

INBOUND

Student Exchange Program (SEP) offers students the opportunity to study overseas at partner university for up to two semesters and receive a tuition waiver at partner university. UPH is a private university situated in the exciting Lippo Village neighborhood populated with over 172,000 people. Meet people around the world and get a chance to travel to South East Asia region, enrich your knowledge and experience the multicultural environment.

We are open to receive students from partner university through Exchange Program, or from non-partner through Study Abroad program. Please check our list of exchange partner universities.

To view the "**Exchange & Study Abroad Guide**"(Inbound) PDF click [here](#).

REQUIREMENTS

All inbound exchange student shall comply with the university procedure and fulfill the following requirement before applying:

1. Student must complete at least 1 year at their Home University.
2. For Non-native English Speaker, student must submit TOEFL / IELTS with a minimum score of 550 (for TOEFL PBT) or no less than 6.0 (for IELTS).
3. Submit Academic Records (or Transcript)

PROGRAM DETAILS

Our academic year is comprised of 3 semesters (Odd, Even, and Short semester). Odd semester (semester 1) starts from August to December, Even semester (semester 2) starts from January to May, and the Short semester starts from May to July. One semester (term) length is 16 weeks with 2 weeks break at the end of each semester, except for Christmas break student will have approximately 3 weeks holiday.

Exchange / Study Abroad / Dual Degree students may only attend UPH during the Odd and/or Even Semester. International students may enroll for 1 semester and up to 2 semesters as a full-time "non-degree" student, with the maximum of 20 credit points at each semester. (20 credit points / sks = about 5-6 courses).

ENGLISH TAUGHT COURSES

To view English-Taught Course List, click [here](#).

IMPORTANT DATES

	Even 2017 / 2018	Odd 2018 / 2019	Even 2018 / 2019
Study Period	4 January – 2 May 2018	20 August – 12 December 2018	3 January – 2 May 2019
Add / Drop Period	4 – 10 January 2018	20 – 24 August 2018	3 – 9 January 2019
Nomination Deadline	September 6, 2017	April 10, 2018	September 6, 2018
Application Deadline	September 20, 2017	April 25, 2018	September 20, 2018

Visa Payment Deadline	October 9, 2017	May 14, 2018	October 9, 2018
Orientation (for Exchange Students) & Expected Arrival Dates	<u>Arrival:</u> December 15, 2017 / January 2, 2018 <u>Orientation:</u> January 3, 2018	<u>Arrival:</u> August 1, 2018 <u>Orientation:</u> August 13-15, 2018	<u>Arrival:</u> December 17, 2017 / January 2, 2019 <u>Orientation:</u> January 3 - 5, 2019
Final Exam Dates	April 25 – May 2, 2018	December 6 – 12, 2018	April 25 – May 2, 2019
Break Dates	New Year: January 1 Chinese New Year: January 16 Seclusion Day: March 17 Good Friday: March 30 Isra Mi'raj of Prophet Mohammad: April 13	Independence Day: August 17 Idul Adha 1439H: August 22 Islamic New Year's Day 1440H: September 11 Birthday of Prophet Mohammad: November 20 University Christmas Break (for Students): December 13, 2018 – January 2, 2019 University Christmas Break (for Staff): December 24, 2018 – January 2, 2019	New Year: January 1 Chinese New Year: February 5 Seclusion Day: March 7 Isra Mi'raj of Prophet Mohammad: April 3 Good Friday: April 19 International Labour Day: May 1

APPLICATION PROCEDURE

STEPS	PROCESS	ACTIVITIES
1	Nomination	<p>International Student applying for exchange program must be nominated by the Home University International Office. The exchange program is based on an agreement between two institutions, so make sure your Home Institution does have an exchange agreement with us. Otherwise, you will have to apply as a study abroad student (regular tuition fee will apply). Please check our list of exchange partner universities to see whether your university is on the list.</p> <p>Exchange / Program Coordinator / International Office representative should nominate their student by filling up the Exchange Student Nomination Form and send it back to us by email.</p>
2	Documents Submission	<p>Complete the Application Form for Inbound Program and Application Form for Student Visa and Permit then submit the following required documents to international@uph.edu at the earliest before the Application Deadline:</p> <ol style="list-style-type: none"> 1. Copy of Official Academic Transcript / Academic Records 2. Scanned Passport of front page ID in color (min. validity of 18 months for 6 or 12 months visa application; min. of 30 months validity for 24 months visa application) 3. Scanned Passport Cover 4. Photo ID in RED Background 5. Recommendation Letter from home institution/professors 6. Copy of IELTS / TOEFL result (only required for non-native English speaker) 7. Recent Photograph with RED background (Photo ID) 8. Medical Statement (issued by local doctor/hospital) 9. Statement Letter 10. Financial Statement 11. Official Bank Statement or Savings Account Records with min. balance of USD 1,500 or equivalent. <p>IMPORTANT! Any update of the required documents will later be informed to the student.</p>
3	Application Review & Selecting Courses	<p>Upon receiving your nomination and application, we will request the course list and description to the faculty you are applying.</p> <p>(NOTE: Class schedule may not be ready by then, and courses provided may be subject to change according to the availability. The student is recommended to select extra courses more than required, for back-up/alternative purpose)</p> <p>The earliest screening process will be made 3-4 months prior to the beginning of a new semester. Your application will be reviewed by the related Faculty/Department based on your academic performance/records.</p>

