



# Requirements Document Guide Book



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## Requirements

### 1. Full Degree

Requirement	Bachelor (S1)	Master (S2)	Doctor (S3)
Official Certificate/Diplomas	High School	Bachelor	Master
Official Academic Transcript	High School	Bachelor	Master
English/Bahasa Indonesia Proficiency Certificate	√	√	√
Medical Statement	√	√	√
Curriculum Vitae	√	√	√
Motivation Letter	√	√	√
Cover and Biodata Page of Valid Passport	√	√	√
Formal Photo	√	√	√
Latter of Funding Sponsorship	√	√	√
Study Plan	√	√	√
Recommendation Letter (minimum 2)	√	√	√
Filled International Student Application form*	√	√	√
Filled Health Information Form*	√	√	√
Filled Statement Letter for Behavior and Funding Commitment Form*	√	√	√
PhD ITS Supervisor Acceptance	-	-	√
<b>Applicant from Calling Visa country</b> <b>Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan</b>			
Recommendation Letter from the Embassy in Indonesia/ Ministry of Education or Ministry of Defense from the Applicant's Country	√	√	√

\*the form could be downloaded on website

## 2. Non-Degree (Student Exchange & Internship)

Requirement	Student Exchange	Internship
University Full Academic Transcript	√	√
English/Bahasa Indonesia Proficiency Certificate	√	√
Medical Statement	√	√
Curriculum Vitae	√	√
Study Plan	√	-
Internship Plan	-	√
Motivation Letter	√	√
Cover and biodata page of valid passport	√	√
Formal Photo	√	√
Latter of funding sponsorship	√	√
Recommendation letter (minimum 1)	√	√
Filled International Student Application Form*	√	√
Filled Health Information Form*	√	√
Filled Statement Letter for Behavior and Funding Commitment Form*	√	√
Exchange Course Form*	√	-
Applicant from Calling Visa country Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan		
Recommendation Letter from the Embassy in Indonesia/ Ministry of Education or Ministry of Defense from the Applicant's country	√	√

\*the form could be downloaded on website



## Requirements Documents Explanation

### 3. Photo

Correct:



- ✓ Red Background
- ✓ Formal Clothes
- ✓ Face & Body are Facing Forward
- ✓ No Hat & Glasses

Incorrect:



Non-formal Clothes  
Head Cropped  
Using Hat



Non-formal Clothes  
Head Cropped  
Face isn't Facing Forward



Using Glasses  
White Background



White Background  
Face & Body aren't Facing Forward  
Using Glasses

#### 4. Passport

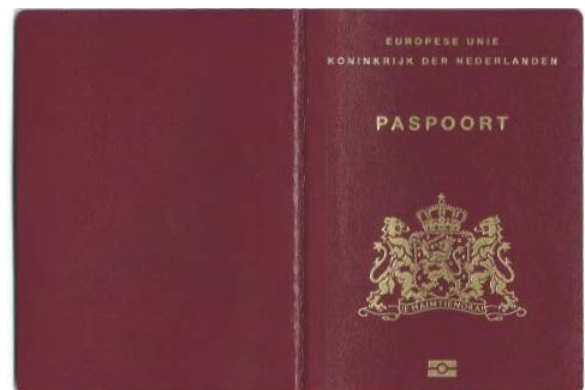
Must be scanned (not camera photo) properly in colored version. Passport expiry date must be more than 22 months (VITAS 316) and 12 months (VKSB 211A) after you apply the program.

**Correct:**

**Scan of Biodata Page**



**Scan of Cover Page**



**Incorrect:**



**Explanation:**

- a. Using Camera Photo
- b. Asymmetric
- c. Cropped
- d. Censorship
- e. Hand

## 5. Health Information Form

Notes:

- Fill every documents completely
- Don't forget to sign
- You need to re-fill it again if we found any incomplete data

## 6. Medical Statement

Requirement:

- Stating that you are health enough to study overseas.
- There is legal stamp from Hospital/Clinic
- Name of the doctor is clear
- Contain of your basic health status such as respiratory organs, digestion, blood pressure, and other status (i.e.: cholesterol, blood sugar, vaccine)
- Highly recommend to use ITS Health Information Form
- Issuing date is clear and maximum 1 months before the application
- Highly recommend to make English version of the Medical Statement, but we will relief if it is very hard to get one

Example 1:

**OUH**  
**Odense**  
**Universitetshospital**

To whom it may concern

Neurologisk Afdeling N  
Sdr. Boulevard 29  
5000 Odense C  
Denmark  
Phone +45 6541 1943  
Fax +45 6541 3389  
Mail: ode.n@rsyd.dk  
2018.06.19

Concerning: [REDACTED], born [REDACTED] of August 1994.

