



# **Guide Book For Prospective Students**



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## Information Sheet

General Information	
Name of Institution	Institut Teknologi Sepuluh Nopember
Exchange Office	ITS International Office
Mailing Address	ITS International Office 1 <sup>st</sup> Floor, ITS Rectorate Building Institut Teknologi Sepuluh Nopember Jl. Raya ITS, Sukolilo, Surabaya Indonesia, 60111
Telephone / Fax Number	+62-31-5923411
Website	<a href="http://www.its.ac.id">www.its.ac.id</a>
Contact Person	
International Student Admission	<b>Ms. Bilqis Oktaviani Putri</b> Manager for International Mobility and Immigration Matters Email: <a href="mailto:intladmission@its.ac.id">intladmission@its.ac.id</a>
Hospitality Division	<b>Ms. Debora Marsaulina</b> Manager for International Hospitality (include Accommodation Services) Email: <a href="mailto:iss@its.ac.id">iss@its.ac.id</a>
Official Email Address	<a href="mailto:international@its.ac.id">international@its.ac.id</a>
Academic & Exchange Related Information	
Fall Semester 2019	
Application Deadline	<b>15 April 2019</b>
Announcement	<b>15 May 2019</b>
Courses Registration	<b>19 – 23 August 2019</b>
Academic Period	<b>26 August – 13 December 2019</b>  <i>Full Degree Calendar:</i> New Student Ceremony: 13 August 2019 Under graduate Orientation: 14 – 23 August 2019 Post graduate Orientation: 22 - 23 August 2019
Spring Semester 2020	
Application Deadline	<b>15 October 2019</b>
Announcement	<b>15 November 2019</b>
Courses Registration	<b>27 – 31 January 2020</b>
Academic Period	<b>3 February – 22 May 2020</b>
Internship	
Application Deadline	<b>3 months before the proposed date</b>
Duration	<b>1 until 6 months</b>

Others																																	
Application Procedures	<b>Full Degree:</b> <a href="http://international.its.ac.id/admission/">http://international.its.ac.id/admission/</a> <b>Exchange &amp; Internship:</b> <a href="http://io.its.ac.id/non-degree/">http://io.its.ac.id/non-degree/</a>																																
Courses Available for Exchange Students	<a href="http://io.its.ac.id/undergraduate-and-graduate-programs/">http://io.its.ac.id/undergraduate-and-graduate-programs/</a>																																
Restricted Courses	Exchange students could only take courses maximum from 3 departements during the program																																
GPA Requirement / Language	<b>GPA:</b> 2.75 (out of 4.00) <b>Language:</b> TOEFL IBT: 64 / IELTS: 5.5 / TOEFL PBT: 510 (not more than 2 years). For applicants from an English learning, a statement letter from the school/university principle is needed.																																
Course Load / Required Credits	<b>Bachelor:</b> Maximum 21 SKS <b>Master &amp; Doctor:</b> Maximum 15 SKS  SKS is referred to Indonesia credits system. 1 SKS = 36 study hours/semester. About the credit equivalence between SKS (Indonesia credits) and ECTS (European Credits System), it can be calculated through the formula: <b>1 SKS = 1.7 ECTS</b>																																
Language of Instruction	English																																
Courses Registration	Course registration is done during the courses registration period. Student still could change the courses before the last day of the 3 <sup>rd</sup> week.																																
Rule	Student is allowed to absent from the class maximum 3 times/course. More than it, student would be given <b>E</b> .																																
Grading System	ITS follows the GPA Grading System as follow: <table><tr><th>Grade</th><th>Mark</th><th>Point</th><th>Explanation</th></tr><tr><td>A</td><td>86 – 100</td><td>4.0</td><td>Excellent</td></tr><tr><td>AB</td><td>76 – 85</td><td>3.5</td><td>Very Good</td></tr><tr><td>B</td><td>66 – 75</td><td>3.0</td><td>Good</td></tr><tr><td>BC</td><td>61 – 65</td><td>2.5</td><td>Sufficient</td></tr><tr><td>C</td><td>56 – 60</td><td>2.0</td><td>Fair</td></tr><tr><td>D</td><td>41 – 55</td><td>2.0</td><td>Poor</td></tr><tr><td>E</td><td>0 - 40</td><td>0.0</td><td>Very Poor</td></tr></table>	Grade	Mark	Point	Explanation	A	86 – 100	4.0	Excellent	AB	76 – 85	3.5	Very Good	B	66 – 75	3.0	Good	BC	61 – 65	2.5	Sufficient	C	56 – 60	2.0	Fair	D	41 – 55	2.0	Poor	E	0 - 40	0.0	Very Poor
Grade	Mark	Point	Explanation																														
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B	66 – 75	3.0	Good																														
BC	61 – 65	2.5	Sufficient																														
C	56 – 60	2.0	Fair																														
D	41 – 55	2.0	Poor																														
E	0 - 40	0.0	Very Poor																														
Tuition Fees	Deadlines for paying tuition fees are before the Courses Registration / FRS ( <i>Formulir Rencana Studi</i> ) week. Please make sure that you pay your tuition fee before the above deadline and if you don't you won't be able to register any classes for the following semester.  <b>Full Degree:</b> Bachelor : IDR 15.000.000/ semester Master : IDR 20.000.000/ semester Doctor : IDR 25.000.000/ semester <b>Exchange &amp; Internship:</b> The tuition fee is waived for the 1 <sup>st</sup> semester, but student must pay the tuition fee for the 2 <sup>nd</sup> semester as stated above.																																



