

### GENERAL INFORMATION

<b>University Name</b>	Universitas Pelita Harapan
<b>Website</b>	<a href="https://www.uph.edu/">https://www.uph.edu/</a>
<b>Campus Locations</b>	<p><b>Main Campus:</b> Jl. M. H. Thamrin Boulevard 1100, Lippo Village Tangerang, Banten 15811 – Indonesia</p> <p><b>Surabaya Campus:</b> Jl. Ahmad Yani, Dukuh Menanggal, Surabaya, East Java 60234 – Indonesia</p> <p><b>Medan Campus:</b> Jl. Imam Bonjol No. 6, Lippo Plaza Medan 5th - 7th Floor Medan, North Sumatra 20112 – Indonesia</p>

### UPH INTERNATIONAL OFFICE (IO) – CONTACT INFORMATION

<b>Website</b>	<a href="https://www.uph.edu/international-office/">https://www.uph.edu/international-office/</a>
<b>Email</b>	<a href="mailto:international@uph.edu">international@uph.edu</a>
<b>Mailing Address</b>	Universitas Pelita Harapan (Lippo Village Campus) Jl. M. H. Thamrin Boulevard 1100, Lippo Village Tangerang, Banten 15811 – Indonesia International Office, Building C, 3 <sup>rd</sup> Floor

### PROGRAM APPLICATION

<b>Program Status based on COVID-19 Situation</b>	<b>(Updated January 11, 2022)</b> Although currently we are still doing 100% online teaching, but the Ministry of Education has allowed international students to come to Indonesia. Student exchange may choose to come to Indonesia or do virtual exchange with us.
<b>Nomination Information</b>	<ul style="list-style-type: none"> <li>– Students must be officially nominated by their Home University to apply.</li> <li>– Outbound Coordinator at Home University should nominate students through this online form <a href="#">[nomination link]</a> before the nomination deadline.</li> <li>– We will send application instructions to nominated students following the official nomination.</li> </ul>
<b>Application Information</b>	<p>Eligibility:</p> <ul style="list-style-type: none"> <li>– Students must complete at least 1 academic year at their Home University.</li> <li>– Have satisfying academic records (minimum Cumulative GPA of 3.0).</li> <li>– Minimum IELTS score of 6.0 or TOEFL score of 550 (PBT)/80 (IBT)/213 (CBT).</li> </ul>

	<ul style="list-style-type: none"> <li>- Students must complete the online application before the deadline.</li> <li>- Admission results will be announced within 2-3 weeks after documents submission.</li> <li>- Accepted students will receive an Electronic Acceptance Letter and may proceed with the study permit application.</li> </ul>
<b>Required Documents</b>	<p>Nominated students are required to complete the <a href="#">Application Form for Inbound Program</a> and send the documents listed below to <a href="mailto:international@uph.edu">international@uph.edu</a>:</p> <ol style="list-style-type: none"> <li>1. Scanned copy of Official Academic Transcript/Academic Records in English</li> <li>2. Recommendation Letter from Home University</li> <li>3. Scanned copy of passport ID page</li> <li>4. Recent photo ID with RED background</li> <li>5. Proof of English Proficiency (TOEFL/IELTS) *Required for non-native English Speaker. Students can upload a statement letter issued by Home University stating that English is the primary language of instruction (for native English speakers).</li> </ol>

#### STUDY PERMIT APPLICATION\* (not required for virtual/online exchange)

<b>Permit Information</b>	<ul style="list-style-type: none"> <li>- All foreign exchange students are required to have a valid study permit (issued by the Ministry of Education)</li> <li>- Students must apply for a study permit based on the study period: 6-month study permit for those who apply for 1-semester exchange, 1-year study permit for those who apply for a 2-semester exchange.</li> <li>- Please read the <a href="#">Study Permit and Visa Guide</a> for more information on the required documents, procedure and etc.</li> </ul>
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#### ACADEMIC CALENDAR

<b>Study Period</b>	<p>Odd Semester : Aug 22 – Dec 09, 2022 <b>(tentative)</b></p> <p>Even Semester : Jan 03 – Apr 28, 2023 <b>(tentative)</b></p> <p>Accelerated Semester : May 22 – Jul 29, 2023 <b>(tentative)</b></p>
<b>Nomination Deadline</b>	<p>Odd Semester : May 23, 2022</p> <p>Even Semester : Oct 11, 2022</p> <p>Accelerated Semester : Feb 27, 2023</p>
<b>Application Deadline</b>	<p>Odd Semester : May 30, 2022</p> <p>Even Semester : Oct 25, 2022</p> <p>Accelerated Semester : Mar 13, 2023</p>
<b>Estimated Date of Arrival</b> (Estimated Quarantine Period: 7-14 days upon arrival – <b>tentative</b> )	<p>Odd Semester : Aug 19, 2022</p> <p>Even Semester : Dec 30, 2022</p> <p>Accelerated Semester : Mar 10, 2023</p>
<b>Add / Drop Class Period</b>	<p>Odd Semester : Aug 22 – 26, 2022</p> <p>Even Semester : Jan 03 – 09, 2023</p> <p>Accelerated Semester : May 22 – 26, 2023</p>