This is to verify that [REDACTED] is healthy and able to stay in Indonesia in connection with a 6 month study.

He has no medical history of any illness.

Sincerely yours


[Signature]

Odense University Hospital/Svendborg Sygehus  
Neurologisk Afdeling N  
J. B. Winsløvs Vej 4, Indgang 17 stuen  
DK-5000 Odense C

Odense University Hospital  
5000 Odense C  
Denmark

## Example 2 (using ITS Health Information Form):

1. Fill the doctor's data completely
2. Stamp of Hospital/Clinic
3. Doctor need to fill any health status of the applicants that needed on the form (page 1 & Page 2)
4. Signature
5. Fill the date of issuing



**KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI**  
**INSTITUT TEKNOLOGI SEPULUH NOPEMBER**  
 INTERNATIONAL OFFICE  
 Rectorate Building 1<sup>st</sup> Floor  
 Kampus ITS - Sukolilo, Surabaya 60111  
 Telp. +62 31 5923411, +62 31 5994251-54 Ex. 1224 Fax. +62 31 5923411  
<http://www.its.ac.id>

### Health Information Form

Thank you for your interest to have an academic experience at ITS. It is important that we be aware of any past or current medical issues, including mental health conditions, which might affect your study. This information will be kept confidential to protect student privacy. Disclosure of such information may be made to appropriate individuals (including program staff and resident directors) and to provide you with assistance should the need arise during your study. Health tests, certifications, or other actions may also be required prior to departure in certain circumstances.

ITS International Office is committed to enabling participation in its programs for all qualified individuals. If you have questions, need assistance, or wish to discuss accommodations for health problems, please contact your buddy and/or the office. Accommodations may require extensive planning and communications with foreign contacts, so adequate lead time is critical. Contact should accordingly be initiated as soon as possible.

**PART A: GENERAL INSTRUCTIONS:**

Completing and having this is a condition of study in ITS programs  
 Please complete this form in English either by typing or by hand, using black ink and in capital letters.  
☒ You must notify ITS IO of any relevant changes to the information that may occur prior to the program.  
☒ The information in this form is confidential.  
☒ Please take the signed original of this form plus any supporting documents.

**PART B: HEALTH HISTORY**

If case of hospitalization by ITS, student's medical records are available from:

Physician (Hospital) Dr. SAM SAMANARY PHD M PERH-MUNICIPAL REFERRAL HOSPITAL  
 Telephone Number (855) 12 844 015  
 Address # 132 ST 163 SIKREAL VONG NHAU 7 MAKARA PHUM PENH

Has the student ever had any infectious diseases? ☒ No ☐ Yes. If yes, please tick ☐ any that apply:

<input type="checkbox"/> Measles (Rubella)	<input type="checkbox"/> Encephalitis	<input type="checkbox"/> Hepatitis (specify)	<input type="checkbox"/> Frequent tonsillitis
<input type="checkbox"/> Rubella (German measles)	<input type="checkbox"/> Pneumococcal infection	<input type="checkbox"/> Yellow fever	<input type="checkbox"/> Bronchitis
<input type="checkbox"/> Staphylococcal infection	<input type="checkbox"/> Streptococcal infection	<input type="checkbox"/> Other, please specify:	

Please provide a brief history/explanation regarding above and whether they have left any lasting complications:

Does the student have any serious medical problems or chronic conditions? ☒ No ☐ Yes. If yes, please tick ☐ any that apply

**PART E: CERTIFICATION**

I certify that all responses made on this form are true, accurate and complete, and I will notify ITS IO of any relevant changes that may occur prior to or during my study program. I have included in this form, advised the ITS IO Staff of any special needs or assistance that the student may have relating to mythe student's physical and mental health. I am aware that if I do not provide complete information, this may cause hardship and concern to others and may affect mythe student's own welfare. I understand that if I do not provide complete information, ITS IO may decide to send me/the student home from the study program at mythe student's own expense.

