GUIDE LINES

No. GL/01/XII/2017 Date/Rev. 05 December 2017/ 00
From International Office
To International Student

GUIDANCE FOR INTERNATIONAL STUDENT

A. PROCEDURE REGISTRATION FOR INTERNATIONAL STUDENT AT IULI

1. Registration

   2.1. Pay the administration fee IDR 200,000 (two hundred thousand rupiah) to:
       Bank Name: Bank Negara Indonesia (BNI)
       Name: International University Liaison Indonesia - IULI
       Account No.: 164-00-0071583-1
       Swift Code: BNINIDJA

2. Complete the documents required as follows:
   2.1 Copy of legalized academic certificates and transcripts academic (English translation).
   2.2 Letter of Recommendation from Indonesian Embassy (KBRI) or Consulate General of Republic of Indonesia (KJRI) at your country.
   2.3 For Non-native English Speaker, student must submit official TOEFL/IELTS.
   2.4 Copy of Birth Certificate (English Translated).
   2.5 Colored copy of Valid Passport (validity term of passport must be more than 18 months and remaining pages of passport must be more than 4 sheets)
   2.6 Curriculum Vitae (CV)
   2.7 Current Photo 2x3, 3x4 & 4x6 (red background)
   2.8 Health Certificate issued by Hospital stating that student is both physically and mentally capable to conduct the studies.
   2.9 Letter of Financial Guarantee to cover study and living expenses from parent/guardian and copy of Bank Account/Bank Statement. [CLICK HERE]

2.10 Statement letter. A pledge that never to attend political activities while in Indonesia, never to work while in Indonesia and to follow the laws in Indonesia. [CLICK HERE]

Notes:
- All document should be translated into English by a Sworn Translator.
- Revenue Stamp (materai) can be purchased at the Indonesian Embassy.
- Email all document required and copy of bank transfer receipt for the administration fee to: admission@iuli.ac.id
- Bring all original documents to Indonesia for the purpose of certified document by the Ministry of National Education of Republic of Indonesia.

If your application is accepted you will receive a LETTER OF ACCEPTANCE.
INTERNATIONAL UNIVERSITY LIAISON INDONESIA

B. IMMIGRATION PROCEDURES

All international students (with foreign nationality) must obtain and compulsory to have a proper immigration documents while studying at IULI.

Students are responsible for handling their immigration documents and also for all expenses. Our office can recommend an agent to process your immigration documents at your own expense.

- **Study Permit**: The permission for foreign students who will study at IULI. Issued by The Ministry of Education, Jakarta.
- **MERP**: Multiple Exit Re-Entry Permit. For KITAS user only. When you process KITAS, automatically you should apply for MERP.
- **Telex Visa**: Visa recommendation issued by the Ministry of Law and Human Rights, Directorate General of Immigration, Jakarta. It will be send directly to the Embassy RI/Consulate General RI in your country after the issuance.
- **STM (Surat Tanda Melapor)**: Police Report. It should be processed within 7 days after KITAS issuance.
- **Domicile Letter**: Residential Letter from RT/RW (Chief of Neighborhood) and Kelurahan (Chief of Village).
- **Vitas (Visa Ijin Tinggal Terbatas)**: Limited Stay Visa (Valid for 6 months or 1 year).
- **SKKT (Surat Keterangan Tempat Tinggal)**: Temporary Residential Card. It should be directly processed after STM issuance.
- **KITAS (Kartu Tinggal Terbatas)**: Limited Stay Permit Card. For Vitas user. Issued by the Immigration office near student domicile and should be processed within 7 days upon arrival.
- **EPO (Exit Permit Only)**: After the student finish the study it is MANDATORY to do the EPO before the student leave Indonesia. The student should leave within 7 days after the EPO is issued by the immigration office.

*Note: if late in process the immigration documents there will be penalty fee.*

1. PRE-ARRIVAL TO INDONESIA

All International student must enter Indonesia with a Study Permit and a Student Visa (VITAS)

1.1. Study Permit

After received the Acceptance Letter from IULI, the candidate student has to process for getting a study permit from the Ministry of National Education of Republic of Indonesia. IULI office will help you to process a study permit in Indonesia.

Required documents:

1. Recommendation letter from IULI.
2. Letter of Acceptance from IULI.
3. Letter of Recommendation from KBRI/KJRI.
4. Copy of transcript of academic record.
5. Recent colored photograph 4x6cm.
7. Curriculum Vitae (CV).
8. Letter of Financial Guarantee to cover study and living expenses.
11. Paid the study permit handling processing fee.

Note:
The Study Permit application and issuance process takes approximately 3 weeks or more.
INTERNATIONAL UNIVERSITY LIAISON INDONESIA

1.2. Telex Visa

After your study permit is approved, then process the Visa Recommendation at Directorate General of Immigration (by an Agent). The approval letter will be sent via Telex to the Indonesian embassy/consulate in your country of residence. The candidate student is required to visit the Indonesian Embassy/Consulate to complete the process.

