

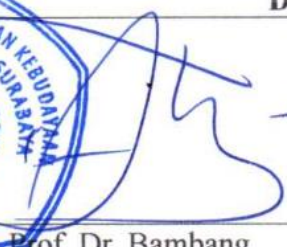
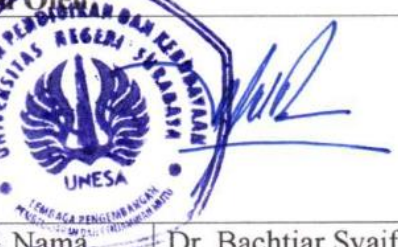



**STANDARD OPERATING PROCEDURE**  
**FOREIGN STUDENT ADMISSION**



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

|   |                                   |  |                                    |
|---|-----------------------------------|--|------------------------------------|
| <b>Disetujui Oleh:</b>  |                                   | <b>Disusun Oleh:</b>   |                                    |
|  |                                   |  |                                    |
| Nama  | Dr. Wiwik Sri Utami, MP           | Nama   | Dr. Widowati Budijastuti, M.Si     |
| Jabatan   | Ketua BPM                         | Jabatan  | Pusat PPSMA - BPM                  |
| <b>Disahkan Oleh:</b>   |                                   |  |                                    |
|  |                                   |  |                                    |
| Nama  | Prof. Dr. Bambang Yulianto, M. Pd | Nama   | Dr. Bachtiar Syaiful Bachri, M. Pd |
| Jabatan   | Wakil Rektor Bidang Akademik      | Jabatan  | Ketua LP3M                         |

**QUALITY ASSURANCE UNIT – LP3M**  
**UNIVERSITAS NEGERI SURABAYA**  
**2020**

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|---|--|--------|
|  | <b>SOP FOR FOREIGN STUDENT ADMISSION</b> |        |
|   | <b>UNIVERSITAS NEGERI SURABAYA</b>       |        |
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## 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 complete 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 BSR.
- 5.9. OIA 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

