



INTERNATIONAL UNIVERSITY LIAISON INDONESIA

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

- 1.1. Fill in the registration form at <https://www.iuli.ac.id/wp-content/uploads/2016/10/Enrollment-Form-rev16022016.pdf>.
- 2.1. Pay the administration fee IDR 200,000 (two hundred thousand rupiah) to:
Bank Name: Bank Negara Indonesia (BNI)
Name: International University Liason 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**.



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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.

<ul style="list-style-type: none"> ▪ Study Permit: The permission for foreign students who will study at IULI. Issued by The Ministry of Education, Jakarta. 	<ul style="list-style-type: none"> ▪ MERP: Multiple Exit Re-Entry Permit. For KITAS user only. When you process KITAS, automatically you should apply for MERP.
<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ 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).
<ul style="list-style-type: none"> ▪ Vitas (Visa Ijin Tinggal Terbatas): Limited Stay Visa (Valid for 6 months or 1 year). 	<ul style="list-style-type: none"> ▪ SKKT (Surat Keterangan Tempat Tinggal): Temporary Residential Card. It should be directly processed after STM issuance.
<ul style="list-style-type: none"> ▪ 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. 	<ul style="list-style-type: none"> ▪ 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.
6. Copy Passport.
7. Curriculum Vitae (CV).
8. Letter of Financial Guarantee to cover study and living expenses.
9. Statement Letter.
10. Health Certificate.
11. Paid the study permit handling processing fee.

Note:

The Study Permit application and issuance process takes approximately 3 weeks or more.





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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
8. Letter of Financial Guarantee & Bank Statement
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



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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.

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

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

SAMPLES OF DOCUMENTS:

Letter of Acceptance	KBRI Statement
 <p>The document is a letter of acceptance from International University Liaison Indonesia (IULI) dated 18 February 2016. It congratulates the recipient on their admission and provides instructions for the next steps, including paying tuition fees and submitting documents. The letter is signed by Arina Mursandar, Head of Admissions Office.</p>	 <p>The document is a statement from the Indonesian Embassy in Damascus (Kedutaan Besar Republik Indonesia Damaskus) dated 9 February 2016. It certifies that the applicant has completed high school and is eligible for admission to IULI. The statement is signed by AM. Sidiq, Secretary III/Plh. PF Pensosbud.</p>
Revenue Stamp (materai)	Study Permit



Telex Visa

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 : 6591 /CS/PI/2016
 Lampiran : 13 OCT 2016
 Perihal : Persetujuan ijin belajar baru mahasiswa asing
 a.n. Mr. [redacted]
 w.n. [redacted]

Yth. Rektor Universitas Lintas Internasional Indonesia
 Jl. Masjid No. 75, Ciater, Serpong
 Tangerang

Merujuk surat Saudara nomor L/Rec/0524/VIII/2016 tanggal 04 Agustus 2016 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 : [redacted]
 Warga negara : [redacted]
 Paspor : [redacted]
 Tempat / Tgl Lahir : [redacted]
 Tempat Belajar : [redacted]
 Lama Ijin Belajar : [redacted]
 Pembiayaan : Biaya Mandiri

Surat persetujuan ini diterbitkan dengan ketentuan-ketentuan sebagai berikut:
 1. Mematuhi peraturan perundang-undangan yang berlaku di negara Indonesia
 2. Tidak bekerja selama proses belajar
 3. Mengikuti kegiatan belajar dan mematuhi peraturan perguruan tinggi tempat belajar
 4. Tidak meminta beasiswa kepada pemerintah RI

Kementerian Riset, Teknologi dan Pendidikan Tinggi mempunyai kewenangan untuk mencabut surat ijin belajar apabila yang bersangkutan melakukan penyimpangan atau penyalahgunaan ijin. Atas perhatian dan kerjasama yang baik, kami ucapkan terima kasih.

a.n. Dirjen Kelembagaan Iptek dan Dikti
 Direktur Pembinaan Kelembagaan Perguruan Tinggi
 [Signature]
 Wakil Seksi Kerjasama Luar Negeri
 [Signature]
 NRP.197504212008121003

