



# FREQUENTLY ASKED QUESTIONS [FAQ] FOR INTERNATIONAL UNDERGRADUATE STUDENTS

Academic Year 2018/2019

## 1. What is the important information for international students?

Please visit at [www.president.ac.id](http://www.president.ac.id) for about President University information at a glance.

## 2. How do I register as a student after I have accepted the offer of admission?

Please check the information at international admission, at [www.admission.president.ac.id](http://www.admission.president.ac.id), and go to **DOWNLOADABLE FORM** at the International section.

- Registration Website, online registration.
- Registration Guide for President University Students

In brief, you would have to complete the Online Registration.

## 3. How do I apply for Student's Card ID?

Details relevant to President University students, in particular, are available in the Office of Admission. Please be reminded that you must have all the required documents for the application to be processed. Your application will not be processed if any of the above documents are not submitted.

## 4. What are the consequences if I do not complete registration?

If you do not complete Registration, you are deemed to have withdrawn your acceptance of the offer of admission. The University reserves the right to revoke the offer and grant the vacancy to other applicants on the waiting list.

## 5. How do I obtain a student visa to enter Indonesia?

- All international students must have a valid visa to enter Indonesia. We suggest student to get the student visa.
- The process to obtain this immigration document will take about 60-90 days. This is due to international student should obtain a **STUDY PERMIT** (from the Ministry of Research, Technology & Higher Education in Indonesia) and **TELEX VISA** (from the Immigration Headquarter in Jakarta) before applying for student visa at the Indonesian Embassy in your home country or residences.
- The immigration process of obtaining **STUDY PERMIT** and **TELEX VISA** can be complicated, yet the international office of President University will apply for the entry on your behalf, and to appoint a document handling agent to process your immigration documents with student's expenses.
- Please be advised that these immigration process can only be started after receiving the Letter of Acceptance [LoA].

## 6. Are international students coming to president university required to undergo medical examination?

- All international students who plan to stay and study full-time at President University are required by the Ministry of Health of Republic of Indonesia to undergo and pass the medical examination.
- Students who are found to have active Tuberculosis or HIV infection and or NAPZA of Narcotics drugs will not be granted the Student's Pass, and will have to return to their home country at their own expense.
- The pre-admission medical examination is mandatory for all successful applicants admitted to undergraduate program, regardless of whether they are Indonesia local or international students.
- International students may choose to undergo a single medical examination that fulfils the requirements medical examinations. This service is available at the President Medical Center [PMC]. Please visit PMC website for more details.
- For more details on the medical examination for international student, please refer to the Head Student Affair at President University.

## 3. I was given a late offer and could only confirm my acceptance after the deadline of registration. What should I do?

To register, students must first make an online acceptance of President University's offer of admission. If you have not made the online acceptance, please do so immediately and allow 5 [five] working days before logging in to the Registration System again.



## 7. I was given a late offer and could only confirm my acceptance after the deadline of registration. What should I do?

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If you have accepted the offer through the online acceptance system, please approach the Office of Admissions for clarification. An email from the Office of Admission, President University will be sent to you about 5 [five] working days after you have accepted the offer with the Office of Admissions.

## 8. If there are further amendments to my personal particulars after I have completed registration, what should I do?

For change of student information, please inform and approach the Office of Admission Officer urgently, for update and clarification.

## 9. I would like to withdraw from the University. What should I do?

Please write to the Director of the Office of Admissions, with your reason(s) for withdrawal, at:

**OFFICE OF ADMISSIONS | President University**  
Jababeka Education Park, Jl. Ki Hajar Dewantara, Kota Jababeka,  
Cikarang, Bekasi 17550

Please complete and submit the "Withdrawal from the University".

## 10. My question is not addressed here. Who can I contact to seek more information?

You can email us at [enrollment@president.ac.id](mailto:enrollment@president.ac.id), with subject: **International Student, (country of origin)**.  
att. Mr. Michael Rino, Head of International Enrollment, Office of Admission,

Business hours as follow:

9.00am – 5.00pm | Monday to Friday, except Public Holiday.