



INTERNATIONAL STUDENT GUIDE LINE

Program application procedure:

Student from Partner University	Student from Non-Partner University
1. Contact the PIC at the Office of International Affairs to get the updated collaboration program and or recommendations to apply program	1. Contact the PIC program for applying the program
2. Complete the application/ registration form	2. Complete the application/ registration form
3. Prepare the immigration documents requirement	3. Prepare the immigration documents requirement
4. Discuss with the PIC regarding the courses & credits to be taken, so that can be recognized at your university for Non-Degree Program	4. (For the course recognition or credit stage, UAJY will share learning outcomes, the rest of the policies depend on the administrator at the university of origin)
5. For degree program applications follow the rules & procedure. Recommendations from the University will be a special consideration.	5. For degree program applications follow the rules & procedure.
6. Once declared accepted, please prepare immigration documents*)	7. Once declared accepted, please prepare immigration documents*)

*) Types and terms will be informed separately

*) Types and terms will be informed separately

Note: To find out which study programs are offered, please check the program page

Academic calendar

- Semester : a. Fall semester: 3rd week of August - 3rd week of December
b. Spring semester: 2nd week of February - end of June
- Application Deadline : a. Fall semester: 1st week of June
b. Spring semester: 1st week of November

Note: Nomination Letter from the Office of International Affairs be sent about one month before the deadline





Duration Program : Bachelor Degree: 4 years (8 semester)
Master Degree: 1,5 - 2 years (3 - 4 semester)
Exchange/ Transfer Credit Program: 1 / 2 semester
Join Degree: 2 - 4 semester depend on the program
Internship Program: 1 - 3 months
Shortcourse Program: 7 - 15 days

Note: For degree program students must master the Indonesian which can be taken at the beginning of the program or before the program begins

Compulsory Language Requirements for Exchange Students:

English: TOEFL \geq 500 for Bachelor Program, TOEFL: \geq 550 for Master's Program. Students can use others program like IELTS, TOEIC, Duolingo, etc. - the minimum value is equivalent to the standard.

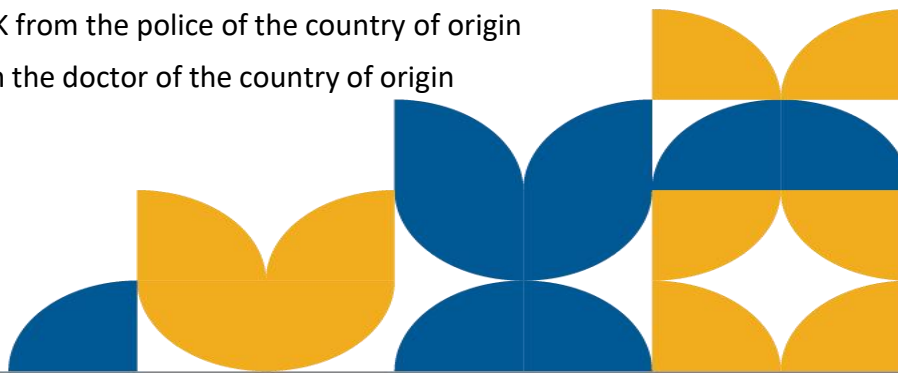
When will the transcript be released?

At least 1 (one) month after the students finished the study

Do i need to send other documents beside the application?

Yes, because there is a new procedure from the government to register all exchange students. For this reason, students need to submit the following documents (as part of the complete application form) for the visa and study permit process for foreign students:

1. Letter of application and guarantee from Vice Rector I UAJY stamped 10,000 (UAJY will provide it)
2. Scan passport covers
3. Scan passport identity page
4. Scan fee guarantee letter and account book/bank statement
5. Scan Study License. Study license will be issued by the Indonesian Government, UAJY will process it
6. File of color photo fitting
7. Scan the evidence of having received the full dose of the vaccine
8. Scan proof of health insurance ownership/ affidavit willing to pay health costs independently
9. Scan the recommendations of the Indonesian Embassy related to never committing criminal acts / SKCK from the police of the country of origin
10. Scan a health check letter from the doctor of the country of origin





UNIVERSITAS ATMA JAYA YOGYAKARTA

serviens in lumine veritatis

11. Scan affidavit willing to comply with all applicable health protocols in Indonesia, including quarantine rules
12. Online visa issuance fees amount to 200,000 IDR and US\$150.