I consent to the release of medical information to ITS IO or its agents so that they may provide me with needed assistance. I further agree that ITS IO or its agents may release information to other persons who may need this information to assist me/the student or to assist others in my study. I understand and agree that this form may be released to the ITS IO staffs for such purposes.

I am aware that I am responsible for mythe student's physical and mental health and will cover any medical expenses that may occur during mythe student's study at ITS.

If my parents or guardians have not signed this form, I represent and certify that I am not a minor according to the laws of my country.

Tick if this is the case ☐

Signature of Student: [Signature] **4.**  
 Date: 11-July-2018

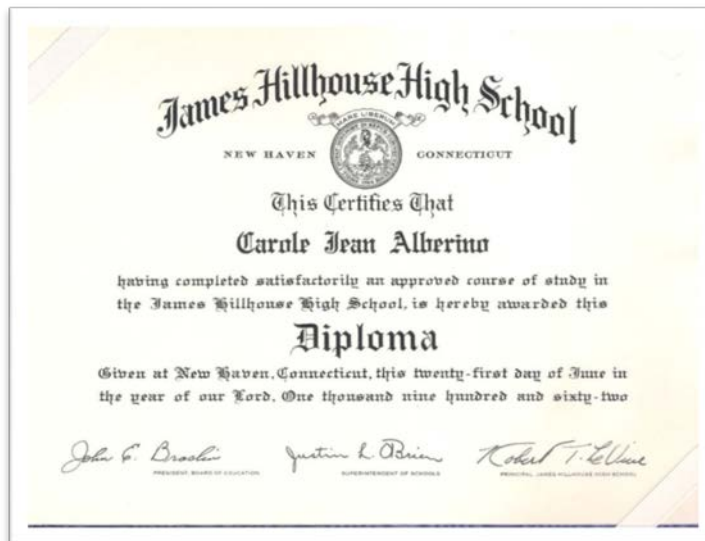
Signature of Parent/Guardian of student: [Signature]  
 Date: 11-July-2018 **5.**




## 7. Certificate and Transcript of Latest Education

Full transcript and certificate of Senior High School / Diploma (for Bachelor applicant) or Bachelor (for Master applicant) or Master (for Doctoral applicant) where the applicant has taken previous courses, which certified by the government official from the applicant's country of origin.

Certificate/Diplomas:



Transcript:

Ontario		Ministry of Education Ministère de l'Éducation	ONTARIO STUDENT TRANSCRIPT RELEVÉ DE NOTES DE L'ONTARIO		Date of Issue / Date de délivrance	Page
					2007/07/14	1 of 1
Student / Étudiant	Student Number / Numéro matricule	Date of Birth / Date de naissance		Year / Année	Month / Mois	Day / Jour
Winnipeg, Manitoba	040586067/982555468 3590-031	M 1987		06	17	
Name of School / Nom de l'école	Number / Numéro	Name of School / Nom de l'école		Number / Numéro	Year / Année	Month / Mois
Private 41777		Maceneth Christian Academy		883590	2001	09
Date		Course Title / Titre du cours		Course Code / Code du cours	Percentage / Pourcentage	Credit / Créd.
Year / Année	Month / Mois					
02/06	09	Instrumental Music - Band		AMC10	91	1.00
02/06	09	Introduction To Business		IBS10	77	1.00
02/06	09	Geography		CGC10	82	1.00
02/06	09	English		ENG10	75	1.00
02/06	09	Core French		FFC10	74	1.00
02/06	09	Bible - New Testament Part 1		BBE21	81	0.50
02/06	09	Mathematics		MEW10	76	1.00
02/06	09	Healthy Active Living Education		HAL10	83	1.00
02/06	09	Science		SCC10	84	1.00
02/06	09	Instrumental Music - Band		AMC10	94	1.00
02/06	10	Canadian History		CHC20	85	1.00
02/06	10	Civics		CCV20	86	0.50
02/06	10	English		ENG20	86	1.00
02/06	10	Career Studies		CCS20	87	0.50
02/06	10	Mathematics		MEW20	86	1.00
02/06	10	Healthy Active Living Education		HAL20	85	1.00
02/06	10	Computer and Information Science		CIS20	84	1.00
04/06	11	World History to the 16th Century		WHW10	82	1.00
04/06	11	English		ENG10	88	1.00
04/06	11	World Religions: Beliefs and Daily		WRW10	86	1.00
04/06	11	Computer and Information Science		CIS10	91	1.00
04/06	11	Functions and Relations		FRF10	91	1.00
04/06	11	Healthy Active Living Education		HAL10	85	1.00
04/06	11	Chemistry		CHC10	85	1.00
04/06	11	Physics		PHY10	85	1.00
04/06	11	English		ENG10	89	1.00
04/06	11	Challenge and Change in Society		CCS10	94	1.00
04/06	11	Advanced Functions and Calculus		AFAC10	91	1.00
04/06	11	Geometry and Discrete Mathematics		GDMD10	85	1.00
04/06	11	Healthy Active Living Education		HAL10	93	1.00
04/06	11	Biology		BBI10	88	1.00
04/06	11	Chemistry		CHC10	88	1.00
04/06	11	Physics		PHY10	87	1.00
04/06	09	Bible - Old Testament Part 1		BBE11	84	0.50
SUMMARY OF CREDITS / TOTAL DES CRÉDITS						
Community Involvement / Service communautaire		Financial Secondary School Literacy Test / Test provincial de littératie financière		Specialized Program / Programmes spécialisés		
<input checked="" type="checkbox"/> Completed / Complété	<input type="checkbox"/> In Progress / En cours	<input checked="" type="checkbox"/> Completed in English / Complété en français	<input type="checkbox"/> In Progress / En cours	<input type="checkbox"/> N/A / N/A	<input type="checkbox"/> N/A / N/A	
Signature of Student / Signature de l'étudiant		Date of Issue / Date de délivrance		Signature of Teacher / Signature de l'enseignant		
		2007/07/14				

This certificate and memorandum of information are authorized under the Education Act, R.S.O. 1990, c. E.2, s. 269. The information on this certificate and memorandum is prepared and provided for the school. This is the official record of the student's educational history. The content provided requires the collection of information from the information in the principal of the school.

Le présent certificat et le mémorandum de renseignements sont autorisés en vertu de la Loi sur l'éducation, R.S.O. 1990, c. E.2, s. 269. L'information contenue sur ce certificat et le mémorandum de renseignements est préparée et fournie à l'école. Ce document constitue le dossier officiel de l'élève. Le contenu de ce document nécessite la collecte d'information de la part de l'enseignant de l'école. Ce document constitue le dossier officiel de l'élève. Pour tout renseignements au sujet de la collecte de ces données, veuillez vous adresser à la direction de l'école.

04-000 (07-1999)

## 8. University Full Academic Transcript

Notes:

- Official from the home University
- Full transcript contains every courses which have taken before

## 9. Statement Letter of Behavior

**SURAT PERNYATAAN  
STATEMENT LETTER**

Saya yang bertandatangan di bawah ini:  
*I, the undersigned,*

Nama : Rayf Kumar Dash.....  
*Name*  
 Tempat/Tgl. Lahir : Paris / 15 October 1995.....  
*Place & Date of Birth*  
 No. Paspor : NFJ78901..... berlaku s.d 27 - 07 - 2026  
*Passport number* *Expiration Date*  
 Fakultas/Jurusan : Faculty of Industrial Engineering / Mechanical Engineering .....  
*Faculty/Department*  
 Kewarganeraan : France .....  
*Nationality*  
 Alamat Email : ray1995@gmail.com .....  
*Email Address*  
 Alamat di Indonesia : Jl.Asrama Mahasiswa ITS, Surabaya  
*Residence Address in Indonesia*


Menyatakan bahwa selama saya studi program (Student Exchange) di Indonesia, saya:  
*Hereby agree on below regulations during my (Student Exchange) program in Indonesia:*