Tembusan:
 1. Dirjen Kelembagaan Iptek dan Dikti
 2. Direktur Pembinaan Kelembagaan Perguruan Tinggi
 3. Kedutaan Syria di Jakarta
 4. Ka. Kanim Wilayah Jakarta
 04/11/2016

VITAS

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

Jakarta, 02/11/2016
 Kepada Yth,
 INTERNATIONAL UNIVERSITY LIAISON
 INDONESIA
 IULI-ECO CAMPUS, THE BREEZE, JL.
 BSD GRAND BOULEVARD BSD CITY,
 TANGERANG
 TANGERANG (KOYA)

PEMBERITAHUAN

Sehubungan dengan permohonan saudara untuk mendatangkan warga negara asing dengan nama seperti tersebut dibawah ini :

NO.	NAMA NOMOR PENGUSAHAAN	L/F TGL LAHIR	KEBANGSAAN NO. PASPOR	LAMA TINGGAL NO. FILE
1	[redacted]	[redacted]	[redacted]	6 BULAN

maka dengan ini kami beritahukan bahwa permohonan saudara dimaksud telah dikabulkan dengan penguasaan Direktur Jenderal Imigrasi kepada

Perwakilan P.I di : KUALA LUMPUR
 Jenis Visa : VISA TINGGAL TERBATAS
 Tanggal : 02/11/2016

Demikian, agar maklum

KEPALA SUB DIREKTORAT VISA
 DIREKTORAT VISA TINGGAL TERBATAS
 [Signature]
 ANGGOT MEGASARONO, Amd. Im., SH. M.A.P
 NRP. 198398012001121001

* PERSETUJUAN INI BERLAKU SELAMA 2 (DUA) BULAN SEJAK DITANDATANGANI
 * PEMBERITAHUAN INI BUKAN UNTUK PENGAMBILAN VISA
 * PENGUSAHAAN VISA DIKIRIM TANGGAL : 03 NOV 2016
 * SETELAH TIBA DI INDONESIA, HARAP MENGAJUKAN PERMOHONAN IZIN TINGGAL TERBATAS KE LAMAN IPAS ONLINE PADA: <http://izintinggal.imigrasi.go.id/IT-Online/>

Domicile Letter



KITAS & MERP

**RUKUN TETANGGA 07/10 PERUMAHAN GRIYA ALAM SENTOSA
 DESA PASIR ANGIN, KECAMATAN CILEUNGSI
 KABUPATEN BOGOR - 16820**

SURAT KETERANGAN DOMISILI
 No. /AN7/III/20.....

Yang bertanda tangan di bawah ini Ketua RT. 07 RW.10 Desa Pasir Angin Kecamatan Cileungsi Kabupaten Bogor, Menerangkan bahwa :

1. Nama Lengkap :
2. Jenis Kelamin : Laki laki / Perempuan
3. Tempat/Tgl Lahir :
4. No. KK / KTP :
5. Pekerjaan :
6. Agama :
7. Keanggotaan :
8. Alamat : Perum. Griya Alam Sentosa Blok.....No.....RT.07 RW.10,
Desa Pasir Angin, Kecamatan Cileungsi, Kabupaten Bogor.

Adalah benar warga kami di lingkungan RT. 07 RW. 10 Perumahan Griya Alam Sentosa, Desa Pasir Angin, Kecamatan Cileungsi, Kabupaten Bogor

Demikian surat keterangan domisili ini dibuat untuk dipergunakan sebagaimana mestinya

Di Bogor,20.....
 Pemohon,

Ketua RT. 07 RW. 10

Supriadi
 Mengetahui
 Ketua RW. 10

Police Report (STM)



SKTT

KEPOLISIAN NEGARA REPUBLIK INDONESIA
DAERAH METRO JAYA
RESORT TANGERANG SELATAN
Jl. Boulevard Bintaro CBD Bintaro Jaya 15224

