



# FACT SHEET FOR STUDENT EXCHANGE AND FEE-PAYING STUDY ABROAD PROGRAM



UNIVERSITAS  
INDONESIA

*Veritas, Probitas, Iustitia*

Incoming Students  
Academic Year  
2025–2026





# General Information

## Universitas Indonesia

### Rector:

Prof. Dr. Ir. Heri Hermansyah,  
S.T., M.Eng., IPU.

### Directorate for Internationalization of Education

### Director:

Fadhilah Muslim,  
S.T., M.Sc., Ph.D., DIC.

Universitas Indonesia's website:



Universitas Indonesia Video Profile



Directorate's website:



Programs Information



### Office Address:

Rektorat Building 1st Floor  
Universitas Indonesia,  
Depok Campus,  
Indonesia 16424  
Tel/ Fax. +62-2178880139

### Contact Persons:

#### Inbound:

Ms. Astrid Melanonia  
Mr. Didi Soleman  
Email: [inbound@ui.ac.id](mailto:inbound@ui.ac.id)

#### Outbound:

Ms. Rania Suhha  
Ms. Ninez Dwiandra  
Email: [outbound@ui.ac.id](mailto:outbound@ui.ac.id)

# Nomination and Application

## For Semester 1 Intake

(Fall/Odd: August – December)

- **University Nomination Deadlines**  
15 March 2025
- **Student Application Deadlines**  
30 March 2025

## For Semester 2 Intake

(Spring/Even: February – June)

- **University Nomination Deadlines**  
15 October 2025
- **Student Application Deadlines**  
30 October 2025



# Student Eligibility

- At least on 2nd semester by the time of application to UI
- Be nominated by the exchange office of home university (International Office or equivalent)
- Show strong academic records
- Meet the language requirements of the offered courses
  - English proficiency for students who are planning to enroll in English taught classes (International Class) at UI.
  - Bahasa Indonesia proficiency for students who are planning to enroll in Indonesian taught classes (Regular Class) at UI. For the placement in Regular class, students need to confirm with the inbound mobility program officers at UI before applying.
- Be able to self-finance during the study period at UI
- Will not graduate from home university before finishing studies period at UI
- Be willing to abide by UI rules and regulations

# Required Documents for Student Exchange and Fee-Paying Study Abroad Program

1. Application Form (UI Form)
2. Nomination Form (UI Form)
3. 2 (two) Letters of Recommendation (UI Form)
4. Statement of Financial Guarantee (UI Form)
5. Law and Employment Declaration (UI Form)
6. CV / Resume (in Bahasa Indonesia/English)
7. Certificate of Enrollment (from home university)
8. Academic Transcript from first to current semester (certified true copy, in English)
9. Language Proficiency Certificate
  - For TOEFL ITP/PBT: 550; iBT 80; IELTS 6,0
  - If students are enrolled in a program with English as the language of instruction at their home university, they are not required to submit an English Proficiency Test. However, students must provide an official letter from their home university confirming that English is the language of instruction for their program.
  - Bahasa Indonesia Certificate/TIBA certificate with minimum score of 4/BIPA certificate with a minimum level of 3 is required if students plan to be enrolled in the Regular Program at Universitas Indonesia.
10. Copy of Valid Passport (Cover Page and Identity Page)
11. Current Formal Photo with White Background (size 4x6)
12. Health Insurance (International health insurance that can be used during the program in Indonesia)
13. Health Certificate (UI Form)
14. Statement of Purpose (in Bahasa Indonesia or English, 500 words, explaining the purpose of study)

**All application documents should be sent in English electronically through email: [inbound@ui.ac.id](mailto:inbound@ui.ac.id)**



# Student Exchange Program Application Procedure

- Students should contact the office at their home university and/or host university.  
Students must obtain approval from their home university to join the Student Exchange Program at UI.
- Home university will nominate their students to Universitas Indonesia.
- Directorate for Internationalization of Education at Universitas Indonesia contacts the nominated students directly, includes the home university in copy, and sends the UI Student Exchange Program application package through email.
- Nominated students must complete the UI Student Exchange Program application document.
- Nominated student must submit the completed UI Student Exchange Program application document to the Directorate for Internationalization of Education Universitas Indonesia through email.
- Directorate for Internationalization of Education receives the completed UI Student Exchange Program application document and reviews accordingly.
- Directorate for Internationalization of Education will announce the results to the nominated students and their home university.

