

A GUIDEBOOK FOR IUP INTERNATIONAL STUDENTS

PAPUA NEW GUINEA



Prepared By:
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iup.ac.id



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1. Welcome from Rector

Dear International Students,
Welcome to the International University of Papua!

IUP is the first international university in Tanah Papua with English as the language of instruction. We are delighted to have you join our community of international students. It is an honor for us to have you at the University and we look forward to meeting you soon. IUP is located in Jayapura as the capital city of Papua Province, Indonesia's easternmost province, encompasses the western half of the Independence State of Papua New Guinea and several other islands. It is known for its cultural biological diversity; its rainforests and mountains are inhabited by indigenous Melanesian tribes and diverse wildlife.

As the newest pillar of education in Tanah Papua, IUP has more than 200 students in two fields of study. These excellent students are under the care of 43 competent academic and administrative staff that are expert leaders in their fields. Our journey begins with two renowned faculties: the Faculty of Science and Technology (FST) and the Faculty of Teacher Training and Education (FTE), offering a diverse selection of five outstanding study programs.

We are a growing institution with many targets. In doing so, we're actively cultivating international collaborations with prestigious institutions such as Johnson & Wales University, Ariel University, Dallas Baptist University, The University of Rhode Island, and Highline College.

Studying abroad is an exciting and challenging experience at the same time, especially in a foreign land, is both exhilarating and challenging. It's about embracing the unknown, immersing yourself in new cultures, and crafting an unforgettable chapter of your life story.

This guide has been meticulously crafted to help you navigate your journey as an international student at our esteemed institution. From pre-arrival preparations to campus life and beyond, we've got you covered. Let's embark on this exciting adventure together!

Sincerely,

Dr. Izak Morin, MA
Rector of IUP





2. Jayapura – Your New Home

Dear students from Papua New Guinea,
Gutpela dei,

It is an honor for me, Dr. Frans Pekey, as the acting Mayor of Jayapura, to extend an official welcome to our distinguished guests from across the border, the students hailing from Vanimo, Green River District, Aitape Lumi, and other districts in Papua New Guinea. We are delighted to have you here in our beautiful city, Jayapura.

The Motto of the Jayapura city is: "Hen Tecahi Yo Onomi T'mar Ni Hanased" in the local language of Jayapura carries the meaningful message of "satu hati membangun Kota untuk kemuliaan Tuhan," which can be translated to English as: "Together, we build the city for the glory of God." This phrase encapsulates the spirit of unity, community, and a shared sense of purpose in developing and nurturing the city of Jayapura. It emphasizes the collective effort of its residents to create a prosperous and harmonious urban environment, all while giving credit to a higher purpose or Divine presence for the city's success and well-being. It reflects the cultural and spiritual values that are integral to the identity of Jayapura and its people.

The presence of students from Papua New Guinea in Jayapura, particularly enrolling at the International University of Papua, is a testament to the smooth cooperation between the Government of the Republic of Indonesia and the Government of Papua New Guinea. This cooperation extends to various sectors, including education, fostering mutual understanding and friendship between our two nations.

This harmonious relationship aligns perfectly with the sister city agreements between Jayapura, Vanimo, and Wewak, which include educational collaborations. The International University of Papua, in response to this opportunity, has taken the initiative to facilitate the enrollment of students from Papua New Guinea in Jayapura, and vice versa. This initiative not only strengthens academic ties but also brings the communities of our border regions closer through the power of education.

I am delighted to have the opportunity to introduce you to our beautiful city of Jayapura. As the Mayor of Jayapura, it is my privilege to welcome you to our vibrant and culturally rich community. Your decision to pursue higher education at the International University of Papua in our city is truly appreciated, and we are excited to have you here.

Jayapura, the capital of Papua Province in Indonesia, is a place of great natural beauty and cultural diversity. It is situated on the northern coast of Papua, overlooking the magnificent Pacific Ocean. The city is known for its lush greenery, picturesque landscapes, and warm tropical climate, making it a stunning setting for both academic and personal growth.



Jayapura – Your New Home

One of the most remarkable aspects of Jayapura is its multicultural population. Our city is a melting pot of cultures, languages, and traditions. You will find a harmonious blend of Papuan, Indonesian, and various international communities living together, creating a unique and welcoming environment.

As you explore Jayapura, you will encounter a vibrant cultural scene. From traditional dances and music performances to local festivals and art exhibitions, there are countless opportunities to immerse yourself in the rich heritage of the region. Be sure to sample our delicious local cuisine, which includes a wide variety of fresh seafood and tropical fruits.

Our city is not only known for its natural beauty and culture but also for its educational institutions. The International University of Papua, where you will be studying, is a prestigious institution committed to providing high-quality education and fostering international understanding. This university is still developing and soon you will have access to state-of-the-art facilities and a diverse academic community that will support your academic endeavors.

Moreover, the proximity of Jayapura to the border with Papua New Guinea provides a unique opportunity for cross-border interactions and cultural exchanges. This geographical advantage aligns perfectly with the goals of the sister city agreements between Jayapura, Vanimo, and Wewak, emphasizing educational collaborations.

As you embark on your academic journey here, I encourage you to explore not only the campus but also the wider community of Jayapura. Engage with the local population, learn about our traditions, and take part in activities that will enrich your overall experience.

