

**INTERNATIONAL STUDENT
ADMISSION GUIDELINES**

UNIVERSITAS BRAWIJAYA



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INTRODUCTION

1.1 International Student Admission

- International Student Admission is the process for non-Indonesian nationals to seek admission into regular (taught in Indonesian) or international (taught in English) study programs in Brawijaya University (UB).
- Admission of international students into the study programs in UB is subject to program availability, admission eligibility, and the approval of a Student Pass (STP) by Immigration regulations.

1.2 Eligibility of Admission

- Candidates will be regarded as international applicants if they are not of Indonesian nationality.
- Candidates must demonstrate good academic competence proven by high academic merit. International applicants should apply directly to UB by filling the online application form and submitting a set of necessary documents.
- The eligibility for admission is based on a desk evaluation conducted by the UB admissions committee on the academic achievement of candidates. There is no entry test for admissions unless special conditions are present.
- International applicants must meet academic and language requirements and commit to comply with specific regulations of the Indonesian government related to education policy in order to apply for a degree at Brawijaya University.
- International Undergraduate Program applicants should demonstrate English language proficiency with a minimum International TOEFL (ITP) score of 500/IELTS overall score of 5.5 (international programs in English) or a minimum of Indonesian language proficiency (regular programs in Indonesian).

1.3 Undergraduate Program Admission

- Admission to an undergraduate program requires good academic performance in high school or college.

1.4 Postgraduate Program Admission

- Admission to a Master's Program requires good honors for a Bachelor's (undergraduate) degree or equivalent in the subject or related discipline.
- Admission to a Doctoral Program requires an excellent record for a Master's degree and capability in conducting academic research. Applicants to a Doctoral Program holding an international publication (journal) are preferred.

1.5 Admission Period

- Undergraduate: February-August (for A level) and September-January (for O level)
- Postgraduate: September-January and February-August

1.6 Documents that should be prepared to apply online

- Current color photograph (min: 100 Kb, max: 1 Mb)
- Certificate/diploma and academic transcript
- Evidence of English proficiency certificate – TOEFL/IELTS (for non-native speakers of English)
- Certificate of Indonesian language course(s) (if any)
- Copy of passport
- For Master's and PhD programs, a research proposal is required to be submitted via e-mail to io@ub.ac.id

GUIDANCE FOR STUDENT ADMISSION APPLICATION

2.1 Registration Application

Before applying online, please read all the information of international student admission in <https://selma.ub.ac.id/id/seleksi-masuk-internasional/> (Figure 1).



Figure 1. Registration information for international student admission

2.2 Registering Username

- Step 1: You must register your username first by opening the International Student Application link (Figure 2), or <https://selma.ub.ac.id/wp-app/pendaftaran/isa> (Figure 3)

International Student Ad | X

Secure | <https://selma.ub.ac.id/id/seleksi-masuk-internasional/>

Admission fee (Paid once at first registration)	Medicine	\$17,720	\$2,650	\$3,150
	Pharmacy	\$3,920	\$2,650	\$3,150
	Dentistry	\$3,920	\$2,650	\$3,150
	Other Programs	\$2,650	\$2,650	\$3,150

Application fee must be paid in advance in order for your registration to be processed further.

The application fee (100 USD) can be paid through:

Bank: BNI (Bank Nasional Indonesia)
 Branch: Malang, Indonesia
 Swift No: BNINIDJMLG
 Account Name: Rektor Universitas Brawijaya
 Account No: 0117436897

Click the link below if you are ready for online registration.

[International Student Application](#)

For further information related to International Admission, contact:

Universitas Brawijaya International Office
 Jalan Veteran, Malang 65142

Figure 2. International Student Application link

Pendaftaran | X

Secure | <https://selma.ub.ac.id/wp-app/pendaftaran/isa>

Login Form

INTERNATIONAL ADMISSION

Username

Password

REGISTER **LOGIN**

* If you have not yet registered for the site, click "Register" Button

Figure 3. Online Registration

- Step 2: Please click Register button (Figure 3).

- Step 3: Enter your e-mail and create a password then click Enroll button (Figure 4).

Secure | <https://selma.ub.ac.id/wp-app/pendaftaran/isa/register>

INTERNATIONAL ADMISSION ENROLL

#1 Request to Enroll

Email *

Password *

Confirm Password *

* required

Enroll

Figure 4. Creating new username and password

- Step 4: If the username registration is successful, the system will send a verification link to your e-mail. (Figure 5)

Secure | <https://selma.ub.ac.id/wp-app/pendaftaran/isa/registernotify>

INTERNATIONAL ADMISSION ENROLL

Notification

We've sent you an-email that contain link to verify your email address, follow the link to verify.

Back

Figure 5. Successful username registration and verification sent to an e-mail

- Step 5: Check your e-mail and find the "SELMA-UB International Admission Email Verification" then click the link to verify (Figure 6). If it is successful, It will appear a page displaying e-mail verified message (Figure 7). Then you start to do online registration by clicking the Login button.