Required documents:
1. Recommendation letter from IULI
2. Letter of Guarantee
3. Copy of Letter of Acceptance from IULI
4. Copy of Study Permit
5. Copy of transcript of academic record
6. Curriculum Vitae
7. Recent photograph with red background size: 2x3, 3x4, 4x6 cm, @ 4 sheets/each
9. Health Certificate
10. Copy passport

1.3 VITAS – Limited Stay Visa

Upon telex issuance, Student should contact the Embassy to arrange the visa collection.

Upon collecting the visa, student is required to submit the copy of telex and passport, also complete a form at the designated embassy overseas. An amount of fee will be charged by the embassy (depends on KBRI in your country) and normally it takes from 3 to 5 working days before visa can be collected.

2. POST-ARRIVAL IN INDONESIA

Upon arrival in Indonesia, report to RT/RW and Kelurahan (local Authority) near your accommodation to get Domicile Letter, and start to process legal immigration document within 7 days after the entry permit is issued (from date that is stamped at airport immigration).

2.1. KITAS/Limited Stay Permit & MERP

Apply at the Immigration office by submitting the following documents:
1. Letter of recommendation from IULI
2. Letter of Guarantee
3. Copy of Study Permit
4. Copy of Telex Visa
5. Copy passport (identification part, visa part and stamp of arrival date part)
6. Domicile Letter

2.2. STM (Police registration letter)

STM is a police report acknowledging your residence, issued by the police office nearest your residence.

Required documents:
1. Letter of recommendation from IULI
2. Copy of KITAS
3. Copy of Study Permit
4. Copy of Passport
5. 2 pcs ID Photo size 3x4 cm with red background
6. Domicile letter
INTERNATIONAL UNIVERSITY LIAISON INDONESIA

2.3. SKTT

After students get KITAS, students should make a local government report to the nearest local government office to student residence.

Required documents:
1. Letter of recommendation from IULI
2. Copy of KITAS
3. Copy of Study Permit
4. Copy of Passport
5. Copy of Police Report
6. ID Photo size 2x3, 3x4 and 4x6 (2pcs each)
7. Domicile letter

3. STUDY PERMIT AND KITAS EXTENSION

Extension procedure for Study Permit & KITAS must be carried out 2 (two) months before the expiry date. All the process and procedure to extend the study permit and KITAS is the same as the process for issuing initial Study Permit/KITAS.

4. PRE-DEPARTURE FROM INDONESIA

3.1 EPO (Exit Permit Only)

Prior to leaving Indonesia permanently due to the following reason:

- Completion of Study
- Returning to home country
- Dismissed/Dropped out
- Withdrawal/Resignation

student must apply EPO at least 2 weeks before departure date, do not leave Indonesia BEFORE your EPO is issued and student must leave Indonesia within 7 days after the EPO issuance date.

To process EPO, student must do the following:
1. Pay the EPO fee
2. Submit passport
3. Return KITAS Card SKTT
5. HANDLING FEE

Students are responsible for handling their documents and also for all expenses, and we suggest asking an agent to handle the process of the students immigration document.

Below are the fees for processing immigration documents through an agent.

<table>
<thead>
<tr>
<th>Documents name</th>
<th>Fee</th>
<th>Process Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Permit</td>
<td>Rp. 500,000</td>
<td>Will be processed by IULI. 3-4 weeks</td>
</tr>
<tr>
<td>Visa Recommendation (Telex Visa)</td>
<td>Rp. 1,530,000</td>
<td>2 weeks</td>
</tr>
<tr>
<td>VITAS</td>
<td>Depends on KBRI in your country</td>
<td>Depends on KBRI in your country</td>
</tr>
<tr>
<td>Domicile Letter</td>
<td>Rp. 500,000</td>
<td>3 days</td>
</tr>
<tr>
<td>KITAS (1 year)</td>
<td>Rp. 3,000,000</td>
<td>8 days</td>
</tr>
<tr>
<td>MERP (1 years)</td>
<td>Rp. 2,100,000</td>
<td>8 days</td>
</tr>
<tr>
<td>STM</td>
<td>Rp. 750,000</td>
<td>5 days</td>
</tr>
<tr>
<td>SKTT</td>
<td>Rp. 1,000,000</td>
<td>5 days</td>
</tr>
<tr>
<td>Overstay Penalty</td>
<td>Rp. 380,000/day</td>
<td></td>
</tr>
<tr>
<td>Exit Permit Only (EPO)</td>
<td>Rp. 3,000,000</td>
<td>7 days</td>
</tr>
</tbody>
</table>

- Subject to change without notice. These fees are average price charges by visa agents/broker (3rd party) and varies from one agent to another.
INTERNATIONAL UNIVERSITY LIAISON INDONESIA

