



UNIVERSITAS  
INDONESIA  
Veritas, Probitas, Justitia  
— Est. 1849 —

## Fact Sheet International Office Universitas Indonesia

|                            |  |
|----------------------------|--|
| <b>Name of Institution</b> | Universitas Indonesia  |
| <b>Homepage</b>            | <a href="http://ui.ac.id">http://ui.ac.id</a>  |
| <b>Contact office</b>      | International Office   |
| <b>Address</b>             | Rektorat Building 1st Floor<br>Campus UI, Depok<br>Indonesia 16424<br>Tel / Fax. +62(0)2178880139  |
| <b>Contact person</b>      | Ms. Inez Rahayu (Inbound)<br>Email: <a href="mailto:inbound@ui.ac.id">inbound@ui.ac.id</a><br><br>Ms. Rismeita (Outbound)<br>Email: <a href="mailto:outbound@ui.ac.id">outbound@ui.ac.id</a><br><a href="mailto:rismeita@yahoo.com">rismeita@yahoo.com</a> |

### APPLICATION

|                                 |  |
|---------------------------------|--|
| <b>Nomination Closing Date</b>  | For semester 1 intake (Fall: August – December): April 01<br>For semester 2 intake (Spring: February - June): October 01   |
| <b>Application Closing Date</b> | For semester 1 intake (Fall: August – December): April 15<br>For semester 2 intake (Spring: February - June): October 15   |
| <b>Eligibility</b>              | <ul style="list-style-type: none"> <li>• Have completed at least one year of full-time study at one of UI's exchange partner institutions at the time of application</li> <li>• Be nominated by the exchange office of home university (Director of International Office or equivalent) for <b>exchange program</b></li> <li>• Have achieved a minimum GPA of 3.00 or higher (on a 4-point scale, or its equivalent)</li> <li>• Meet language requirements of the offered courses</li> <li>• Be able to self-finance during the study period at UI</li> <li>• Be willing to abide by UI rules and regulations</li> </ul>             |
| <b>Application Details</b>      | <ul style="list-style-type: none"> <li>• Application Form (UI Form)</li> <li>• Nomination Form (UI Form)</li> <li>• 2 (two) Letters of Recommendation (UI Form)</li> <li>• Statement of Financial Guarantee (UI Form)</li> <li>• Certificate of Health (UI Form)</li> <li>• Housing Form (if necessary)</li> <li>• Law and Employment Declaration (UI Form)</li> <li>• CV / Resume</li> <li>• Certificate of Enrolment (from home university)</li> <li>• Academic Transcript (certified true copy, in English)</li> <li>• Statement of Purpose (in Bahasa Indonesia/English, 500 words, explaining your purpose of study)</li> </ul> |



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- English Certificate (for Non-English speaking country)  
For TOEFL ITP: PBT 550; iBT 80; IELTS 6,5
- Bahasa Indonesia Certificate/TIBA Test Result (required to join Regular Program)
- Copy of Passport
- Bank Statement (requested from bank)
- 2 (two) Current Photos (size 4×6)

Here's the link for the application:

<https://international.ui.ac.id/student-exchange.html>

please choose for **Student Exchange or Study Abroad**

**All application document should be sent softcopy through email: [inbound@ui.ac.id](mailto:inbound@ui.ac.id)**

### Application Procedure

Application documents should be sent to the International Office (IO). The office will deliver the application to the related faculty where the application will be reviewed. Upon approval from the faculty, IO will issue admission packets to students. IO will serve as their point of contact during their stay once students arrive at the university.

- Student should make contact with the office at their university or host to manage exchange program.
- Student must seek advice and approval from home university to join our exchange program.
- Nominated student must complete the UI Student Exchange application form.
- Student must submit the complete application form and supporting documents to the exchange office to be forwarded to UI International Office.
- Following receipt of students' application, IO will seek approval for the requested study program from relevant faculty. Once it has been approved by the related faculty, an acceptance letter will be issued to the student.



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**PRACTICAL**

|                         |  |
|-------------------------|--|
| <b>Visa Requirement</b> | <p>All international students must have a valid visa to enter Indonesia. We suggest student to get the student visa. But, the process to obtain this immigration document will take about 60 to 90 days, because student should get a study permit (from the Ministry of Research, Technology &amp; Higher Education in Indonesia) and telex visa (from the Directorate General of Immigration-Jakarta) before applying for student visa at the Indonesian Embassy in your home country or residences. These immigration process of obtaining study permit and telex visa can be complicated, but we can assist to recommend an agent to process your immigration documents with student's expenses.</p> <p>Please be advised that these immigration process can only be started after getting the letter of acceptance.</p> |
| <b>Arrival</b>          | <p>Exchange students are expected to arrive immediately before each Semester starts.</p> <p>Semester 1: Early/Mid of August</p> <p>Semester 2: Mid of January</p>  |