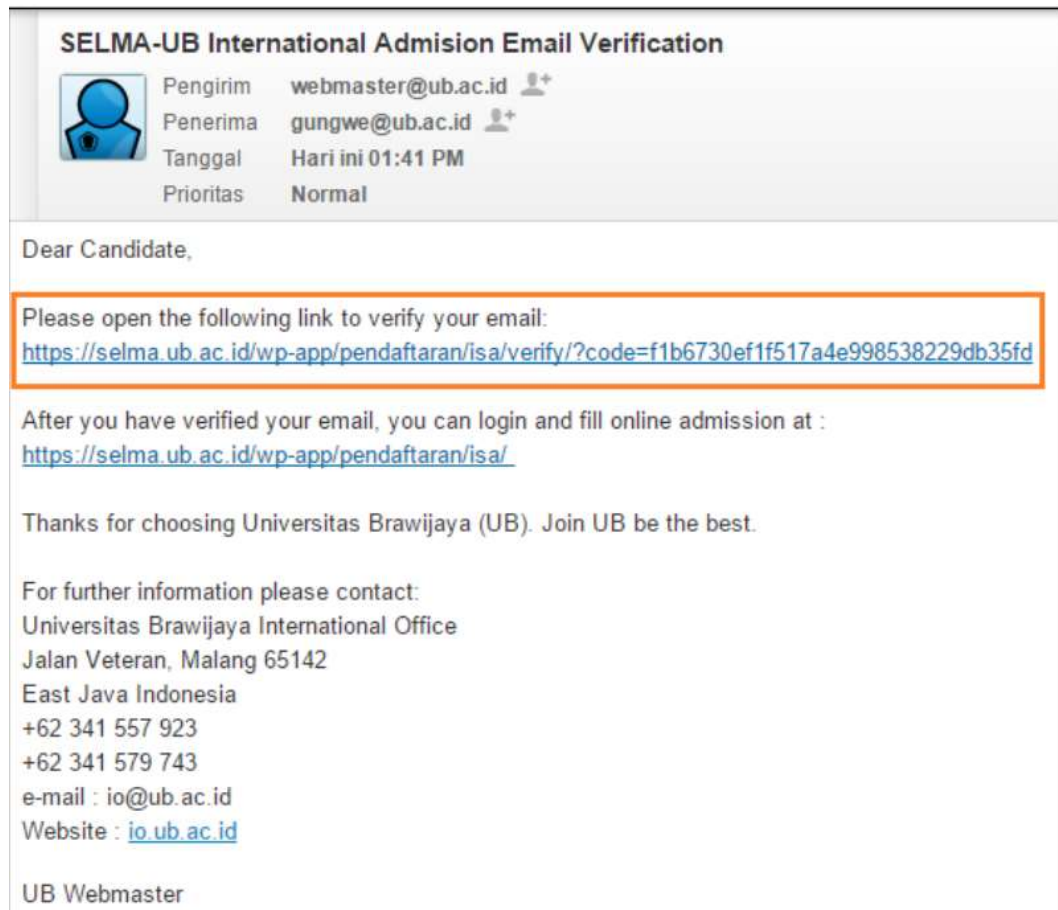


Figure 6. E-mail verification

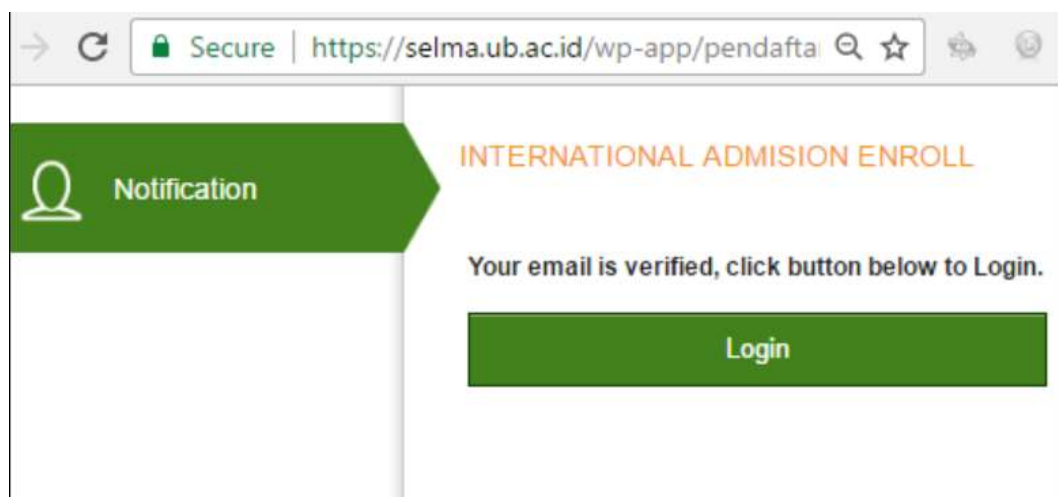
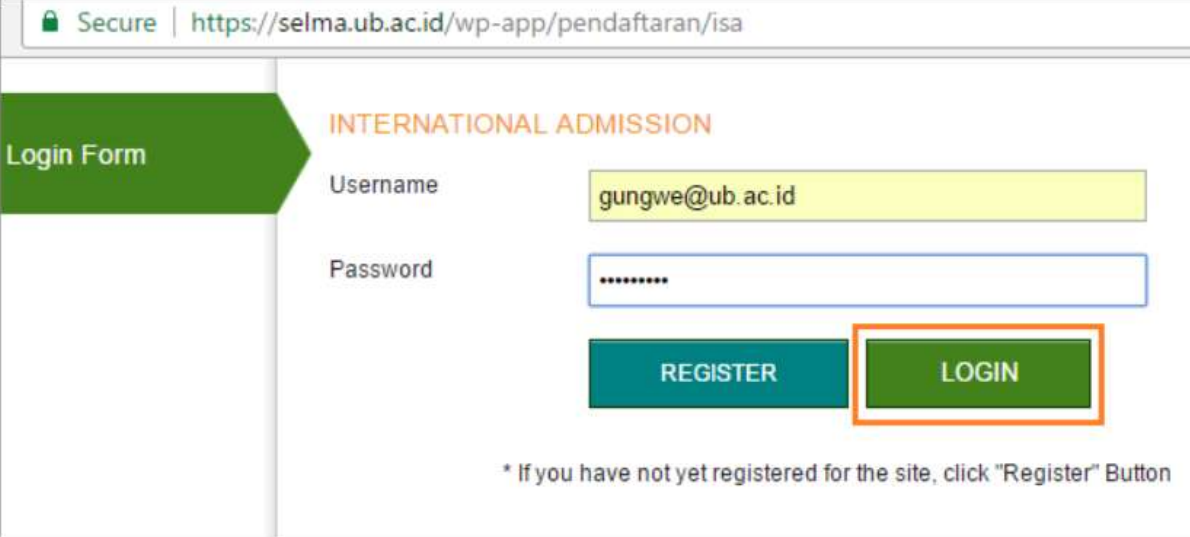


Figure 7. E-mail verified

2.3 Login International Admission

After you succeed with registering username, you can now login to online registration using your e-mail and password, then click Login button(Figure 8).After that you can start to fill the registration form.



The screenshot shows a web browser window with the URL <https://selma.ub.ac.id/wp-app/pendaftaran/isa>. The page is titled "INTERNATIONAL ADMISSION" and features a "Login Form" section on the left. The form includes fields for "Username" (containing "gungwe@ub.ac.id") and "Password" (masked with "*****"). Below these fields are two buttons: "REGISTER" (teal) and "LOGIN" (green, highlighted with an orange border). A note at the bottom states: "* If you have not yet registered for the site, click 'Register' Button".

Figure 8. Login online

2.4 Filling Form # 1 Personal Details

The first form requires you to complete your personal details. Please complete your biodata by filling in all the fields and uploading your photograph provided in the personal details form (Figure 9),once you finished please click Next button to continue to the next section.

P.S. :

Please upload your latest formal photograph.

Minimum file size is larger than 100 KB.

Maximum file size is 1 MB.

You can only upload JPG, JPEG files.

#1 Personal Details

#2 Study Program

#3 Equity and Disability


#4 Financial Guarantee

#5 Upload Document

First Name *
Middle Name
Last Name *
Date of Birth *
Sex *
Country of Birth *
Passport Number *
Nationally (as indicated on passport) *

Home Country Address
Street Name *
City *
Country *
Phone Number *
Email *

Notification Address
Name *
Street Name *
City *
Country *
Phone Number *
Email *
Relationship *



Choose File

No file chosen

Please upload your latest formal photograph
Information :
* Minimum file size is larger than 100 KB
* Maximum file size is 1 MB
* You can only upload JPG, JPEG files

* required

Log out

Next

Figure 9. Personal details Form

2.5 Filling Form #2 Study Program

The second form is about your educational information. The study program contains courses that the applicant may choose. Language proficiency is filled with English

Halaman | 9

tests that have been followed for the last two years (TOEFL / IELTS / A / O English level, etc.). Academic history is filled with applicant education information (Figure 10). Please click the Next button to continue to the next section.

#1 Personal Details

#2 Study Program

#3 Equity and Disability

#4 Financial Guarantee

#5 Upload Document

Study Program

Degree * Bachelor

Faculty * Economics

Study Program * Management

Language Proficiency

Please enter any English test you have completed within the last two years:

English Proficiency * TOEFL / IELTS / A/O level English / Others

Score of English Proficiency * TOEFL / IELTS / A/O level English / Others

Have you ever learned Bahasa Indonesia? * Yes / No

If yes, how long have you learned Bahasa Indonesia

Academic History

Academic transcripts and certificate must be submitted as part of your enrolment.
Name of high school or university where you are presently attending.

Name of High School/University *

Department

Study Program

Complete Address

Email *

Website

* required

Back Next

Figure 10. Study program

2.6 Filling Form #3 Equity and Disability

The third form contains health insurance information and registrant's disability (if any). Fill the disability type on equity and disability along with the description. If you already have a health insurance, please provide the details of your insurance (Figure 11). Then click Next button to continue to the next section.

#1 Personal Details

#2 Study Program

#3 Equity and Disability

#4 Financial Guarantee

#5 Upload Document

Equity and Disability

If you have a disability, it means that you may require additional help at Universitas Brawijaya. It is very important that you provide the following information. This information will be kept confidential and used only to process your admission to the University.

