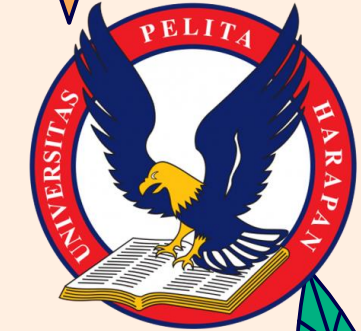


Guideline Pendaftaran

Step by step cara mendaftar
sebagai calon mahasiswa baru
di UPH



Overview

Buka *website*
one.uph.edu

Verifikasi
e-mail

Lengkapi
Personal
Information

STEP 1

STEP 2

STEP 3

STEP 4

STEP 5

STEP 6

Lengkapi
Admission
Information

Set Password
untuk akunmu

Upload
dokumen yang
diperlukan.

Step 1: Buka Website one.uph.edu

UPH
UNIVERSITAS PELITA HUMANIS

Admission batch info Events Tutorial

English

Student

Online Admission

This Online Admission is for applying Undergraduate program (D4-S1) and Post Graduate program (S2-S3).

Sign In **Registration**

Scroll Down

Agent Online

Berikut adalah tampilan website <https://one.uph.edu>

Klik "Registration"

Registration

Register new student account

Admission Information

The availability of the Study Program is based on the available batch during application submission

Select Campus*

UPH Jakarta

Select Category of Study*

Undergraduate

Select Intake Year*

Semester Ganjil 2024/2025

Select Study Program*

Accounting



Step 2: Isi Admission Information

Pastikan kamu memilih UPH Jakarta, **Undergraduate**, dan **Semester Ganjil 2024/2025** jika ingin mendaftar **program S1** di **UPH Lippo Village** untuk tahun ajaran **2024/2025**.

Step 2: Lengkapi Admission Information

Educational Background

Select High School*

Current Grade*

Personal Information

First Name*

Middle Name

Last Name

Mobile Phone Number*

Type mobile phone here

Confirm Mobile Phone*

Type confirm mobile phone here

Email Address*

Confirm Email Address*

I agree with [terms and conditions](#)

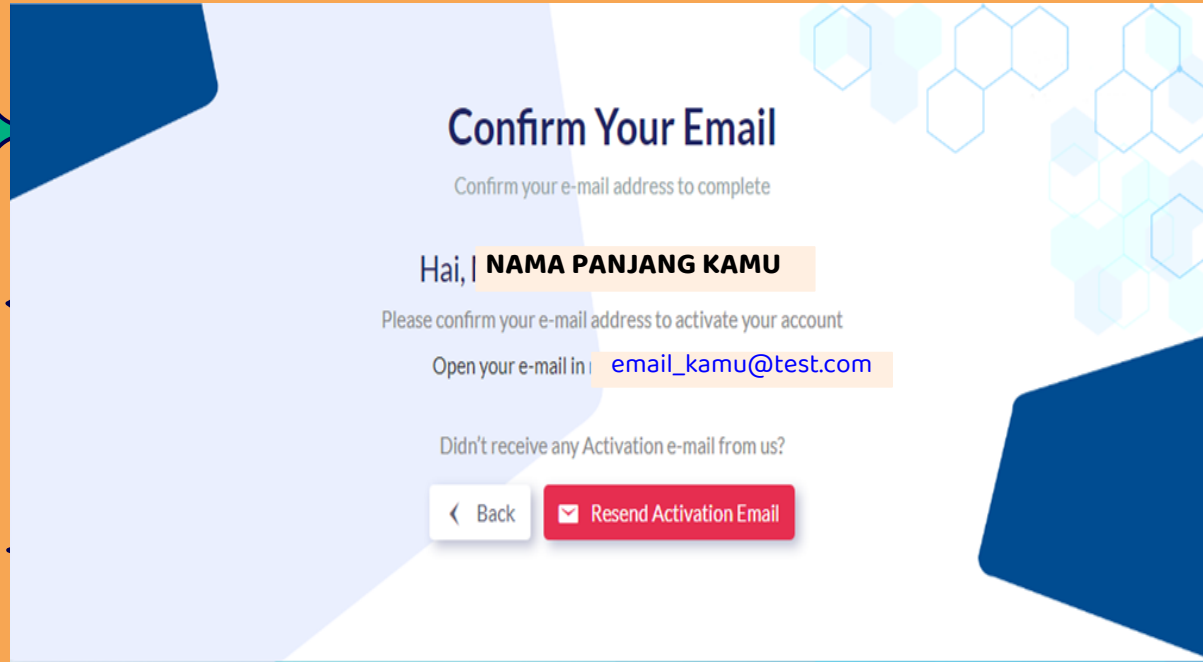
[Already have account? Sign In](#)

Isi nama sekolah dan kelas kamu saat ini

Lengkapi informasi personalmu mulai dari Nama lengkap, Nomor *handphone* dan *email* yang aktif.