1. Akan mengikuti semua peraturan pemerintah Indonesia  
*Will comply with all regulations applied by Indonesian Government*
2. Tidak akan mengikuti pergerakan politik selama belajar di Indonesia  
*Will not involve in politics during my study in Indonesia*
3. Tidak akan bekerja selama belajar di Indonesia.  
*Will not be employed during my study in Indonesia*

Apabila saya melanggar hal – hal tersebut diatas, saya bersedia menerima sanksi yang sesuai dengan peraturan perundang – undangan yang berlaku di Indonesia.  
*I would take any consequences in accordance to the rules of Indonesian Government if I happen to violate the above regulations.*

Demikian surat pernyataan ini saya buat dengan sebenar benarnya dan tanpa paksaan dari pihak manapun.  
*This letter is made without any constraint.*

Hormat Saya, (DD-MMM-YYYY)  
 Sincerely yours, (07 - 07 - 2018)



( Rayf Kumar Dash )

Notes:

- Fill the blank section correctly
- Name is similar with full name in passport
- Do not change “Alamat di Indonesia”
- Insert the date
- Sign
- Fill the full name

**Why this form state that I am Student Exchange Program?**

This is the regulation of our institution.

## 10. Statement Letter of Funding

**SURAT PERNYATAAN  
STATEMENT LETTER**


Saya yang bertandatangan di bawah ini:  
*I, the undersigned,*

Nama : Rayf Kumar Dash.....  
*Name*  
 Tempat/Tgl. Lahir : Paris / 15 October 1995.....  
*Place & Date of Birth*  
 No. Paspor : NFJ78901..... berlaku s.d 27 - 07 - 2026  
*Passport number* *Expiration Date*  
 Fakultas/Jurusan : Faculty of Industrial Engineering / Mechanical Engineering .....  
*Faculty/Department*  
 Kewarganeraan : France .....  
*Nationality*  
 Alamat Email : ray1995@gmail.com .....  
*Email Address*  
 Alamat di Indonesia : Jl.Asrama Mahasiswa ITS, Surabaya  
*Residence Address in Indonesia*

Menyatakan bahwa, selama menempuh pendidikan di Indonesia, seluruh biaya pendidikan dan biaya hidup saya adalah tanggungan saya pribadi/keluarga. Saya bukan penerima beasiswa dari pemerintah atau donor lain.  
*Hereby declare that, during my study in Indonesia, I will cover the tuition fee and living costs with own finance. I am not a scholarship holder from any scholarship providers.*

Demikian surat pernyataan ini saya buat dengan sebenar – benarnya dan tanpa paksaan dari pihak manapun.  
*This letter is made without any constraint.*

Hormat Saya, (DD-MMM-YYYY)  
 Sincerely yours, (07 - 07 - 2018)



( Rayf Kumar Dash )

Notes:


- Fill the blank section correctly
  - Name is similar with full name in passport
  - Do not change “Alamat di Indonesia”
- Insert the date
- Sign
- Fill the full name

**How if I get scholarship from Mevlana /Erasmus+/other ? Do I need to fill this form as well?**

Yes, you do! Because Mevlana/Erasmus+ not Indonesia Government Scholarship

## 11. Curriculum Vitae (CV)

Example:



**MILAN CHUDOBA**  
Freelance Graphic Designer

I've been a graphic designer for 8 years. I was 20 when I fell in love with graphic design and this relationship still continues. My first design was a website for friend of mine. I was very satisfied with it and thought how brilliant and modern it was. When I look at it now, I can't believe that my hands made something like this. I've completely changed my style, now I try to make modern, creative, simple and timeless designs.

11.3.1985 (26)  
BIRTH

SLOVAK  
NATIONALITY

BE A BEST DESIGNER  
MY OBJECTIVE

SLOVAK (NATIVE), ENGLISH (INTERMEDIATE)  
LANGUAGE

**CONTACT**

+421 907 347 852  
MOBILE NUMBER

chudoba.milan@gmail.com  
EMAIL ADDRESS

www.kennymax.sk  
MY ONLINE PORTFOLIO

**EDUCATION**

2000 - 2004 **SPŠ IG TVRDOŠIN HIGH SCHOOL**  
ELECTRONICS

2005 - 2008 **ŽILINSKÁ UNIVERZITA V ŽILINE**  
INFORMATICS

2008 - 2011 **ŽILINSKÁ UNIVERZITA V ŽILINE**  
COMPUTER ENGINEERING

**WORK EXPERIENCE**

2005 - present **kennymax.sk**  
**Freelance designer**  
Website: Zpravy.sk, SPŠ s.r.o., Topolník Spoločnosť s.r.o., Proje Bratislava, G4H, Fluor, Separating, Omega, VIB University of Žilina & many more...