Note:

- *Visa is an immigration permit for foreign students to be able to enter the territory of the Republic of Indonesia. Visas for foreign students are divided into 2 types, namely visit visas and limited stay visas. Currently, UAJY only serves the creation of a limited stay visa (VITAS). VITAS is intended for new foreign students who do not have a ITAS. Here are the requirements for making VITAS.*
- *Terms and fees may change, depending on policy and Indonesian Government*

Living Cost, Accommodation, Facilities, etc

1. Health Insurance requirements

Recommended for students to purchase from their home country – applicable international

2. Accommodation

UAJY does not provide dormitories for students. For student residences, students will be assisted in finding boarding houses. Generally there are 2 type of boarding house (: kos): regular kos and exclusive kos. Regular kos means students have own room but the bath room is shared and hasn't furniture inside. Exclusive kos means you have your own room with furniture and bath room. Don't be hesitate to ask the owner of Exclusive kos/ apartment about regulation, payment method, include receiving guest, or couples living.

- Approximate cost: 150 – 300 USD/month/ room (exclusive)
- It will be more expensive if we rent daily, and the cost depend on facilities and location

How students apply for accommodation?

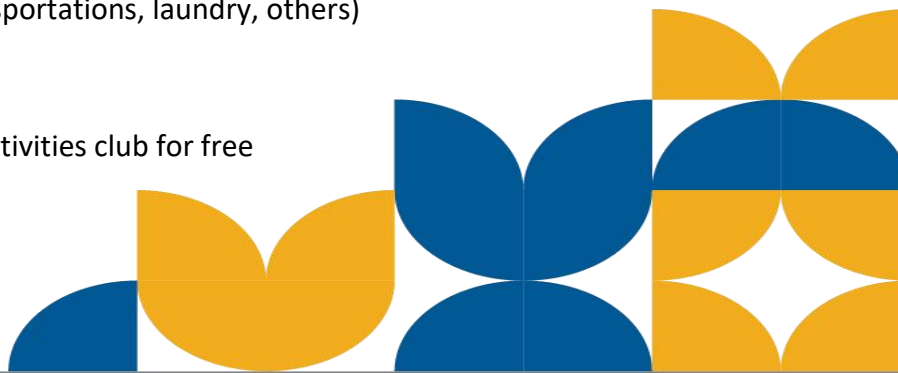
- Contact the buddy for further information
- Housing application deadline: 2 (two) months before arrival

3. Cost of Living

195 – 240 USD/month (meal, transportations, laundry, others)

4. Additional information

- a. Student can joint in student activities club for free

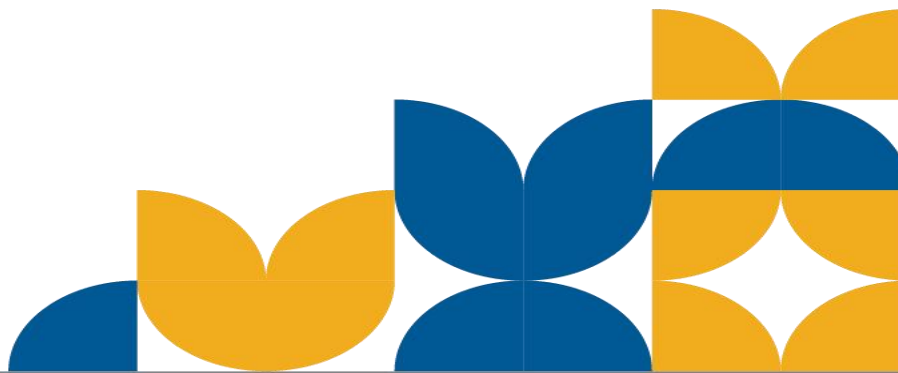




UNIVERSITAS ATMA JAYA YOGYAKARTA

serviens in lumine veritatis

- b. Student can joint in Bahasa Indonesia Course with special cost, and have to ask before. For student from partners (U to U) can join for free if this facility is disclosed in MoU or their attachements.
- c. The wet season is November –April. During the seasons, Indonesia has much rain. The dry season is from May to October. But, don't surprise when it comes with little Rain-fall.
- d. Campus Facilities
 - 1) Wi-Fi. With student's password id, students could access university Wi-Fi in all campuses.
 - 2) Library. University has one building for the center of library, with student card id, you can borrow books. The library opens on Monday until Friday until 7 pm.
 - 3) Water Tap Station. All student will be given tumbler and chip to access the Water Tap Station.
 - 4) Medical Clinic. Students should still bring their own special medicines to maintain health.
- e. Campus Life. At university there are general regulations that students must:
 - 1) Behave polite and courteous
 - 2) Respect the whole family of UAJY. Don't say, write, or do anything related to tribe, religion, and race
 - 3) Keep the orderliness by not fighting and making noise
 - 4) Keep personal or environmental cleanliness/health
 - 5) Don't carry/store prohibited items, such as weapons, firearms, liquor, narcotics and pornographic objects
 - 6) Wear neat, polite, and clothing to attend lectures or to visit offices.
 - 7) Kindly dress formally if you are invited for events held in campus



