



**UNS**  
UNIVERSITAS  
SEBELAS MARET

# **GUIDEBOOK FOR INTERNATIONAL STUDENTS**

## **A Word of Welcome**

Welcome to Solo, welcome to UNS!

On behalf of Universitas Sebelas Maret (UNS), we are delighted to have you all as new members of UNS big family.

UNS is a state university which was established on March 11, 1976. UNS has a high commitment to become an internationally excellent centre for the development of science, technology, and art, while keeping the noble values of national culture. We have 11 faculties, one graduate school, and one vocational school, with hundreds of study program choices in the field of cultural science, art and design, economics, education, law, social and political science, medicine, agriculture, engineering, mathematics and natural science, and sport. To support teaching learning activities, campus facilities are provided, such as library, medical centre, language centre, sport centre, laboratories, and many more. Student clubs and communities are available as well to provide additional knowledge and experience during your study here.

UNS is a comfortable, green campus located in Solo, a small and peaceful city in Java. Studying in UNS also means experiencing life in Solo. Living in Solo gives you a chance to witness historical remains and distinguished culture of Java.

Studying abroad will teach you to be a different person – more mature, shaped and inspired by new knowledge and friendships. It's time for you to start this exciting journey. However, there will be obstacles and challenges as you move forward on your journey. You will have to struggle and adapt to new environment with different culture, but rest assured that we will support you on your way.

This guide book is designed in hope that it can help international students to be prepared for studying in UNS and living in Solo. Should you need assistance, our staffs are happy to help you anytime. Please don't hesitate to contact us.

Finally, good luck on your journey, and do your best!

Head of International Office  
Universitas Sebelas Maret

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## A. STUDY PERMIT

Study permit is a document/letter containing international student's data and official permission for the student to study in Indonesia. This document is issued by the Ministry of Education and Culture of Indonesia. Study permit is commonly granted for 6 months, 1 year, or 2 years, and can be extended when needed. It is compulsory for international students to have this document because study permit is needed for student visa application.

To apply for a study permit, students need to submit several personal and academic documents to UNS International Office (IO UNS), and our staff will submit the application to the study permit website. The process of completing a study permit takes approximately 2-3 weeks.

The followings are the required documents to apply for a study permit:

### New study permit

No.	Document	Quantity	Notes
1	Formal photograph with red background	1	Provided by the students  Must be in coloured, JPG/PDF format with less than 300kb size
2	Scan of passport (identity page) with minimum validity of 18 months	1	
3	Scan of latest graduation certificate	1	
4	Scan of latest academic transcript	1	
5	Scan of recent health certificate	1	
6	Letter of Acceptance	1	Issued by IO UNS
7	Application letter for study permit	1	
8	Scan of personal statement for not joining commercial and political activities	1	Provided by IO UNS, filled and signed by the students
9	Scan of financial guarantee	1	

### Study permit extension

No.	Document	Quantity	Notes
1	Formal photograph with red background	1	Provided by the students  Must be in coloured, JPG/PDF format with less than 300kb size
2	Scan of passport (identity page) with minimum validity of 18 months	1	
3	Scan of latest academic transcript	1	
4	Scan of recent health certificate	1	
5	Scan of stay permit card (KITAS)	1	
6	Scan of Report Certificate from Police Department	1	Provided by IO UNS
7	Application letter for study permit extension	1	
8	Scan of personal statement for not joining commercial and political activities	1	Provided by IO UNS, filled and signed by the students
9	Scan of financial guarantee	1	

The procedure to apply study permit (new and extension) is as follows:

- 1 Students send the documents to IO UNS by email at [imigrasi.iouns@gmail.com](mailto:imigrasi.iouns@gmail.com)
- 2 Staff of IO UNS will upload all required documents to the study permit website.
- 3 Wait for revision and approval from the Ministry of Education and Culture (2-3 weeks).
- 4 Once approved, study permit will be sent to IO UNS.
- 5 Staff of IO UNS will forward the study permit to the students.

This is an example of a study permit:



**KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN**  
**DIREKTORAT JENDERAL PENDIDIKAN TINGGI**  
Gedung D Lantai 6, Jalan Jenderal Sudirman, Pintu Satu - Senayan,  
Jakarta - 10270  
Telepon : (021) 57946063 - Fax. (021) 57946062

Nomor : 2477/E3/IB/IX/2020

01 Sep 2020

Perihal : Persetujuan Ijin Belajar Baru mahasiswa asing

a.n Mr.

w.n. '

Yth. Direktur/Rektor/ Ketua

Di Tempat

Merujuk surat dari Kepala UPT Layanan Internasional UNS nomor 326/UN27.31/TU/2020 tanggal 10 Agustus 2020 perihal seperti tersebut pada pokok surat, dengan hormat kami sampaikan bahwa ditinjau dari aspek akademik Direktorat Jenderal Pendidikan Tinggi, Kementerian Pendidikan dan Kebudayaan dapat menyetujui Ijin Belajar Baru mahasiswa asing atas nama:



Nama :  
Warga negara :  
Paspor :  
Tempat / Tgl. Lahir :  
Program/Jenjang :  
Penyelenggara :  
Lama Ijin Belajar :  
Pembiayaan :

Surat persetujuan ini diterbitkan dengan ketentuan-ketentuan sebagai berikut: Mematuhi Hukum yang berlaku di Indonesia, Mematuhi Peraturan Perguruan Tinggi, dan Tidak Bekerja selama Belajar di Indonesia

Direktorat Kelembagaan Kemendikbud mempunyai kewenangan untuk mencabut izin belajar ini apabila yang bersangkutan melakukan penyimpangan atau penyalahgunaan izin. Atas perhatian dan kerja sama yang baik, kami sampaikan terima kasih.



Ditandatangani Secara Elektronik Oleh :

Direktur Kelembagaan

**Ridwan**

NIP. 196212101992031001

Tembusan: Kantor Imigrasi Terkait

Catatan :

• UU ITE No. 11 Tahun 2008 Pasal 5 ayat 1

"Informasi Elektronik dan/atau Dokumen Elektronik dan/atau hasil cetaknya merupakan alat bukti hukum yang sah"

• Dokumen ini telah ditandatangani secara elektronik menggunakan **sertifikat elektronik** yang diterbitkan **BSrE**

• Dokumen ini dapat dibuktikan keasliannya dengan memindai QRCode yang telah tersedia menggunakan Aplikasi **Very DS** yang dapat diunduh melalui Google Playstore.

## B. VISA AND STAY PERMIT

International students who want to study in UNS must own a visa. There are several types of Indonesian visa that can be used by international students based on the duration of the study.

No.	Type of Visa	Validity	Notes
1	Free Visa or Visa Exemption	30 days	<ul style="list-style-type: none"><li>• Suitable for 1-month programs</li><li>• Granted for 169 countries</li><li>• Not extendable</li><li>• Not convertible into stay permit</li><li>• Free of charge</li></ul>
2	Visa on Arrival Index: B213	30 days	<ul style="list-style-type: none"><li>• Suitable for 2-month programs</li><li>• Granted for 62 countries</li><li>• Extendable once for another 30 days</li><li>• Not convertible into stay permit</li><li>• Costs IDR 500,000 or USD 35 per application</li></ul>
3	Visitor Visa (Single-entry) Index: B211A	60 days	<ul style="list-style-type: none"><li>• Suitable for 3 to 6-month programs</li><li>• Extendable until 4 times for @30 days</li><li>• Not convertible into stay permit</li><li>• Cost:<ul style="list-style-type: none"><li>• IDR 200,000 for visa application</li><li>• USD 50 for visa issuance</li></ul></li></ul>
4	Student Visa or Temporary Stay Permit Visa for studying Index: C316	30 days	<ul style="list-style-type: none"><li>• Suitable for more than 6-month programs</li><li>• Convertible into stay permit with 6-month, 1-year, or 2-year validity</li><li>• Extendable up to 6 years of living in Indonesia</li><li>• Cost:<ul style="list-style-type: none"><li>• IDR 200,000 for visa application</li><li>• USD 150 for visa issuance</li><li>• Visa conversion fee depends on the stay permit validity</li></ul></li></ul>

### 1. FREE VISA

Citizens from 169 countries can enter Indonesia without visa if they are visiting for non-work and non-journalistic activities. People visiting Indonesia using free visa may stay in Indonesia for 30 days from the date of arrival. This visa, however, cannot be extended.

To see the list of eligible countries for this visa exemption, please visit [https://www.imigrasi.go.id/visa\\_exe/index/](https://www.imigrasi.go.id/visa_exe/index/).

### 2. VISA ON ARRIVAL (INDEX B213)

Visa on arrival is a visa that can be obtained upon arrival in Indonesian territory—at the airports. To get this visa, you need to have a passport with minimum validity of 6 months and return ticket or continuous ticket to other country. Visa on arrival costs IDR 500,000. This visa is valid for 30 days and can be extended only once, for another 30 days. Only citizens from 62 countries can apply for this visa. See the list of the countries at [https://www.imigrasi.go.id/apply\\_ri/tourism/visaonarrival/](https://www.imigrasi.go.id/apply_ri/tourism/visaonarrival/)

### 3. SINGLE-ENTRY VISITOR VISA (INDEX B 211A)

This visa is valid for 60 days and can be extended four times for 30 days on each extension. Single-entry visa means that the visa is valid for one-time use. When students having this visa leave Indonesian territory, the visa is no longer valid. The students need to apply for another visa if they want to come back to Indonesia.

The followings are the required documents to apply for single-entry visitor visa:

No.	Document	Quantity	Notes
1	Original passport with more than 6 months validity	1	Provided by the students
2	Coloured photo in 4 cm x 6 cm	2	
3	Copy of departure and return ticket or travel plan in Indonesia	1	
4	Document showing evidence of having living cost of the students/sponsor with minimum amount of USD 1,500	1	Provided by the students or IO UNS
5	Visa application letter from institution	1	Provided by IO UNS
6	Letter of Acceptance	1	
7	Sponsor letter	1	
8	Copy of sponsor's ID card	1	



Apart from the documents mentioned above, students need to check if there are additional requirements determined by the selected Indonesian embassy.