Type of Disability

Please attach a brief statement about what your needs will be

Health Insurance

Do you have health insurance? *

If yes, please provide insurance details here

If not, you are strongly suggested to take medical insurance from home for illness and injury while in Indonesia

* required

Figure 11. equity and disability

2.7 Filling Form #4 Financial Guarantee

This section contains information on enrollment tuition resources. Choose whether the cost alone, from sponsorship or scholarship (Figure 12).

#1 Personal Details

#2 Study Program

#3 Equity and Disability

#4 Financial Guarantee

#5 Upload Document

Financial Guarantee

If you are paying for your own educational and living expenses, please attach your bank statement. Check all that apply: A current statement from a financial institution must accompany this form if personal/private fund are chosen.

Scholarships

Attach an official letter that specify the amount, term, and duration of the award.

Sponsoring Institution *

Billing Address

"We are willing to settle payment of tuition fees every semester on behalf of the above named student for the entire duration of this program"

Figure 12. financial guarantee

2.8 Upload Document

This section is specifically for uploading required files such as TOEFL / IELTS, certificate of Indonesian language, passport, graduate certificate, academic transcript, and guarantee letter for scholarship. Note the size of each file is greater than 100 KB and maximum 1 MB, and the type of file that can be uploaded is jpg, png, jpeg, pdf, doc, docx. Upload all files by clicking Browse on each document and click Save to save all form and upload results (Figure 13). Click the Save button to save the data, you can still revise or complete the form that has not been filled when you login again. You can change the field and re-upload it by clicking Reset to revise.

The screenshot shows a web application interface for uploading documents. On the left is a vertical sidebar with five menu items: '#1 Personal Details', '#2 Study Program', '#3 Equity and Disability', '#4 Financial Guarantee', and '#5 Upload Document'. The '#5 Upload Document' item is highlighted with a green background and a white arrow pointing right. The main content area is titled 'Information :' and lists requirements: '- Minimum file size is larger than 100 KB.', '- Maximum file size is 1 MB.', '- You can only upload JPG, PNG, JPEG, PDF, DOC, DOCX files.', and '- (*) Required.'. Below this, there are six rows of input fields, each with a label on the left and a 'Browse' button on the right. The labels are: 'TOEFL / IELTS *', 'Certificate of Indonesian Language', 'Passport *', 'Graduation Certificate *', 'Academic Transcript *', and 'Guarantee Letter for Scholarship'. At the bottom of the form, there are three buttons: a red 'Reset' button, a green 'Save' button, and a blue 'Save & Verify' button. A green 'Back' button is located at the bottom left of the main content area.

Field Label	Action Button
TOEFL / IELTS *	Browse
Certificate of Indonesian Language	Browse
Passport *	Browse
Graduation Certificate *	Browse
Academic Transcript *	Browse
Guarantee Letter for Scholarship	Browse

Reset Save Save & Verify Back

Figure 13. Uploading Document

2.9 Save

After you complete all the form and the uploading document, please click Save, and select Yes (Figure 14).

The screenshot shows a web form with five sections for document uploads:

- #2 Study Program: TOEFL / IELTS * (2017/05/03/20170503141248_8439.jpg)
- #3 Equity and Disability: Certificate of Indonesian Language (2017/05/03/20170503141317_5571.jpg)
- #4 Financial Guarantee: Passport * (2017/05/03/20170503141331_4429.jpg)
- #4 Financial Guarantee: Graduation Certificate * (2017/05/03/20170503141312_7356.jpg)
- #5 Upload Document: (empty)

A confirmation dialog box titled "Informasi" is displayed in the center. It contains the text: "Please make sure you have filled the forms and uploaded the files correctly because after you verify, you can't correct them. Click 'Yes' to verify...". The dialog has "Yes" and "No" buttons. A red circle highlights the "Save" button on the right side of the form, and a blue "Save & Verify" button is at the bottom.

Figure 14. Saving the data

If the data has been stored, it will appear the following message (Figure 15). Close the message by clicking the cross (x). Then you will do the verification process.

The screenshot shows the same document upload form as in Figure 14, but with a notification message overlaying the center. The notification is titled "Informasi" and contains the text: "Thank you, your data has been saved. Please verify to finish your registrasion proccess." (Note the spelling error in the original image). A red circle highlights the close button (an 'x' icon) in the top right corner of the notification box. The "Save & Verify" button is visible at the bottom of the form.

Figure 15. Notification

2.10 Save and Verify

If you are already sure that all the forms have been completed and the file uploaded correctly, please click Save & Verify to complete the registration process (Figure 16). You can not change the data if you have click “Yes” button. Then it will appear “after enrollment” page (Figure 17).

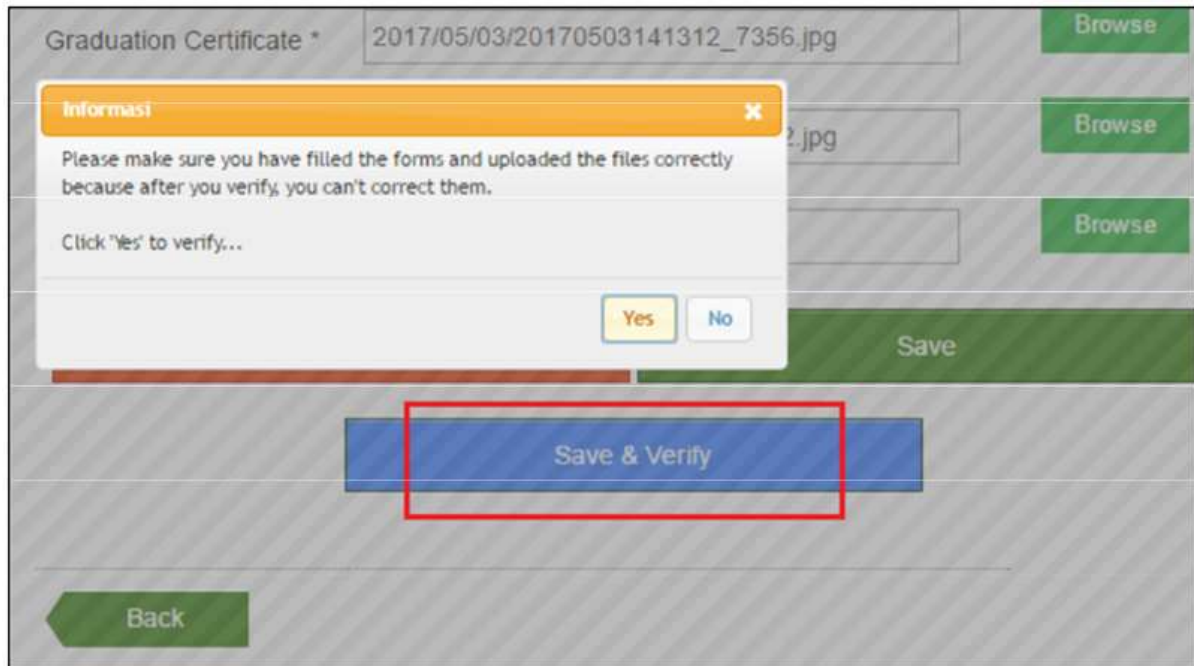


Figure 16. Save & verify

2.11 After Enrollment

On this menu you can print the registration card, registration details, and you can logout (Figure 17).

