Application Procedure for Prospective International Students (Doctoral Degree)

Prospective students apply through admission.ugm.ac.id

→ Applicants complete all of the required documents and upload them to admission.ugm.ac.id

Required documents:
1. Colored scan of passport (cover page and personal information pages only)
2. Official passport-sized photograph
3. Curriculum Vitae (resume/personal data)
4. Master's degree diploma
5. Official academic transcripts, issued by your academic institution
6. Motivation letter/essay
7. Personal statement (not to work and obey the regulation)
8. Financial support statement
9. Good health statement, issued by doctor in any format
10. International health insurance for foreign students
11. Recommendation/nomination letter from home university
12. Research proposal

→ Office of International Affairs (OIA) at UGM and Faculty

OIA UGM checks the application for data verification at the university level

Faculty OIA processes the data verification in coordination with the intended study program and decide whether the applicant is accepted or declined

→ Applicants receive the application outcome

→ **Decline**
Applicants receive a Letter of Refusal

↓ **Accept**
Applicants receive a Letter of Offer to make an admission payment

↓ Upon the completion of the payment, OIA UGM will issue a Letter of Acceptance

↓ Office of International Affairs (OIA) UGM

OIA UGM processes study permit to the Ministry of Education and Culture and then propose the Visa Authorization to the Directorate of Immigration

↓ OIA UGM sends a study permit and Visa Authorization to the registered students

↓ Students apply for the visa through Indonesian Embassy in their respected countries before leaving for Indonesia

↓ Once the visa is granted, students can process their arrival in Indonesia

← After students arrival, OIA UGM and Faculty will help the student to process the KITAS at the immigration office and complete the student registration at DPP

← OIA UGM and Faculty process the student registration at DPP

← DPP process the student registration. Upon completion of the registration process, students will receive a Student ID card and ready to commence their study at UGM

DPP: Directorate of Education and Learning

NOTES:
- The admission office will send notifications about your application progress to your registered email.
- Statement letter templates are available for download from your account at admission.ugm.ac.id
- Once you receive the Letter of Acceptance, the faculty administrator will contact you for course administration through your registered email.

Prepared by:
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