Jangan lupa dicentang ya! Setelah itu, klik **"Finish My Registration"**

Step 3: Verifikasi *E-mail*



Setelah kamu selesai registrasi, kamu diminta untuk verifikasi *email*.

Silahkan buka "*inbox*" atau kotak masuk *e-mail* kamu. **Jika tidak ada *email* dari UPH, kamu bisa klik "Resend Activation Email"**

CONTOH E-MAIL VERIFIKASI

UPH | Register Activation Link > Inbox x



UPH <noreply-admission@uph.edu>
to me ▾

Hello, **NAMA PANJANG KAMU**

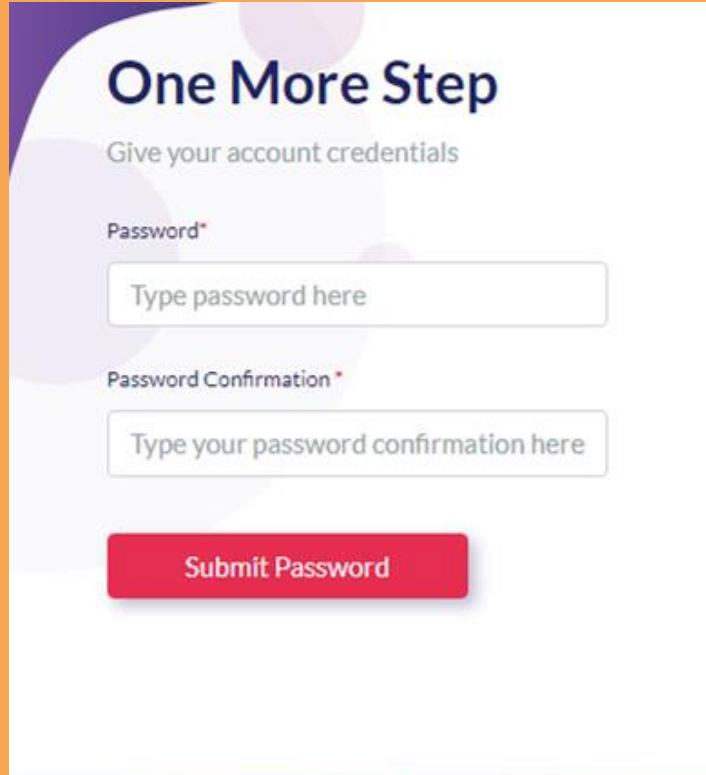
Please Activate Your Account, click link below to activate your Account
[Verify My Account](#)

← Reply

➔ Forward

Klik "**Verify My Account**" dan kamu akan langsung diarahkan untuk membuat *password* untuk akunmu.

Step 4: Buat password untuk akunmu!



The screenshot shows a web form titled "One More Step" with the subtitle "Give your account credentials". It contains two input fields: "Password*" and "Password Confirmation *". Below the fields is a red "Submit Password" button. The form is set against a white background with purple and blue abstract shapes.

One More Step

Give your account credentials

Password*

Type password here

Password Confirmation *

Type your password confirmation here

Submit Password

Kalau sudah isi password, klik **“Submit Password”** untuk lanjut ke tahap berikutnya.

Kamu sudah memiliki akun pendaftaran UPH!