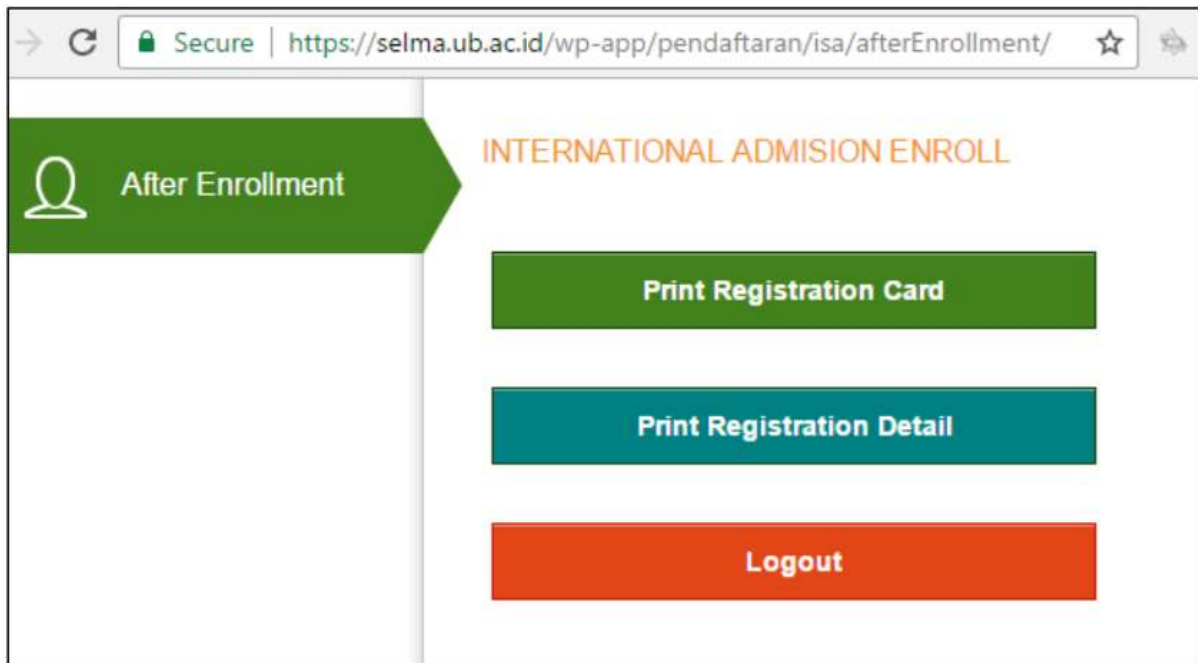



Figure 17. After enrollment Page

2.12 Print Registration Card

To view and print a registration card, click the Print Registration Card button (Figure 17). Here is an example of a registration card (Figure 18). You can also print directly the registration card on your browser by pressing Ctrl + P on your keyboard and select the available printer.

← → ↻ ⓘ <https://selma.ub.ac.id/wp-app/pendaftaran> ☆



REGISTRATION CARD
INTERNATIONAL ADMISSION 2017
UNIVERSITAS BRAWIJAYA



Number : ISA1700043

First Name : Sandra

Middle Name : Vin

Last Name : Samuel

Study Program
P.1



* for Registrant

Figure 18. Registration card

2.13 Application Details

To view and print enrollment information click the Print Registration Detail button on the After Enrollment page (Figure 17). Here is an example of a registrant information page (Figure 19). Press Ctrl + P on the keyboard to print it directly.

Pendaftaran x

https://selma.ub.ac.id/wp-app/pendaftaran/isa/cetakDetail/ISA17

UB International Addmision 2017

Applicant Details

First Name * : Ahmad
Middle Name : Husein
Last Name * : Contoh
Date of Birth * : 1985-04-01
Sex * : Male
Country of Birth * : Australia
Passport Number * : 888888
Nationally (as indicated on passport) * : 038

Home Country Address

Street Name * : Street Name
City * : City
Country * : Australia
Phone Number * : 0813333333
Email * : email@mail.com

Notification Address

Name * : James Example
Street Name * : street
City * : city
Country * : Afghanistan
Phone Number * : 222222
Email * : 33333@mail.com
Relationship * : uncle

Figure 19. Applicant detail

On this page the applicant can also see the uploaded file at the bottom of the page. Click the file title to view it (Figure 20).

Uploaded Files	
TOEFL / IELTS	http://ws.ub.ac.id/selma2010/public/images/UsTemp1//2017/05/03/20170503141248_8439.jpg
Certificate of Indonesian Language	http://ws.ub.ac.id/selma2010/public/images/UsTemp1//2017/05/03/20170503141317_5571.jpg
Passport	http://ws.ub.ac.id/selma2010/public/images/UsTemp1//2017/05/03/20170503141331_4429.jpg
Graduation Certificate	http://ws.ub.ac.id/selma2010/public/images/UsTemp1//2017/05/03/20170503141312_7356.jpg
Academic Transcript	http://ws.ub.ac.id/selma2010/public/images/UsTemp1//2017/05/03/20170503141354_2472.jpg

Figure 20. View the uploaded file

2.14 Logout

Don't forget to logout after finish. (Figure 21).

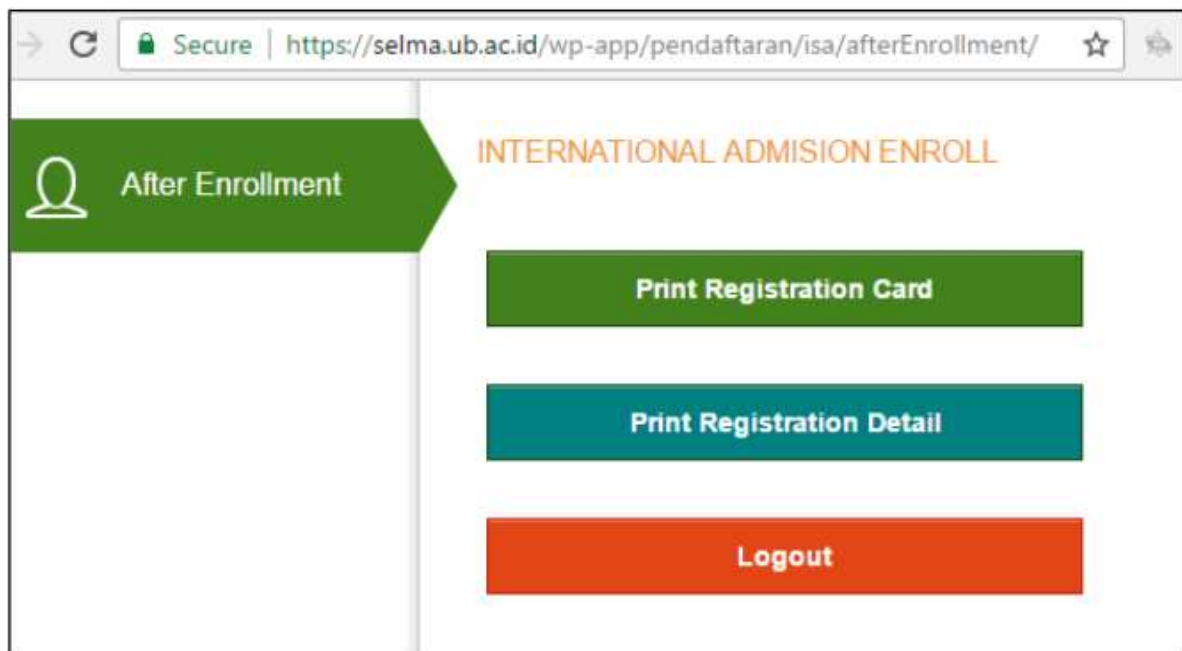


Figure 21. Logout

For further information please contact :