Once again, I extend my warmest welcome to all of you. Jayapura is more than just a city; it is a place of growth, learning, and discovery. We are excited to have you as part of our community, and we look forward to witnessing your academic success and contributions to our city.

Thank you for choosing Jayapura, and I wish you a fulfilling and memorable stay in our city.

Sincerely,

Dr. Frans Pekey
Mayor of Jayapura

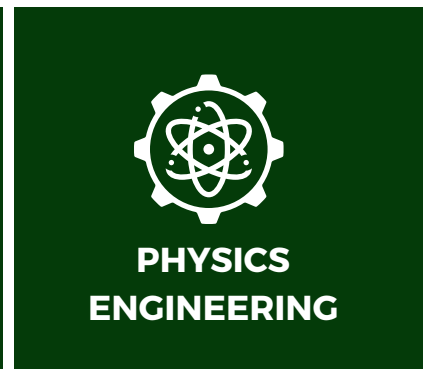
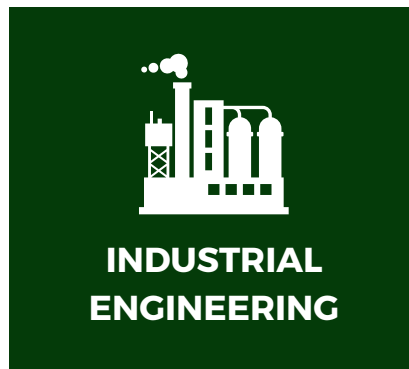
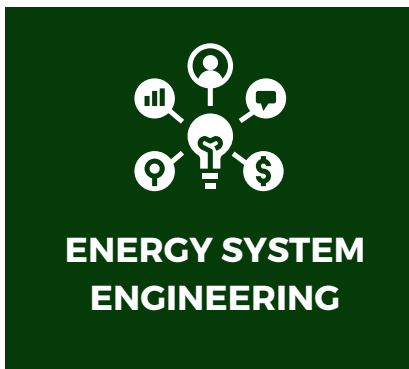


3. FACULTIES

Welcome to the International University of Papua (IUP), an esteemed operational unit of the Maga Education Papua (MEP) Foundation, providing exceptional higher education programs for both national and international students. As the first international university in Papua with English as the language of instruction, IUP opens doors to a truly global learning experience.

At the International University of Papua, we offer two main study programs to cater the interest and passion of our students. As of the current academic year, the following study programs are actively running:

FACULTY OF SCIENCE AND TECHNOLOGY (FST):



FACULTY OF TEACHER TRAINING & EDUCATION (FTE):



4. ACADEMIC INFORMATION

The academic year is divided into two semesters. The first semester (called Semester Gasal) runs from Late August to December, while the second semester (called Semester Genap) starts from January to June. Each semester has 16 weeks, including evaluations/examinations.

5. ADMISSIONS



SCAN HERE

Application Letter must be filled out and sent through IUP Official Website (<https://iup.ac.id/form/register-foreign.php>) with complete supporting documents as listed below. If necessary, the IUP International Students Office will undertake an interview session through phone or other "internet" media outlet.

UNDERGRADUATE/BACHELOR (S1) DOCUMENT CHECK LIST;

- Application Form and Data Protection/Declaration Signature
- Curriculum Vitae (resume, personal data)
- Copy of your English Language Examination Results
- Copies of your Academic Certificates/Transcripts stating GPA at 4 Scale: 3.00
- Financial statement, indicating financial ability to undertake education within Papua, Indonesia, in the form of a bank statement.
- Personal statement, stating that the applicant will not engage in a job and will obey the Indonesian laws and regulations.
- Recommendation letter from applicant's school, completed Gr 12 in 2019 and later years.
- Recommendation letter from the Indonesian Embassy/Consulate General
- 4 passport size photographs (red background)
- A copy of passport showing the applicant's picture and the date of issuance and expiration. The passport must be valid and current for the period of study in Indonesia.
- Statement of good health from applicant's doctor (Medical Statement)
- Motivation letter

6. TUITIONS FEES

FEES STRUCTURE

Fees structure for new students at The International University of Papua comprises of three components as follows:

1. Admission Fee (AF) is educational fee paid at the first term by new students when firstly register to the program. The fee aims as payment for educational supporting services and facilities such as university coat, student ID Card, library, and academic handbook.

2. Tuition Fee (TF) is fee paid every academic term by student. The fee aims as payment for educational administration and operational.

3. Residential Fee (RF) is fee paid every academic year by student. The fee aims as payment for the student's accommodation include all services provided to the resident.

The fees for the 2023/24 academic year for PNG Students are provided below.

1. ADMISSION FEE

| MAJOR | FEE |
|---------------------------|-----------|
| Physics Engineering | 5,500 PGK |
| Industrial Engineering | 5,500 PGK |
| Energy System Engineering | 5,500 PGK |
| English Education | 4,500 PGK |
| Anthropology Education | 4,500 PGK |

(Reduction for the admission fee is provided for eligible students, please contact IUP admission for more information)

2. TUITION FEE

| MAJOR | FEE PER SEMESTER | FEE PER ACADEMIC YEAR |
|---------------------------|------------------|-----------------------|
| Physics Engineering | 3,500 PGK | 7,000 PGK |
| Industrial Engineering | 3,500 PGK | 7,000 PGK |
| Energy System Engineering | 3,500 PGK | 7,000 PGK |
| English Education | 2,500 PGK | 5,000 PGK |
| Anthropology Education | 2,500 PGK | 5,000 PGK |