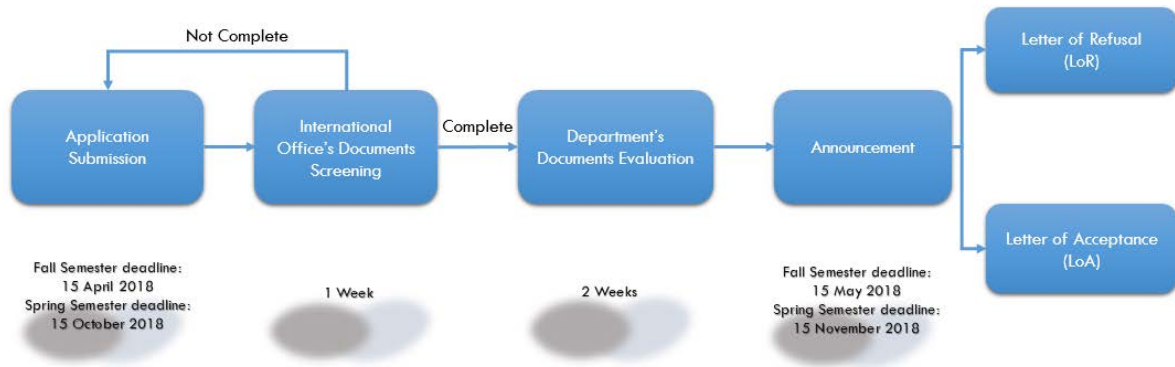
Facilities & services Available	
Facilities Available	<ul style="list-style-type: none"> <li>- Libraries</li> <li>- Sport Facilities</li> <li>- Cafeterias</li> <li>- Bike Rental (Deposit is required: IDR 500.000)</li> <li>- Banks</li> <li>- Post Office</li> <li>- Medical Center</li> </ul>
Services	<ul style="list-style-type: none"> <li>- Arrival Pick-up Service</li> <li>- Orientation</li> <li>- Assistance on Securing On-Campus Accommodation</li> <li>- Student Visa Application</li> <li>- Assistance on Course Registration</li> <li>- Buddy</li> </ul>
Arrival & Orientation Program	
Suggested Date of Arrival	<b>Fall Semester 2019</b> 14 - 19 August 2019 <b>Spring Semester 2020</b> 27 – 31 January 2020
Monitoring System	Every exchange student will be assigned with an academic advisor who will provide academic guidance and supervision. A buddy will be appointed to assist an exchange student with campus life and life in Indonesia.
Administration and Immigration Fee (paid to ITS before the departure)	
New Student	\$150
KITAS Extension Administration Fee	\$ 30
Approximate Living Expenses	
Food/Meals	IDR 30.000 – IDR 90.000 / day
Mobile Phone	IDR 50.000 – IDR 200.000 / month
Local Transportation	<b>Online Transportation (Gojek or Grab):</b> <b>Motorbike</b> IDR 5.000 – IDR 75.000/one way (approximately) <b>Car</b> IDR 15.000 – IDR 150.000/one way (approximately) <b>Taxi</b> IDR 100.000 – IDR 250.000/one way (approximately)  <b>Public Transportation</b> <b>Bus</b> IDR 5.000 – IDR 45.000/one way (approximately)
Emergency Matter (Hospitalization)	Minimum IDR 1.500.000
Personal Expenses	IDR 800.000 – IDR 3.000.000
Accommodation	
On-campus	<b>International Student Dormitory</b> IDR 750.000 – 1.700.000 / month / person <b>Local Student Dormitory</b> IDR 375.000 – 500.000 / month / person <b>Guest House</b> IDR 180.000 – 500.000 / day / room