Below is the procedure to apply for single-entry visitor visa:

1	IO UNS submits the Letter of Acceptance and visa application letter to the selected Indonesian embassy and send them to the students by email as well.
2	Students visit the selected Indonesian embassy and apply for the visa by filling application form, submitting all the required documents, and completing the payment.
3	If granted, the embassy will put a visa sticker on the students' passport. Immigration officer at the airport in Indonesia will give a stamp on the visa sticker when the students come to Indonesia.

### 1) Extension

As mentioned before, single-entry visitor visa can be extended up to four times with 30 days of validity for each extension. The extension of single-entry visitor visa costs IDR 600,000. To extend this visa, the documents below are needed:

No.	Document	Quantity	Notes
1	Original passport	1	Provided by the students (must be submitted 2 weeks before expiry)
3	Copy of passport	1	Provided by IO UNS
4	Copy of previous visa	1	
5	Application letter for single-entry visa extension	1	
6	Letter of guarantee	1	
7	Copy of study permit	1	
8	Copy of sponsor's ID card	1	
9	Immigration form no. 23 (online)	1	
10	Immigration form no. 23 (printed)	1	

Procedure for extending single-entry visitor visa:

1	Students submit their passport to IO UNS and pay the extension fee IDR 600,000 to IO UNS two weeks before the expiry date.
2	IO UNS will submit all the required documents to immigration office in Solo.
3	Upon notification from IO UNS, the students visit the immigration office in Solo to have their biometrics taken.
4	In approximately 5 working days, immigration office in Solo will complete the process.
5	Staff of IO UNS will take the passport at the immigration office in Solo.
6	Students can take their passport at IO UNS.

#### 4. STUDENT VISA (INDEX C316) AND STAY PERMIT

This visa is recommended for students who have programs with more than 6-month duration such as bachelor, master, and doctoral programs. This visa is only valid for 30 days upon arrival and **must be converted into stay permit** with optional validity of 6 months, 1 year, and 2 years (depending on the duration of the study permit—commonly 1 year). If the students do not convert the visa into stay permit after 30 days upon arrival, the visa will not be valid anymore and the students need to leave Indonesian territory before the expiry date.

**Stay permit**, or commonly called 'ITAS', has multiple re-entry permit with it. Multiple re-entry permit means the permission to leave and re-enter Indonesia as many times as people want, without having to own another visa. Therefore, when students need to go abroad or go back to their home countries during their study, for holiday or other things, and then they come back to Indonesia, they can do so easily.

To apply for a student visa, the following documents are needed:

No.	Document	Quantity	Notes
1	Visa application letter	1	Provided by IO UNS
2	Study permit from Ministry of Education and Culture	1	
3	Letter of guarantee	1	
4	Scan of student's passport (cover page)	1	
5	Scan of student's passport (identity page)	1	

6	Document showing evidence of having living cost of the students/sponsor with minimum amount of USD 1,500	1	Provided by the student or IO UNS
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The application for student visa is done by the sponsor's institution, i.e. IO UNS. However, the visa itself needs to be claimed by the students at the selected Indonesian embassy. Please also keep in mind that the selected embassy probably has additional requirements to claim the visa.

The procedure for the visa application is as follows:

1	Staff of IO UNS submits visa application to Indonesian visa website at <a href="https://visa-online.imigrasi.go.id/index.xhtml">https://visa-online.imigrasi.go.id/index.xhtml</a>
2	IO UNS will pay for the visa application fee IDR 200,000 on behalf of the students, and the students pay the fee to IO UNS when they come to UNS.
3	If granted, a visa approval letter (Telex Visa) will be issued and sent to IO UNS. The approval process can take 4-5 weeks.
4	IO UNS will forward the telex visa to the selected Indonesian embassy and to the students.
5	Students visit the selected Indonesian embassy to claim the visa by filling necessary forms, submitting the required documents, and completing the payment.

## 5. CONVERTING STUDENT VISA INTO STAY PERMIT

The following documents are required for the visa conversion:

No.	Document	Quantity	Notes
1	Original passport	1	Provided by the students (must be submitted as soon as possible upon arrival)
3	Copy of passport	1	Provided by IO UNS
4	Copy of telex visa	1	
5	Application letter for visa conversion	1	
6	Letter of guarantee	1	
7	Copy of study permit	1	
8	Copy of sponsor's ID card	1	
9	Immigration form no. 24	1	
10	Immigration form no. 25	1	

The procedure for converting student visa into stay permit is as follows:

1	Students submit their passport to IO UNS and pay the conversion fee as soon as possible upon arrival in UNS. IDR 1,600,000 for 6-month stay permit IDR 2,650,000 for 1-year stay permit IDR 3,750,000 for 2-year stay permit
2	IO UNS will submit all the required documents to immigration office in Solo.
3	Upon notification from IO UNS, the students visit the immigration office in Solo to have their biometrics taken.
4	In approximately 5 working days, immigration office in Solo will complete the process. Stay permit card will be sent to IO UNS.
5	Staff of IO UNS will take the passport at the immigration office in Solo and forward the stay permit card to the students.
6	Students can take their passport at IO UNS.

