA	Selalu	-	Detail Batal

Applications are made through visa-online.imigrasi.go.id by paying IDR 200,000 plus a \$150 transfer to the billing code provided by Immigration. The visa process takes 5-10 business days. If approved, the visa will be sent by Immigration to the website and email address of Undiknas International and the student. The e-visa is used to enter Indonesia and can then be applied for a KITAS at Immigration upon arrival in Indonesia.







KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA REPUBLIK INDONESIA
DIREKTORAT JENDERAL IMIGRASI

Jakarta, 22/12/2022

Yth,
FU JIAO
JL. BEDUGUL GANG AMERTA NO. 5 SIDAKARYA

C316



Bersama ini kami sampaikan bahwa permohonan visa anda telah disetujui dengan data sebagai berikut:

A. DATA VISA

ID/Nomor Permohonan	: 170436343220533
Tipe Visa	: TINGGAL TERBATAS
Kegiatan	: MENGIKUTI PENDIDIKAN
Nomor Register Visa	: 2A13IM29752HW
Nomor e-Visa	: EVW0355744LN
Tanggal Terakhir Visa dapat digunakan	: 22/03/2023
Lama Tinggal di Indonesia	: 24 BULAN

B. DATA ORANG ASING

Jenis Kelamin	: WANITA
Tempat Lahir	: HENAN
Tanggal, Bulan & Tahun Lahir	: 21/12/1996
Kebangsaan	: TIONGKOK
Jenis Paspor	: PASPOR
Nomor Paspor	: ED8327276
Paspor Diberikan Di	: HENAN
Tanggal Berakhir Paspor	: 19/07/2028
Alamat di Indonesia	: JL. BEDUGUL GANG AMERTA NO. 5 SIDAKARYA

INFORMASI:

- Orang asing wajib menunjukkan dokumen perjalanan sesuai e-visa kepada petugas imigrasi pada saat pemeriksaan keimigrasian;
- Orang asing wajib mematuhi seluruh peraturan dan protokol kesehatan yang berlaku di Indonesia;
- Perpanjangan Izin Tinggal kunjungan diajukan pada kantor imigrasi meliputi tempat tinggal orang asing;
- Pemegang visa tinggal terbatas elektronik dengan nomor visa berakhiran **LN** wajib melaporkan diri ke Kantor Imigrasi yang meliputi wilayah kerja tempat tinggal orang asing untuk memperoleh Izin Tinggal Terbatas (ITAS) dalam waktu **30 (tiga puluh)** hari terhitung sejak tanggal masuk orang asing ke wilayah Indonesia;
- Pemegang visa tinggal terbatas elektronik dengan nomor visa berakhiran **DN** wajib melaporkan diri ke Kantor Imigrasi yang meliputi wilayah kerja tempat tinggal orang asing untuk memperoleh Izin Tinggal Terbatas (ITAS) dalam waktu **7 (tujuh)** hari terhitung sejak tanggal eVisa terbit;
- Informasi lebih lanjut dapat mengunjungi www.imigrasi.go.id.

Jalan H.R. Rasuna Said Blok X 6 Kav. 8, Kuningan, Jakarta Selatan - Call Centre 021-1500116