The screenshot shows the UPH Student Online Admission Account dashboard. At the top, there is a navigation bar with the UPH logo, a user profile section with the name 'NAMA LENGKAP KAMU', and links for 'EN | ID', 'Profile', and 'Sign Out'. Below the navigation bar, there is a main menu with options: 'Dashboard', 'Form Status', 'Agenda', 'E-Brochures', and 'Event'. The main content area is titled 'Dashboard' and includes a welcome message: 'Welcome to Student Online Admission Account'. On the left, there is a 'Application Submission' section with three dropdown menus: 'Application Purpose' (selected: Buy New Form), 'Intake Year (Form Previous Application)' (selected: Please Select item), and 'Level Of Study (Form Previous Application)' (selected: Please Select item). A red 'Submit' button is located at the bottom of this section. On the right, there is a 'Term & Conditions' section with a heading and a paragraph: 'You're entering UPH Online Admission Application Process By Clicking the Button beside, means you agree to'. Below this is a list of five instructions: 1. Read the instructions on how to register at UPH, 2. Fill all the data correctly in accordance with the original document, 3. Complete all files / documents to expedite the registration process, 4. Take Responsibility for all the documents i send as part of Application Process, 5. Read and understand the terms and conditions of admission UPH Online Admission. At the bottom right of the dashboard, there is an 'Agent Online' chat button.

Klik **"Submit"** untuk melanjutkan proses pendaftaranmu. Bagi kamu yang sudah memiliki formulir sebelumnya, silahkan cek dulu status formulirmu di menu **"Form Status"**

Bagi kamu yang sudah memiliki formulir sebelumnya, silahkan cek dulu status formulirmu di menu **"Form Status"**

Step 5: Lengkapi form yang berisikan informasi tentang kamu.

The screenshot shows a web application interface for UPH (Universitas Pahlawan Himmah). The header includes the UPH logo and navigation links: Dashboard, Form Status, Agenda, E-Brochures, and Event. The main content area is titled "Application - Intake Year" and includes a "Previous Page" link. A sidebar on the left lists several sections: Intake Year (Pick your Intake Year), Personal Information (Personal information data status), Family Background (Complete Family Background information), Education Background (Complete Education Background), and Entry Option (Select Application Entry Option). The main form area is titled "Intake year" and contains the following fields: "Campus" (dropdown menu with "UPH Jakarta" selected), "Category of Study" (dropdown menu with "Undergraduate" selected), and "Intake" (text input field with "Semester Ganjil 2024/2025" entered). Below the form are two buttons: "Save Data" (with a checkmark icon) and "Save & Next" (with a right arrow icon). A "Contact Us" button is located in the bottom right corner.

Ini adalah bagian ***intake year***.

Cek kembali **kampus**, **tahun ajaran**, dan **kategori studi** yang kamu pilih.

Step 5: Bagian “Personal Information”

The screenshot displays a web application interface for a registration process. On the left, a sidebar contains six menu items: 'Intake Year' (Pick your Intake Year), 'Personal Information' (Personal information data status), 'Family Background' (Complete Family Background information), 'Education Background' (Complete Education Background), 'Entry Option' (Select Application Entry Option), and 'Review & Payment' (Review & Application Form Payment). The 'Personal Information' menu item is highlighted with a red bar. The main content area is titled 'Personal Background' and includes a sub-header 'Fill personal information background, (*) Is Required Field'. The form contains the following fields: 'First Name *' (input: NAMA), 'Religion *' (dropdown: Please Select item), 'Middle Name' (input: LENGKAP), 'Date of Birth *' (input: 2003-10-12), 'Last Name *' (input: KAMU), 'City of Birth *' (dropdown: Please Select item), 'Marital Status *' (dropdown: Please Select item), and 'Citizenship *' (dropdown: Please Select item). At the bottom, there is a 'Gender *' section with radio buttons for 'Female' and 'Male'. A 'Contact Us' button is located at the bottom right of the form area.

Pada bagian ini, lengkapi informasi personal tentang dirimu. Isi nama lengkap, agama, tempat & tanggal lahir, status pernikahan, jenis kelamin, serta kewarganegaraan kamu. Lalu *scroll* ke bawah untuk melanjutkan.

Personal Information (lanjutan)

Home Address

Fill home address information. (*) Is Required Field

Country *	Street Name/Unit Number *
<input type="text" value="Please Select Item"/>	<input type="text" value="Type street name/unit number here"/>
Province *	District
<input type="text" value="Please Select Item"/>	<input type="text" value="Type district here"/>
City *	Village
<input type="text" value="Please Select Item"/>	<input type="text" value="Type village here"/>
Postal Code *	RT/RW
<input type="text" value="Type postal code here"/>	<input type="text" value="Type rt here"/> <input type="text" value="Type rw here"/>

Correspondence Address

Same as home address?