\*Stay permit is in the form of **stamp** on the students' passport and a letter or **card**. That's why stay permit card is called **KITAS** (Kartu Izin Tinggal Terbatas).

## 6. STAY PERMIT EXTENSION

Maximum validity of stay permit is 2 years, following the duration of the study permit. If needed, stay permit can be extended. Study permit is required for stay permit extension. Therefore, study permit extension needs to be done before extending the stay permit. IO UNS will send notification or warning to the students 2 months before the expiry date so that there is enough time for the extension process.

The following documents are required for stay permit extension:

No.	Document	Quantity	Notes
1	Original passport	1	Provided by the students (must be submitted as soon as notified by IO UNS)
3	Copy of passport	1	Provided by IO UNS
4	Application letter for stay permit extension	1	
5	Letter of guarantee	1	
6	Copy of extended study permit	1	
7	Copy of sponsor's ID card	1	
8	Immigration form no. 24	1	
9	Immigration form no. 25	1	

The procedure for extending stay permit is as follows:

1	Students submit their passport to IO UNS and pay the extension fee as soon as possible after receiving notification from IO UNS (2 months before expiry). IDR 1,600,000 for 6-month stay permit IDR 2,650,000 for 1-year stay permit IDR 3,750,000 for 2-year stay permit
2	IO UNS will submit all the required documents to immigration office in Solo.
3	Upon notification from IO UNS, the students visit the immigration office in Solo to have their biometrics taken.
4	In approximately 5 working days, immigration office in Solo will complete the process. Stay permit card will be sent to IO UNS.
5	Staff of IO UNS will take the passport at the immigration office in Solo and forward the stay permit card to the students.
6	Students can take their passport at IO UNS.

This is the example of a stay permit card (KITAS):



KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA  
REPUBLIK INDONESIA  
KANTOR WILAYAH JAWA TENGAH  
KANIM KELASI TPI SURAKARTA  
JL. ADI SUCIPTO NO. 8 COLOMADU



IZIN TINGGAL TERBATAS ELEKTRONIK  
ELECTRONIC LIMITED STAY PERMIT



NIORA :  
Permit Number :  
Stay/Multiple Entries Permit Expiry :  
Stay Permit Index :



Full Name :  
Place / Date of Birth :  
Passport Number :  
Passport Expiry :  
Nationality :  
Gender :  
Address :  
Occupation :  
Status : STUDENT  
Guarantor Name : UNIVERSITAS SEBELAS MARET

DISCLAIMER :

1. According to Article 71 Act Number 6 Year 2011 concerning Immigration, every changes of civil status, citizenship, occupation, Guarantor, or change of address must be reported to Local Immigration Office in an immediate period of time.
2. This Limited Stay Permit (online) must be attach to the bearer's Passport at all times
3. For further information please do not hesitate to contact Local Immigration Office or do visit our website [www.imigrasi.go.id](http://www.imigrasi.go.id)
4. This Electronic Limited Stay Permit is generated automatically by the Immigration Information Management System

Surakarta, 18-09-2020  
Head of Kelas I TPI Surakarta Immigration Office.

## 7. MAKING LETTER OF RESIDENCY

After obtaining a stay permit, students need to report to the head of local community unit and village office to obtain a letter of residency. This is to let the locals know that there are international students who are living in their territory.

The following documents are required to make the letter of residency:

No.	Document	Quantity	Notes
1	Scan of passport	1	Provided by the students
2	Photo of 3x4 cm	1	
3	Copy of stay permit	1	
4	Copy of certificate from head local community unit (RT) and approved by RW	1	
5	Application letter	1	Provided by IO UNS

The procedure for making letter of residency is as follows:

1	Students prepare all the required documents, completed with application letter from IO UNS.
2	Students go to the head of community unit (RT) to ask for a certificate/letter of approval.
3	Students go to RW (chief of RTs) to ask for a certificate/letter of approval.
4	Students go to the village office (Kantor Kelurahan) to apply for the letter of residency.
5	The officer will make the letter, and students wait for a while until it's done.

This is an example of certificate from local community unit, which then need to be submitted to the village office to apply for a letter of residency:

KOTA : SURAKARTA  
KECAMATAN : JEBRES  
KELURAHAN : JEBRES  
RT. 04 RW. 06

**SURAT PENGANTAR**

Nomor 149/17/II/2019

Yang bertanda tangan dibawah ini menerangkan bahwa :

1. N a m a :
2. Tempat / Tanggal Lahir :
3. Kewarganegaraan / Agama :
4. Status Perkawinan :
5. Pekerjaan :
6. Alamat / tempat tinggal :
7. Surat Bukti Diri :
8. Keperluan :
9. Keterangan lain-lain :

Demikian harap menjadikan maklum bagi yang berkepentingan.