2009 - 2010 **MB Entertainment**  
**Graphic webdesigner**  
Orange Slovakia, Ogilvy & Mather, ak, Chudoba.sk, Sme.sk, Mladá, Mladá, roznepportal.sk

**SKILLS**

3D Studio Max

Adobe Photoshop

Adobe Illustrator

Adobe InDesign

Photography

Creativity

TRAVELLING CHELSEA FC  
**WEBDESIGN**  
READING PRINT DESIGN  
PHOTOGRAPHY BASKETBALL  
TYPOGRAPHY  
MAC OS FRIENDS  
COLOURS CLEAN ILLUSTRATION



**Tyler Vader**

**Personal information**

10 Manchester street N21, Madison, WI 53703  
1999/ 999-9999

Tyler Vader  
www.kickresume.com/cv/tyler  
hello@kickresume.com

**Profile**

Hardworking business-management graduate with proven leadership, organisational, and product-development skills seeking to apply my abilities to the position of [position] at [company name]

**Experience**

09/2013 - present **Associate Sourcing Manager**  
Londr End, Dodgeville

- Manage the product-development process, from concept through introduction to market, ensuring design intention, merchant pricing and assortment strategies are achieved
- Primary interface for design group, merchandising and vendors through all stages in the product-development cycle (concept to customer)
- Responsible for overall costing of each component of the product so as to attain year-on-year increase in gross profit
- Negotiate pricing, quantity and lead-time delivery terms for key product inputs from factories, producers and suppliers
- Verify that data documented within internal software systems is entered accurately and in a timely manner by team members
- Designed reporting format, leveraging multiple database systems, to streamline data used by members of global product team

10/2007 - 01/2013 **Rental Office Assistant Manager**  
Concours Motors, Milwaukee, WI

- Responsible for logistic management of a multi-site 70+ car rental fleet
- Developed understanding of customer service and relations

**Education**

07/2013 **Supply Chain and Operations Management**  
University of Wisconsin - Milwaukee

- Study abroad - Australia
- Dean's List

**Achievements**

- Manage category driving over \$40 million annually
- Lead costing negotiations to increase gross margin by 15% on key products
- Excellent reporting and presentation skills
- Highly proficient with MS Excel, MS Access, PLM (product lifecycle management) software
- Completed course work in ERP software implementation

**Interests**

Technology Sciences Literature Film Camping Hiking Tennis Woodworking



**Europass Curriculum Vitae**

**Personal information**

First name(s) / Surname(s) **Jasmin Jasarevic**

Address **Rizalja Strelka 15  
76100 Brčko (Bosnia and Herzegovina)**

Telephone(s) **+387 65 758 591**

Fax(es) **+387 49 217 695**

E-mail(s) **jasarevic@gmail.com**

Nationality **Bosnian-Herzegovinian**

Date of birth **05/12/1976**

**Work experience**

Dates **01/11/2008 ->**

Occupation or position held **General manager**

Main activities and responsibilities **Staff management (7 full time) & budget management for entire project, Establishing contacts with municipalities and other NGO's, Trainings for staff and volunteers, Support students and volunteers, Fundraising, Administrative coordination of USAID funded project Youth building futures in Brčko district BH**

Name and address of employer **PRONI Center for youth development  
Bozne Srebrene 16, 76100 Brčko (Bosnia and Herzegovina)**

Type of business or sector **Non profit - NGO**

Dates **01/10/2002 - 31/10/2008**

Occupation or position held **Youth club manager**

Main activities and responsibilities **Opening and development of Youth clubs in Brčko District and Bijeljina area, Supervise and support youth workers (9 full time) and volunteers, Establishing contacts with municipalities and other NGO's, Financial management of Youth work budget and volunteers budget, Trainings for staff and volunteers, Support students 'A' & 'B' level practical placement in Youth clubs**

