

Warangkana Poomjeen

To: Rungkarn Pongpopithak; Sutinee Potisuwan
Subject: RE: ส่งต่อ: University of Surabaya - Admission for Spring Semester 2024-2025

จาก: OIA_Ubaya <international.ubayastudent@gmail.com>
ส่ง: 13 กันยายน 2567 16:17
ชื่อเรื่อง: University of Surabaya - Admission for Spring Semester 2024-2025

Dear Colleagues,

Greetings from University of Surabaya (Ubaya), Indonesia!
Hope this email finds you well.

We are pleased to announce that the admission for studying at Ubaya for Spring Semester 2024-2025 has been opened. The students who want to participate in the exchange program can be **nominated** through this email before **05 October 2024**.

Please complete the application forms attached and the deadline for application admission is on **05 November 2024**. We look forward to receiving the application forms as well as the required documents before the due date. Kindly send the soft copy document to international.ubayastudent@gmail.com with subject: **Application for Spring Semester 2024-2025**.

Our **Courses Taught in English (CTE)** list are still in the process. We will let you know once it is completed, approximately in December 2024. Due to the limited CTE, we recommend you to contact your home university about the possibility of cross-faculty credit transfer before deciding the courses you want to join.

Moreover, please find the application forms package as attachment files for the prospective students. The Spring Semester 2024-2025 itself will start in February - July 2025.

Anything aside from admission information, will be updated later.
Nevertheless, should there be any inquiries, please do not hesitate to contact us. Thank you for your kind attention.

Best Regards,
Office of International Affairs
University of Surabaya
P: +62 31 2981303 | F: +62 31 2981301 | W: international.ubaya.ac.id



เรียน อธิการบดี

ด้วย University of Surabaya (Ubaya) ประเทศ
อินโดนีเซีย ประชาสัมพันธ์โครงการแลกเปลี่ยนนิสิต Spring
Semester 2024 – 2025 ระยะเวลา 1 ภาคการศึกษา ศึกษาในช่วง
เดือนกุมภาพันธ์ - กรกฎาคม 2568 โดยสามารถถ่ายโอนหน่วยกิตได้

ทั้งนี้ นิสิตผู้สนใจสามารถสอบถามรายละเอียดเพิ่มเติมและ
สมัครเข้าร่วมโครงการได้ที่ international.ubayastudent@gmail.com
ภายในวันที่ 5 ตุลาคม 2567 รายละเอียดดังเอกสารแนบ

จึงเรียนมาเพื่อโปรดพิจารณา เห็นควรเรียนแจ้งคณะ/
วิทยาลัย เพื่อประชาสัมพันธ์ผ่านระบบ E-doc เว็บไซต์กองพัฒนา
ภาษาและกิจการต่างประเทศ เพจกองพัฒนาภาษาและกิจการ
ต่างประเทศ และเพจ NU International Scholarships ต่อไป

भावकत

17 ก.ย. 67



ดำเนินการตามเสนอ

อื่นๆ

ลงชื่อ

(ดร.พิสุทธิ อภิขยกุล)