## C. CANCELLING STAY PERMIT

Students holding a stay permit who want to leave Indonesia and do not intend to go back to Indonesia need to cancel their stay permit before leaving (e.g. when they have finished their study). Cancelling stay permit means deactivating the stay permit and the services related to it, like the re-entry permit. There are two ways to cancel the stay permit according to the situation of the student.

### 1. EXIT PERMIT ONLY (EPO)

This is the standard and the recommended way to cancel stay permit. This process **can only be done** when the students are still in Indonesia. The students need to report to IO UNS 2 weeks before the departure and submit the required documents. This stay permit cancellation is free of charge.

To do the EPO, the following documents are needed:

No.	Document	Quantity	Notes
1	Original passport	1	Provided by the students (must be submitted 2 weeks before departure)
2	Copy of return ticket	1	
3	Copy of passport	1	Provided by IO UNS
4	Application letter for stay permit cancellation (EPO)	1	
5	Letter of guarantee	1	
6	Copy of stay permit	1	
7	Copy of sponsor's ID card	1	
8	Immigration form no. 25	1	

The procedure for cancelling stay permit (EPO) is as follows:

1	Students submit their passport and copy of return ticket to IO UNS 2 weeks before the departure.
2	IO UNS will submit all the required documents to immigration office in Solo.
3	In approximately 2-3 working days, immigration office in Solo will complete the process.
4	Staff of IO UNS will take the passport at the immigration office in Solo.
5	Students can take their passport at IO UNS.

### 2. EXIT RE-ENTRY PERMIT

This is the other way to cancel stay permit. This procedure is done if the students have left Indonesia but haven't cancelled the stay permit. However, the procedure for EPO is more preferred than this method.

To process exit re-entry permit, the following documents are needed:

No.	Document	Quantity	Notes
1	Copy of passport	1	Provided by the students as soon as arriving in home country
2	Copy of return ticket	1	
3	Copy of boarding pass	1	
4	Scan of departure stamp from Indonesia	1	
5	Scan of arrival stamp in home country	1	
6	Application letter for stay permit cancellation (exit re-entry permit)	1	Provided by IO UNS
7	Letter of guarantee	1	
8	Copy of stay permit	1	
9	Copy of sponsor's ID card	1	
10	Immigration form no. 25	1	

The procedure for cancelling stay permit (REP) is as follows:

1	Students submit the required documents to IO UNS as soon as arriving in home country.
2	IO UNS will submit all the required documents to immigration office in Solo.
3	In approximately 2-3 working days, immigration office in Solo will complete the process.
4	Staff of IO UNS will take the letter of stay permit cancellation at the immigration office in Solo and forward it to the students.

## D. DATA CHANGE

Universities and government of Indonesia need to be updated if there are changes on the students' data or status, for example when students renew their passport and change residence. Therefore, any change on the students' data needs to be reported to the immigration office.

### 1. PASSPORT RENEWAL

When students' passport expires and the students renew their passport, they are required to report to IO UNS and IO UNS will make a report to immigration office in Solo. This is done to update the students' data in immigration database of Indonesia and to transfer all immigration data of the students (e.g. valid visa and stay permit) from the old passport to the new one.

To report passport renewal, the following documents need to be prepared:

No.	Document	Quantity	Notes
1	The old passport (original)	1	Provided by the students as soon as arriving in home country
2	The new passport (original)	1	
3	Copy of passport	1	Provided by IO UNS
4	Letter of report for passport renewal	1	
5	Letter of guarantee	1	
6	Copy of stay permit	1	
7	Copy of sponsor's ID card	1	
8	Immigration form no. 27	1	

The procedure for reporting passport renewal is as follows:

1	Students submit the required documents to IO UNS as soon as possible after renewing the passport.
2	IO UNS will submit all the required documents to immigration office in Solo.
3	In approximately 2-3 working days, immigration office in Solo will complete the process.
4	Staff of IO UNS will take the passport at the immigration office in Solo.
5	Students can take their passport at IO UNS.

## 2. CHANGE OF ADDRESS/RESIDENCE

Similar to passport renewal, students need to make a report when they change address or residence in Solo. This way, when they make a visa or stay permit extension, the stay permit has the correct address.

To report change of address, the following documents need to be prepared:

No.	Document	Quantity	Notes
1	Original passport	1	Provided by the students
2	Letter of residency	1	
3	Letter of report for change of address	1	Provided by IO UNS
4	Letter of guarantee	1	
5	Copy of stay permit	1	
6	Copy of sponsor's ID card	1	

The procedure for reporting change of address is as follows:

1	Students submit the required documents to IO UNS as soon as possible.
2	IO UNS will submit all the required documents to immigration office in Solo.
3	In approximately 2-3 working days, immigration office in Solo will complete the process.
4	Staff of IO UNS will take the passport at the immigration office in Solo.
5	Students can take their passport at IO UNS .