(Scholarship is provided for eligible students. Please contact IUP admission for more information)



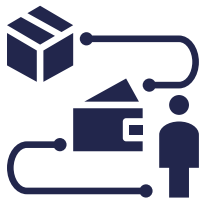
3. RESIDENTIAL FEE

All first-year students are required to stay at the dormitory. Fee for the accommodation include meals is 20,000 PGK. This residential fee covers the followings:

- Full furnish room plus amenities i.e., bed, bathroom with hot water, air conditioning, desk.
- Transportation from Dorm to Campus and return.
- 7 Days meals, 3 times per day
- Electric, Water, and Internet Bill
- Pastoral Care
- Health Insurance
- Security and Residential Cleaning Service

Payment Schedule

1. Admission Fee (AF) is paid one time at the commencement year during the first registration process before class begin. The fee aims as payment for educational supporting services and facilities such as faculty T-shirt, student ID Card, and academic handbook.
2. Tuition Fee (TF) is paid every academic term before term begin.
3. Residential Fee (RF) is paid every academic year before the first term of the corresponding academic year begin.



Payment Procedure



Payment is done through bank transfer to the university virtual account given to each student once they have admitted to the university program. Our partnership is through Bank BNI.



7. STARTING YOUR STUDY

- a. Send your applications with complete supporting documents to IUP International Office for processing. The process takes around 4 weeks to complete the evaluation processes.
- b. Letter of acceptance/rejection will be issued based on the evaluation results and send to you by IUP International Office.
- c. Confirm your acceptance by email or phone to IUP International Office.
- d. A visa invitation letter to arrange the VTT* and other details including pick-up, and accommodation will be facilitated by IUP International Office.
- e. Prepare your journey and send your trip information from the place of origin to Jayapura, Papua, Indonesia.
- f. Upon your arrival, IUP International Office team will collect your passport and photographs.
- g. A student buddy will be allocated by IUP International Office to assist you.
- h. Pay your tuition fees (for non-scholarship students
- i. Register for your student ID.
- j. Visit your faculty and meet the dean or a professor of your faculty.
- k. An academic advisor will be there to assist you.
- l. Meet your academic advisor to select the courses.
- m. Enroll to the selected courses by login into your student portal named SIAKAD.
- n. Check your account at SIAKAD regularly to see your course timetable and other academic information.
- o. Attend the welcome and academic orientation sessions and other various activities arranged by IUP including campus tour, city tour, fun sport, workshops, and trips.
- p. Ensure that you inform IUP International Office your valid address, email, and mobile number.
- q. Adhere to all immigration rules during your study.



8. CAMPUS RESOURCES

RECTORATE BUILDING

Rectorate is the office of the rector, vice rectors, deans, and lecturers. It is located on the second (2nd) floor at IUP campus.

IUP BRIDGING PROGRAMS (BIMC)

While studying at IUP you will learn Indonesian language and as well as its culture through our intensive program called BIPA (Bahasa Indonesia untuk Penutur Asing), which specifically made for international students.


Additionally, there are two other bridging programs to enhance your mathematics and computer knowledge that will be delivered along with BIPA program. The combined of these three programs; Bahasa Indonesia, Mathematics and Computer called BIMC.

| Program Name | Fee per Student | Residence Fee Per Student | Total Cost per Student |
|---------------|-----------------|---------------------------|------------------------|
| BIMC Bridging | 1,500 PGK | 10,000 PGK | 11,500 PGK |

IUP INTERNATIONAL OFFICE

International office is the gateway for IUP international students and partners. It is located at the 2nd floor of the Rectorate Building at IUP Campus. If you need anything do not hesitate to contact us through:

 **Email**
internationaloffice@iup.ac.id

 **Phone/WhatsApp**
 +62-812-4714-9022 (**Ms Mike**)
 +62-813-4308-9236 (**Mr. Pieter**)

IUP DOMESTIC AND INTERNATIONAL COLLABORATION PARTNERS



One of the visions of the International University of Papua is becoming an excellent university in education, research, and community service. To realize this vision, we aim to build and develop various forms of partnership collaborations with diverse institutions and organizations, both domestically and internationally. Here are our domestic and international partnerships:

DOMESTIC

| UNIVERSITY | GOVERNMENT | ORGANIZATION |
|---|---|----------------------------|
| UNIVERSITAS CENDERAWASIH (UNCEN) JAYAPURA | KEMENTRIAN HUKUM DAN HAM PROVINSI PAPUA | YAYASAN KASIH BAPA DOGIYAI |
| UNIVERSITAS KRISTEN INDONESIA (UKI) | PEMERINTAH KAB. NDUGA | |
| UNIVERSITAS YAPIS PAPUA (UNİYAP) | | |

INTERNATIONAL

| UNIVERSITY | GOVERNMENT | ORGANIZATION |
|--------------------------------|---|--|
| ARIEL UNIVERSITY | GOVERNMENT OF WEST SEPIK PROVINCE, PAPUA NEW GUINEA | AMERICAN INDONESIAN EXCHANGE FOUNDATION (AMINEF) |
| THE UNIVERSITY OF RHODE ISLAND | GOVERNMENT OF AITAPE LUMI DISTRICT, OF SANDAUN PROVINCE, PAPUA NEW GUINEA | |
| JHONSON & WALES UNIVERSITY | | |
| DALLAS BAPTIST UNIVERSITY | | |



BANKS

There are several banks available around the campus, i.e. BNI, Mandiri, BRI, and BTN. Each banks provides ATMs and operates 5 days a week, from Monday to Friday, 8am to 4pm. International Students may choose to open an account at one of those banks. We can arrange for a Bank officer to visit our campus and assist you in opening an account. Our partnership is through Bank BNI.

