

## PROCEDURES TO STUDY AT UNIVERSITAS GADJAH MADA

Foreign students applying admission at Universitas Gadjah Mada must apply for a study permit to the Indonesian Ministry of National Education. No application forms are needed for this purpose.

The application letter should be submitted through the nearest Indonesian Embassy, addressed to:

***Direktur Pembinaan Kelembagaan  
dan Pemberdayaan Peran Masyarakat  
Direktorat Jenderal Pendidikan Tinggi  
Departemen Pendidikan Nasional  
Jl. Pintu I, Senayan  
Jakarta, Indonesia***

*together with the following papers:*

1. curriculum vitae (resume, personal data)
2. guarantee statement, indicating financial ability to undertake education within Indonesian, in the form of a bank statement
3. copies of academic record and diplomas
4. recommendation letter from applicant's school/institution
5. recommendation letter from the Indonesian Embassy
6. a letter stating that the applicant will not engage in a job and will obey the Indonesian laws and regulations.
7. passport size photographs
8. a copy of passport showing the applicant's picture and the date of issuance and expiration. The passport must be valid and current for the period of study in Indonesia.
9. Statement of good health from applicant's doctor.

It is advisable to send UGM a copy of the application letter and its enclosures so that the university can proceed to obtain approval from the Ministry of National Education in Jakarta to save time in awaiting the study permit. After the study permit has been issued, UGM will assist you to get a temporary stay visa (student visa) for 12 months; issued through the nearest Indonesian Embassy/Consulate in your country. **It will take at least six months to arrange the study permit and visa.**

- The 1<sup>st</sup> semester begins from September and the 2<sup>nd</sup> semester from February.
- The medium of instruction is the Indonesian language, except Medical Faculty and Economics Faculty. They have International Program that use English as the medium instruction.

The tuition fee fees per semester are as follows:

1. US\$ 600 for non degree programs of S1 Social Sciences degree programs
2. US\$ 750 for a non degree/S1 Hard Sciences degree programs
3. US\$ 1,000 for Graduate (Master's) degree or non degree programs
4. US\$ 1,300 for Post Graduate (Doctor's) degree or non degree programs
5. US\$ 600 for LBIFL (Learning Bahasa Indonesia as a Foreign Language)

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*For further information please contact:*

International Affairs Office of UGM

Phone/fax: (62)-274-563974; 901928; 901927

e-mail: [uia@ugm.ac.id](mailto:uia@ugm.ac.id)

## LETTER OF STATEMENT FOR FINANCIAL SUPPORT

This is to certify that as a guarantor I will have adequate financial support for tuition fee, travelling to Indonesia and back, living and personal expenses for:

Nama of Applicant : .....

Period of study : .....

Name of Guarantor : .....

Relationship to Applicant : .....

Permanent Address/Phone/  
Fax/E-mail : .....

Occupation : .....

Office Address/Phone  
Fax/E-mail : .....

Date,

\_\_\_\_\_  
Name &signature

## PERSONAL STATEMENT

Name of Applicant : .....

Gender : male/female

Present Address : .....  
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Telephone : .....

Place & date of birth : .....

Nationality : .....

Passport number : .....

Program :  
Post graduate  Graduate  Undergraduate

Non degree  Elective/practical training

Period of study : .....months/years

I certify that will obey the University rules as follows:

1. I will attend lectures in an orderly manner and will not engage in any activities which have no relevance to my educational program,
2. I will pay the tuition fee in advance for every semester, and understand that there can be no reduction or dispensation from this fee
3. I will enroll every semester depending on my study permit.
4. I certify that will not engage in a job and will obey Indonesian law and regulations during my study at Gadjah Mada Universtiy.

Date,.....  
....

\_\_\_\_\_  
*Name & signature*

# CURRICULUM VITAE

Name : .....

First Name : .....

Gender : .....

Nationality : .....

Place and Date of birth : .....

Permanent Address/phone: .....

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Educational History : .....

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Work Experience : .....

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Political Experience  
(if relevant) : .....

Date, .....

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*Name & signature*