## E. STUDYING AT UNIVERSITAS SEBELAS MARET

### 1. ACADEMIC YEAR

One academic year is divided into two semesters: August–January and February–July. The first semester is August–January. In one semester, there are a minimum of 16 meetings (including exams) for each subject.

### 2. ACADEMIC GUIDELINES

#### 1) Tuition fee

All international students need to pay for tuition fee in every semester along with additional fees set by each faculty. For bachelor program, the tuition fee is determined by Indonesian government, while for master and doctoral program, the tuition fee is determined by the faculties. Students who receive UNS Scholarship or other scholarships from Indonesian government such as Darmasiswa and KNB Scholarship do not need to pay for tuition fee.

#### 2) Important websites

Name	Address	Content
Universitas Sebelas Maret	<a href="https://uns.ac.id/">https://uns.ac.id/</a>	Profile and news about UNS
Siakad UNS New	<a href="https://siakad.uns.ac.id/">https://siakad.uns.ac.id/</a>	Doing online registration every semester
Siakad UNS Old	<a href="https://siakad-old.uns.ac.id/">https://siakad-old.uns.ac.id/</a>	Making study plan and checking study result
UNS email	<a href="https://profil.uns.ac.id/">https://profil.uns.ac.id/</a>	Activating email for

		UNS students and staffs
International Office	<a href="https://io.uns.ac.id/">https://io.uns.ac.id/</a>	News from IO UNS
Admission centre	<a href="https://spmb.uns.ac.id/">https://spmb.uns.ac.id/</a>	Applying to study at UNS
Library	<a href="https://library.uns.ac.id/">https://library.uns.ac.id/</a>	News and library services

### 3) Assessment and grading system

#### a. Assessment System

The assessment system includes individual and group projects or essay/written report, depending on the faculty and field of study.

#### b. Grading System

Score (Max 100)	GPA Scale	Grade	Remark	ECTS
$S \geq 85$	4.00	A	Excellent	A
$80 \leq S < 85$	3.60-3.90	A-	Very Good	B
$75 \leq S < 80$	3.00-3.20	B+	Very Good	C
$70 \leq S < 75$	3.00	B	Good	C
$65 \leq S < 70$	2.70	C+	Satisfactory	D
$60 \leq S < 65$	2.00	C	Sufficient	E
$55 \leq S < 60$	1.00	D	Fail	FX
$S < 55$	0.00	E	Serious fail	F

In one semester students can take 20 to 24 credits (depending on the faculty or field of study).

1 credit equals to 45.3 hours or 1.62 ECTS

1 full academic year equals to 40 to 48 credits

Students of bachelor degree (in 4 years) take minimum of 144 credits and maximum of 156 credits.

Students of master degree (in 2 years) take minimum of 36 credits and maximum of 50 credits.

Students of doctor degree (in 3 years) take minimum of 42 credits.

GPA indicates the students' ability to complete courses. After the first two semesters, if students have low GPA, they are regarded as unable to successfully follow the course. In the next semester, they can only take fewer courses/credits to reduce the credit load, in hope that the students can successfully complete the courses.

GPA in a semester	Credit limit for the next semester
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<1.50	Max 12 credits
1.50-1.99	Max 16 credits
2.00-2.49	Max 18 credits
2.50-2.75	Max 20 credits
2.76-3.00	Max 22 credits
>3.00	Max 24 credits

#### 4) Graduation

All students taking degree program are eligible to join graduation ceremony upon finishing their study and completing the administrative requirements. Graduation ceremony is done four times in a year in January, April, July, and October.

#### 5) Academic Terms

Term	Meaning
Kampus	Campus The physical form/building/area of the university
Fakultas	Faculty Subdivision of the university
Program studi	Study program Major/branch of study the students take
Gedung	Building Room for learning activities or offices
Rektor	Rector Director of the university
Wakil rektor	Vice rector Vice director of the university
Dekan	Dean Director of the faculty
Kaprodi	Head of study program
Dosen	Lecturer Teaching staff in the university
Asisten dosen	Lecturer assistant Student who assists lecturers in giving lessons
Pembimbing akademik	Academic consultant A staff/lecturer assigned to help students for academic matters
Dosen pembimbing	Thesis supervisor A lecturer assigned to guide and supervise students in writing thesis/final project
Sarjana	Graduate

	A student who has completed his study at university level
Gelar	Degree in education
S1	Bachelor degree/program
S2	Master degree/program
S3	Doctoral degree/program
Mahasiswa	University student
Kuliah	Lecture/lesson
Mata kuliah	Subject/course
Tugas	Assignment
Ujian	Exam
Skripsi	Thesis/final project to acquire bachelor degree
Plagiat	Plagiarism The act of using someone's ideas as your own
Indeks Prestasi Kumulatif (IPK)	GPA Average grade the students achieve in a semester
Beasiswa	Scholarship Financial aid given to students based on academic requirements
SKS	Course credit Credit hour taken by students
Registrasi online	Online registration Updating the students' data and registering to study in a semester. This is done at the beginning of every semester.
Kartu Rencana Studi (KRS)	Study plan card A card containing list of courses the students want to take within a semester. Students need to input courses at the beginning of the semester, after doing online registration.
Kartu Hasil Studi (KHS)	Study report card A card or letter containing grades achieved by the students after studying for a semester
Siakad	Academic system/website University website to access information and academic services
Biaya kuliah	Tuition fee A fee paid to the university every semester for academic services
Magang	Internship For some study programs, students are obliged to do an internship at certain institution.