9. IMPORTANT PLACES AROUND IUP

HOSPITAL



While you are studying on campus and not feeling well, you can let the security know so that the staff can take you to nearest hospital called Rumah Sakit Dian Harapan it's about 500 M from the campus.

FOOD STALLS

It is easy to find food or drinks at IUP. For the scholarship recipient, lunch will be delivered to campus. If you want to try something different, you can have a culinary adventure by visiting food stalls around IUP. The price of food varies between IDR 10.000 to IDR 30.0000. Across the road from the campus there is a place called Warung Bu Khotim, it serves grilled and fried chicken with its special chili sauce. There is also other food place and little shops along the road that you can go to buy food, drinks, or snacks.



Besides Indonesian food, there are various international branded restaurants that offer international food, such as KFC, Pizza Hut, at Mega Dept Store in Waena. You can even order food through apps such as Gojek, Grab, or Maxim.



POLICE STATION

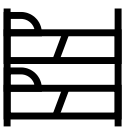


In case of any emergency and you feel threatened by any circumstances or wanted to report any emergencies do not hesitate to contact our campus security or nearest Police Station in IUP Campus which is **Polsek Heram: +62967-518906.**

FIRE DEPARTMENT



If you locate any source of a fire in or around campus, please contact the closest fire department which **Pos Pemadam Kebarakaran Sektor Heram Waena: +62823-9960-1022/ +62911-7999-999 / +62967-531113.**



DORMITORY

The dormitory provides a place to stay for both local and international students. The dormitory amenities included:

- Full furnish rooms plus amenities i.e., bed, bathroom with hot water, air conditioning, desk, etc.
- Transportation from Dorm to Campus and return.
- 7 Days meals, 3 times per day
- Electricity
- Pastoral Care
- Internet
- Security and Residential Cleaning Service

10. LIVING IN JAYAPURA

ACCOMMODATION

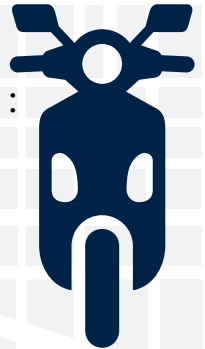


During your study at IUP, you may stay at dormitory or stay in a boarding house/lodging house, a homestay, or even family member here in Jayapura. Commonly, some students rent a room in the area of Expo, Perumnas I,II,III, or IV, it is close to our campus. The monthly cost ranges from IDR 500.000 to IDR 1.000.000 depending on the facilities provided.

LOCAL TRANSPORTATION

Motorcycle

Transportation which is commonly used in Jayapura is motorcycle, car, taxi (public transportation, or online platform such as Gojek, Grab, or Maxim. IUP students mostly use motorcycle. You can rent a motorcycle at the cost of approximately IDR 50.000 per day or approximately IDR 900.000 - IDR 1.000.000 per month. You can also buy a new motorcycle at around IDR 15 million, or a second hand at around IDR 4-10 million depends on the condition. Please make sure that you have a driving license before you ride a motorcycle. International driving license is accepted.



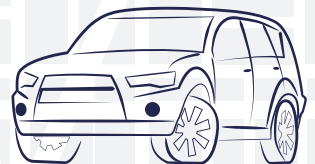
Local Taxi

The cheapest public transportation in Jayapura is Taxi (Taksi). The fare for a single trip is IDR 5.000 (close distance 500M-700M) Please note that there is no exact schedule of public transportation in Jayapura. So, prepare more time if you want to travel from one place to another using taxi (taksi).



Car

Car is another transportation mode you can choose but it is costly to buy. You can rent a car with 8 seats from a 12-hour trip at about IDR 500.000 including driver. Or you can use the online provider such as Gojek, Grab, or Maxim to order a car for your destination.



Restaurants



There are amazing restaurants you can visit while your stay in Jayapura. If you like seafood go to the restaurants under the famous Jayapura Red Bridge. You can eat tasty seafood and other meal along the way. You can try The Marlin Seafood, Yasbeer Café, Djuragan Dapoer, etc. If you want to try traditional food, you can chill by the lake and try Sentani traditional food at Isasai Restaurant. It is in Waena by the famous Sentani Lake.

Electricity



Electrical voltage for housing in Indonesia is 220 Volt with C type power plug. You can buy a power plug converter from Electrical shops or go to Mr DIY at Saga Dept Store in Abe.

Weather

As Jayapura is in Easternmost province of Indonesia and has tropical rainforest climate. In general, the weather in Jayapura characterized by the following

1. High Temperatures:

Jayapura typically experiences warm to hot temperatures throughout the year, with average high ranging from 29°C to 32°C (84°F to 90°F).

2. High Humidity:

The city is known for its high humidity levels, often exceeding 80%. Humidity remains relatively constant year-round due to its proximity to the equator.

3. Rainfall:

Jayapura experiences heavy rainfall throughout the year. It is one of the wettest cities in Indonesia. The wet season typically occurs from November to March, with peak rainfall in December and January. The dry season is from May to September.