Universitas Brawijaya International Office

Jalan Veteran, Malang 65142

East Java Indonesia

Phone : +62 341 557 923

e-mail : io@ub.ac.id

Website : io.ub.ac.id

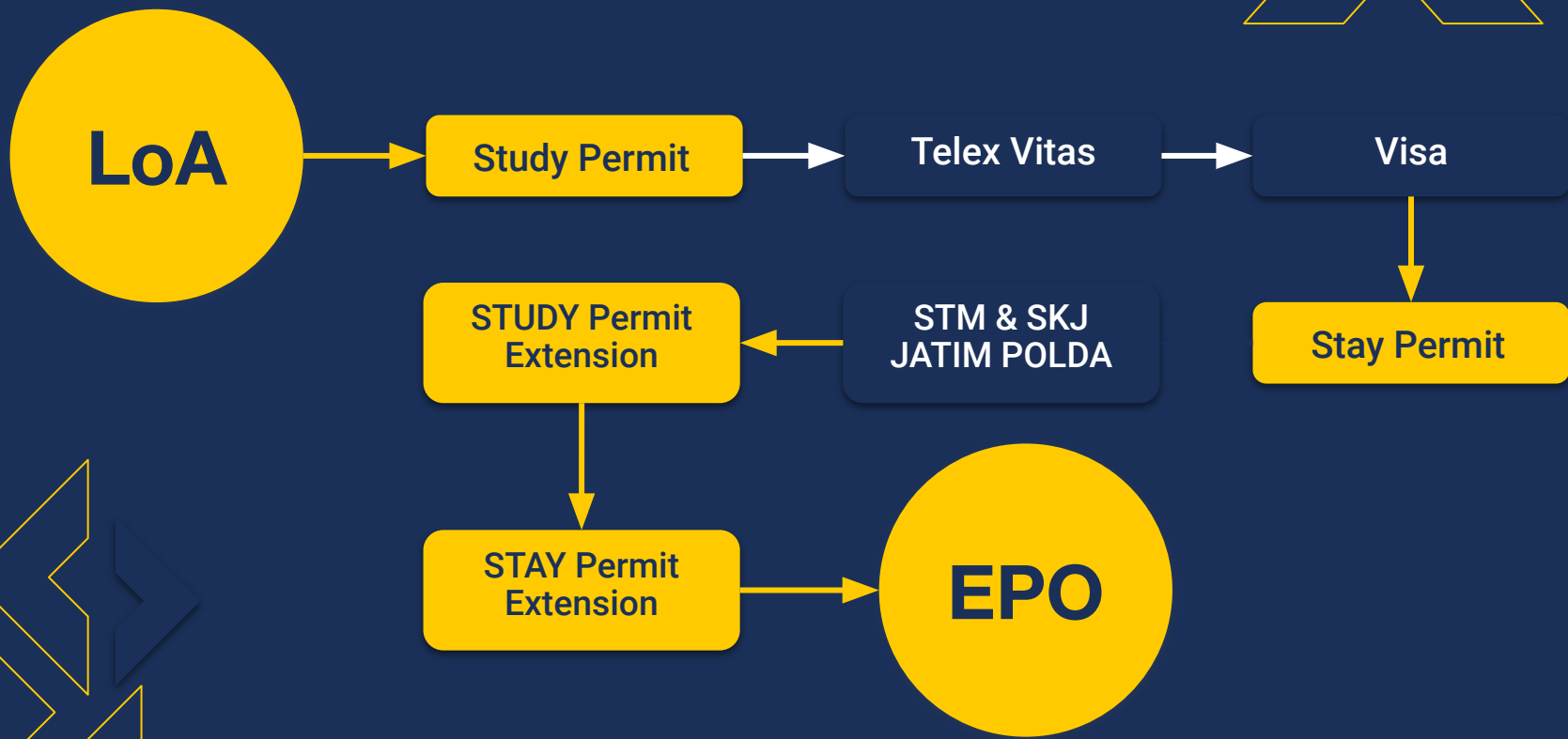
GUIDANCE FOR VISA AND PERMISSIONS



International Office
Universitas Brawijaya

Visa and Permissions Matters Guidance Book

Guidance Book



LoA

Letter of Acceptance issued by International Office UB for International students who accepted in UB.

Study Permit

The permission issued by The Ministry of Education and Culture, Jakarta for International students who will study at UB. Processing time: around 3 weeks after documents collection (depend on the Ministry)

Telex Visa

Visa Approval Letter that issued by the Ministry of Law and Human Rights, Directorate General of Immigration, Jakarta. Processing time: around 3 weeks after documents collection (depend on the Ministry)

Visa

Entry Permission for International Students who will study at UB. Issued by Indonesian Embassy and Consulate General. Processing time: around 3 days (depend on the Indonesian Embassy and Consulate General)

Stay Permit

The Permission issued by Local Immigration Office for International Students who are studying at UB. Processing time: around 2 weeks after documents collection (depend on the Immigration Office)

STM & SKJ JATIM POLDA

(Surat Tanda Melapor) & (Surat Keterangan Jalan) issued by East Java Police Office.

Study Permit Extension

The extension of permission issued by The Ministry of Education and Culture, Jakarta for International students who are studying and want to extend their study at UB. Processing time: around 3 weeks after documents collection (depend on the Ministry)

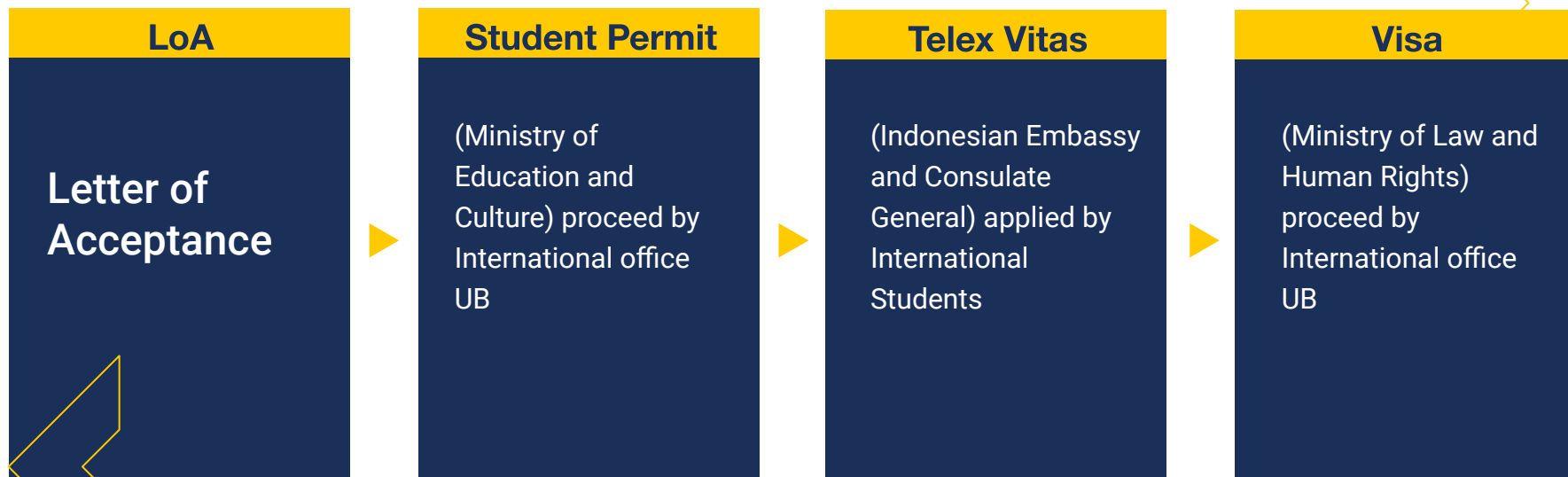
Stay Permit Extension

The extension of permission issued by Local Immigration Office for International Students who are who are studying and want to extend their stay permit. Processing time: around 2 weeks after documents collection (depend on the Immigration Office)

