

Prepared By: IRPO	International Student Exchange (inbound)	Date: 01 March , 2020	
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Purpose: Working Instruction for Incoming Student Exchange Programme			
Scope: International Student Exchange (inbound)			
1. Procedural Steps			
No	Procedural steps and Description	PIC	Forms
1	Call for nomination <ul style="list-style-type: none"> • Communicate with Partner University for numbers of exchange in the current year. • For fall semester in April; for spring semester in October. 	IO	International Programme Handbook.
2	Receive list of nomination from Partner Universities after one month of call for nomination is sent.	IO	Email containing student name, major, email, and contact number.
3	Establish contacts with the students <ul style="list-style-type: none"> • Send emails and inform about: <ul style="list-style-type: none"> ○ Insurance copies ○ Visa regulations ○ Recommendation letter from the embassy ○ Application form ○ Accommodation options 	IO	International Programme Handbook, Online application form, Procedure for Visa requirement, Letter of confirmation for parents and students, translation of the letter of confirmation, and example of how to stamp over stamp
4	Request from the Academic Department list of Subjects to be offered.	IO and Deans	List of Subjects available for foreign students.
5	Receive online application form with the required documents within one month after notifying the students about their nomination.	IO	Online application form, passport, CV, passport photo, Procedure for Visa requirement, Letter of confirmation for parents and students, and medical statement.
6	Visa processing for the exchange students. Process time: 2 months	PIC for Visa	Letter of invitation, passport, CV, passport photo, Procedure for Visa requirement, Letter of confirmation for parents and students, DIKTI form and medical statement.

7	Inform Academic, MIS, SGO, Students Affairs, Student service of the following information: <ul style="list-style-type: none"> • Info about students (names) • Major • Gender • Birth date • Home University • Nationality 	IO	List of incoming student exchange.
8	Receive Visa Telex from PIC for Visa and send it to the exchange students and inform them to claim it for the Indonesia Embassy of their country.	IO	Visa Telex
9	Ask about their arrival details and send the list of subjects offered.	IO	List of Subjects available for foreign students.
10	Receive the learning agreement from the exchange students within one week upon notification.	IO	Learning Agreement of the exchange students.
11	Send the learning agreement to the Academic Department for class schedule arrangement.	IO and Academic Dept.	Learning Agreement of the exchange students.
12	Receive the class schedule from the academic one month before their arrival.	IO and Academic Dept.	Class schedule of the exchange students.
13	Inform Academic, MIS/IT, SGO, and Students Affairs for the Orientation schedule and their presentation material.	IO	Email
14	Coordinate with MIS for the student ID number and ID card.	IO and MIS	Student ID number and ID card.
15	Arrange city tour and/or outbound trip itinerary.	IO	City tour and/or outbound trip itinerary
16	Coordinate with Student Affairs for the student buddy assignment.	IO and Students Affairs.	Name of Student Buddy.
17	Briefing with the Student Buddies.	IO and Student Buddies.	
18	Inform Cityloft about the list of incoming student exchange and request for goodie bags.	IO and Cityloft.	List of incoming student exchange and Goodie bags.
19	Arrange airport pick up schedule and coordinate with OM for car reservation.	IO and OM	Timetable
20	Airport pick up and drop them at their accommodation.	IO and Student Buddies	

21	Request the letter of domicile from the landlord of their accommodation.	IO	Letter of domicile.
22	Accompany the incoming students exchange to go to the immigration for their KITAS within one month after their arrival.	IO and PIC for Visa processing	Letter of domicile, KITAS.
23	Orientation for the incoming exchange student: <ul style="list-style-type: none"> • KRS Filling Fixing the class schedule	IO	Class schedule and orientation presentation material.
24	City tour and/or outbound trip.	IO	
25	Class monitoring every month.	IO	Meeting, group WhatsApp.
26	Arrange farewell lunch/dinner after final exam and souvenirs.	IO and Cityloft	
27	Arrange video interviews with the exchange students.	IO and Medcen Team.	
28	Grade Submission <ul style="list-style-type: none"> • To be transferred to home institution 	Academic Dept and IO	Credit Transfer System