รองอธิการบดีฝ่ายวิเทศสัมพันธ์และการถ่ายทอดเทคโนโลยี

ปฏิบัติราชการแทน อธิการบดีมหาวิทยาลัยนเรศวร

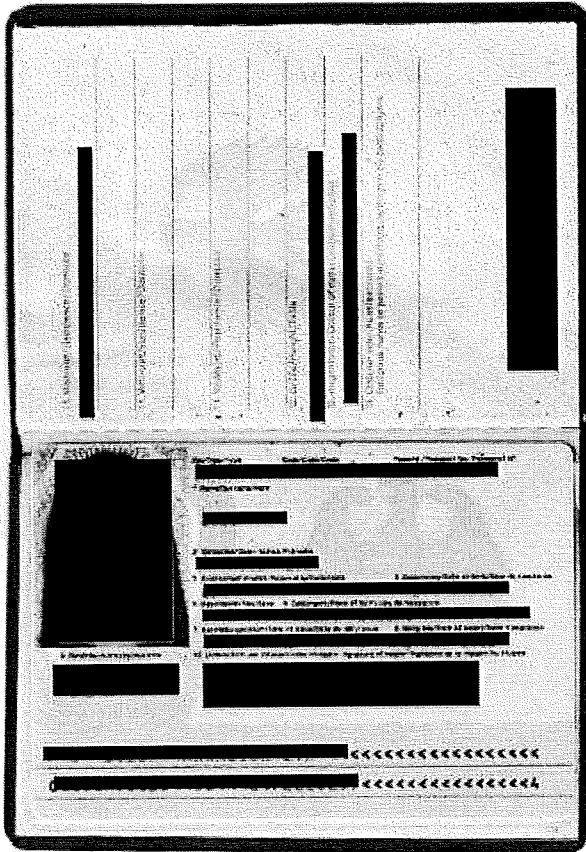
วันที่ 17/9/67

ADMISSION PROCEDURE FOR 1 SEMESTER

1	<p>Submit an application along with the supporting documents (file size must be between 100-400 kb) as below:</p> <ul style="list-style-type: none"> • Passport size photo (4x6cm), with plain background Soft copy must be send to: international.ubayastudent@gmail.com • Scan color of applicant's passport and the cover (The first page that contains applicant's photograph with expiry date minimum of the next 18 months, example below) • Birth certificate and/or citizen proof/ national identity card. • Statement letter that applicant will obey Indonesian law while studying in Indonesia (signed by the applicant) → Form is provided. • Declaration and certification of finances (signed by the applicant's guarantor) and bank statement (if any) → Form is provided. • Official certificate of health (in English), states that applicant is physically and mentally in good order (signed and/or stamped by the applicant's doctor or hospital). • Proof that you already have covid-19 vaccinated 2 or 3 times. You can scan and send proof of the paper or certificate of your vaccination. • High school transcript (scholastic records) and diploma. • University transcript (scholastic records). Must be provided in English language. • The student who is non-native English speaker is required to provide an official proof of recent TOEFL with min. score of 450 or IELTS with min. score of 5. • Valid health insurance which covering worldwide, for your period of stay in Indonesia. • Bank statement letter (see the example below), the requirements are: <ul style="list-style-type: none"> ✓ The bank account is not freeze with minimum closing balance is USD 2,000. ✓ The letter should made with the Letter Head from the Bank. ✓ The letter is addressed to Visa Section, Immigration Headquarter in Jakarta, Indonesia. ✓ Should mention your name and your parent's name as a guarantor, and mention that it is used for applying visa. ✓ The letter should written in English <p><u>Administration fee</u> for the permission letters and eVisa. Once you have completed your documents, we will send you the invoice. All the expenses are for government to process like, eVisa, report to police session, residence permit, study permit, airport pick up service, and other administrative things. Make sure that you paid with full amount as mentioned in the invoice</p>
2	<p>Study Permit and Visa Information</p> <p>Ubaya Office of International Affairs will issue Acceptance Letter and Visa Sponsor Letter to apply for your study permit, eVisa, etc.</p> <p>Exchange students should have Study Permit which will be applied by Ubaya Office of International Affairs. This Study Permit is one of the requirements to do a visa conversion to a Stay Permit and the arrangement for Study Permit will take about 14 working days in Jakarta, depending on the application load. Once we receive your complete application and transfer the arrangement fee to Ubaya account, we will start to process it as soon as possible.</p>

