



Communication & Business Institute

The Leading Graduate School of Communication & Business

REGISTRATION GUIDELINES FOR LSPR INSTITUTE STUDENT CANDIDATE

A. All applicants are required to provide and fulfill the following:

1. Login to <https://registration.lspr.edu> and register online by filling in the data for new student candidates.
2. After finished then click "Register Now" then you will get a virtual account number.
3. Kindly make a payment for the registration fee in the amount of Rp. 250,000, - to a virtual account via BCA or Tokopedia.
4. Submit the proof of payment to LSPR marketing or via email marketinglspr@lspr.edu
5. After done with the payment, kindly upload the required files at point to <https://registration.lspr.edu> by entering the username and password that have been sent to the prospective new student's email.

B. All applicants are required to complete and submit the required documents as follow :

1. Submit three (3) photocopies of high school diploma legalized by school principal.
2. Submit one (1) photocopy of SKHUN (Surat Keterangan Hasil Ujian Nasional) legalized by school principal
3. Submit a legalized letter from the office of Ministry of Education for overseas graduates or International schools.
4. Submit four (4) copies of latest (3x4) coloured photograph wearing a collared shirt with any plain background.
5. Submit one (1) photocopy of identity ID Card / Driving License / Passport.
6. Submit Drugs-Free certificate from hospital or Biotest Laboratory Clinic (for further information LSPR will inform at sharing with parents session)
7. Submit a legalized photocopy of grade 11 academic records semester 3 and semester 4 (applicable only for high school graduates in that academic year)

C. Entry Test

This test aims to screen for a qualified candidate to enroll at LSPR, the test will include General Knowledge Test and Logic Mathematics Test.

D. English Placement Test

English Placement Test (EPT) aims to find out the candidates' English skill for class placement

E. Regular Scholarship Test

All candidates may join the Regular Scholarship test in order to get reductions in the Tuition Fee.

F. Interview With Parents

Interview with Parents session will be held soon after LSPR announce the candidates who has passed the entry test. (parents and student candidate are required to attend the meeting)

G. The Schedule of the Entry Test

Term	Registration	Entry Test Date & Interview With Parents (PMDK)	Entry Test Result	Interview With Parents (Regular Entry Test)
I	21 Sept - 22 Oct 2020	24 October 2020	26 October 2020	28 October 2020
II	23 Oct - 19 Nov 2020	21 November 2020	23 November 2020	25 November 2020
III	20 Nov – 3 Dec 2020	5 December 2020	7 December 2020	8 December 2020
IV	4 Dec 2020 – 14 Jan 2021	16 January 2021	18 January 2021	20 January 2021
V	15 Jan – 04 Feb 2021	06 February 2021	08 February 2021	10 February 2021
VI	05 Feb – 04 March 2021	06 March 2021	08 March 2021	10 March 2021
VII	05 March – 22 April 2021	24 April 2021	26 April 2021	28 April 2021
VIII	May 2021	Every Monday – Wednesday	Every Thursday	Every Friday
IX	June 2021			
X	July 2021			
XI	August 2021			

*The schedule may be subject to change

H. Academic Achievement Assessment (PMDK)

- Through the **Academic Achievement Assessment (AAA) Program**, new students may be admitted at LSPR Institute by submitting their grade 11 academic records if they meet the requirements below. If they pass the requirements, then they will be given the privilege of admission to LSPR Institute without having to take the regular entry test.

A. Senior High School (SMA)

Science	Social	Language	Average Score
Math	Math	Math	75
English	English	English	75
Physics	Economy/Accounting	Foreign Language Besides English	75

B. Vocational School (Equivalent to SMA)

Subjects	Average Score
Math	75
English	75
Vocational	75

- The Academic Achievement Assessment is applicable for candidates who are going to graduate in the same academic year, and not applicable for candidates who graduates from highschoools applying international curriculum.
- Academic Achievement Assesment will be closed at the Entry Test term 7.
- Candidates who are going to apply through Academic Achievement Assessment is required to fulfil all registration procedures and requirements stated in poin A and poin B above. Candidates must also follow the schedule of entry test applied by LSPR.
- The decision of the Student Admissions Committee cannot be contested.

I. Shift & Locations of Campus

Shift	LSPR Sudirman Park	LSPR Transpark
Morning	08.30 - 12.00 WIB	09.00 - 12.30 WIB
Afternoon	13.00 - 16.30 WIB	13.30 - 17.00 WIB
Night	17.30 - 21.00 WIB	17.30 - 21.00 WIB

(*) The shift and campus location can be chosen after booking fee payment is completed. Availability of shift depends on the available of class capacity.

The choice of shift is only valid for the first year, as for the second year onwards, the shift is determined by the LSPR Institute of Communication & Business based on the confirmation time of student re-registration and the seat capacity available for each shift.