4. Tropical Rainforests:

The city is surrounded by lush tropical rainforests, which contribute to the high humidity and frequent rainfall.

5. Little Temperature Variation:

There is minimal variation in temperatures between seasons, with relatively stable warm temperatures year-round.

6. Tropical Storms:

Jayapura can occasionally be affected by tropical storms and typhoons, particularly during the wet season. These weather events can bring heavy rains and strong winds.

* It's important to note that weather conditions can vary from year to year, and climate patterns may change over time due to factors such as El Niño and climate change.

Clothing

Although Jayapura is a hot city, people of Jayapura are accustomed to wear modest and sleeve clothes. Dress codes of IUP students, including international students, to attend classes, to meet with lecturers, and to visit IUP Rectorate office or other units/depts are collar and sleeve shirt/T-shirt, long trousers, or over-knee dress for female students. You will get a faculty T-shirt that you can also wear. You may be prohibited to attend classes or attended office/unit due to wearing improper clothes.



Health Matter

There are several hospitals you visit depending on your location. IUP is closed to one of the major hospitals in Jayapura called Rumah Sakit Dian Harapan (500-600M from IUP). The hospital consultation costs, or the doctor's surgery costs depends of the case and level of illness. Please check your health insurance coverage to choose the suitable hospital in the recommended list below:

- 1) Rumah Sakit Dian Harapan
- 2) Rumah Sakit Umum Daerah Abepura (A government-owned general hospital)
- 3) Rumah Sakit Bhayangkara
- 4) Rumah Sakit Umum Daerah Dok II Jayapura (A government-owned general hospital)
- 5) Rumah Sakit Aryoko (Marthen Indey)
- 6) Rumah Sakit Provita Jayapura

Health Insurance

To ensure your welfare and the cost of health care in Jayapura, it is important that you are properly insured during the duration of your study. If you have health insurance in your home country, please check whether it covers your stay in Indonesia. If it covers your stay in Indonesia, please learn its policies and ensure you are familiar with the claim procedures and list of recommended hospitals in Indonesia especially in Jayapura.

If you do not have health insurance in your home country, it is advised that you register to the health insurance recommended by the IUP International Office soon upon your arrival at Jayapura. Carefully learn your health insurance policies and the recommended hospitals provided by the insurance company. The annual premium ranges from IDR 1.5 million to 4 million depends on the coverage.

Here are the requirements to apply for insurance in Indonesia (BPJS):

1. A copy of your visa
2. A copy of your KITAS
3. A copy of your (Indonesian) bank account
4. A public notary stamp

Office Hours

Generally, government offices are open from 8am to 5pm on Monday to Friday. Please contact the office to get further information.

11. CURRENCY

The official currency of Indonesia is Rupiah which is Issued and controlled by the Bank of Indonesia. The currency code for Rupiahs is IDR, and the currency symbol is Rp. By law, all transactions are required to be conducted in rupiah, and information on the daily exchange rate can be found in newspapers or from the internet and online apps. Credit cards are widely accepted in hotels, large restaurants, and large stores in Jayapura.

Indonesian banknotes come in denominations of **IDR1000**, **IDR2000**, **IDR5000**, **IDR10000**, **IDR20000**, **IDR50000**, and **IDR100000**. Coins in circulation include **IDR1000**, **IDR500**, **IDR200**, **IDR100**, and **IDR50**.





Rp 10.000 Kertas

TE 2010



Rp 2.000 Kertas

TE 2009



Rp 50.000 Kertas

TE 2005



Rp 10.000 Kertas

TE 2005



Rp 1.000 Koin

TE 2016



Rp 500 Koin

TE 2016



Rp 200 Koin

TE 2016



Rp 100 Koin

TE 2016



Rp 50 Koin

TE 1999



Rp 1.000 Koin

TE 1993

12. MONEY CHANGER

You can exchange foreign currency in major banks and money changers in Jayapura. Here are some places you can exchange your currency to Rupiahs:

| Name | Phone | Address |
|---------------|------------------|---|
| Money Changer | +62896-6654-3666 | Jl. Kelapa 2 Entrop No. 18 |
| Western Union | (+62431) 869290 | Pegadaian, Jl. Raya Sentani, No. 75, Abepura, Mandala, Jayapura, Kota Jayapura, Papua |

13. IMMIGRATION AND CITY GOVERNMENT RULES (PAPUA PROVINCE)



It is very important for you to understand and to comply with Indonesian Immigration rules during your stay in Indonesia. If you want to stay more than 30 days in Indonesia to study in many forms, you cannot use Visa on Arrival (VoA) scheme., Visa on Arrival (VoA) is only intended for those who are visiting Indonesia as tourists and NOT for those who intended to live for an extended period of time. Please be advised that VoA is also not extendable. Therefore, to stay longer than 30 days rules you need to arrange a visa at the nearest Indonesian Embassy or Consulate Office in your country. Here is the type of visa you will apply for you to study in Indonesia:

VTT (LIMITED STAY VISA)

The process of applying VTT takes 1-2 weeks before your arrival in Indonesia. Prior to the VTT application, you must obtain Study Permit (Ijin Studi) from DIKTI (the Directorate General of Higher Education of Indonesia- Jakarta), the verification process takes about 1-2 months. That permit must be submitted when you apply for VTT.