Off-campus Apartment	Exchange student may opt to rent private apartments off-campus; located within 3 to 5 km radius from ITS, as follow, Educity Apartment, Puncak Kertajaya Apartment, and Cosmopolis Apartment.  Fee: 3.200.000 – 8.500.000 / month / room
Visa & Insurance	
Visa	All International students who wish to study for 2 – 6 months and more at ITS must apply for a Student Visa (VITAS 316), and for less than 60 days staying program must apply Social Vis (VKSB 211A).  Visa application in Indonesia Embassy is required <b>Visa Authorization Letter</b> from Indonesia Ministry, the letter must be applied three (3) months prior the arrival. ITS International Office will help students to apply for the Visa Authorization Letter after we received transferred Administration and Immigration Fee. Any information will be updated by email.
Visa extension and conversion fee in Indonesia	<b>VKSB 211A</b> IDR 355.000 for 30 days extension  <b>VITAS 316</b> IDR 1.305.000 for 6 months IDR 2.055.000 for 1 year IDR 3.455.000 for 2 years
Insurance	The student is <b>COMPULSORY</b> to purchase health insurance which covers personal accident, inpatient treatment, repatriation, death and any other additional terms which necessarily while in Indonesia.
Dependents	All incoming students under ITS Inbound Mobility Program are not allowed to bring in your dependent to Indonesia. ITS will only process visa application for student who registered in ITS and not the dependents.
<b>Students from Calling Visa country</b> (Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan)	
Application Deadline	<b>Fall Semester 2019</b> 15 February 2019 <b>Spring Semester 2020</b> 15 August 2020
Administration and Immigration Fee	Plus \$15 for all Administration and Immigration Fee

## Application Submission

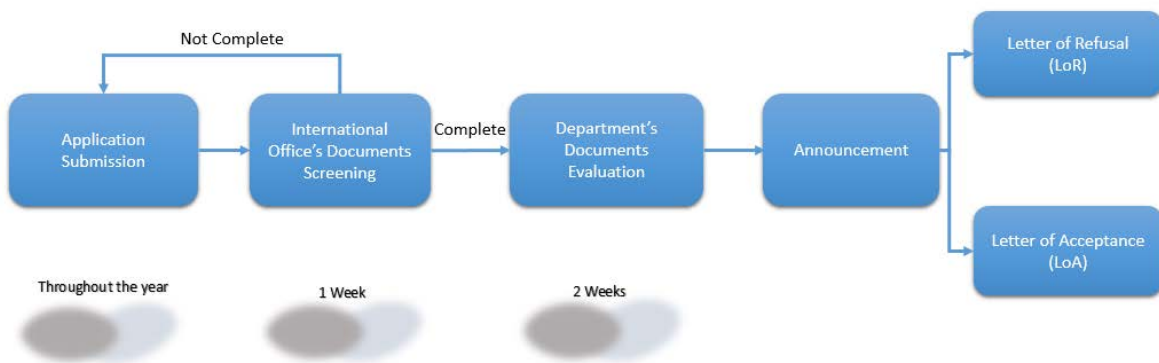
### Exchange and Full Degree Program

#### Flow of Application



### Internship Program

#### Flow of Application



## Documents Application

### 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	-	-	√
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



## 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

## Administration and Immigration Fee

After get the Letter of Acceptance (LoA), the student need to pay:

Subject	Visa VKSB 211A	Visa VITAS 316
Exchange / Internship	\$ 150	\$ 150
Full Degree		
Extra Fee (Only for Calling Visa Country**)	\$ 15	

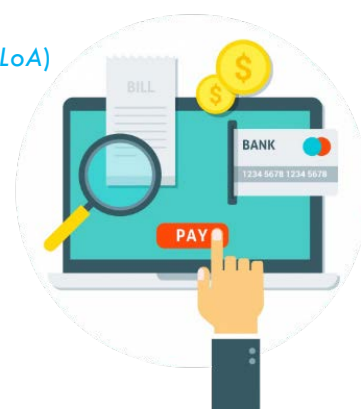
Note: Fee is only applied for administration process of the extension.

