Procedure Registration

A. Registration fee : Rp. 500.000,- (non-refundable application fee)

B. Application Procedure :
   1. Duly completed Application Form
   2. 2 sets of legally – certified transcripts and certificate (Diploma) from last educational institution attended.
   3. 2 sets of 2x3 photographs (color)
   4. 4 sets of passport - size photographs (black and white)

C. Registration Period :
   1. Intake March : 01 October 2013 - 15 February 2014
   2. Intake September : 01 April 2014 - 16 August 2014

D. Schedule of Entry Test :

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<tr>
<th>Gel</th>
<th>Date of Entry Test</th>
<th>Time</th>
<th>Place</th>
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<tbody>
<tr>
<td>1</td>
<td>09 November 2013</td>
<td>10.00 - 13.00</td>
<td>Campus PGP</td>
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<tr>
<td>2</td>
<td>23 November 2013</td>
<td>10.00 - 13.00</td>
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<td>3</td>
<td>07 December 2013</td>
<td>10.00 - 13.00</td>
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<td>4</td>
<td>14 December 2013</td>
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<td>5</td>
<td>04 January 2014</td>
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<td>6</td>
<td>18 January 2014</td>
<td>10.00 - 13.00</td>
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<td>7</td>
<td>01 February 2014</td>
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<tr>
<td>8</td>
<td>15 February 2014</td>
<td>10.00 - 13.00</td>
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E. Entry Test :

Entry test is a mandatory requirement to all who wants to join Postgraduate Program. It consists of the following:

- TOEFL Test – composed of Grammar and Listening. This is to determine the English proficiency level of the student. If the student fails to meet the passing score of 500, he/she is required to take the English Remedial class within LSPR.

   *Note: Existing TOEFL certificate taken from other institution with 500 passing mark can also be accepted*

- General knowledge test – can be taken in Bahasa or English (for foreigners)
- Interview will be conducted by our respective Program Heads
F. **Acceptance Letter**
   This will be sent through e-mail only by the authorized Marketing & Admission dept. 2-3 days after the interview has been done. The student must print and affix their signature at the end of the letter then submit it to the Marketing & Admission dept. for confirmation of their registration on the upcoming semester.

G. **Schedule :**
   1. Regular Class : Tuesday, Wednesday and Thursday (18.30 - 21.00 WIB)
   2. Executive Class : Saturday (10.00 - 19.00 WIB)

H. **Place of lecture**
   All classes will be held in **Campus A** : Intiland Tower Annexe Building 7-8th floor.
   JL. Jend. Sudirman Kav. 32 Jakarta Pusat 10220

I. **Scholarship Program**
   For the students who want to apply for the scholarship program, kindly submit the following:
   - Copy of Legally certified transcript and/or certificate (Diploma) from the last educational institution attended
   - Copy of certificate / plaque in winning the academic / non-academic competition
   - Letter of recommendation from current employer

   *Note: The decision of Scholarship Program Admissions Committee is final*