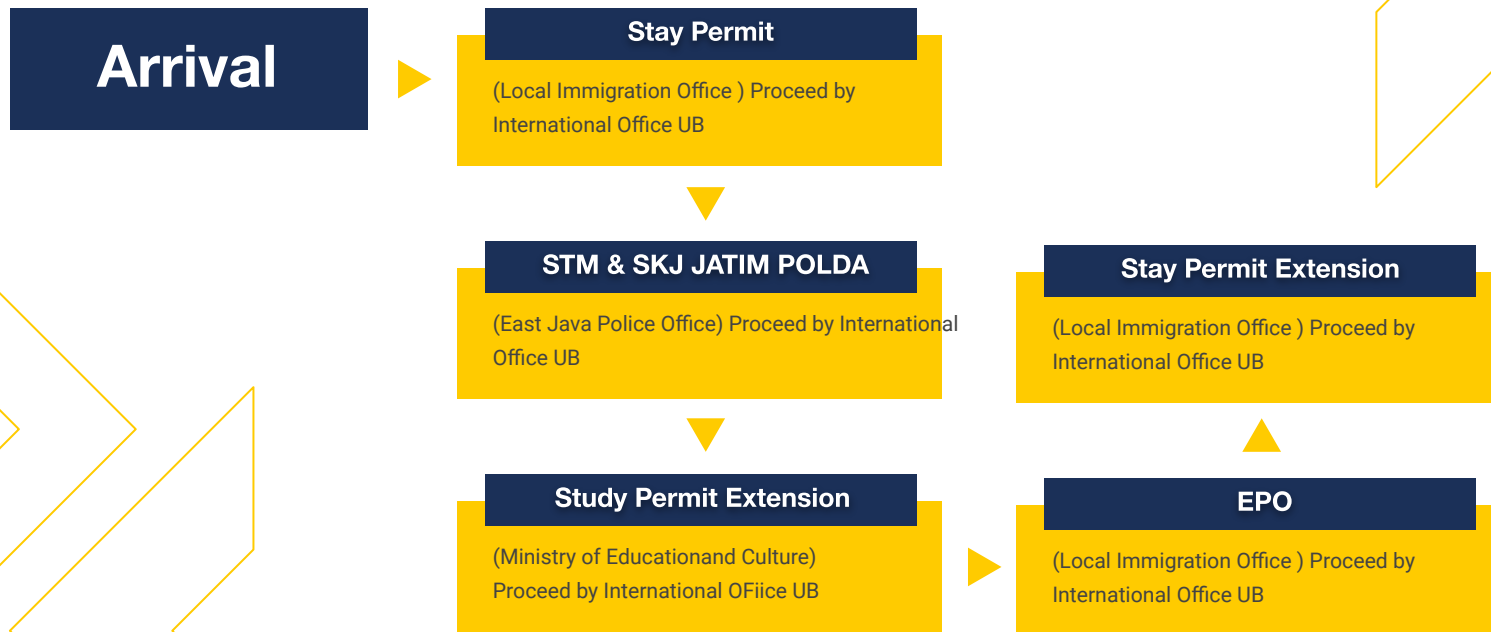
EPO

Exit Permit Only stamp issued by Local Immigration Office for International Students who finished study at UB. Processing time: around 2 weeks after documents collection (depend on the Immigration Office)

Short Steps Pre-Arrival for Students



Short Steps After-Arrival for Students



Short Steps After-Arrival for Students



KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI

UNIVERSITAS BRAWIJAYA

JL. Veteran, Malang 65145, Indonesia

Telp: +62-341-551611, 575777; Fax: +62-341-565420

<http://www.ub.ac.id>

e-mail: rektor@ub.ac.id

LETTER OF ACCEPTANCE

01 JUL 2019

Our Ref. [REDACTED] /UN10 /TU / 2019

Dear Mr. [REDACTED]

On behalf of the Rector of Universitas Brawijaya (UB), I am pleased to notify you that you have been selected to receive the [REDACTED] academic year and you have been accepted in the [REDACTED] International Sciences Universitas Brawijaya. Receiving this scholarship is a tribute to your outstanding accomplishments. The scholarship will cover your tuition fee, Visa, Indonesian language course, and dormitory.

Your academic calendar will start on August 2019.

Please accept my sincere congratulation on your selection for this great honor. We genuinely look forward to your joining Universitas Brawijaya. If you have any further questions please don't hesitate to contact International Student Admission of International Office Universitas Brawijaya via phone: +62 341 557923 or email: io@ub.ac.id.



Vice Rector for Academic Affairs

1. Dean, Faculty of Mathematic and Natural Sciences, UB
2. Bureau of Academic Affair UB
3. International Office UB

Study Permit

The Permissions issued by the Ministry of Education and culture, Jakarta for International Students who will study at UB. Processing time: around 3 weeks after documents collection (depend on the Ministry)

Note :

International Office will process Study Permit.

International Students just need to submit following requirements below

KEMENTERIAN RISET, TEKNOLOGI DAN PENDIDIKAN TINGGI
DIREKTORAT JENDERAL KELEMBAGAAN ILMU PENGETAHUAN, TEKNOLOGI DAN PENDIDIKAN TINGGI
Gedung D Lantai 6, Jalan Jenderal Sudirman, Pintu Satu - Senayan, Jakarta - 10270
Telepon : (021) 57946063 - Fax. (021) 57946062

Nomor : [REDACTED] 04 Dec 2018
Perihal : Persetujuan Ijin Belajar Baru mahasiswa asing
a.n Mr. [REDACTED]
w.n. Tajikistan
Yth. Direktur/Rektor/ Ketua Universitas Brawijaya
Di Tempat

Merujuk surat dari Wakil Rektor I Universitas Brawijaya nomor 10448/UN10/LN/2018 tanggal 03 Oktober 2018 perihal seperti tersebut pada pokok surat, dengan hormat kami sampaikan bahwa ditinjau dari aspek akademik Direktorat Jenderal Kelembagaan Iptek dan Dikti, Kementerian Riset, Teknologi dan Pendidikan Tinggi dapat menyetujui Ijin Belajar Baru mahasiswa asing atas nama:

	Nama : Mr. [REDACTED] Warga negara : [REDACTED] Paspor : [REDACTED] Tempat / Tgl. Lahir : [REDACTED] Program/Jenjang : S-2 Penyelenggara : Prodi Akuntansi Lama Ijin Belajar : 24 Bulan, mulai 27 November 2018 - 27 November 2020 Pembiayaan : [REDACTED]
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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
Ditjen Kelembagaan IPTEK-DIKTI 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.

 **Balai Sertifikasi Elektronik**

Ditandatangani Secara Elektronik Oleh :
a.n. Direktur Pembinaan Kelembagaan Perguruan Tinggi
ub. Kepala Sub Direktorat Kerjasama Perguruan Tinggi
Kepala Seksi Kerjasama Luar Negeri
Adhrial Refaddin
NIP. 197504212008121003

Tempusan: Kantor Imigrasi Terkait

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

How to Get Study Permit??

Sent by email to

io@ub.ac.id

1. Letter of Acceptance (LoA)
2. Scan of Passport, Identity Page that is still valid at least 18 months
3. Scan of graduation certificate
4. Scan of academic transcript
5. Recent colored photograph size of 4x6 cm white background
6. Curriculum Vitae (CV)
7. Health certificate maximum last 3 months
8. Letter of statement about law (International Office of UB will provide the form, prospective foreign students fills the form)
9. Letter of financial statement (for private student) (International Office of UB will provide the form, prospective foreign students fills the form)
10. Scan of study fee payment receipt
11. Letter of guarantee (for scholarship student)

Telex Visa

Visa Approval Letter is for International Students who want to apply and take visa in Indonesian Embassy or Consulate General. Processing time: around 3 weeks after documents collection (depend on the Ministry)

Note :

International Office will process Study Permit.