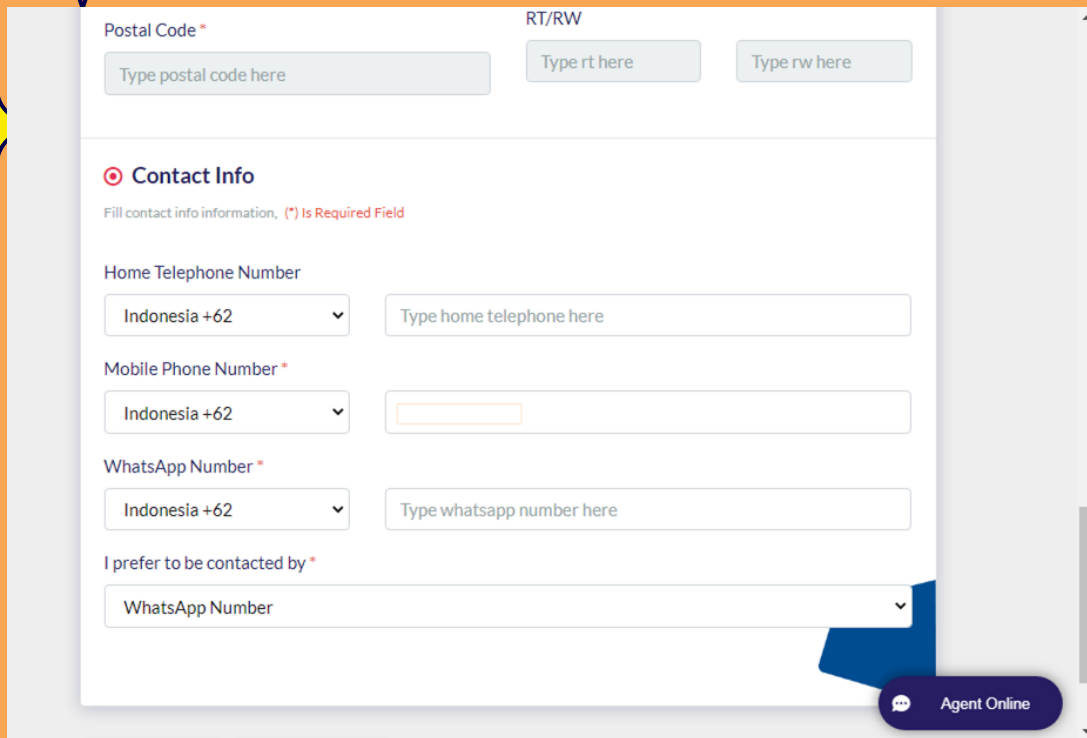
Fill correspondence address information. (*) Is Required Field

[Contact Us](#)

Lengkapi alamat rumah dan alamat korespondensi kamu. Jika kamu **tidak punya alamat korespondensi, kamu bisa centang "Same as home address"**.

Setelah itu, *scroll* ke bawah untuk melanjutkan.

Personal Information (lanjutan)



Postal Code * RT/RW

Type postal code here Type rt here Type rw here

Contact Info

Fill contact info information, (*) Is Required Field

Home Telephone Number

Indonesia +62 Type home telephone here

Mobile Phone Number *


Indonesia +62

WhatsApp Number *

Indonesia +62 Type whatsapp number here

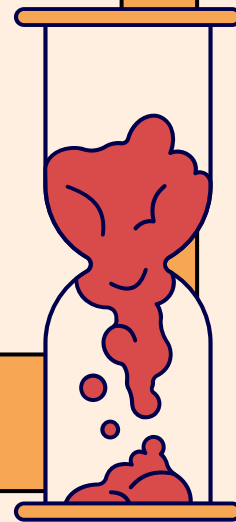
I prefer to be contacted by *

WhatsApp Number

Agent Online 

Isi nomor telepon dan nomor *handphone*-mu yang **aktif** dan **bisa dihubungi**.

Kamu juga bisa pilih untuk dihubungi melalui apa.