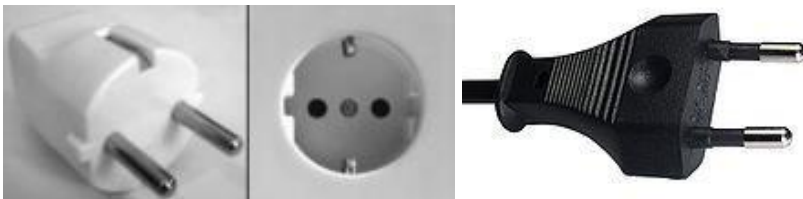


UNIVERSITAS ATMA JAYA YOGYAKARTA

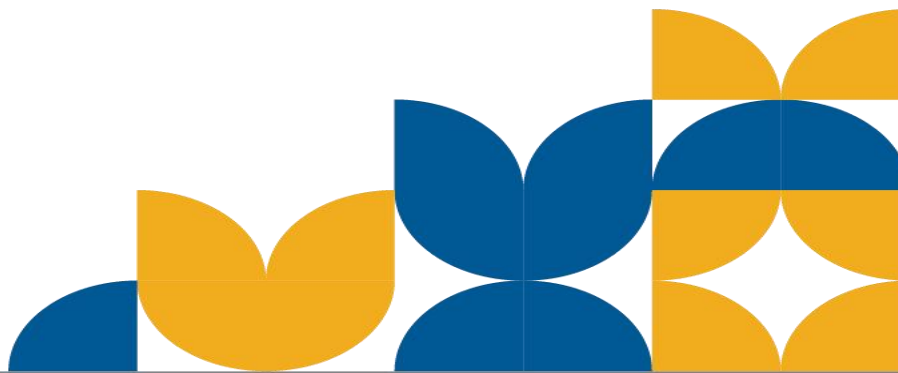
serviens in lumine veritatis



- f. Is there a pick-up service on the arrival? Yes. Please inform the buddy at least 1 (one) week before the arrival.
- g. Money. All payments in Indonesia use rupiah.
- h. Phone Number: you can buy a new Indonesian number easily. Student buddy will assist you to buy it and let you know how to refill the credits.
- i. Indonesia electric socket and plug:



- j. The following is the culture shock that will be faced and anticipated beforehand
 - 1) School Time at UAJY - Be ready to come to school in the morning
 - Session 1 : 7 am – 9.30 am
 - Session 2 : 10 am – 12.30 pm
 - Session 3 : 1 pm – 3.30 pm
 - Session 4 : 4 pm – 6.30 pm





UNIVERSITAS ATMA JAYA YOGYAKARTA

serviens in lumine veritatis

- 2) Indonesia has two seasons, wet and dry, with warm tropical temperatures averaging 28 °C during the day, throughout the year. Please check a dress which appropriate for schools.

Usually it rains a lot in November - March, although it has been very hot lately. Recently, the weather changes have been quite extreme.

- 3) Indonesians, especially Javanese/Yogyakarta, often greet and ask you as a greeting and courtesy to others. Don't feel uncomfortable or angry with the attention, just smile and say thank you for that.
- 4) There are still many Indonesians who regard the presence of foreigners as something very special, please be careful with any invitations, because there are people who can take advantage of your presence to seek profit. It is better to avoid nightlife and avoid private parties.
- 5) Toilets: mostly in public toilets there is no flushing system, so you need to use water from container, and always keep with you a package of tissues.
- 6) Language: Indonesia are bilingual – use national language Bahasa Indonesia and local language for example “Bahasa Jawa”.
- 7) Transportation: In Indonesia, people will ride motorbikes/cars on the left, and the steering wheel is on the right. Apart from that, on the streets in Yogyakarta especially, you will find many people using motorbikes. We do not recommend students to ride motorbikes, because it is dangerous for foreigners. You can buy new/used bikes/bikes. Besides that, there are many online transportation that you can use with various price variations.
- 8) The penalties for using narcotics in Indonesia are very severe. Marijuana is a type of narcotic and is prohibited in Indonesia, regardless of its form.

