

## The process

The nine required documents (please see in *application materials*) will be processed to obtain several compulsory documents to study in Indonesia which are:

1. Faculty Permit
2. Study Permit
3. VITAS Visa

Here is the general idea of the process: Once we receive the complete documents, we (Office of International Affairs) will process them to the faculty (based on your requested study plan) for the selection process. The selection process will be done in around one month and the result is the Acceptance Letter (AL) from the faculty. As we received this AL, we will process a Letter of Offer which explains the detail of the fees that student has to pay. As soon as we receive the proof of payment, we will request a Study Permit to the State Ministry of Education and Culture in Jakarta. The process may take time for one until two months before the Study Permit is issued and sent to us. Once we receive the Study Permit, we will use it for requesting a visa authorization in the Directorate of Immigration in Jakarta (again). We will ask student first which Indonesian embassy s/he are willing to apply for the visa. This step of the process will take one until two months to process again and the output is a letter entitled Telex Visa. This letter will be sent to both of university and to the Indonesian Embassy where student requested to apply visa before. We will send the Telex Visa that we receive to student email, and student will use this letter to apply for visa named VITAS in the embassy. This is the end of the process which basically takes times for around five months if everything is running well.