\*\*\*) Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Pakistan

Payment is paid to the appointed bank account (*will be informed on the LoA*)

Administration and Immigration Fee will be applied to cover :

1. Study Permit Letter
2. Residential Letter
3. Police Notification Letter
4. Photo printing
5. Stamp duties
6. Administration of immigration arrangement for activities such as document registration, mailing, transportation of immigration division.
7. Airport pick-up service
8. City Tour, cultural trip, and other student activities.



Notes:

The registration fee **excludes** the monthly fee of visa extension, fee of visa conversion, and yearly fee of KITAS extension and local transport cost to go to Immigration Office.

Once the immigration and administration fee has been paid, please send the colored scan of transfer receipt to ITS International Office admission ([intladmission@its.ac.id](mailto:intladmission@its.ac.id)) and keep the original copy with you.

If ITS IO receive **less than** \$ 150 in our bank account, then you need to pay the remaining amount after you arrive in Indonesia. Despite, you have already paid \$ 150 to the Bank, we will just refer to the total amount which successfully transferred to ITS bank account



## Student Self Expense for Visa

Visa Type	Extension	Conversion
VKSB	IDR 355.000 / month (maximum 4 times)	-
VKSB to KITAS	IDR 2.055.000 for 1 year	IDR 2.055.000 for 1 year
	IDR 3.405.000 for 2 year	IDR 3.405.000 for 2 year
VITAS to KITAS	IDR 1.305.000 for 6 months	IDR 1.305.000 for 6 months
	IDR 2.055.000 for 1 year	IDR 2.055.000 for 1 year
	IDR 3.405.000 for 2 year	IDR 3.405.000 for 2 year

Kitas Extension Administration Fee is \$ 30/ year (Full Degree) or / semester (Non Degree) and paid to International Office before the extension process.

## Types of Visa

Period of Stay	VITAS 316	VKSB 211	Visa on Arrival (VoA)
> 60 Days	√	√ (Not recommended)	-
< 60 Days	-	√	(Not recommended)
< 2 Weeks	-	√	√

### VITAS 316

VITAS 316 is students visa or study purpose visa, Indonesia government is determined VITAS type 316 (Student Visa) as the most recommended visa for Exchange (include laboratory activities) and Full Degree student. This limited stay visa is valid for 30 days after your arrival in Indonesia and you need to convert it as soon as possible to 6 months, or 1 year, or 2 years Multiple Exit and Re-Entry Visa.

If the student want to take this kind of visa, student needs to submit every documents requirements on time to the deadline. If there are some incomplete documents, regretfully the student only could take VKSB 211A or postpone the departure flight. The reason is because VITAS 316 is require Study Permit from Ministry of Research, Technology and Higher Education, which could be issued after 1 months process.




Issued visa typed correctly


The "Annotation" is ITS / Institut Teknologi Sepuluh Nopember

Visa Number: V6C450150

Period of the visa: 5 MONTH(S)

You can only use the visa to enter Indonesia until 3 months after it's issued

### Why vitas 316 need to be converted to kitas before 30 days of arrival?


VITAS 316 is 30 days single entry visa. VITAS 316 is just a  multiple entry (KITAS). KITAS is the true multiple entry visa. If you don't convert it, then it will be expired after 30 days. If you buy VITAS 316 for 6 month you can only convert it to 6 month KITAS and so on.



## VKSB 211-A

VKSB (*Visa Kunjungan Sosial Budaya – Social/Cultural Visit Visa*) – a visa for those coming to Indonesia for a short-term stays, not as tourists and not for business. This single entry visit visa is valid for 30 – 60 days after your arrival in Indonesia. During your program at ITS, the maximum visa (VKSB) extension would be 4 times. So if you take 60 days VKSB and extend it 4 times you will get 6 months single entry visa. Due to that reason, we strongly recommend you to process a VKSB which valid for 60 days.