	<p>Please make sure that you submit and follow the instruction of the required documents, otherwise, they cannot approve the study permit and it will affect the eVisa application. If so, we should re-apply for the new one and you need to make the payment again.</p> <p>Once the study permit is done, Ubaya International Office will apply for your Student Visa (Type E30B) through the online application from the Immigration Headquarter in Jakarta. <u>Student don't need to apply any visa from their home country.</u> After we submit your application, the system automatically will issue a Billing Code with 2 type of Code (in Indonesian Rupiah and in US Dollar). Don't worry, the cost will be included in the invoice we send and OIA will do the payment to the Bank in Indonesia.</p> <p>The process may take 7-10 working days after finishing the payment. Once it's approved, student will get an email of their E-Visa, and with that, students can continue to book your flight ticket to Indonesia.</p> <p>Do not enter Indonesia using Visa on Arrival/ Tourist Visa. This type of visa can not be used to stay in Indonesia for more than 60 days and cannot be converted to any other type of visa.</p>
3	<p>Select your preferred course based on the course list given by Ubaya Office of International Affairs which will be shared once it is finalized (approximately in December 2024/ January 2025). The preferred course will be subject to Ubaya Faculty approval.</p> <p>We will notify you of our Faculty decision about your course approval, approximately two weeks after receiving your list.</p>
4	<p>About the accommodation, our student buddy will assist you to find it. If you come on the weekend or national public holiday, you may need to book temporary accommodation such as guest house or hotel near Ubaya, because the management offices of apartments or boarding houses are close.</p> <p>Further information: https://ubaya.id/accommodation</p>
5	<p>Student's arrival in Surabaya.</p> <p>No later than 1 week after you enter Indonesia, students need to proceed the arrangement of Police Report (<i>Surat Tanda Melapor</i>) to East Java Province Police Department upon the arrival and Declaration of Domicile. Kindly inform us if you already arrive in Surabaya, and we can start to process all your documents needed for stay in Surabaya, Indonesia (i.e police report, residence permit, etc.). No worries, OIA Ubaya will help this administration.</p> <p>We will provide an assistance for airport pick up service and let student buddy to accompany you to find a suitable accommodation.</p> <p>The date for orientation and city tour will be informed as soon as we have the official dates from Academic Department and your arrival schedule (approximately 1 week before the class starts).</p>
6	<p>Ubaya offers Indonesian Language class for survival. Please inform the Ubaya Office of International Affairs if you are interested to join the class.</p>
7	<p style="text-align: center;">Study period for Spring Semester 2024-2025 Start around end of February – July 2025.</p> <p style="text-align: center;">-</p> <p style="text-align: center;">Study period for Fall Semester 2025-2026 Start around end of August 2025 – January 2026.</p>

Example of Scanned Passport Biodata Page



Example of Scanned Hardcover Passport:



Example of Bank Statement Letter:

mandiri

Ref No. :
Date : January 7, 201

PT Bank Mandiri (Persero) Tbk.
Branch Tasikmalaya Simpang Tiga
Jl. Yos Sudarso No 25 Tasikmalaya 77112
Telp : (085) 24339 - 21141 - 32310
Fax : (085) 24369
Email : ts_simpangtiga@bank.mandiri.co.id

To :

Embassy of Australia
Visa Sections
Jakarta

BANK REFERENCE

Dear Sirs,

At the request of Mr. [REDACTED] we are pleased to inform you that he has been a most valued customer of bank since January 01, 19[REDACTED] with account number [REDACTED] and [REDACTED].

Mr. [REDACTED], presently maintain a saving account with us. As of January, 2016 his balance was equivalent IDR [REDACTED] (Say: *Hundred Fifty Million Rupiah*).

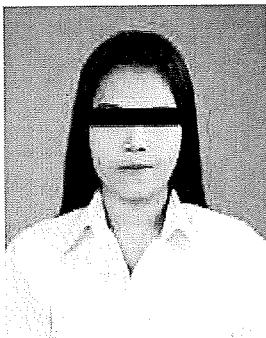
He has conducted its affairs with us in a very satisfactory manner. This reference is issued for the requirement of studying in Australia for his son Mr. [REDACTED].

It is to be understood that this information is given to you on a strictly confidential basis, and misuse of it is not the responsibility of our bank or its officers.

PT Bank Mandiri (Persero) Tbk.
Branch [REDACTED]

[REDACTED]
Branch Manager

Example of Pas Photo with Plain Background:





Application Form for International Student

University of Surabaya
Surabaya - Indonesia

Personal Data

Surname

.....

First & Middle Name

.....

Email

.....

Complete Permanent Home Address (City, State, Postcode, Country)

.....

.....

Current Address (City, State, Postcode, Country)

.....

.....

Telephone

Fax

.....

.....

Passport Number

Native Language

.....

.....

Nationality

Male Female

.....