Kuliah Kerja Nyata	Community service For bachelor program, in semester 6 or 7, all students are required to participate in the community service, living with locals and contributing to their community.
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### 3. CAMPUS FACILITIES

#### 1) Places of worship

Students in Universitas Sebelas Maret come from many regions in Indonesia with their different backgrounds. UNS accommodates the diverse culture of Indonesia and supports mutual understanding and tolerance among religious beliefs by providing places of worship for different religions: mosque, temple, church, and pagoda.



#### 2) Student Centre

Students have various extracurricular activities, and the university provides space for them to conduct activities or organize events at the student centre. Students can borrow rooms or space at student centre under certain terms and conditions.



#### 3) Stadium

Students may have sport activities or do exercises at the stadium. The stadium is also frequently used to organize sport competition and tournaments.



#### 4) **Medical Centre**

Medical centre provides free medical services for the students. Students need to register first and get a member card. They need to bring the member card every time they go to the medical centre.



#### 5) **Library**

UNS library has collections of books and journals accessible by online and offline. Students need to make a member card first to get services from university library.



#### 6) **Language Centre**

Language centre provides language courses, both Indonesian language and foreign languages. Students can also take language proficiency tests at the language centre.



#### 7) **Campus Bus**

There is a campus bus commuting from the front gate to the rear gate of the university. The bus operates at 8.30 AM to 2 PM.



#### 8) **Internet**

Internet connection is available around the campus area. Students can access the internet by logging in first using student email.

#### 4. STUDENT CLUBS AND COMMUNITIES

Aside from having good academic record, students are suggested to have other skills that can support their learning process and benefit them upon completing their study, such as organizational skills, time management, people management, public speaking, etc. These skills can be obtained by joining student clubs, organizations, and non-academic activities. Student club is called Unit Kegiatan Mahasiswa (UKM).

##### 1) Special student club

There are several special student clubs that is related to military, leadership, humanity, and nature.



Red cross



Student regiment



Scouting

##### 2) Religion

Universitas Sebelas Maret provides support for students to build their religion-based student community to strengthen their spirituality since religion is a strong part for Indonesians.

##### 3) Sport

There are sport-based student clubs in UNS where students can explore and develop their physic.



Tennis



Badminton



Volley ball



Basketball



Soccer

#### 4) Art and culture



Gamelan and Dance



Choir



Theatre



Marching Band



Photography

#### 5) Martial art



Karate



Pencak Silat

#### 6) Other student organizations

Aside from student communities that are based on the students' interest and talent, students also have student organization in the level of study program, faculty, and university.

### 5. ACCOMMODATION

#### 1) University Dormitory

Universitas Sebelas Maret has a dormitory for both local and international students. International students are suggested to notify IO UNS about their accommodation preference before coming to UNS. If students want to stay at the university dormitory, IO UNS will assist with the reservation.

#### Facilities & Fees

The university dormitory provides shared rooms with 2 beds and one bathroom inside the room. The room is equipped with additional furniture e.g. table, chair, and small wardrobe. The dormitory has one shared

kitchen in every floor. There is no laundry room in the dormitory building, but laundry services are available around the dormitory. The dormitory fee is IDR 850,000 for male students and IDR 900,000 for female students (water and electricity included). If students lose the dormitory key, they may be charged for the replacement of the key.

### **Courtesy**

Students are expected to follow dormitory rules and be considerate and respectful during their stay. Students are not allowed to bring guests to stay at the dormitory, especially those of different gender. Any damage to the dormitory facilities can justify dormitory management to put charge on the students.

### **Repair and Maintenance**

If something in the room needs repairment, students can contact the dormitory officer at office hour (8.30AM – 4PM).

Dormitory address

Jl. Kartika III, Ngoresan, Jebres, Surakarta

## **2) Other housing options**

If students prefer living in other housings, students can rent a boarding house around the university.

### **○ House for Rent (*Rumah Kontrak*)**

Several students rent and share one unfurnished house (although few may have simple beds and desks/chairs). This type of house typically has 2-5 bedrooms and shared garage, living room, bathroom, kitchen, and other facilities of the house. The rate usually starts from 15,000,000 IDR per year.