4	Acceptance	<p>If your application is accepted, the Faculty will issue the Acceptance Letter and you will be notified by the International Office via email with your Acceptance Letter attached.</p>
5	Payment for Student Visa (E-ITAS)	<p>Upon receiving the <u>Acceptance Confirmation</u> via email, student must pay the student visa handling fee for the E-ITAS process that takes place in Indonesia, Jakarta through a third party agent.</p> <p>The details for the visa process and procedure will be explained further in the <u>Student Visa and Permit</u> section (see the table, point number 3 to 9).</p> <p>Visa and permit handling fee/agent service fee for E-ITAS (in Indonesia) must be paid in advance via bank transfer. Since the process for getting the Study Permit and Telex (Visa Approval) may take from 6 up to 8 weeks, therefore we advise you to pay the visa payment as early as possible after receiving the Acceptance Letter from UPH. The amount and payment details will be notified to students via email.</p> <p>IMPORTANT! Your visa will only be processed after your payments been verified. Thus, the student must submit the bank's receipt/proof of payment (via email) for verification purpose.</p>
6	Collect Visa & Payment (VITAS)	<p>After going through a long process at the Ministry of Research, Technology and Higher Education (Study Permit) and the Immigration, a Telex (visa approval) will be issued and we will send you the copy telex via email.</p> <p>We suggest that student contact the Indonesian Embassy directly to make an appointment or discuss the procedure for collecting the visa (VITAS).</p> <p>The student must bring the passport, the copy of telex, then fill up a form and pay the VITAS fee. The process for collecting the visa takes approximately 2 to 3 working days depending on the embassy.</p> <p>NOTE: Visa collection fee for 12 months VITAS is USD 105 / USD 180 for 24 months VITAS. The fee needs to be paid in local currency (cash).</p>
7	Schedule Your Arrival (Ticket Booking)	<p>Upon receiving VITAS (Sticker Visa) on your passport, student may to purchase the flight ticket and plan for departure.</p> <p>IMPORTANT!</p> <ul style="list-style-type: none"> • Make sure you arrive within the expected date of arrival or a few days before the orientation. • <u>The point of entry and exit must be the same</u>. Should you plan to enter via Soekarno Hatta International Airport (Jakarta), then you must later depart from the same airport/location as well.

8	Courses Confirmation	To ensure a smooth process of enrollment, the student is required to submit the Course Registration Form filled with the pre-approved courses by your home university 2-3 weeks before arrival.
9	Arrival in Indonesia	<p>UPH International Office provides assistance (Airport Pick-up & Find an Accommodation) to international students upon request.</p> <p>Should you wish to request an Airport Pick-up & assistance in finding an Accommodation please click HERE and complete an online survey.</p> <p>Once you arrived in Indonesia, <u>you are required to report to the Immigration by submitting your passport</u> via UPH International Office. The immigration will hold your passport for about 1-2 weeks in order to process your E-ITAS (Ijin Tinggal Terbatas Elektronik).</p> <p>IMPORTANT!</p> <ul style="list-style-type: none"> • Pick-up service is usually available only on weekdays and within our office hour (7 am to 4 pm). • Report to the Immigration must be done within 30 days upon arrival. Late report to the Immigration will result in overstay penalty of Rp. 300,000.-/late day.
11	Visit the Immigration (E-ITAS Biometric)	<p>Within 1-2 weeks, the student will be notified to visit the Immigration Office in Tangerang to do E-ITAS Biometric (photograph and fingerprint will be taken).</p> <p>ADDRESS OF IMMIGRATION OFFICE IN TANGERANG: Jl. Taman Makam Pahlawan Taruna No.10, Kec. Tangerang, Kota Tangerang, Banten 15118 Phone: 021-5579 0871</p>
12	E-ITAS Issuance	<p>In about 1-2 weeks, the Immigration will issue an E-ITAS (Electronic Limited Stay Permit) & Limited Stay Permit Stamp on your passport.</p> <p>Make sure you bring your E-ITAS with you at all times for identification. Should you lose the E-ITAS paper, feel free to reprint the E-ITAS.</p>
13	Departure	<p>Upon completion of the study and prior to leaving Indonesia, the student must process the Exit Permit called EPO. The process for EPO takes 3-4 working days, and the student must leave the country within 7 days after the EPO is issued. Please email the completed Application Form for Student Visa and Permit and submit your passport to the International Office to start the EPO process.</p> <p>IMPORTANT!</p> <p>The student must inform UPH International Office of the Departure Date at least 1 week before departure.</p>