The following are documents you should prepare for Study Permit (Ijin Studi):

- 1) A copy of valid passport:
 - a. 12-months passport validity remaining to apply for 6-month Study Permit and VTT.
 - b. 18-months passport validity remaining to apply for 12-month Study Permit and VTT.
- 2) A letter of sponsorship or financial guarantee (if you are privately financed).
The proof must include valid bank statement, saving books, or deposits from the last 3 (three) months owned by the guarantor with a minimum amount of USD 2000 (two thousand US dollars) or equivalent.
- 3) statement letter (from the government) that you declare:
 - a. will obey Indonesian rules and laws.
 - b. will not involve in any work activities.
- 4) Medical Statement (signed by a medical doctor from your origin country)
- 5) Letter of Acceptance
- 6) Latest Degree/Diploma (High School or Grade 12)
- 7) Other documents such as MOU/MOA if sponsored by the government.
- 8) Passport-sized photos with white background
 - a. Three (3) sheets of passport-sized photo (4x6) with white background.
 - b. One (1) soft file of passport-sized photo with white background.
 - i. Max size is 300kb.
 - ii. Not edited
 - iii. JPEG/PNG

The following are documents you should prepare for VTT (Limited Stay Permit Visa):

- 9) A copy of valid passport:
 - a. 12-months passport validity remaining to apply for 6-month Study Permit and VTT.
 - b. 18-months passport validity remaining to apply for 12-month Study Permit and VTT.
 - c. 30-months passport validity remaining to apply for 24-month Study Permit and VTT.
- 10) A letter of guarantee from the International University of Papua
- 11) A letter of recommendation from the Vice Rector of Academic Affairs of IUP.
- 12) A letter of sponsorship or financial guarantee (if you are privately financed).
The proof must include valid bank statement, saving books, or deposits from the last 3 (three) months owned by the guarantor with a minimum amount of USD 2000 (two thousand US dollars) or equivalent.
- 13) Proof of having received a complete dose of the Covid-19 vaccine.
- 14) A statement letter of that you declare:
 - a. will obey Indonesian rules and laws.
 - b. will not involve in any work activities.
- 15) A proof of health insurance from an Indonesian legal entity insurance company that covers healthcare expenses while the International Students in in Indonesian territory.

To apply for your VTT, IUP International Office will first submit your Study Permit application documents to Jakarta Immigration Office. Once the application is approved, Jakarta Immigration Office will release a Study Permit and a telex of approval to the Indonesian Embassy or Consular Office in the related country, in which you can apply for VTT. To ease and to accelerate the process, we recommend you send the required documents as soon as you get accepted to International University of Papua by **phone/WhatsApp: 62-812-4714-9022 (Ms Mike) / +62-813-4308-9236 (Mr. Pieter) or email to: internationaloffice@iup.ac.id**



VTT (LIMITED STAY VISA)

| No | Type | Schedule | Price* |
|--|--|---|---------------|
| 1. | LIMITED STAY VISA (VTT-C316) | After obtaining Study Permit (Ijin Studi) | Rp. 4.900.000 |
| 2. Kantor Imigrasi (Immigration Office) | | | |
| 2.1 | KITAS (Limited Stay Permit) & Control Book | First week after arrival | Rp.750.000 |
| 2.2 | MERP (Multiple Exit Re-Entry Permit) | After obtaining KITAS | |
| | 6 Months | | Rp. 1.000.000 |
| | 12 Months | | Rp. 1.500.000 |
| | 24 Months | | Rp. 2.000.000 |
| 2.3 | Visa Extension | 1 Months before visa expired date | |
| 2.4 | Exit Permit Only (EPO) | 3 weeks before departure | |
| 3. POLDA PAPUA (Province Police Department) | | | |
| 3.1 | STM (Letter of Police Notification) | 24 hours after arrival | |
| 3.2 | SKLD (Certificate of Self-Reported) | 30 days after KITAS | |
| 4. Dispenduk (Population and Civil Registration Agency) | | | |
| 4.1 | SKTT (Certificate of Residence) | 14 days after obtaining KITAS | |
| 5. Kemendikbud (Ministry of Education and Culture) | | | |
| 5.1 | SIB (Study Permit) | 2 months before arrival | |
| 5.2 | SIB Extension | 2 months before expired date | |
| 6. IUP International Office | | | |
| 6.1 | Immigration Fee per Process | First week after arrival | At cost |
| 6.2 | Copy Fee per Process | First week after arrival | At cost |

**Subject to change, please check with the immigration staff at IUP International Office for the latest update*

POLICE REPORT

Within the first 24-hour of your arrival in Indonesia you must get:

Surat Tanda Melapor (STM)/ Surat Tanda Melapor Diri (STMD)

You can obtain STM/STMD from the police office nearest your residence in Jayapura.

HERE ARE THE REQUIREMENTS:

- A copy of your valid passport.
- A copy of the KTP (Indonesian ID Card) of the host.

Note: Failure to do this within 3 days will cause legal consequences. i.e., fine up to IDR 5 million and prison to a maximum of 1 year.

SKLD/YELLOW CARD

Students holding KITAS card must register with the National Police within 30 days of issuance of the Stay Permit. The Police Department (Direktorat Intelkam, Sub Direktorat Pengawasan Orang Asing) will issue an SKLD (Surat Keterangan Laport Diri/ Certificate of Police Registration), which is an important document to keep.