Step 5: Bagian Family Background



Application - Family Information
Please complete you Family information [Previous Page](#)

- Intake Year
Pick your Intake Year
- Personal Information
Personal information data status
- Family Background**
Complete Family Background information
- Education Background
Complete Education Background
- Entry Option
Select Application Entry Option

Mother Information

Fill mother information, (*) Is Required Field

Status *	Email Address
Select option	Type e-mail address here
First Name *	Latest Education *
TYPE FIRST NAME HERE	Select option
Last Name *	Occupation *
TYPE LAST NAME HERE	Please Select item
Religion *	Mobile Phone Number *
Select option	Indonesia +62 Type mobile phone

Agent Online

Pada bagian ini, lengkapi form tentang keluargamu, dimulai dari informasi tentang ibu. Isi status, Nama lengkap, agama, *email*, pekerjaan, pendidikan terakhir, dan nomor *handphone*.

Pastikan kamu memasukkan data yang benar ya!

Family Background (lanjutan)

Selanjutnya, kamu juga diminta untuk melengkapi biodata ayah dan alamat orang tuamu. Jika alamatnya sama dengan alamatmu, kamu boleh centang **“Same as Student Address”**

The image shows a screenshot of a web form with two main sections: 'Father Information' and 'Address information'. The 'Father Information' section includes fields for Status, First Name, Last Name, Religion, Email Address, Latest Education, Occupation, and Mobile Phone Number. The 'Address information' section includes a checkbox for 'Same as student address?' and fields for Country, Province, City, Street Name/Unit Number, Postal Code, District, and Village. There are also 'Agent Online' chat buttons visible on the form.

Address information

Same as student address?

Fill address information, (*) Is Required Field

Country*

Province*

City*

Street Name/Unit Number*

Postal Code*

District*

Village*

RT/RW*

Father Information

Fill father information, (*) Is Required Field

Status*

First Name*

Last Name*

Religion*

Email Address

Latest Education*

Occupation*

Mobile Phone Number*

Address information


Same as student address? Same as the mother address?

Fill address information, (*) Is Required Field


Country*


Street Name/Unit Number*


Step 5: Bagian Education Background


 Application - Education


Please complete your education background [Previous Page](#)

 **Intake Year**
Pick your Intake Year

 **Personal Information**
Personal information data status

 **Family Background**
Complete Family Background information

 **Education Background**
Complete Education Background


 **Entry Option**
Select Application Entry Option

High School
Fill High School information, (*) Is Required Field

High School *

High School Stream *

Final Certificate *

 Agent Online

Pada bagian ini, lengkapi informasi tentang sekolahmu. Isi nama sekolah, jurusan, dan tipe ujian akhirmu (UN/PaketC/dsb). Setelah itu klik **“Save & Next”** untuk melanjutkan ke bagian berikutnya

Intake Year
Pick your Intake Year

Personal Information
Personal information data status

Family Background
Complete Family Background information

Education Background
Complete Education Background

Entry Option
Select Application Entry Option

Review & Payment
Review & Application Form Payment

Select Study Program

Fill Study Program Information, (*) Is Required Field

Select Study Program *

Music

Entry Type*

Direct Admission

Select Class Session & Type

Fill Class Section & Type information, (*) Is Required Field

Select Class Session *

Morning

Select Class Type *

Weekday

Select Entry Option

Fill Entry Option information, (*) Is Required Field

Regular
Regular entry option

Scholarship
Scholarship entry option

Save Data Save & Next

Step 5: Bagian Entry Option

Isi kembali program studi yang kamu pilih. Lengkapi informasi terkait sesi perkuliahan dan cara pendaftaran kamu.

Pendaftaran dibagi menjadi 2: **reguler** dan **beasiswa**.

Setelah selesai dilengkapi, klik **"Save & Next"**

Step 5: Bagian Review & Payment

Pada bagian ini, kamu bisa review kembali informasi/ data yang sudah kamu isi sebelumnya dan melihat rincian biaya yang dibutuhkan.

Kamu juga bisa memilih metode pembayaran untuk pembelian formulir pendaftaran, selain itu kamu juga bisa memasukkan kode promo (jika tersedia) untuk mendapatkan promo.

