

INSTRUCTIONS

Cara Pengisian Form

1. Read the instructions carefully and fill the form with CAPITAL letters
Bacalah dengan seksama sebelum anda mengisi formulir ini dan isi menggunakan huruf BESAR.
2. Please use the checklist symbol (v) to fill the options
Untuk pilihan, berikan pilihan anda menggunakan tick (v)
3. Registration will be processed if the payment for registration fee has been made via bank transfer or direct admission (no cash – only accept debit or credit card)*
*Proses pendaftaran akan dilanjutkan dan divalidasi apabila sudah melakukan pembayaran form registrasi via transfer atau langsung datang (debit atau credit card saja)**

Admission Test Date :
Tanggal USM

Major Chosen : S2 S3
Pilihan Jurusan

Major Code :
Kode Jurusan

SECTION I – NEW STUDENTS PERSONAL DATA

BAGIAN I – DATA CALON MAHASISWA BARU

1. Complete Name :
Nama Lengkap

2. Place & Date of Birth : City
Tempat Tanggal Lahir
Place | Tempat DD MM YYYY

3. Current Address :
Alamat

3a. RT : 3b. RW : 3c. City :
RT RW Kota / Kabupaten

3d. Province :
Provinsi

3e. Country : 3f. Zip Kode :
Negara Kode Pos

3g. Home Phone Number :
Nomor Telepon Rumah

5. Gender : Male | *Laki-Laki* Female | *Perempuan*
Jenis Kelamin

6. Religion : Christian | *Kristen Protestan* Moslem | *Islam* Budhism | *Budha*
Agama Catholic | *Kristen Katolik* Hindunese | *Hindu* Others | *Lainnya*

7. CitizenShip : Indonesian | *WNI* Foreigner | Country of Origin : _____
Kewarganegaraan WNA | Negara Asal

8. Marital Status : Single Widow
Status Pernikahan Married Widower

9. Mobile Phone Number :
Nomor Handphone I prefer contacted by : Phone / Email *)
Saya lebih memilih dihubungi melalui

10. E-mail :
Alamat email

11. ID Card number :
No. KTP / Kartu Identitas

12. Biological Mother's Name :
Nama Ibu Kandung

13. Type of Class : Weekday Evening Class Weekend Class
Tipe Kelas Available for major: Available for major:
MKN, MH MM, MKN, MTS, MHI, MKOM, MPD

*Rekening UPH - CIMB NIAGA cabang Tomang Tol
800051592700 - Yayasan Universitas Pelita Harapan
Registration fee for S2/S3 Rp500.000,-/Rp800.000
Biaya Registrasi S2/S3 Rp500.000,-/Rp800.000,-

Please attached the payment receipt after the payment
Mohon menyertakan bukti transfer apabila pembayaran via transfer

SECTION II – EDUCATIONAL BACKGROUND
BAGIAN II – LATAR BELAKANG PENDIDIKAN

1. University Name - I :
Nama Universitas

2. University Location :
Lokasi Universitas

2a. City | Kota / Kabupaten :

2b. Province | Provinsi :

2c. Country | Negara :

3. Major :
Jurusan

3a. Title :
Gelar

4. GPA :
IPK

4a. Graduation Date :
Tanggal Kelulusan

DD MM YYYY

5. University Name - II :
Nama Universitas

6. University Location :
Lokasi Universitas

6a. City | Kota / Kabupaten :

6b. Province | Provinsi :

6c. Country | Negara :

7. Major :
Jurusan

7a. Title :
Gelar

8. GPA :
IPK

8a. Graduation Date :
Tanggal Kelulusan

DD MM YYYY

SECTION III – CURRENT JOB INFORMATION
BAGIAN III – INFORMASI PEKERJAAN SEKARANG

1. Company Name :
Nama Perusahaan

2. Company Address :
Alamat

2a. RT : 2b. RW : 2c. City :
RT RW Kota / Kabupaten

2d. Province :
Provinsi

2e. Country : 2f. Zip Kode :
Negara Kode Pos

2g. Phone Number :
Nomor Telepon

2h. Fax Number :
Nomor Fax

3. Position :
Jabatan

REGISTRATION STATEMENT
PENYATAAN PENDAFTARAN

1. I hereby enroll concurrently in UPH and declare all the data that I have provided is true and accountable.
bersamaan ini saya menyatakan mendaftar di UPH dan menyatakan seluruh data yang saya berikan adalah benar dan dapat dipertanggungjawabkan.

2. I obey and follow all the decisions that have been decided by UPH
Saya tunduk dan mengikuti seluruh keputusan yang telah diputuskan oleh UPH

_____, _____
Place | Tempat Date | Tanggal

(_____)
Registrant Signature & Full Name
Tanda tangan & Nama Lengkap Pendaftar



ADMISSION STATEMENT

READ CAREFULLY BEFORE YOU SIGN!

