STANDARD OPERATING PROCEDURE
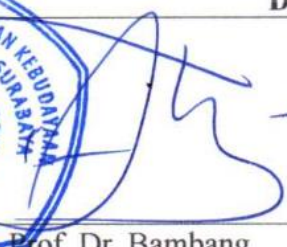
FOREIGN STUDENT ADMISSION

UNESA

No. SOP 32/26/P2/2020
Date: August 10, 2020

Disetujui Oleh:		Disusun Oleh:	
Nama	Dr. Wiwik Sri Utami, MP	Nama	Dr. Widowati Budijastuti, M.Si
Jabatan	Ketua BPM	Jabatan	Pusat PPSMA - BPM
Disahkan Oleh:			
Nama	Prof. Dr. Bambang Yulianto, M. Pd	Nama	Dr. Bachtiar Syaiful Bachri, M. Pd
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QUALITY ASSURANCE UNIT – LP3M
UNIVERSITAS NEGERI SURABAYA
2020

1. PURPOSE

    1.1   Become a reference and guideline in organizing foreign student admissions with a Bachelor (S-1)/Diploma at Universitas Negeri Surabaya (Unesa)

    1.2   Ensure the selection process for new foreign student admissions accordance with the regulations in Unesa

2. SCOPE

Scope for this SOP is a foreign citizen who has passed the selection, has a study permit and a limited stay visa and able to speak Indonesian. The student has a sponsor and meets the academic administration requirements and follows academic rules.

3. DEFINITION

Foreign students are citizens from outside Indonesia who study at Unesa by fulfill requirements in study permit and immigration administration.

4. REFERENCE

    4.1.   Regulation of the Minister of National Education Number 66 of 2009 concerning Giving Educators Permit and Foreign Education Personnel in Formal and Non-Formal Education Units in Indonesia

    4.2.   Regulation of the Minister of Manpower and Transmigration of the Republic of Indonesia Number: PER.02 / MEN / III / 2008 concerning Procedures for the Use of Foreign Workers The Minister of Manpower and Transmigration of the Republic of Indonesia

    4.3.   Government Regulation of the Republic of Indonesia Number 31 of 2013 concerning Implementation Regulations of Law Number 6 of 2011 concerning Immigration

    4.4.   Police of Republic of Indonesia Technical Instructions Number Pol: Juknis/12/III/1995 regarding STMD Provisions

    4.5.   Regulation of Immigration no. IMI-IZ.01.10-1217 date June 07, 2010 concerning Visa Requirement and Limited Stay Permit for Foreign Students

    4.6.   Regulation of The Minister of Education and Culture No. 25 tahun 2007 concerning Requirement and Procedure for Foreign Citizen to Study in Indonesia

    4.7.   Regulation of the Minister of Law and Human Rights number 52 of 2016 concerning the Issuance of Student Visas

    4.8.   Undergraduate Quality Standards of Unesa

5. PROCEDURE

5.1. Documents of foreign students sent to the Office of International Affairs (OIA) which include: photographs, diplomas and transcripts of previous education (in Indonesian or English that are legalized), and curriculum vitae

5.2. OIA staff registers new student candidates to Unesa new student admissions department

5.3. The new student admissions department and OIA carry out a selection process

5.4. If prospective new students are declared to meet requirements and accepted, OIA will issue a Letter of Acceptance (LOA)

5.5. Academic bureau will issue a statement containing an announcement that international students are accepted/failed to OIA

5.6. OIA will completes the required documents and submits a study permit application to the Director of the Institution through the Foreign Student Study Permit application.

5.7. The Management of Study Permit Services at the Institutional Directorate carries out verification and validation of applications for Study Permits from universities.

5.8. The Institutional Director gives approval for study permits by using a Digital Signature from BSrE.

5.9. OIA was receives study permit approval

5.10. The Study Permit Service (IB) at Institutional Directorate facilitates implementation of supervision, evaluation and guidance for international students through the Clearing House forum.

5.11. Foreign Students are accepted as new students.

6. FLOWCHART

Description	The Study Permit Service	OIA	Academic Bureau	Student	Document	Time
Student registration				Mulai		Academic year
Document verification		☐				
Student selection			☐		LoA	
Submission of study permit		☐			Application and documents for study permit	
Verification and validation	☐				Application and documents for study permit	
Study approval	◇ → ☐				Approval letter	
Accepted student				End		