SAMPLES OF DOCUMENTS:

Letter of Acceptance

KBRI Statement

Revenue Stamp (materai)

Study Permit
SURAT KETERANGAN DOMISILI

Nama Lengkap: 
Alamat: 
Nomor HP: 
Tanggal Lahir: 
Pekerjaan: 
Tempat Kerja: 
Pendidikan: 
Lama Pendidikan: 

Keterangan Lengkap: 

Sampul

Police Report (STM)

SKTT
6. **CAMPUS LIFE**

6.1 **IULI Campus**
[https://www.iuli.ac.id/welcome-to-iuli/facilities/environment/](https://www.iuli.ac.id/welcome-to-iuli/facilities/environment/)

6.2 **Accommodation**
[https://www.iuli.ac.id/welcome-to-iuli/facilities/accomodation/](https://www.iuli.ac.id/welcome-to-iuli/facilities/accomodation/)

6.3 **Food & Recreation**
[https://www.iuli.ac.id/welcome-to-iuli/facilities/food-recreation/](https://www.iuli.ac.id/welcome-to-iuli/facilities/food-recreation/)

**REFERENCES:**

- [http://www.imigrasi.go.id](http://www.imigrasi.go.id)
- [http://ijinbelajar.dikti.go.id](http://ijinbelajar.dikti.go.id)
- Locate Indonesia Embassy/Consulate at your country: [http://id.embassyinformation.com/index.php](http://id.embassyinformation.com/index.php)
FINANCIAL GUARANTEE

Pernyataan Jaminan

I, the undersigned:

Yang bertanda tangan di bawah ini:

<table>
<thead>
<tr>
<th>Student’s Candidate Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nama mahasiswa</td>
<td></td>
</tr>
<tr>
<td>Place, Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Tempat danTanggal Lahir</td>
<td></td>
</tr>
<tr>
<td>Citizenship</td>
<td></td>
</tr>
<tr>
<td>Kewarganegaraan</td>
<td></td>
</tr>
<tr>
<td>Passport Number</td>
<td></td>
</tr>
<tr>
<td>No. Passport</td>
<td></td>
</tr>
<tr>
<td>Full Address in Indonesia</td>
<td></td>
</tr>
<tr>
<td>Alamat tempat tinggal di Indonesia</td>
<td></td>
</tr>
</tbody>
</table>

will be supported by my parent(s)/guardian. I have attached a certified letter from the bank of my parent(s)/guardian which verifies that funds (including academic expenses, living expenses and any travel expenses) are available for me to study at International University Liaison Indonesia. (Copy of Bank Account/Statement attached)

Orang tua/wali saya akan menjamin saya. Saya lampirkan surat jaminan dari bank orang tua/wali saya yang membuktikan bahwa dana (termasuk biaya akademik, biaya hidup dan biaya perjalanan) cukup untuk saya belajar di International University Liaison Indonesia. (bukti rekening bank/surat penerimaan dari bank terlampir)

The information contained in this document is true and accurate. I acknowledge that any incorrect or incomplete information may result in cancellation of my enrolment.

Informasi yang terkandung dalam dokumen ini adalah benar dan akurat. Saya juga memahami jika ada kesalahan dan tidak lengkap dari informasi ini akan mengakibatkan dibatalkannya proses pendaftaran kemahasiswaan.

This statement is issued to be used accordingly.

Demikian Surat Pernyataan ini dibuat untuk digunakan sesuai dengan kepentingannya.

Date: ____________________

Signature,

Revenue stamp
Rp. 6000

Name of parent(s)/guardian  Student Candidate
STATEMENT LETTER
Surat Pernyataan

I, the undersigned:
Yang bertanda tangan di bawah ini:

<table>
<thead>
<tr>
<th>Student’s Candidate Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Nama mahasiswa</td>
<td></td>
</tr>
</tbody>
</table>

| Place, Date of Birth     |                         |
| Tempat dan Tanggal Lahir |                         |

| Citizenship              |                         |
| Kewarganegaraan          |                         |

| Passport Number          |                         |
| No. Passport             |                         |

| Full Address in Indonesia|                         |
| Alamat tempat tinggal di Indonesia |         |

During my study at International University Liaison Indonesia, I affirm that:
Selama saya belajar di International University Liaison Indonesia, saya menegaskan bahwa saya:

1. I will not do any paid job,
saya tidak akan melakukan pekerjaan yang dibayar,
2. I will not be involved in any political actions,
saya tidak akan terlibat dalam kegiatan politik,
3. I will obey the regulations and laws of Indonesia,
   Saya akan mematuhi peraturan dan undang-undang di Indonesia.

This statement is issued to be used accordingly.
Demikian Surat Pernyataan ini dibuat untuk digunakan sesuai dengan kepentingannya.

Date: _______________________

Stamp duty Rp. 6000

_____________________
Student Candidate