Office of International Affairs
The International Village, Office Building A
Raya Kalirungkut, Surabaya 60293, Indonesia
Tel. +62 31 298-1300
Fax. +62 31 298-1301

CURRICULUM VITAE OF APPLICANT'S PARENTS

FATHER

Name :

Place & Date of Birth :

Education Background :

Working Experience :

Present Occupation :

Office Address :

Home Address :

Signature :

(your name)

MOTHER

Name :

Place & Date of Birth :

Education Background :

Working Experience :

Present Occupation :

Office Address :

Home Address :

Signature :

(your name)

Educational Background *(from high school/diploma degree until current degree)*

No.	School/University Name	Education Degree	City/Country	Major	Year of Attendance

Are you NOW in Indonesia?

Yes No

If "Yes" what type of visa do you hold?

.....
 (Note: Please send us a photocopy of the passport and visa you currently hold)

If you are not in Indonesia at this moment, do you wish to get an invitation letter to apply for Visa at the nearest Indonesian Embassy or Consulate?

Yes No

If "No", on which Visa do you intend to enter Indonesia?

.....
 (If known)

Proficiency of Indonesian Language

Poor Good Fair Excellent

Proficiency of English Language

Poor Good Fair Excellent

Where would you like to live?

In a Boarding House In a Apartment In a Guest House

Other:

How did you learn about University Of Surabaya?

.....



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Fax. +62 31 298-1301

Student's Motivation Letter

A series of horizontal dotted lines provided for writing the student's motivation letter.

Along with the completed Application Form, please enclosed the following documents to Admission Department at Office of International Affairs:

- 5 photographs sized 4x6 cm and 5 photographs sized 3x4 (red background)
- Photocopy of applicant's passport.
 - The first page that contains applicant's photograph.
 - The page of applicant's visa.
 - The page of applicant's staying permit stamp.
- Birth certificate and/or citizen proof.
- Statement letter that applicant will obey Indonesian law while studying in Indonesia (signed by the applicant), see file attached.
- Certificate of finance (signed by the applicant's guarantor) and bank statement (if any), see file attached.
- Curriculum Vitae of applicant's parents, see file attached.
- Official certificate of health that state applicant is physically and mentally in good order (signed and/or stamped by the applicant's doctor or hospital).
- High school transcript (scholastic records) and diploma.
- University transcript (scholastic records).
- Language certificate (if any)

I certify that all information presented in this application is true and correct to the best of my knowledge. Date:

(your name)

Send your completed application form to by fax, e-mail, or mail:

Office of International Affairs

University of Surabaya (UBAYA)

Raya Kalirungkut, Surabaya 60293

Tel. +62 31 298-1300 | Fax. +62 31 298-1301

Email: international@unit.ubaya.ac.id | www.international.ubaya.ac.id



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The International Village, Office Building A
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DECLARATION AND CERTIFICATION OF FINANCES FOR STUDY AT THE UNIVERSITY OF SURABAYA

I certify that, I as a guarantor, will have adequate financial support for
Travelling expenses to Indonesia and back and to cover his/her academic and personal expenses
accrued during his/her stay in Indonesia.

Name of Applicant :

Name of Guarantor :

Place and Date of Birth :

Distinction of Sex :

Present Address :

Relationship to Applicant :

Occupation :

Signed Date :

Signature :

(your name)



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 The International Village, Office Building A
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STATEMENT LETTER

Herewith I certify that I:

Name :

Passport No. :

Distinction of Sex :

Complete Present Home Address in your country :

Present Address in Indonesia :

State that:

1. I will not involve in illegal drugs usage or dealing and other activities that could be considered as committing an offense to Indonesian laws.
2. I will be fully responsible on my ticket arrangement and activities, while traveling around Indonesia.
3. As a student I will obey Indonesian law and will be not allowed to work in any field and not allowed to join any political matter while staying in Indonesia.
4. I will be fully responsible on my visa and all the legal documents needed while staying in Indonesia.
5. I will be not misuse any legal documents I get from University of Surabaya.
6. I will obey on my apartment or boarding house's rules and if there is any complaint from the apartment or boarding house owner / management, I will be responsible for it.

If I failed to fulfill any those statement, I will be fully responsible of any sanction and University of Surabaya will not responsible for the consequences of my any misconducts or any omission upon this statement letter.

I state that all the statements above are true and stated without any force.

, / /

International Student,

, / /

Ubaya Representative,

SEAL

 (your name)

 (your name)