VKSB 211 also could be converted to Multiple Exit and Re-Entry Visa. But only for 1 year and 2 years conversion, not for 6 months conversion. If you are Exchange/Internship Students with 3-6 months study permit in LoA, you need to pay 1 year visa conversion but could only have 3-6 months Multiple Exit and Re-Entry Visa stay permit, exactly the same with the period which stating in your LoA. If the Embassy in your country prohibit VKSB 211A to be taken for study purpose, then you could only make VITAS 316 (or make the visa in Singapore or Malaysia before your coming to Indonesia).



Issued visa typed correctly

The "Annotation" is ITS / Institut Teknologi Sepuluh Nopember

Visa Number

Period of the visa  
You can only use the visa to enter Indonesia until 3 months after it's issued

## Visa on Arrival (VoA)

Visa on Arrival (VoA) is valid for 30 days, it's calculated from the first day of your arrival in Indonesia and extendable at the Immigration Offices in Indonesia for 1 (one) time only to have another stay of 30 (thirty) days. We would never recommend you to use the VoA which is only intended for those who are visiting Indonesia as tourists, NOT for those intending to live for an extended period of time because this kind of visa is only could be extended 1 times (30 days). One of VoA purposes is Short Course (Short courses: sometimes referred to as CPD programmes) are defined at Brookes as courses leading to the award of less than 60 academic credits.

We will not give any responsibility if you take this visa during your program, and highly recommend you to make VKSB 211A in Singapore if you can not make any visa in your country.



Date of Arrival



## General Visa Requirements

- VITAS 316 : Passport's expiry date must be more than 22 months after the program application.
- VKSB B211A: Passport's expiry date must be more than 12 months after the program application.
- Passport's HD scan of:

**Biodata Page**

and

**Cover Page**



Action	VKSB B211A	VITAS 316	VoA
Expiry Date	60 days after arrival	30 days after arrival	30 days after arrival
Visa Type	Single Entry (Extendable or Convertable to Multiple Entry)	Single Entry (Convertible to Multiple Entry)	Single Entry (Extendable once)
TELEX* Requirement	Based on Embassy	Yes	-
More Effort	Post Departure	Pre Departure	-
Self expenses			
In Indonesia Embassy Visa Fee	± 35 (Embassy might be charge different fee)	± 55 (convertable to 6 month) ± 105 (convertable to 1 year) ± 180 (convertable to 2 year)	-
At the Airport	-	-	± 35
Extension Fee	IDR 355.000 x 4 times	-	IDR 355.000
Duration of Extension	2-3 weeks	-	2 weeks
Conversion to KITAS in Indonesia	-	IDR 1.305.000 for 6 months	-
	IDR 2.055.000 for 1 year	IDR 2.055.000 for 1 year	-
	IDR 3.405.000 for 2 year	IDR 3.405.000 for 2 year	-
Duration of Conversion	1.5 – 2 months	2-3 weeks	-

(\*) **TELEX:** Approval Letter from the Directorate General of Immigration in Jakarta. Only the sponsor who could arrange and send this TELEX to the students

## IMPORTANT NOTES

- Every Indonesia Embassy run different charge and regulations standart
- Every Indonesia Embassy need a different amount of time to issued the visa

Example:

- in France, VITAS 316 will be issued after 15 days (national holiday and weekend is not include)
- In Denmark, VITAS 316 will be issued within 1 day
- In France, VKSB couldn't be taken for study purpose
- In Netherland, VKSB could be issued for study purpose
  - In Netherland, VKSB requires TELEX / Approval Letter from the Directorate General of Immigration in Jakarta
  - In Singapore, VKSB doesn't need TELEX / Approval Letter from the Directorate General of Immigration in Jakarta

Note: Subject to Change

- Every applicants need to get more proactive to the visa requirements

Example:

- Information of Visa's documents requirements;
- Information of the time needed on visa process, etc