Bacalah dengan seksama sebelum Anda menandatangani

I, the undersigned below
Saya yang bertanda tangan di bawah ini,

Form Number :
Nomor Formulir

Full Name :
Nama Lengkap

Hereby affirm that,
dengan ini menegaskan bahwa,

1. I will not in any conduct against the law; bring, consume, and/or distribute illegal drugs or alcoholic drinks. The right to be a student of UPH will be denied should I fail the health examination/drug examination.
Tidak akan melakukan semua perbuatan yang melanggar hukum; membawa, mengkonsumsi serta mengedarkan obat terlarang (narkoba)/minuman keras. Hak sebagai mahasiswa UPH akan gugur bila tidak lulus dalam tes kesehatan/tes narkoba.
2. I am willing to accept all sanctions for any INCORRECT information I have stated and may no longer alter content of the Registration Form once it is being submitted.
Bersedia menanggung segala sanksi apabila informasi yang saya berikan TIDAK BENAR dan tidak dapat mengubah isi formulir pendaftaran jika sudah diserahkan.
3. I will not send substitute to attend the admission test.
Saya tidak akan mengirim pengganti untuk mengikuti ujian saringan masuk.
4. All payments transferred to Pelita Harapan Foundation are declared as the final decision, finalized by the depositor, can't be refunded for any conditions.
Semua pembayaran yang telah disetor ke Yayasan Pelita Harapan dinyatakan sebagai keputusan terakhir dari pihak penyetor dan tidak dapat ditarik kembali dengan alasan dan kondisi apapun
5. I have read, known, and understood the regulations and registration requirements stated on this Manual Book.
Telah membaca, mengetahui, mengerti ketentuan dan persyaratan pendaftaran dalam Buku Petunjuk ini.
6. I am willing to abide by the Regulations stated by the University, both presently and in the future, within the area of UPH.
Bersedia mentaati Statuta, Peraturan Tata Tertib Kampus dan peraturan lain yang telah dan akan diberlakukan di UPH.

Jakarta, _____ 20__

Prospective Student's Signature & Full Name

Materai 6000

REQUIRED DOCUMENTS

No.	Checklist	Collection Date	Staff's Signature	Student's Signature	Master Program
1					1 (one) legalized copy of Bachelor Degree (or the equivalent) certificate from an accredited state or private university. Applicants who have not yet obtained their Bachelor degree certificates, must submit the graduation statement from the university. The legalized copy of Bachelor degree certificates should be submitted to the admission office 2 (two) weeks before Mid-Term Test of the first semester at the latest.
2					An overseas graduate must submit "Letter of Degree Equivalency" (Penyetaraan Ijazah Luar Negeri) from the Directorate General of Higher Education of the Ministry of Education (DIRJEN DIKTI DEPDIKNAS)
3					1 (one) legalized copy of Bachelor Academic Transcript
4					1 (one) copy of valid ID
5					1 (one) copy of valid Birth Certificate
6					4 (four) recent color photographs of 2x3 cm (2 pcs) and 4x6 cm (2pcs) with red background
					Doctoral Program
1					2(two) legalized copies of Bachelor Degree (or the equivalent) certificate from an accredited state or private university
2					2 (two) legalized copies of Bachelor Academic Transcript
3					2 (two) legalized copies of Masters Degree certificate from an accredited state or private university
4					2 (two) legalized copies of Masters Academic Transcript
5					An overseas graduate must submit "Letter of Degree Equivalency" (Penyetaraan Ijazah Luar Negeri) from the Directorate General of Higher Education of the Ministry of Higher Education (DIRJEN DIKTI DEPDIKNAS)
6					1 (one) copy of valid ID
7					1 (one) copy of valid Birth Certificate
8					4 (four) recent color photographs of 2x3 cm (2 pcs) and 4x6 cm (2pcs) with red background
9					Curriculum Vitae
10					A valid TOEFL score of > 500 from authorized test center by Educational Testing Service / ETS (TOEFL ITP/IBT/IELTS) or a valid TOEFL EAT score from UPH Language Center, or you can sit for TOEFL Prediction Test at UPH Graduate Campus
11					Dissertation Proposal
					• Consist of:
					1. Tentative Topic of Dissertation
					2. Proposed Research Area
3. Brief outline of Dissertation Proposal					
• Dissertation Proposal should be submitted in writing (4-5 pages A4 paper) on the Admission Day at the latest					
					Foreign Applicant should submit
1					Temporary Residence Permit (KITAS)
2					Study Permit from the Ministry of Higher Education (DEPDIKNAS)