### ACADEMIC RELATED INFORMATION

<b>English-Taught Department</b>	<p><b>Main Campus:</b></p> <ol style="list-style-type: none"> <li>1. Management</li> <li>2. Accounting*</li> <li>3. Law</li> <li>4. Communication Sciences*</li> <li>5. International Relations</li> <li>6. Food Technology</li> <li>7. Hospitality Management</li> </ol> <p>*Program availability is subject to change</p> <p><b>Surabaya and Medan Campus:</b></p> <ol style="list-style-type: none"> <li>1. Management</li> </ol>																						
<b>Course List and Enrollment</b>	<ul style="list-style-type: none"> <li>– All offered English-taught course (with class schedule and lecturer details) will be finalized around 1 month before the start of the semester. Before this list is finalized, students can create a study plan with the UPH course list based on <a href="#">Curriculum</a> as reference. Students are suggested to choose 2-3 extra courses in case the class schedule do not match.</li> <li>– Courses offered during the Accelerated (Short) Semester are limited. Please kindly take note about this during the subject mapping.</li> <li>– Student can change the taken courses during the first week of semester during the <u>add/drop period</u>*</li> </ul> <p>*Change of courses after add/drop period will not be allowed.</p>																						
<b>Max. Credits Taken</b>	<p>UPH students are required to take 19 – 22 credits per semester. UPH does not limit the amount of courses exchange students can take, so students can choose any courses as long as they do not overlap.</p>																						
<b>UPH Grading System</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #ADD8E6;"> <th style="padding: 5px;">Range</th> <th style="padding: 5px;">Grade</th> </tr> </thead> <tbody> <tr><td style="padding: 5px;">90,00 – 100</td><td style="padding: 5px;">A</td></tr> <tr><td style="padding: 5px;">85,00 – 89,99</td><td style="padding: 5px;">A-</td></tr> <tr><td style="padding: 5px;">80,00 – 84,99</td><td style="padding: 5px;">B+</td></tr> <tr><td style="padding: 5px;">75,00 – 79,99</td><td style="padding: 5px;">B</td></tr> <tr><td style="padding: 5px;">70,00 – 74,99</td><td style="padding: 5px;">B-</td></tr> <tr><td style="padding: 5px;">65,00 – 69,99</td><td style="padding: 5px;">C+</td></tr> <tr><td style="padding: 5px;">60,00 – 64,99</td><td style="padding: 5px;">C</td></tr> <tr><td style="padding: 5px;">55,00 – 59,99</td><td style="padding: 5px;">C-</td></tr> <tr><td style="padding: 5px;">40,00 – 54,99</td><td style="padding: 5px;">D</td></tr> <tr><td style="padding: 5px;">00,00 – 54,99</td><td style="padding: 5px;">E</td></tr> </tbody> </table>	Range	Grade	90,00 – 100	A	85,00 – 89,99	A-	80,00 – 84,99	B+	75,00 – 79,99	B	70,00 – 74,99	B-	65,00 – 69,99	C+	60,00 – 64,99	C	55,00 – 59,99	C-	40,00 – 54,99	D	00,00 – 54,99	E
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<p><b>Academic Transcript Issuance</b></p>	<ul style="list-style-type: none"> <li>- Academic Transcript will be issued a month after the end of exchange period.</li> <li>- UPH International Office will send the scanned copy of the Academic Transcript to the student and Home University coordinator via email. Please let us know if your university requires the hardcopy and we will send the original copy to the university mailing address.</li> <li>- Extra copies of the Academic Transcript can be requested by the student with additional fees to the UPH Registrar's Office (<a href="mailto:registrar.eservice@uph.edu">registrar.eservice@uph.edu</a>)</li> </ul>
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**ARRIVAL AND POST-ARRIVAL INFORMATION**

<p><b>Mandatory Exchange Students Orientation</b></p>	<p>To be determined</p>
<p><b>Arrival and Accommodation Details</b></p>	<p>If student choose to do <b>on-site exchange</b>, students will be required to fill up <a href="#">Arrival and Accommodation Form</a> and submit an e-flight ticket to <a href="mailto:international@uph.edu">international@uph.edu</a>.</p> <p>UPH International Office usually assists exchange students with airport pickup service and finding suitable accommodation upon request.</p> <p>However, due to pandemic, we cannot provide airport pickup service as student must directly undergo a mandatory quarantine upon arrival. As for the assistance to find suitable accommodation is still available upon request.</p> <p>Please contact UPH International Office for inquiries.</p>
<p><b>Post-Arrival Immigration Process</b></p>	<p>Students are required to report to the Immigration 30 days after arrival and continue the next process of stay permit application. On the first day of orientation, students must submit their original passport to UPH International Office and we will help to submit the passport to the Immigration.</p> <p>Passport will be returned to the student approximately 2 weeks after the submission and students will receive the Limited Stay Permit (ITAS) based on stay period.</p>
<p><b>Exit Permit Only (EPO)</b></p>	<p>At the end of study, students <b>must</b> apply for the EPO 10 days before the date of departure from Indonesia to UPH International Office. This is required by the Indonesian government to invalidate the ITAS.</p>

**COSTS**

<b>Tuition</b>	Will be waived based on Exchange Agreement between the universities
<b>Travel</b>	Flight tickets to and from Indonesia, as well as transportation costs to and from during the program are additional costs to be covered by the student.
<b>Living Cost</b>	The average cost of living for a student to study for one semester (5 months) is approximately USD 3,150 or equivalent to IDR 45.000.000. This will cover costs for accommodation, utilities (electricity, water, and local phone number), food, transportation, textbooks, and others.
<b>Others</b>	<ul style="list-style-type: none"> <li>- Personal / Travel Health Insurance that covers medical costs for Covid-19 is required to enter Indonesia</li> <li>- Student will need to cover their own medical/hospital costs, if any</li> <li>- Miscellaneous (i.e. Emergency Money)</li> </ul>