



INFORMATION SHEET - Academic Year 2018/2019

REQUIRED DOCUMENTS CHECKLIST

International students

Please print out and complete (✓) the checklist for your application to President University. You are required to attach this checklist to the front of the supporting documents for submission.

NO	CHECK (✓)	REQUIRED DOCUMENTS TO BE SUBMITTED
1		APPLICATION FORM, PRESIDENT UNIVERSITY, UNDERGRADUATE
2		Copy of Color Scanned PASSPORT (all pages; minimum validity of 18 months)
3		Recent CLOSE-UP COLOR PHOTOGRAPH in RED background (taken within the last 3 months) with size 4 cm x 6 cm (2 pieces),
4		Copy of MEDICAL STATEMENT (Certificate of Good Health issued by local doctor/hospital)
5		Copy of LETTER OF ACCEPTANCE [LoA], from the University.
6		CONFIRMATION OF ACCEPTANCE STATEMENT
7		TRAVEL SCHEDULE PLAN and AIRPORT PICK-UP SERVICE
8		Copy of HIGH SCHOOL EXAMINATION in the original language, AND in English.
9		Copy of SCHOOL EXAMINATION TRANSCRIPT (list of grades/mark) in the original language, AND in English.
10		Copy of ADDITIONAL SCORE REPORT (if scores are indicated in application form) e.g. IELTS, TOEFL, SAT and SAT Subjects, AP, ACT
11		Copy of CERTIFICATION OF EXCEPTIONAL TALENTS and/or exceptional achievements in co-curricular activities and competitions e.g. International Science Olympiad medals, top national awards, national team sportsmen, etc.

Multiple or incomplete submission(s) of the above supporting documents may affect the processing of your application.

Please submit the Application Checklist, scan this page and send to enrollment@president.ac.id along with other required documents.