## Visa Time Table

TELEX REQUIRED

ANNOUNCEMENT of THE ACCEPTANCE

15 NOVEMBER  
15 MAY



1

2



STUDY PERMIT ARRANGEMENT

1 MONTHS

VISA ARRANGEMENT by ITS IO

5-10 DAYS  
On December  
On June



3

4

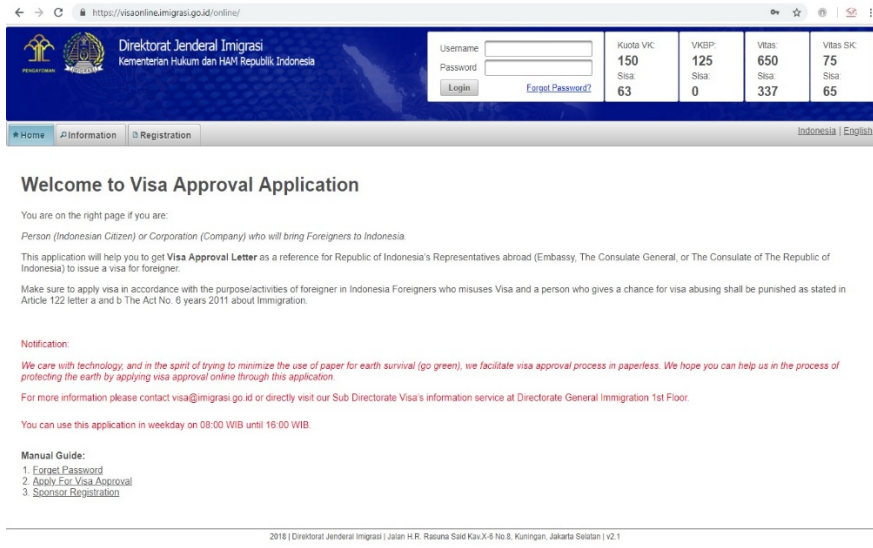


VISA ARRANGEMENT by STUDENTS

1-18 DAYS

## TELEX VISA ARRANGEMENT by ITS IO

### 1. VISA ONLINE APPLICATION



The screenshot shows the 'Direktorat Jenderal Imigrasi' website. It includes a login section with fields for Username and Password, and a 'Forgot Password?' link. A table displays visa quotas: Kuota VK (150), VKBP (125), Vitas (650), and Vitas SK (75). Below the table, there are links for Home, Information, and Registration. A 'Welcome to Visa Approval Application' message follows, explaining the purpose of the application and providing contact information for further assistance.

Output of this online visa application is **TELEX / Approval Letter from the Directorate General of Immigration in Jakarta**. That letter is one of the requirement of VKSB (in some countries) and VITAS 316 (in every country). It will be issued by the Head Office of Immigration in Jakarta, Indonesia.

#### Notes:

- Only sponsor who can apply, in this case is ITS
- It will take plus minus 5 days (national holiday and weekend is not include).
- System could reject the application if your scan of passport / round flight itinerary ticket (**only for VKSB**) are not in high definition and scan version (please kindly refer to passport requirements before).
- We will send the "Immigration Authorization Letter" or TELEX after application is accepted.

#### What ITS IO need from the student? Pay Administration and Immigration Fee

- Because, ITS need to pay IDR 100.000 before get the **TELEX**, ITS will not process your **TELEX** if you have not sent it.



KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA  
REPUBLIK INDONESIA  
**DIREKTORAT JENDERAL IMIGRASI**  
JL. H.R. RASUNA SAID KAV X-6 NO.8  
JAKARTA SELATAN



#### BUKTI PENGANTAR PEMBAYARAN

KODE BILLING: [Barcode]



Tanggal Cetak : 31 JULI 2018  
Nama Pemohon : [Redacted]  
Jenis Permohonan : PERSETUJUAN VISA KUNJUNGAN  
Untuk Pembayaran : KAWAT PERSETUJUAN VISA KE PERWAKILAN REPUBLIK INDONESIA DI LUAR NEGERI Rp 100.000.00  
**TOTAL** Rp 100.000.00

## 2. Make the Confirmation on <http://bit.ly/ITSvisaconfirmation>

A	B	C	D	E	F	G	H	I
NO	Name	City of Indonesia Embassy (which will be the place to arrange your visa)	Country	Study Permit (Only "Ready" who could take VITAS 316)	VITAS 316	VKSB 211	VKSB Telex	Flight Itinerary (Only for VKSB Online Application who need to submit)
example	Bilqis Oktaviani Putri	Ankara	Turkey	V	V	-	-	-