International Students Just need to tell where they will take the visa and submit following requirements bellow.



KEMENTERIAN HUKUM DAN HAM RI
DIREKTORAT JENDERAL IMIGRASI
Jl. HR. Rasuna Said Kav. X-6/8
Jakarta Selatan 12940

Jakarta, 19 Februari 2019

Yth,
UNIVERSITAS BRAWIJAYA
JL.VETERAN
Alamat email : io@ub.ac.id

Hal : **PEMBERITAHUAN PERSETUJUAN VISA**

Sehubungan dengan permohonan saudara nomor 332200144908501 untuk mendatangkan warga negara asing dengan data sebagai berikut:

NO	NAMA & NO PENGUSAHAAN	JENIS KELAMIN & TGL, BLN & THN LAHIR	KEBANGSAAN & NO PASPOR	LAMA TINGGAL & NIORA
1	IMI.2.GR.01.06.03.5885AT.316	Pria		24 bulan CCRAA25305

Maka dengan ini kami beritahukan bahwa permohonan saudara dimaksud telah dikabulkan dengan penguasaan Direktur Jenderal Imigrasi, kepada:

Perwakilan R.I di : KUALA LUMPUR
Jenis persetujuan visa : TINGGAL TERBATAS
Indeks : C316

Demikian, agar maklum.

AN. KEPALA SUB DIREKTORAT VISA
TINGGAL TERBATAS

CHARWIGRAMIRATIN, AMD.IM, SH, MH
NIP. 198307242001121002

Informasi:

1. Persetujuan Ini Berlaku Selama 60 (enam puluh) hari.
2. Setelah Tiba Di Indonesia, Harap Mengajukan Permohonan Izin Tinggal Terbatas Ke Laman Itas Online Pada: <http://izintinggal.imigrasi.go.id/IT-online/>.
3. Untuk verifikasi keabsahan dokumen ini silahkan kunjungi: <http://visa.imigrasi.go.id>.

HOW to Get **TELEX Visa??**

Sent by email to

io@ub.ac.id

- 1 Colored scan of Passport, Cover and Identity Page that is still valid at least 18 months
- 2 Study Permit issued by Ministry of Education and Culture

Format

JPG Min 500 kb

VISA

TYPE OF VISA



Visa on Arrival (without TELEX)



Visit Visa (without Telex) (211A & 211B)



Visit Visa (with Telex) (211A & 211B)




Limited Stay Visa (with **TELEX**) (Visa Tinggal Terbatas **VITAS**) (316) (for **STUDY**)



Limited Stay Visa (with **TELEX**) (Visa Tinggal Terbatas **VITAS**)(315) (for **RESEARCH OR TRAINING**)

FOR YOUR INFORMATION!!!



*VISA is not your permission to stay in **Indonesia**. it is a permission to **enter Indonesia territorial**, then when you have arrived already in Indonesia, you can convert your VISA to Stay Permit depend on your type of VISA you have*

Visa on Arrival (**without TELEX**) (Get it in **AIRPORT**)

It called on Arrival because you can get the visa in the airport when you arrived. You will get 30 days Stay Permit automatically and can extend it for 30 days more at the Local Immigration Office. **REMEMBER!!!** Visa on Arrival is **NOT FOR STUDY, WORK, RESEARCH, AND TRAINING**, It's for holiday purpose.



It is your arrival stamp for Visa on Arrival, your **Stay Permit** is started from the date shown on the arrival stamp.

Visit Visa (**Without Telex**) (211A & 211B) (Get it at Indonesia Embassy or Consulate General)

With **TELEX** because you must get **TELEX VISA** for Visit Visa first, before apply at Indonesian Embassy or Consulate General. After your arrival, you will get 60 days Stay Permit automatically and can extend the Stay Permit for 30 days more for 4 times at Local Immigration Office. This kind of **VISA CAN BE CONVERTED TO LIMITED STAY PERMIT** and **FOR STUDENT WHO WILL STUDY MORE THAN 6 MONTHS.**



It is your arrival stamp for Visit Visa, your **Stay Permit** is started from the date shown on the arrival stamp.

Visit Visa (**With Telex**) (211A & 211B) (Get it at Indonesia Embassy or Consulate General)

With TELEX because you must get TELEX VISA for Visit Visa first, before apply at Indonesian Embassy or Consulate General. After your arrival, you will get 60 days Stay Permit automatically and can extend the Stay Permit for 30 days more for 4 times at Local Immigration Office. This kind of **VISA CAN BE CONVERTED TO LIMITED STAY PERMIT** and **FOR STUDENT WHO WILL STUDY MORE THAN 6 MONTHS.**



It is your arrival stamp for Visit Visa, your **Stay Permit** is started from the date shown on the arrival stamp.

The difference with the previous Visit Visa. It is your **TELEX VISA** number

STAY PERMIT : The Permission issued by Local Immigration Office for International Students who are studying at UB. Processsing time : around 2 weeks after documents collection (depend on the Immigration Office)



Local Immigration Office will put this stamp on your passport when you extend your Stay Permit from your Visa on Arrival and Visit Visa both with and without TELEX. **PAY ATTENTION ON YOUR VALIDITY DATE!!!**




Local Immigration Office will put this stamp on your passport when you convert your Limited Stay Visa to Limited Stay Permit. **VALIDITY DATE WILL BE IN E-LIMITED STAY PERMIT (E-ITAS)**


E-LIMITED STAY PERMIT (E-ITAS IZIN TINGGAL TERBATAS)

Issued by Local
Immigration Office

*HERE IS YOUR ELECTRONIC LIMITED STAY
PERMIT (E-ITAS). You will also get Multiple
Re-Entry Permit PAY ATTENTION TO YOUR
VALIDITY DATE.*



KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA
REPUBLIK INDONESIA
KANTOR WILAYAH JAWA TIMUR
KANIM KELAS I TPI MALANG
JL. R. PANJI SUROSO NO. 4 MALANG



IZIN TINGGAL TERBATAS ELEKTRONIK
ELECTRONIC LIMITED STAY PERMIT


PHOTO

NIORA : CCTAA02333

Permit Number : [REDACTED]

Stay/Multiple Entries Permit Expiry : 21-10-2021

Stay Permit Index : 1 C



Full Name : [REDACTED]

Place / Date of Birth : [REDACTED]

Passport Number : [REDACTED]

Passport Expiry : [REDACTED]

Nationality : [REDACTED]

Gender : MALE

Address : [REDACTED]

Occupation : STUDENT

Status : STUDENT

DISCLAIMER :

1. According to Article 71 Act Number 6 Year 2011 concerning Immigration, every changes of civil status, citizenship, occupation, Guarantor, or change of address must be reported to Local Immigration Office in an immediate period of time.
2. This Limited Stay Permit (online) must be attach to the bearer's Passport at all times.
3. For further information please do not hesitate to contact Local Immigration Office or do visit our website www.imigrasi.go.id.

Malang, 01-04-2020

Head of Kanim Kelas I Tpi Malang Immigration Office.

(Surat Tanda Melapor) & (Surat Keterangan Jalan) Issue by East Java Police Office

Only Limited Stay holders should do this process.

