

## Application for a Semester abroad at SGU (Guidelines 2017)

Dear Student.

Thank you very much for your interest in a semester abroad at Swiss German University. Please read carefully the following information BEFORE you apply.

The complete enrolment process consists of three steps:

- A. Online Application
- B. After acceptance: SGU issues Letter of Acceptance
- C. After payment of registration fee: SGU issues Letter of Enrolment

Furthermore, we attach information regarding visa application and registration at the Indonesian education authorities.

If you have any questions, please contact SGU's International Office. Thank you very much.

### General Information

1. Application deadline for the odd semester (February until July) is 31 October. The Application deadline for the even semester (August until January) is 30 April.
2. In the odd semester, we offer the courses of semester 2 and 4: in the even semester, we offer the courses of semester 1, 3, 5 and 7.
3. The enrolment of an exchange student in a study program and particular courses at SGU is subject to availability of free seats and fulfilment of necessary requirements (e.g. previous successfully completed courses).
4. Exchange students may choose courses from different semesters and study programs as long as there are free seats, necessary requirements (e.g. previous successfully completed courses) have been fulfilled and there are no clashes in the time table.
5. We do not charge any tuition fees to students from SGU's partner universities. Students from other universities should contact SGU's International Office by email ([international.office@sgu.ac.id](mailto:international.office@sgu.ac.id)) for further information.
6. After review of the application by the respective department / study program, the student is requested to pay a registration fee of 165 Euro per semester.
7. SGU will provide support and supporting documents for the student's visa. Visa application and visa extensions are under the student's responsibility.

## A. Online Application

1. SGU only accepts complete online applications including all supporting documents (link to online application on SGU website: <http://www.sgu.ac.id/international-student/>) .
2. The following supporting documents are requested:
  - a. Copy of birth certificate
  - b. Copy of passport (card, pages 1, 2 and 3; see example 1)
  - c. Copy of High School Leaving Certificate (e.g. Abiturzeugnis)
  - d. Copy of latest course transcript from home university
  - e. Passport photo with red background (see example 2)
  - f. Curriculum Vitae
  - g. Letter of Good Health (see example 3)
3. SGU only accepts pdf- and jpeg-files with a max. file size of 300kb per document.
4. If SGU cannot accept a student for a semester abroad, SGU will issue a Letter of Rejection.

## B. After Acceptance of a Student's Application

1. After review and acceptance by the respective study program, SGU will issue a Letter of Acceptance.
2. The exchange student is requested to pay the registration fee (currently 165 Euro) within 10 working days after receiving the Letter of Acceptance.

## C. After Payment of the Registration Fee

1. After SGU received the student's payment of the registration fee, SGU will issue a Letter of Enrolment.
2. The Letter of Enrolment is necessary for the visa application.

## Information Regarding the Visa for Indonesia (for Students from Germany only)

We recommend that exchange students enter Indonesia with a Social-Cultural Visa (Visa Index 211). This visa is a single-entry visa and it is given 60 (sixty) days, then extendable 4 times every 30 days (= altogether 180 days = 6 Months).

The days count from the date of entry to Indonesia. One week before the first 60 days ends, the student needs to apply for the visa extension at the immigration office in Tangerang. This extension is valid for another 30 days. The visa can be extended up to four times (30 days per each extension).

If the student only stays for one semester, the Social-Cultural Visa is the most convenient solution.

Information is available at the Indonesian Embassy in Berlin:  
<http://www.kemlu.go.id/berlin/lc/Pages/visa-informationen.aspx>

Important note: Additionally to the visa, a recommendation letter from the Education Attaché at the Indonesian Embassy in Berlin must be obtained. This recommendation letter is necessary for the extension of the Social Visa. Respective information will be sent with the Letter of Enrolment.

## Information Regarding the Registration with the Education Authorities in Indonesia

After Enrolment, SGU will register the student with the Education Authorities in Indonesia. For the registration, the student need to submit the following documents within four weeks after receiving the Letter of Enrolment:

- a. Financial Statement (see example 4)
- b. Surat Pernyataan (in Indonesian; confirmation that the student has no criminal record and complies with the Indonesian law; see example 5)
- c. Copy of insurance certificates (health insurance, liability insurance, accident insurance)

Note: SGU only accepts pdf- and jpeg-files with a max. file size of 300kb per document.

## Examples

### 1. Copy of Passport



### 2. Passport photo with red Background (size: 4x6cm)



## 3. Example of Letter of Good Health

**Dr. med Frank Stein**

Arzt für Allgemeinmedizin

Neustraße 5, 12559 Berlin

**DOCTOR'S CERTIFICATE OF GOOD HEALTH**

Betreff: : Frau Susanne Linsenkoetter, born 23.06.1991  
Schmiedegasse 22, 12559 Berlin

Berlin, 16.01.20XX

To whom it may concern

Through this paper I wish to certify that Miss Susanne Linsenkoetter, born on 23.06.1991 has had a general medical examination and obtained a very satisfactory result. She took various tests and exams today that allow me to certify her as in excellent health, showing no signs of acute or chronic disease.

Best Regards,

Dr. med. Frank Stein

Arzt für Allgemeinmedizin

#### 4. Financial Statement

To whom it may concern

I, [Name or parent/supporter], will be providing [Your full name], born on [date of birth] in [place of birth] with full financial support during his/her studies at Swiss German University in Tangerang, Indonesia, from [date of arrival] until [date of departure].

I hereby confirm that I am able to provide sufficient funds to responsibly cover his/her expenses during the entire stay in Indonesia, including any unexpected costs and any emergency funding for personal upkeep that would otherwise hinder studying.

Sincerely,

## 5. Surat Pernyataan

### SURAT PERNYATAAN

Yang bertanda tangan di bawah ini:

Nama: [Vorname, Mittelname, Nachname, wie im Reisepass]

Tempat tanggal lahir: [Geburtsort, Geburtsdatum]

Kewarganegaraan: [Staatsangehörigkeit, z.B. Jerman = Deutsch]

No. Pasport: [Nummer des Reisepasses]

Dengan ini menyatakan bahwa saya tidak memiliki catatan atau keterlibatan dalam kegiatan politik/organisasi terlarang ataupun kriminal apapun selama berada di Indonesia dan akan patuh pada semua peraturan-peraturan hukum Indonesia serta tidak akan bekerja selama berada di Indonesia.

Surat Pernyataan ini diberikan sehubungan dengan permohonan izin belajar saya.

Demikian surat Pernyataan ini di buat dengan sebenarnya dan dipergunakan sebagaimana mestinya.

Dengan Hormat,

Unterschrift

[Name in Druckbuchstaben]