### Notes:

- Once you confirm the City of Indonesia Embassy, you can not change it, because the online application only register your name in the specific Embassy.
- If you are in overseas country for a very long period because you are on vacation or exchange program, you can make the visa there if you doesn't have enough time to do it in your home country.
- If you change the city or the visa type or both, ITS need to start 5 days process from the beginning. So make sure that you will not change it.
- "Ready" in Study Permit means that your Study Permit is issued and you could take vitas 316.
- "VKSB Telex" means that whether the Embassy ask for Immigration Authorization Letter / TELEX or not. So you need to independently ask to the Embassy / observe to the Embassy website about this.
- You need to submit flight itinerary (not booked flight ticket) to ITS if you choose VKSB and it needs TELEX.

## 3. Once ITS get the TELEX, IO will send it to you through email.

Bring this TELEX along with all of other requirements to the Embassy (you need to check the other requirements on the website of the Embassy).

You can not make the visa in other city and other type of visa aside from what stated in the TELEX



KEMENTERIAN HUKUM DAN HAM RI  
DIREKTORAT JENDERAL IMIGRASI  
Jl. HR. Rasuna Said Kav. X-6/8  
Jakarta Selatan 12940

Jakarta, 01 Agustus 2018

Yth,  
INSTITUT TEKNOLOGI SEPULUH NOPEMBER SURABAYA  
KAMPUS ITS SUKOLILO SURABAYA  
Alamat email : tri.its.io@gmail.com

Hal : **PEMBERITAHUAN PERSETUJUAN VISA**

Sehubungan dengan permohonan saudara nomor 3322001208808637 untuk mendaftarkan warga negara asing dengan data sebagai berikut:

NO	NAMA & NO PENGUSAHAAN	JENIS KELAMIN & TGL, BLN & THN LAHIR	KEBANGSAAN & NO PASPOR	LAMA TINGGAL & NIORA
1	IMI.2.GR.01.06.03.1876FS.316	Pria	FRA	5 bulan IM2SCA16775

Maka dengan ini kami beritahukan bahwa permohonan saudara dimaksud telah dikabulkan dengan penguasaan Direktur Jenderal Imigrasi, kepada:

City of the Embassy you could process

Visa type you could process

Perwakilan R.I di : **PARIS**  
Jenis persetujuan visa : **PERBATAS**  
Indeks : **C316**

Demikian, agar maklum.



### Informasi:

- Persetujuan Ini Berlaku Selama 60 (enam puluh) hari.



## Visa Time Table

**NON-TELEX REQUIRED**

**ANNOUNCEMENT of THE ACCEPTANCE**

15 NOVEMBER  
15 MAY



**1**

**2**



**VISA SPONSORSHIP LETTER**

1 WEEK AFTER CONFIRMATION

**VISA ARRANGEMENT by STUDENTS**

1-18 DAYS



**3**

## VISA ARRANGEMENT by ITS IO

VKSB 211 A (not require a TELEX)

Make the Confirmation on <http://bit.ly/ITSvisaconfirmation>

A	B	C	D	E	F	G	H	I
NO	Name	City of Indonesia Embassy (which will be the place to arrange your visa)	Country	Study Permit (Only "Ready" who could take VITAS 316)	VITAS 316	VKSB 211	VKSB Telex	Flight Itinerary (Only for VKSB Online Application who need to submit)
example	Bilqis Oktaviani Putri	Ankara	Turkey	V	V	-	-	-

Notes:

- Make sure that the Embassy is allow VKSB 211 A for study purpose.
- Make sure that VKSB 211A doesn't required **TELEX / Approval Letter from the Directorate General of Immigration in Jakarta.**
- If the Embassy doesn't require TELEX, give a check in "VKSB 211" coloumn and give "-" in "VKSB TELEX" and "Flight Itinerary" coloumn.

### Receiving VKSB 211 A Sponsorship Letter from ITS IO



Notes:

Once student confirms that will take VKSB 211 A, and the Embassy doesn't require TELEX, ITS IO will make visa sponsorship letter.

Student can bring this letter along with LoA and other requirements (please kindly check the requirements independently)

Time which would be needed for issuing this type of visa might be different based on each Indonesia Embassy regulation.

# 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)