LAMPIRAN : II

**SURAT TANDA MELAPOR
REPORT CERTIFICATE**
NOMOR : STM / IV / 2017/SAT INTELKAM

Nama Name	KETUT TEJAWIBAWA, MT.	Alamat Address	IULI-ECO CAMOUS, THE BREEZE JL. BSD GRAND BOULEVARD BSD CITY, TANGERANG
Pekerjaan Profession	WAKIL REKTOR INTERNATIONAL UNIVERSITY LIAISON INDONESIA	Pada hari ini Today	KAMIS
Tanggal Date	01 JUNI 2017	Jam Hour	10.00 WIB
Tanda tangan Signature			

Telah melaporkan Temang Tamu-2 WNA Menginap Di Rumah Kediamannya Sbb :
Has reported his foreign guest staying in his house as follows

1. Nama Name Mr. Mrs. Miss	10. Pelabuhan pendaratan di Indonesia Port of Entry in Indonesia	BANDARA SOEKARNO HATTA
2. Alamat Address	11. Datang dari Negara Arrival from Country	
3. Kebangsaan Nationality	12. Maksud kunjungan Purpose of visit Pleasure Business / Official x)	
4. Tempat tgl. Lahir Place and Date of Birth	13. Tanggal keberangkatan Departure date	15 FEBRUARI 2019
5. Pekerjaan Profession	14. Tujuan selanjutnya Next destination	
6. Paspor No. Passport No.	a. Negara Country	
7. Dikeluarkan oleh Issued by	b. Kota di Indonesia City in Indonesia	TANGERANG SELATAN
8. Visa Transit / Tourist / Official. x) Visum / Business / Stay		KITAS
9. Tanggal kedatangan Arrival date		16 FEBRUARI 2017

A) Coret yang tidak perlu

**PROVINSI BANTEN
KOTA TANGERANG SELATAN**

NIK/Number of Population Identity : 3674012908960003

Nama/Name : [REDACTED]

Tempat/Tgl Lahir : [REDACTED]

Jenis Kelamin/Sex : MALE

Pekerjaan/Occupation : OTHERS

Kewarganegaraan/Nationality : [REDACTED]

Alamat/Address : SAVERIA APT-IL BSD RAYA BARAT RT/RW [REDACTED]

Kelurahan/Desa/Village : LENGKONG GUDANG TIMUR

Kecamatan/District : SERPONG

Nomor KITAS/KITAS Number : 2C13AF1234

Bertalu Hingga s.d/Expired date : 01-08-2017

Pemegang/Holder : [REDACTED]

**Kepala Dinas KEPENDUDUKAN DAN
PENCATATAN SIPIL**
Drs. H. TOTO SUDARTO, M.Si
NIP. 196607281986031004

6. CAMPUS LIFE

6.1 IULI Campus

<https://www.iuli.ac.id/welcome-to-iuli/facilities/environment/>

6.2 Accommodation

<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/>

REFERENCES:

- <http://www.imigrasi.go.id>
- <http://ijinbelajar.dikti.go.id>
- Locate Indonesia Embassy/Consulate at your country : <http://id.embassyinformation.com/index.php>

FINANCIAL GUARANTEE
Pernyataan Jaminan

I, the undersigned:
Yang bertandatangan di bawah ini:

Student's Candidate Name <i>Nama mahasiswa</i>	:	
Place, Date of Birth <i>Tempat dan Tanggal Lahir</i>	:	
Citizenship <i>Kewarganegaraan</i>	:	
Passport Number <i>No. Passport</i>	:	
Full Address in Indonesia <i>Alamat tempat tinggal di Indonesia</i>	:	

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)

Orangtua/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 pernyataan 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 mahasiswa.

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 bertandatangan di bawah ini:

Student's Candidate Name <i>Nama mahasiswa</i>	:	
Place, Date of Birth <i>Tempat dan Tanggal Lahir</i>	:	
Citizenship <i>Kewarganegaraan</i>	:	
Passport Number <i>No. Passport</i>	:	
Full Address in Indonesia <i>Alamat tempat tinggal di Indonesia</i>	:	

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