# Fee-Paying Study Abroad Program Application Procedure

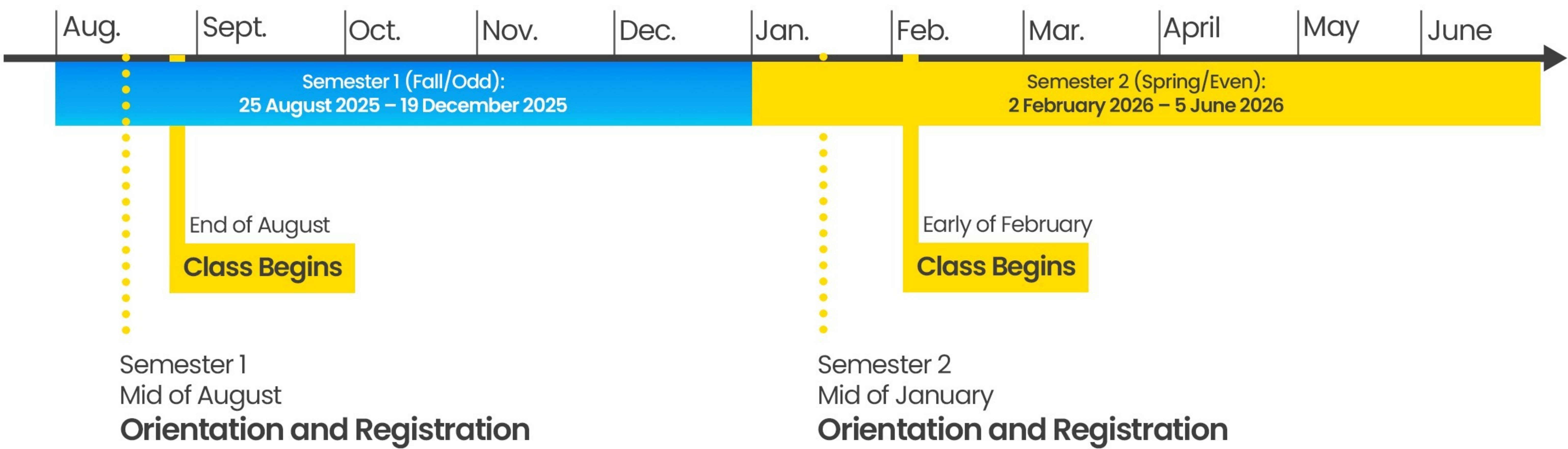
- Students should contact the Directorate for Internationalization of Education Universitas Indonesia.
- Students/Home University send the nomination form to Universitas Indonesia.
- Directorate for Internationalization of Education Universitas Indonesia contacts directly the students and sends the UI Fee-Paying Study Abroad Program application document package through email.
- Students must complete the UI Fee-Paying Study Abroad Program application document.
- Student must submit the completed UI Fee-Paying Study Abroad Program application document to the Directorate for Internationalization of Education Universitas Indonesia through email.
- Directorate for Internationalization of Education receives the completed UI Fee-Paying Study Abroad Program application document and reviews accordingly.
- Directorate for Internationalization of Education will announce the results to the students and their home university.



# Academic Information

## Academic Calendar

\*schedule will be adjusted based on academic year



## Grading System

Grade system at UI as follows:

Grade	Letter Grade	Points
85 - 100	A	4.00
80 - < 85	A-	3.70
75 - < 80	B+	3.30
70 - < 75	B	3.00
65 - < 70	B-	2.70
60 - < 65	C+	2.30
55 - < 60	C	2.00
40 - < 55	D	1.00
00 - < 40	E	0

## Exchange Courses

[international.ui.ac.id/offered-courses](https://international.ui.ac.id/offered-courses)

\*Please ensure that you meet the pre-requisites for the courses you apply for.



## Course Load per Semester

Maximum 15 credit units/semester

## Tuition Fees

Tuition fees are waived for students participating in the Student Exchange Program. However, students in the Fee-Paying Study Abroad Program are required to pay the international student tuition fees, which vary based on the duration of their studies and the host faculty at UI.

## Student's Academic Record

Student's Academic Record will be sent to the students within 2 months after the program ends. By default, we will send the Student's Academic Record electronically through email. However, we also offer physical delivery by post. Please inform us of the details for sending the Student's Academic Record.



# Life in Universitas Indonesia

## Visa Requirements

All international students must have a valid student visa to enter Indonesia. The process to obtain this immigration document will take about 60 to 90 days, because student should get a study permit (from the Ministry of Research, Technology & Higher Education in Indonesia) and telex visa (from the Directorate General of Immigration-Jakarta).

Please be advised that this immigration process can only be started after students receive the Notification of Acceptance.

## Arrival

Students are expected to arrive immediately before each semester starts.

Semester 1 (Fall/Odd): Early of August	Semester 2 (Spring/Even): Mid of January
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The International Student Services offers free pick-up service for students from Soekarno-Hatta Airport to their housings in Indonesia. However, this service is only available on specific dates determined by our office. If the arrival date of students does not align with the schedule of free pick-up services, they may use public transportation, such as taxis and trains.

## Insurance

International students should have international medical insurance valid for their entire study at Universitas Indonesia.

## On-campus Housing

### 1. Makara Guest House

Makara Guest House is located next to the university dormitory (UI Residence). This guest house is about a 5-to-10-minutes bus ride to faculty areas.