Here are the requirements:

- A letter of recommendation from IUP International Office
- A copy of your passport
- A copy of your KITAS Card and your control book.
- A fingerprint report from the police office
- A complete application form (provided by the Police Headquarters)
- Three recent 4X6 photographs with red background

NOTE:

According to article 61 of the Immigration Law, number 9/1992, failure to report would expose you to a maximum of IDR 5 million fine and a maximum of 1 year in jail

SKLD/Yellow Card and EPO (Exit Permit Only) must be returned to the IUP International Office before you return home.

14. ARRIVAL CHECKLIST

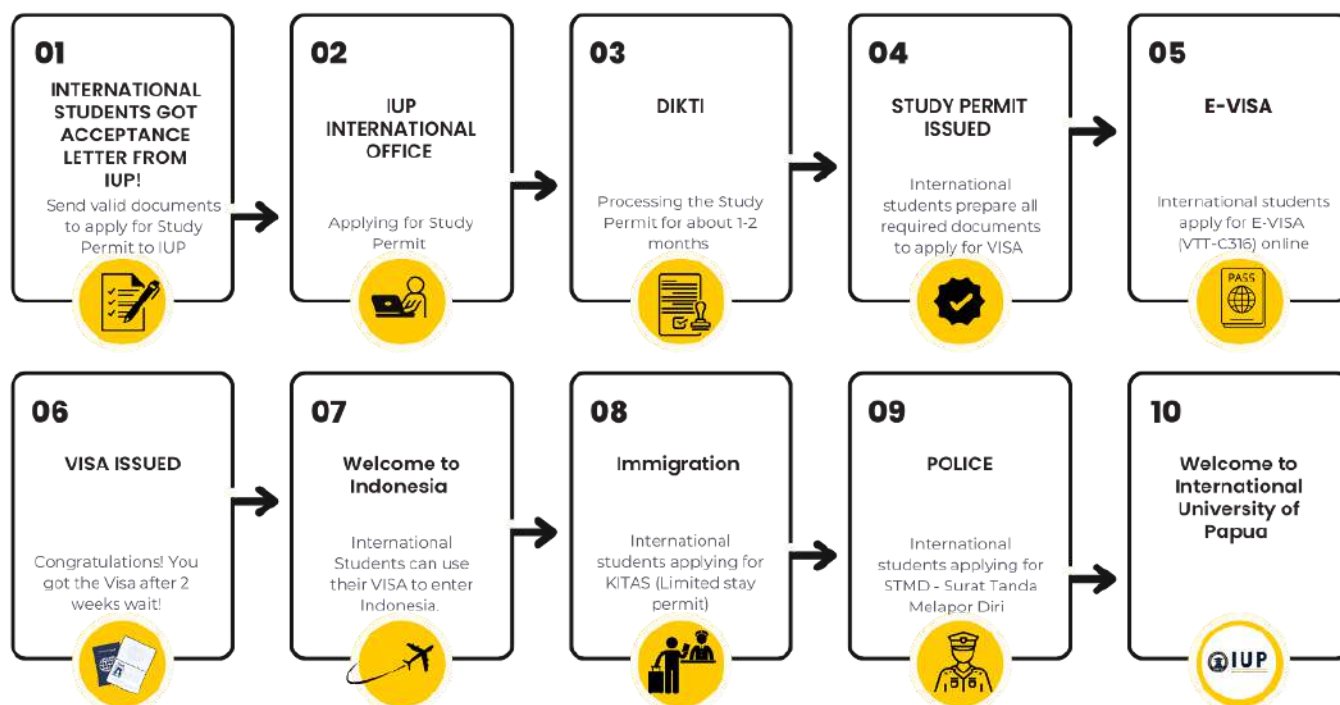
Here are some must dos after your arrival in Jayapura:

- () Check-in report to IUP International Office
- () Accommodation settlement
- () Police Report
- () Register for Student ID Card
- () Open a Bank account.



Arrivals

IUP INTERNATIONAL STUDENTS ADMISSION BUSINESS PROCESS



15. DOS AND DON'TS

DOS

- a. Follow IUP academic regulations.
- b. Adhere to the dress code in campus.
- c. Attend the IUP orientation programs for international students to familiarize yourself with campus facilities, services, and local regulations.
- d. Keep important documents safe such as passport, visa, and other important documents. Make copies and store them securely.
- e. Stay Informed about current events and any safety of health advisories related to your area of residence.
- f. Learn Bahasa Indonesia, while English is often spoken on campus, learning some basic Bahasa Indonesia phrases can be helpful for daily life and communications with locals.
- g. Make Local Friends, try to make friends with local students and residents to enrich your cultural experience and gain insights into the local way of life.
- h. Take the opportunity to explore the natural beauty and cultural heritage of Papua especially in Jayapura.
- i. Adhere to Visa Regulations, ensure that you comply with visa regulations, including renewing your visa before it expires.
- j. Stay Healthy, take care of your physical and mental health. Utilize the university's services and seek assistance if needed.
- k. Engage in campus activities: Participate in extracurricular activities and cultural events to immerse yourself in campus life.