Review & Payment
Please review your application data before is submitted

Review & Payment

Campus Location	UPH Jakarta
Category Of Study	Undergraduate
Intake Year	Semester Ganjil 2021/2022
Entry Option	Regular
Study Program	Law (International Class)
E-Code	<input type="text" value="Input E-Code here"/>
Payment Method	<input type="text" value="Bank Transfer"/>

Items	Price
Application Form	Rp. 400.000
E-Code (Cut off)	(-) Rp. 0
Administration Fee	Rp. 3.500
Grand Total	Rp. 403.500

Personal Information +
Family Background +
Education Background +
Entry Option +

Submit

Contoh rekap data yang sudah kamu isi

Personal Information

Personal Background

Your personal background information submitted for the application form

First Name	NAMA	Religion	Agamamu
Middle Name	LENGKAP	Church Name	Nama Gerejamu
Last Name	TESTING	Date Of Birth	17 Apr 2003
Gender	Female	Place Of Birth	KOTA ADM. JAKARTA BARAT
Marital Status	Single	Citizenship	Indonesia

Home Address

Your home address information submitted for the application form

Country	Indonesia	District	Jakarta Barat
Province	D.K.I JAKARTA	Village	Jakarta Barat
City	KOTA ADM. JAKARTA BARAT	RT / RW	001/002
Postal Code	12345	Street Name/Unit Number	Jl. Rumah Besar no. 100

Family Background

Mother Information

Your Mother information submitted for the application form

First Name	TUTI	Email Address	tutifruti@test.com
Last Name	FRUTI	Status	Alive
Religion	Catholic	Last Education	SMA
Occupation	HOUSE WIFE	Mobile Phone	(+62) 81234567890

Father Information

Your Father information submitted for the application form

First Name	PAPA	Email Address	papافرuti@test.com
Last Name	FRUTI	Status	Alive
Religion	Catholic	Last Education	SMA
Occupation	MARKETING	Mobile Phone	(+62) 81234567889

Education Background

Kalau kamu sudah selesai *review*, kamu bisa klik **“submit”** untuk melanjutkan.

Setelah submit dan muncul tulisan di kotak hijau seperti berikut, berarti kamu sudah terdaftar. Yuk lanjut ke step berikutnya! :D

UPH
UNIVERSITAS PELITA HARAPAN

Dashboard Form Status Agenda E-Brochures Event

Form Detail - #2351110172 [Previous Page](#)

Your application form detail

Application Personal Family Education **Documents**

Application Form
Your application form information submitted

Campus Location	UPH Jakarta
Category Of Study	Undergraduate
Intake Year	Semester Ganjil 2024/2025
Entry Option	Regular
Study Program	Accounting
Form Status	All Document Uploaded (Active)

Klik documents untuk melengkapi persyaratan dokumen yang diperlukan.

Step 6: Upload Dokumen Wajib

Application Personal Family Education Student Group Documents

Upload General Document

Upload your general document, Allowed file type : jpg, jpeg, png and max file size is 20MB, (*) Is Required Field

Senior Academic Record Grade 10 Semester 1 *	Click Or Drop To Upload File	Mandatory Document
Senior Academic Record Grade 10 Semester 2 *	Click Or Drop To Upload File	Mandatory Document
Senior Academic Record Grade 11 Semester 1 *	Click Or Drop To Upload File	Mandatory Document
Senior Academic Record Grade 11 Semester 2 *	Click Or Drop To Upload File	Mandatory Document
KK (Family Registration Card) *	Click Or Drop To Upload File	Mandatory Document
Legalized copy of Junior High School National Examination *	Click Or Drop To Upload File	Mandatory Document
Admission Statement *	Click Or Drop To Upload File	Mandatory Document

[Reference Document]



Berikut adalah *list* dokumen wajib yang harus kamu upload: raport kelas 10 dan 11, KK, SKHUN SMP, dan *admission statement* yang bisa di *download* dengan klik "**Reference Document**".

File yang diupload adalah dalam bentuk foto.