**PROCEED BY
INTERNATIONAL
OFFICE UB**

KEPOLISIAN NEGARA REPUBLIK INDONESIA
DAERAH JAWA TIMUR
DIREKTORAT INTELKAM

SURAT TANDA MELAPOR
(Letter of Police Notification)

No. Pol. STM : 000012/VII/2018
Nama : [REDACTED]
Warga Negara : MALAYSIA
Sponsor : UNIBRAW
Tempat Tinggal : [REDACTED]
MALANG

SURABAYA, 05/07/2018
a.n. DIREKTUR INTELKAM POLDA JATIM
KASUYANMIN
H. NURIYADI, SH, MH
KOMISARIS POLISI NRP 61030649

Berlaku s/d : 18/10/2018

PERHATIAN / ATTENTION

- KARTU INI HARUS SELALU DIBAWA OLEH PEMILIK
Card Holder have to bring this Police Report Cards
- SURAT TANDA MELAPOR INI TIDAK BERLAKU LAGI SETELAH Habis MASA BERLAKUNYA
This card has expired after the STM card issue expired

KEPOLISIAN NEGARA REPUBLIK INDONESIA
DAERAH JAWA TIMUR
DIREKTORAT INTELKAM

No. Pol. : SKJ/POA/0113/VII/2018/Dit Intelkam

SURAT KETERANGAN JALAN
Travelling Permit

1. Nama / Name : [REDACTED]
2. Tempat dan tgl. lahir / Place and date of birth : [REDACTED]
3. Warga negara / Nationality : MALAYSIA
4. Pekerjaan / Occupation : MAHASISWA
5. Paspor No. Tgl. dan berlaku s/d / Passport No. Place and Date of issued valid until : [REDACTED]
6. Keterangan lain-lain/persetujuan/ Applied / approved by : [REDACTED]

Tersebut dalam suratnya tanggal / Re-letter dated : Tgl : 17-Mei-2017 s/d 18-Okt-2018
Tgl : 05-Jul-2018 s/d 18-Okt-2018

Akan melakukan / Purpose of : BELAJAR UNIBRAW
Ke / To : MALANG - JAWA TIMUR
Dalam rangka / In accordance with : BELAJAR
Mulai tanggal / From : 05-Jul-2018 s/d/ till 18-Okt-2018

PERHATIAN / ATTENTION

- Penanggung jawab penginapan wajib menyampaikan daftar tamu OA kepada Kantor Kepolisian Negara RI setempat, slemat-lambatnya 24jam (dua puluh empat) jam sejak tanggal kedatangan OA yang bersangkutan (PP. No. 31/ 1994 Psl.9 ayat (2))
Manager of hotels, inns, boarding houses, etc. must submit the list of foreign visitors to the Local Police within 24 hours since the arrival of the foreigners (PP. No. 31/1994 Psl. 9 ayat (2))
- Setiap orang yang memberikan kesempatan OA menginap di tempat kediamannya wajib melaporkan kepada Kantor Kepolisian RI atau Pejabat Pemerintah Daerah setempat dalam jangka waktu 24 (dua puluh empat) jam sejak tanggal kedatangan OA tersebut (PP. No. 31/1994 Psl. 10)
Everybody providing the opportunity to spend the night for foreigners must report to the Local Police or the Local Regional Administration within 24 hours since the arrival of the foreigners (PP. No. 31/1994 Psl. 10)

Dikeluarkan di : Surabaya
Pada tanggal : 05-Jul-2018

a.n. DIREKTUR INTELIJEN KEAMANAN POLDA JATIM
WADIR
UP
KASUYANMIN
H. NURIYADI, SH, MH
KOMISARIS POLISI

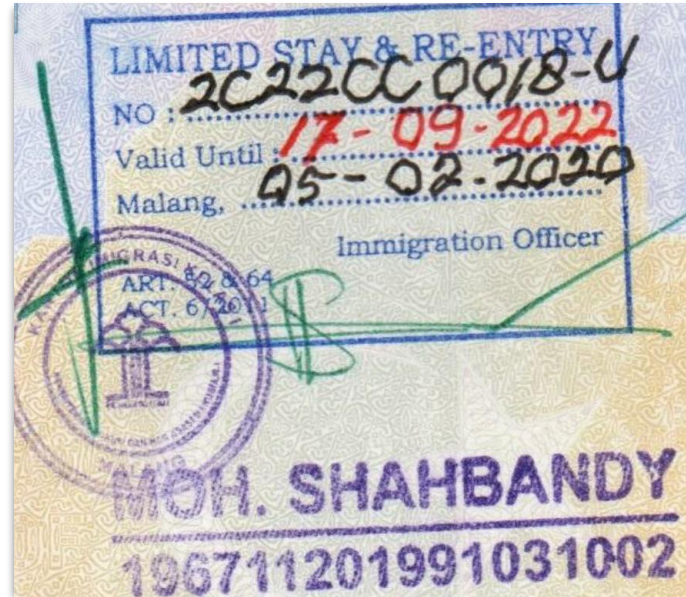
PHOTO

STUDY PERMIT EXTENSION

1. The extension of permission issued by The Ministry of Education and Culture, Jakarta for International students who are studying and want to extend their study at UB.
2. Processing time: around 3 weeks after documents collection (depend on the Ministry).
3. Students need to collect Academic Transcript.
4. Health certificate maximum last 3 months.
5. Letter of statement about law (International Office of UB will provide the form, prospective foreign students fills the form).
6. Letter of financial statement (for private student) (International Office of UB will provide the form, prospective foreign students fills the form).

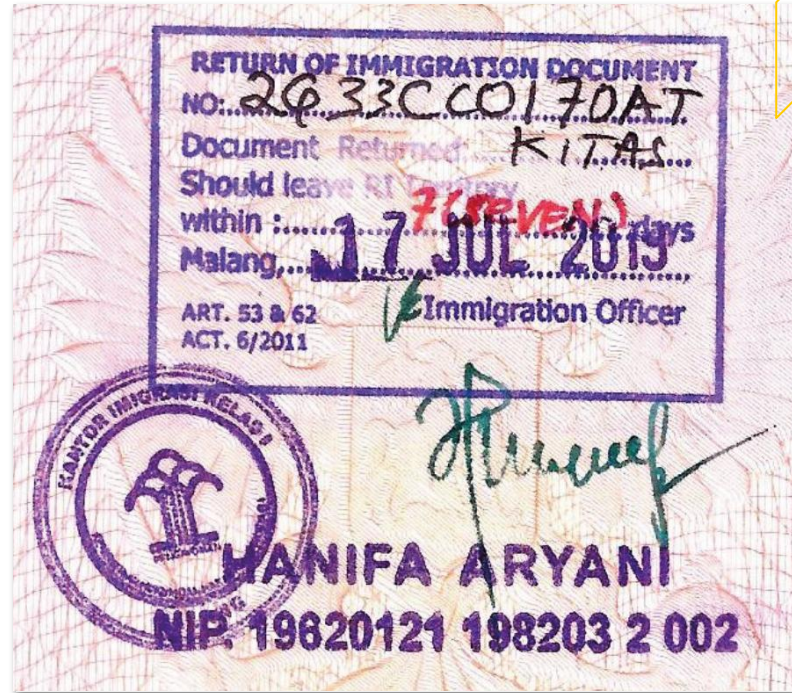
LIMITED STAY PERMIT EXTENSION : The extension of permission issued by Local Immigration Office for Internasional Students who are studying and want to extend their stay permit. Processing time: around 2 weeks after documents collection (depend on the Immigration Office)

Stamp for Limited Stay Permit Extension. You can extend your stay permit maximum totally for 6 years staying at Indonesia.



EPO

Exit Permit Only stamp issued by Local Immigration Office for International Students who finishing study at UB. Processing time: around 2 weeks after documents collection (depend on the Immigration Office)



For further information about
visa and immigration matters,
You can contact

Muhammad Syaifulloh

International Office
Universitas Brawijaya

Email : permit@ub.ac.id

Phone : +6281331010713 (Office :+62341557923)





Terimakasih