Name and address of employer **PRONI Center for youth development  
Bozne Srebrene 16, 76100 Brčko (Bosnia and Herzegovina)**

Type of business or sector **Non profit - NGO**

Dates **01/01/2002 - 30/09/2002**

Occupation or position held **Senior Youth worker**

Main activities and responsibilities **Supervise students & youth workers practical placements, Organize and run youth work indoor and outdoor, activities**

Name and address of employer **PRONI Center for youth development  
Bozne Srebrene 16, 76100 Brčko (Bosnia and Herzegovina)**

Type of business or sector **Non profit - NGO**

Dates **01/03/2001 - 31/12/2001**

Occupation or position held **Mine awareness project coordinator**

Main activities and responsibilities **Coordinate and support PRONI Mine awareness group to achieve their aims & objectives, Organize Mine awareness presentations, Develop links with other local and international NGO's and GO's, Chair and organize Mine awareness meetings, Creating Mine awareness manual, posters, brochures, and other PR staff, Fundraising**

Name and address of employer **PRONI Center for youth development  
Bozne Srebrene 16, 76100 Brčko (Bosnia and Herzegovina)**

Type of business or sector **Non profit - NGO**

Dates **01/01/2000 - 31/12/2001**

## 12. Study Plan / Internship Plan

Must contain:

- Minimum 300 words
- Educational background and interest
- Elaborate your educational/reasearch plan during the program

## 13. Motivation Letter

Must contain:

- Minimum 300 words
- Detailing the applicant's interest to have the program at ITS

## 14. English Proficiency Certificate

### For Bahasa Indonesia Program

- ❖ The applicant has to pass an internal Indonesian language tests (written and oral) organized by ITS's Center for Language and Culture

### For English Program

Minimum score:

- TOEFL IBT 64 / IELTS 5.5 / TOEFL ITP 500 / TOEIC: 700

- ❖ It could be replaced by statement letter by University/School principle which stating that English is used as the medium of instruction.



Vlissingen, 21 November 2017

To whom it may concern

This is to confirm that [REDACTED], date of birth [REDACTED], is a bona fide third year student in the Delta Management- programme at HZ University of Applied Sciences, Vlissingen, the Netherlands.

[REDACTED] has studied the Delta Management-programme in the Netherlands for 2,5 years and has proved to be very successful. The Delta Management-programme is taught in English.

He has a fine personality and is helpful and cooperative, works very hard and with good results.

His current level of English is: C1.

Yours faithfully,

[REDACTED]



## 15. Recommendation Letter from Home University/High School

Example:

