



# APPLICATION FORM FOR STUDENT VISA, STUDY PERMIT - International Students

All full-time international students are required to hold a valid Student's VISA issued by the Immigration & Checkpoints Authority for their studies at President University.

1. The length of requested STUDY PERMIT period should match with your study remaining study period
2. VISA period of 12 and 24 months are renewable, while VISA with period less than 12 months are considered to be temporary VISA and therefore it is non-renewable.
3. To request a 12 months VISA or less, the minimum passport validity must be 18 months, or 30 months for 24 months.
4. The Immigration will grand VISA period according to the STUDY PERMIT period issued by the Ministry of Higher Education of Republic of Indonesia.

## SECTION 1 - PERSONAL PROFILE

Full Name*		Middle Name	Last Name
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Place of Birth	Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	
DD/MM/YY			
Country			
Marital Status		Student Status**	
Faculty/School of	Major	Academic Year	

\*IN CAPITAL LETTER, Full name as appeared in the Passport. \*\*ASEAN / APAC / EMEA (Scholarship/Non-Scholarship).

## SECTION 2 - NATIONALITY & PASSPORT DETAIL

Passport No.	Issue Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
	DD/MM/YY	
	Expired Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
	DD/MM/YY	
Country of Issue	Nationality	

## SECTION 3 - VISA & STUDY PERMIT REQUEST DETAILS

STUDY PERMIT request period \_\_\_\_\_ months

VISA (KITAS) collection at which Indonesia Embassy [KBRI] overseas:

City	Country
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### SECTION 4 - HOME ADDRESS AT HOME COUNTRY

Address

City	Province/State	Postal Code
Country	E-mail	
Phone Number	Mobile	Alternate Mobile

### SECTION 5 - RESIDENCE ADDRESS IN INDONESIA

*Leave the address empty if you are staying at President University Student Dormitory.*

Address

City	Province/State	Postal Code
Country	Phone Number	

### SECTION 6 - REQUIRED DOCUMENTS AND CHECKLIST

**Please submit the following documents in soft and or hard copies according to the below requirement.**

- The soft copy of each document should be scanned and saved as JPG. or JPEG. file, in separate file [Must not combined in one PDF], also should be renamed accordingly.
- Passport should be saved in JPG. or JPEG. file, and file should be named as PASSPORT\_(your name)
- Office of Admissions, International Students, will and can only process application and documents that is complete. Incomplete application will not be uploaded into the system and cannot be processed, until all of the above information has been filled out and all the required documents have been submitted.
- Each of the following soft-copy file sized should not exceed 250 KB, otherwise the file cannot be uploaded.

NO	REQUIRED DOCUMENTS
1	APPLICATION FORM for student VISA and STUDY PERMIT
2	Copy of Color Scanned PASSPORT (all pages; minimum validity of 18 months)
3	Recent CLOSE-UP COLOR PHOTOGRAPH in RED background (taken within last 3 months) with size a. 3 cm x 4 cm (6 pieces), b. 4 cm x 6 cm (6 pieces), c. 6 cm x 9 cm (6 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 [By President University]
6	STATEMENT LETTER
7	FINANCIAL STATEMENT LETTER (Statement letter of financial guarantee)
8	Copy of latest official ACADEMIC TRANSCRIPT and DIPLOMA



## SECTION 7 – ANTECEDENT OF APPLICANT

1. Have you ever been refused entry into or deported from any country, including Indonesia?
2. Have you ever been convicted in a court of law in any country, including Indonesia?
3. Have you ever been prohibited from entering Indonesia?
4. Have you ever entered Indonesia using a different passport or name?

IF any of the answer is “YES”, please furnish detail below

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**I confirm that all the information stated in this form is true and I have not willfully suppressed or misrepresented any material fact pertaining to this confirmation.**

Thank you,

Sincerely,

\_\_\_\_\_  
Date :