Step 6: Dokumen Jurusan

[Reference Document]



Upload Study Program Document
Upload your study program document, (*) Is Required Field

Conservatory Of Music Application Form *  Click Or Drop To Upload File  Mandatory Document

[Reference Document]

A good quality DVD/CD recording which refer to Conservatory Of Music website *

Send To : undergraduate.admission@uph.edu

Conservatory Of Music Recommendation Form *  Click Or Drop To Upload File  Mandatory Document

[Reference Document]

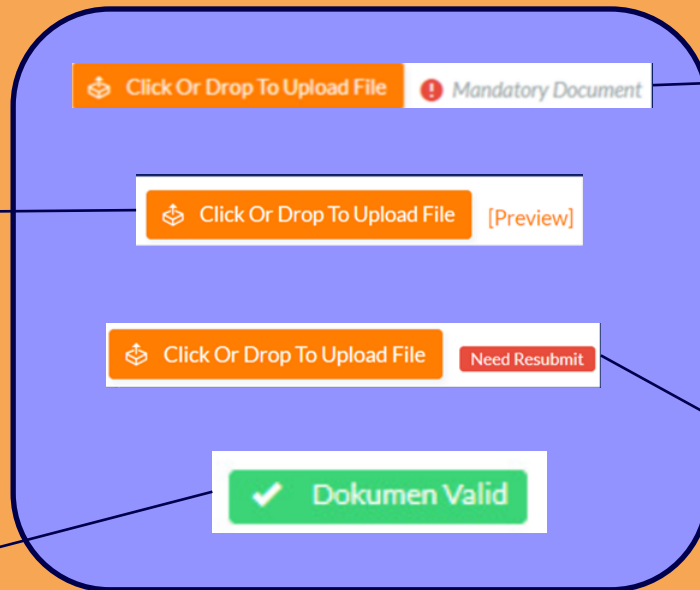
Upload Student Group Document
Upload your student group document, (*) Is Required Field

Kamu akan diminta untuk mengupload dokumen-dokumen tertentu yang berbeda-beda setiap jurusannya. Ini adalah contoh untuk jurusan *Conservatory of Music*. Dokumen yang diperlukan bisa didownload dengan klik "**Reference Document**".

Status Dokumenmu dan Artinya

Kamu sudah upload dan dokumenmu sedang diperiksa. Kamu juga bisa melihat kembali dokumenmu dengan klik "[Preview]"

Dokumenmu sudah valid



Kamu belum upload dokumenmu.

Dokumenmu gagal di validasi (tidak memenuhi syarat / tidak terbaca), kamu perlu upload ulang dokumenmu.

NOTE: Pastikan dokumen yang terupload dalam format gambar, jelas, tidak blur, dan bisa dibaca

Tampilan Setelah Dokumen Selesai Diupload

Form Detail - #2151101622

Previous Page

Your application form detail

Application Personal Family Education Student Group Documents

Upload General Document

Upload your general document, Allowed file type : jpg.jpeg.png and max file size is 20MB, (*) Is Required Field

Senior Academic Record Grade 10 Semester 1 *	Click Or Drop To Upload File	[Preview]
Senior Academic Record Grade 10 Semester 2 *	Click Or Drop To Upload File	[Preview]
Senior Academic Record Grade 11 Semester 1 *	Click Or Drop To Upload File	[Preview]
Senior Academic Record Grade 11 Semester 2 *	Click Or Drop To Upload File	[Preview]
KK (Family Registration Card) *	Click Or Drop To Upload File	[Preview]
Legalized copy of Junior High School National Examination *	Click Or Drop To Upload File	[Preview]
Admission Statement *	Click Or Drop To Upload File	[Preview]

Ini adalah nomor formulir kamu.

Kamu bisa mengecek kembali dokumen yang sudah kamu upload dengan klik “[Preview]”

UPH
UNIVERSITAS PELITA HARAPAN

Dashboard Form Status Agenda E-Brochures Event

Form Detail - #2351110172

Your application form detail

Application Personal Family Education Documents

Application Form

Your application form information submitted

Campus Location	UPH Jakarta
Category Of Study	Undergraduate
Intake Year	Semester Ganjil 2024/2025
Entry Option	Regular
Study Program	Accounting
Form Status	All Document Uploaded (Active)

**Setelah kamu
selesai *upload*
semua dokumen,
Form Status mu
akan berubah jadi
seperti ini.**



Congratulations!

Kamu sudah selesai sampai tahap ini. Sekarang kamu bisa menunggu sampai dokumenmu diverifikasi dan melanjutkan proses pendaftaranmu dengan melakukan pembayaran biaya studi.



**THANK
YOU!**

Kalau kamu masih ada pertanyaan,
kamu bisa hubungi kami di
undergraduate.admission@uph.edu
atau WhatsApp 0811-1709-901