 <p><b>Hanze Hogeschool Groningen</b> University of Applied Sciences</p> <p>Postbus 3037 9701 DA Groningen</p> <p>To Universitas Teknologi Sepuluh Nopember Kampus ITS Surabaya</p> <p><i>Subject:</i> Recommendation</p> <p>Dear Sir/Madame,</p> <p>With this I want to recommend Mr. [REDACTED] for attending a study period at Universitas Institut Teknologi Sepuluh Nopember in Surabaya, Indonesia. The subjects our student intends to take contribute highly to the study program at his home university in the Netherlands. Beside that I highly value the international experience he will gain in your country.</p> <p>Yours sincerely, [REDACTED]</p> <p>Hanze University of applied sciences Groningen, PO box 3037 Zernikeplein 11 9701 DA Groningen 9747 AS Groningen</p>	<p><b>School of Architecture, Built environment &amp; Civil engineering.</b></p> <p><i>Visiting address</i> Zernikeplein 11, Groningen Telefoon +31 50 5954893 Fax +31 50 5954999</p> <p><a href="http://www.hanze.nl">www.hanze.nl</a></p> <p>Date 9 October 2018</p> <p> Hanze University Groningen School of Architecture, Built Environment and Civil Engineering P.O. Box 3037, 9701 DA Groningen Phone: +31 (0)30 - 595 48 00</p>
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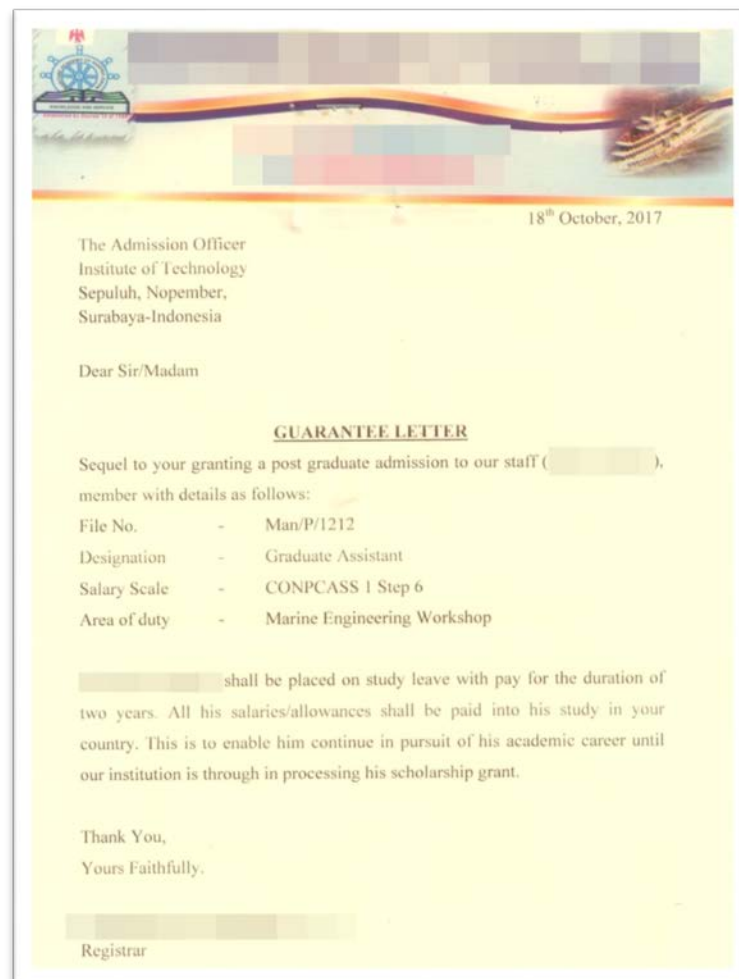
 <p><b>King Mongkut's University of Technology Thonburi</b></p> <p>Our Ref. MOE-5801/8918</p> <p>October 10<sup>th</sup>, 2018</p> <p>Dr. Maria Anityasari, S.T., M.E., Director of International Office, Institut Teknologi Sepuluh Nopember (ITS), International Office of ITS, Rectorate Building 1st Floor, Campus ITS Sukolilo, Surabaya 60111, Indonesia.</p> <p>Dear Dr. Maria Anityasari,</p> <p>Subject: Nomination of student exchange program at Institut Teknologi Sepuluh Nopember (ITS), Indonesia</p> <p>With reference to the Agreement on Academic Cooperation between KMUTT and Institut Teknologi Sepuluh Nopember (ITS), we would like to nominate Mr. [REDACTED] a Bachelor's Degree student from School of Information Technology to participate an exchange program in the spring semester (February – June 2019)</p> <p>The complete application form and related document are enclosed herewith.</p> <p>Your kind consideration on the application is highly appreciated.</p> <p>Yours sincerely, [REDACTED]</p> <p> Acting for Vice President for Internationalisation</p>	<p>126 Pracha Uthit Rd., Bang Mod, Thung Khru, Bangkok 10140, Thailand</p> <p>Phone +66 2470 8000 Fax +66 2427 9860 <a href="http://www.kmutt.ac.th">http://www.kmutt.ac.th</a></p>
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## 16. Letter of Funding Sponsorship

Must Contain:

- ✓ Made by guarantor (parent/corporation/institution/scholarship)
- ✓ Stating about duration of sponsorship and amount of guarantee
- ✓ Enclosed with official Salary Slip

Example:



## 17. PhD's research proposal & PhD's supervisor acceptance

Before the admission process, you must contact the Professor from respected department at ITS to get the sponsorship of your admission. You can check contact of the Professor on <https://www.its.ac.id/>.

# THANK YOU!

Should you still have any query, please do not hesitate to let IO know!

[intladmission@its.ac.id](mailto:intladmission@its.ac.id)