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|                              |   |
|------------------------------|---|
| <b>Insurance</b>             | All international students should have International medical insurance valid for their entire study at Universitas Indonesia  |
| <b>Accommodation</b>         | As the number of rooms available in our university dormitory are very limited, we suggest students to find off-campus housing. Student can request for housing at their own expenses. Unless otherwise stated. The estimated fee for off-campus housing, living cost, meals, etc can be found in this fact sheet information.   |
| <b>Estimated Living Cost</b> | <p>Estimated Budget per month</p> <ul style="list-style-type: none"> <li>- Housing: IDR 3.500.000/USD 248</li> <li>- Meals: IDR 3.100.000/USD 229</li> <li>- Books and supplies: IDR 750.000/USD 53</li> <li>- Transportation: IDR 500.000/USD 36</li> <li>- Communication &amp; Internet Connection: IDR 500.000/USD 36</li> <li>- Photocopies: IDR 300.000/USD 21</li> <li>- Personal monthly needs: IDR 1.000.000/USD 71</li> <li>- Incidentals: IDR 500.000/USD 36</li> </ul> <p>Total: IDR 10.150.000/USD 720</p> <p>*1 USD=IDR 14.250 (January, 2021)</p> |

### ACADEMIC

|                                |   |                |            |            |                                |            |             |               |            |                |
|--------------------------------|---|----------------|------------|------------|--------------------------------|------------|-------------|---------------|------------|----------------|
| <b>Academic Schedule</b>       | <p>Semester 1 (tentative):<br/>End August/Early September-End December/Early January</p> <p>Semester 2 (tentative):<br/>Early February-Mid June</p>   |                |            |            |                                |            |             |               |            |                |
| <b>Important Dates</b>         | <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Schedule*</td> <td style="width: 33%;">Semester 1</td> <td style="width: 33%;">Semester 2</td> </tr> <tr> <td>- Orientation and Registration</td> <td>Mid August</td> <td>Mid January</td> </tr> <tr> <td>- Class Begin</td> <td>End August</td> <td>Early February</td> </tr> </table> <p>*schedule will be adjusted based on academic year</p> | Schedule*      | Semester 1 | Semester 2 | - Orientation and Registration | Mid August | Mid January | - Class Begin | End August | Early February |
| Schedule*                      | Semester 1  | Semester 2     |            |            |                                |            |             |               |            |                |
| - Orientation and Registration | Mid August  | Mid January    |            |            |                                |            |             |               |            |                |
| - Class Begin                  | End August  | Early February |            |            |                                |            |             |               |            |                |



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| <b>Courses for Exchange Student</b>     | <a href="http://international.ui.ac.id/exchange-study-abroad-courses.html">http://international.ui.ac.id/exchange-study-abroad-courses.html</a> and/or attached  |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
|---|--|-------|--------|---|------|----|------|----|------|---|------|----|------|----|------|---|------|----|------|---|------|---|------|
| <b>Average Course Load per semester</b> | Maximum 15 credit units/semester   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
| <b>Grading System</b>                   | <p>Grade system at UI as follows :</p> <table border="1"> <thead> <tr> <th>GRADE</th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>4.00</td> </tr> <tr> <td>A-</td> <td>3.70</td> </tr> <tr> <td>B+</td> <td>3.30</td> </tr> <tr> <td>B</td> <td>3.00</td> </tr> <tr> <td>B-</td> <td>2.70</td> </tr> <tr> <td>C+</td> <td>2.30</td> </tr> <tr> <td>C</td> <td>2.00</td> </tr> <tr> <td>C-</td> <td>1.70</td> </tr> <tr> <td>D</td> <td>1.00</td> </tr> <tr> <td>E</td> <td>0.00</td> </tr> </tbody> </table> <p>Letter grade only (A-E), incomplete or pass/non pass is not available</p> | GRADE | POINTS | A | 4.00 | A- | 3.70 | B+ | 3.30 | B | 3.00 | B- | 2.70 | C+ | 2.30 | C | 2.00 | C- | 1.70 | D | 1.00 | E | 0.00 |
| GRADE                                   | POINTS   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
| A                                       | 4.00   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
| A-                                      | 3.70   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
| B+                                      | 3.30   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
| B                                       | 3.00   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
| B-                                      | 2.70   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
| C+                                      | 2.30   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
| C                                       | 2.00   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
| C-                                      | 1.70   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
| D                                       | 1.00   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
| E                                       | 0.00   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |
| <b>Tuition Fees</b>                     | <ul style="list-style-type: none"> <li>- Admission and tuition fees are waived during the exchange period <b>(for exchange students)</b>. For study abroad program, students are required to pay the tuition fee for international students depending on the period of study at UI.</li> <li>- Other expenses will be the students own expenses</li> </ul>   |       |        |   |      |    |      |    |      |   |      |    |      |    |      |   |      |    |      |   |      |   |      |