DON'TS:

- Don't engage in illegal activities: Avoid any involvement in illegal activities, including drug use, or alcohol as this can lead to serious consequences under Indonesian law.
- Don't Overstay Your Visa: Make sure to leave the country before your visa expires or renew as it required. Overstaying can result in fines, detention, or deportation.
- Don't Disrespect Local Cultural Beliefs or Religions: Papua is a diverse region with various cultural beliefs and religions. Be respectful of all cultural beliefs and religions and avoid disrespectful comments or actions.
- Don't Isolate Yourself: While it's natural to miss home, try not to isolate yourself from the local and international students' community. Seek support if you're feeling homesick or overwhelmed.
- Don't be Disruptive: Maintain a respectful and courteous demeanor in class and on campus. Disruptive behavior can result in academic penalties.
- Don't Neglect your studies: While exploring and socializing is important, prioritize your academic responsibilities and maintain good academic standing.
- Do not show some PDA (Public Display Affection) such as hugging, kissing, or making out.
- Do not put your feet up on tables or chairs, especially when there are older people around you.
- Do not bring your girlfriend (for boys) or boyfriend (for girls) to your dorm room.
- In Indonesia, it will be considered more polite not to call someone directly by name unless they are of the same age or younger than you. You can use these specific terms before mentioning their name:
 - Bapak (Pak) for Mr
 - Ibu (Bu) for Mrs
- Do not be offended when people ask you some personal questions. It's just the way they show friendliness and you do not have to answer if you do not want to.

16. DAILY CONVERSATION

GREETINGS (SALAM)

- a. Good morning (Selamat Pagi)
- b. Good afternoon (Selamat Siang)
- c. Good evening (Selamat Sore)
- d. Good night (selamat tidur)
- e. Good-bye (selamat tinggal)
- f. See you later (Sampai jumpa lagi)
- g. How are you (apa kabar?)
- h. Excuse me (Permisi)

Useful Expressions (Ungkapan yang berguna - Bahasa Indonesia and Local Edition in Papuan Dialect)

| English | Bahasa Indonesia | Papuan Dialect |
|--------------------------------------|--|-------------------------------|
| Thank you | Terima kasih | Terima kasih |
| I'm Sorry | Mohon maaf | Minta maaf |
| Can you help me? | Bisakan anda membantu saya? | Ko bisa bantu sa kah? |
| What time is it? | Jam berapa ini? | Jam berapa e? |
| How much? | Berapa Harganya? | Harga berapa? |
| How many? | Berapa jumlahnya? | Jumlah berapa? |
| Where is the...?Where is the toilet? | Dimanakah....berada? Dimanakah toilet berada? |Dimana? Toilet dimana e? |
| I like it | Saya menyukainya | Sa suka itu |
| I don't like it | Saya tidak menyukainya | Sa tra suka itu |
| I understand | Saya mengerti | Sa mengerti |
| I don't understand | Saya tidak mengerti | Sa tra mengerti |
| I want to go to the class | Saya ingin pergi ke kelas | Sa mo ke kelas |

Subject (Bahasa Indonesia and Local Edition in Papuan Dialect)

| English | Bahasa Indonesia | Papuan Dialect |
|------------------------------|---------------------------------------|------------------------------------|
| My name is Tomy | Nama saya adalah Tomy | Sa pu nama Tomy |
| I'm 27 Years Old | Umur saya 27 tahun | Sa pu umur 27 tahun |
| I'm from Vanimo, PNG | Saya berasal dari Vanimo, PNG | Sa asal dari Vanimo, PNG |
| One of my hobbies is reading | Salah satu hobi saya adalah membaca | Sa pu hobi satu itu membaca |
| Now I sat at Perumnas II | Saat ini saya tinggal di Perumnas Dua | Sa skarang tinggal di Perumnas Dua |

How to Introduce Yourself in Bahasa Indonesia and Papuan Dialect

| English | Bahasa Indonesia | Papuan Dialect |
|------------------------------|---------------------------------------|------------------------------------|
| My name is Tomy | Nama saya adalah Tomy | Sa pu nama Tomy |
| I'm 27 Years Old | Umur saya 27 tahun | Sa pu umur 27 tahun |
| I'm from Vanimo, PNG | Saya berasal dari Vanimo, PNG | Sa asal dari Vanimo, PNG |
| One of my hobbies is reading | Salah satu hobi saya adalah membaca | Sa pu hobi satu itu membaca |
| Now I sat at Perumnas II | Saat ini saya tinggal di Perumnas Dua | Sa skarang tinggal di Perumnas Dua |



Hello!



Hi!



17. LEAVING INDONESIA

TEMPORARY RETURN

When you temporarily return to your home countries and go abroad for travelling or doing research, you must talk about the details of your itinerary to IUP International Office and your Faculty at least a week before your departure.

Please also apply for Re-Entry Permit to Immigration Office Jayapura seven days before your travel. Re-Entry Permit enables you to maintain your current residential status when you go abroad and come back to Indonesia again. If you do not obtain Re-Entry Permit and leave

Indonesia, your residential status will be cancelled, and you must apply for a new visa from the beginning. Please keep in mind about this.

THE FOLLOWING ARE THE DOCUMENTS YOU SHOULD PREPARE:

1. A letter of recommendation from the faculty addressed to the Head of IUP International Office.
2. A letter of recommendation issued by IUP International Office, addressed to the Head of Immigration Office in Jayapura
3. Application forms.
4. A copy of a valid passport.

EXIT PERMIT ONLY

When you return to your home countries for good, the documents that should be prepared are:

1. A letter of recommendation from the faculty addressed to the Head of IUP International Office
2. A letter recommendation issued by IUP International Office and addressed to the Head of Immigration Office in Jayapura
3. Application forms
4. A copy of valid passport
5. A copy of a return ticket.