**Facilities:** Air conditioner, TV, refrigerator, conference room, plenary hall, restaurant, coffee shop, phone and internet center, photocopy, and large parking area.

- Tel: +62 21 7888 3670-1, Fax: +62 21 7888 3673
- Reservation: +62 21 7888 3672
- Email: infowismamakara@gmail.com
- Website: mhmui.com/wismamakaraui.html

### 2. PSJ Guest House

Center for Japanese Studies Guest House is located in the area of the Faculty of Humanities (next to the Faculty of Social and Political Sciences) the guest house has 25 rooms with lake-view private terrace.

**Facilities:** Auditorium, Guest house, Cafeteria, etc.

- Tel: +62 21 786 3547, Fax: +62 21 786 3548
- Reservation: +62 21 7888 3672
- Website: psj.ui.ac.id

### 3. UI Residence

UI Residence is located in Depok. The 25,534 square meters Depok dormitory, surrounded by lakes and greenery, accommodates 804 male students and 901 female students.

**Facilities:** Meeting Room, Laundry Room, Convenience Store, Cafeteria, Free Wifi, etc.

- Email: asrama@ui.ac.id
- Website: web-asrama.ui.ac.id ; residence.ui.ac.id



# Off-campus Housing

As the number of rooms available in our on-campus housing is very limited, we suggest students find off-campus housing. Students can rent places at their own expense. The International Student Services will assist in finding off-campus housing by sharing the information of accommodation options near Universitas Indonesia.



For further information about recommended off-campus housing, please feel free to contact [iss@ui.ac.id](mailto:iss@ui.ac.id)

## Student Resources and Services

### Buddy

We provide student buddies to help our international students adapt to life in Indonesia and at Universitas Indonesia. These buddies are students who offer guidance on academic, social, and cultural aspects. They assist with navigating campus, understanding local customs, and managing daily activities. Through their support, exchange students are expected to feel more welcomed and connected.

### Immigration Team

We provide comprehensive assistance for international students in obtaining visas and study permits. Our dedicated Immigration Team supports students throughout the entire immigration process from your arrival to your departure. They offer guidance on required documents, application procedures, and deadlines. The team is available to address any immigration-related questions or concerns. This ensures a smooth and hassle-free experience for all exchange participants. **For further information, please contact: [immigration-io@ui.ac.id](mailto:immigration-io@ui.ac.id).**

### International Students Services

We provide assistance for international students with accommodation, adaptation, and event information to ensure a comfortable and engaging stay. Our support helps students settle in smoothly and stay informed about campus activities. **For further information, please contact: [iss@ui.ac.id](mailto:iss@ui.ac.id).**

## Estimated Living Cost

Estimated budget per month  
**\*1 USD=IDR 16.484 (June, 2025)**

Expenses	Estimated Cost
Off-Campus Housing	IDR 3.000.000/USD 18
Meals	IDR 3.000.000/USD 182
Books, photocopies, and supplies	IDR 800.000/USD 49
Transportation	IDR 600.000/USD 36
Communication & Internet Connection	IDR 300.000/USD 18
Personal monthly needs	IDR 1.000.000/USD 61
Incidentals	IDR 500.000/USD 30
<b>Total</b>	<b>IDR 9.200.000/USD 558</b>



# Life in Indonesia

## Surroundings



### 1. Monumen Nasional

Monumen Nasional (Monas) is a tall monument located on an 80-hectare site. Its most striking feature is the flame-shaped tip covered in gold leaf, symbolizing the burning spirit of Indonesia's struggle for independence. Monas was built to commemorate Indonesia's fight during the 1945 independence revolution.



### 2. Kota Tua Jakarta (Old Town)

Kota Tua Jakarta, also known as Batavia, is a historic district in Indonesia's capital, famous for its rich colonial architecture and cultural heritage. It began as the Sunda Kelapa port in the 16th century during the Hindu Pajajaran kingdom era and was a key maritime trade center. Today, Kota Tua is a popular cultural tourism site featuring museums, cafes, and preserved colonial buildings.



### 3. Taman Mini Indonesia Indah

Taman Mini Indonesia Indah (TMII) was established as a cultural preservation and development park. It showcases the diversity of Indonesia's provinces through miniature islands, regional pavilions, traditional architecture, local arts, recreational parks, and various attractions serving as a vibrant stage for arts, recreation, and education for visitors of all ages.



### 4. Museums

- **National Museum**  
The National Museum houses around 190,000 historical artifacts across seven collections: Prehistory, Classical Archaeology (Hindu-Buddhist), Numismatics and Heraldry, Ceramics, Ethnography, Geography, and History. The museum complex covers 26,500 square meters and currently consists of two buildings.
- **Museum Wayang**  
Museum Wayang displays a diverse collection of Indonesian puppets made from wood, leather, and other materials, including traditional wayang from Java and other regions. It also features puppets like Si Unyil and occasionally hosts wayang performances.