### **○ Room for Rent (*Kamar Kos*)**

Many landlords rent a house consisting of 10 or more furnished or unfurnished bedrooms. Students live together in the house, usually sharing bathrooms (although now many rooms are equipped with a private bathroom) and kitchen. The rent period is usually 6 months or 12 months. The rate starts from approximately 3,000,000 IDR for 6 months and varies based on the facilities.

## **F. SERVICES BY INTERNATIONAL OFFICE UNS**

### **1. ACADEMIC SERVICES**

#### **1) Student admission**

Admission of international students is handled by IO UNS. Admission begins in February and finishes in May, and students start studying in August. Admission process consists of administrative and interview selection.

#### **2) Academic orientation**

At the beginning of academic year, IO UNS provides a series of orientation to help new students adapt to university life, including academic orientation, so that the students know the important things related to their study.

#### **3) Academic evaluation and consultation**

At the end of every semester, international students are invited to a meeting to share their study progress and to discuss problems they encounter within the semester, so that IO UNS can help to find the solutions. This is intended for international students under UNS Scholarship, but other students are welcome as well to join this meeting.

#### **4) Language class**

IO UNS has global ambassadors, local students who volunteer to help IO UNS in organizing events and providing support for international students. International students who have problems with language can contact them to get help. If there are quite many students who have language problems, a simple language class may be organized to help students learn the language.

### **2. NON-ACADEMIC SERVICES**

#### **1) New student orientation**

To welcome new students and help them adjust to university life and environment faster, IO UNS organizes a series of orientation program including campus & city tour, cultural orientation, and socialization from police department and immigration office.



## 2) Sharing Day

International students are given a chance to share knowledge and culture of their home country to local students in UNS through a seminar-like meeting, talk show, culinary session, and art workshop. This is to promote cross cultural understanding among students.



## 3) UNS Goes to Village

In the beginning of new academic year, IO UNS invite new international students to experience living with the locals in a village around Solo. Students will live for 3 days with the locals, interact with them, and join their daily activities. This program is designed to support new students to learn Bahasa Indonesia through direct interaction with the locals. Besides, this is also to promote Indonesia's natural potential and local culture to the students, while on the other hand giving international exposure to the local people.



## 4) UNS Cultural Night

UNS Cultural Night is an annual event held by IO UNS as a tribute to the cultural diversity and a medium to celebrate the multiculturalism in UNS. The participants of the event are all international students studying in UNS.

The event presents traditional and ethnic stage performances and cuisines from many countries, performed and prepared by UNS international students.



### 5) International Student Lounge

Students can go to International Student Lounge to ask for help with admission and enrolment, and with other problems they may encounter, or simply hanging around with fellow students. In case of specific problems such as health, academic, or even personal problem, students can get in touch with international student lounge managers for counselling.

International Student Lounge is open from Monday to Saturday at 8AM-4PM, and is closed on holidays.





## G. LIVING IN SOLO

### 1. TRANSPORTATION

#### 1) City Bus

Batik Solo Trans (BST) is the official public transport to travel within Solo city. You can easily find BST station around the city. You can find some in front of UNS. The ticket price is IDR 4,500.



BST commutes in eight lines (corridors). They are:

Lines (Corridors)	Routes
1	Adi Soemarmo Airport – UNS – Palur Bus station
2	Kartasura Bus Station – Solo Square – Solo Paragon – UNS - Palur Bus station
3	Palur Bus Station – UNS – Pasar Klewer - Kartasura Bus Station
4	Kartasura Bus Station – Bundaran Pandhawa Solo Baru
5	Mojosongo – Bundaran Pandhawa Solo Baru
6	Sub-station Kadipiro – Sub-station Semanggi
7	Palur Bus station – UNS – Bundaran Pandhawa Solo Baru
8	Palur Bus Station – Dr. Oen Hospital – Panggung Intersection – Kartasura Bus Station

#### 2) Angkot

*Angkot* by BST Solo is the mini version of BST bus. It comes off with more various lines. *Angkot* is 12-seater van, with no air-conditioner.

Ticket price:

- Near distance            IDR 3,000
- Far distance             IDR 5,000



### 3) *Becak* (Pedicab)

Solo is the heartland of *Becak*. *Becak* is a three-wheeled pedal-powered bike with a passenger seat (it can take up as much as two passengers). Aside from the man-powered one, now there are also engine-powered *becak*, called *becak motor*. For price, it depends on the distance you want to travel. Estimated fee is IDR 10,000 – IDR 100,000. You need to bargain for the price.



### 4) *Ojek*

An *Ojek* is a private owned motorcycle taxi that can take you almost anywhere you want as long as the driver knows where you are going and would like to take you there. They usually hangout in the corners of the streets and alleys, ready to take people around the area and up to the door step of their destination. But *Ojeks* sometimes are not limited to certain areas. If necessary, they will take you to further areas as long as the pay is according to their liking, even to other cities if the deal is delish! The cost depends on the distance of your destination. The further you travel, the more money you would have to spend, like taxi.

Estimated price: > IDR 10,000



### 5) Train

Train is also popular for those who wants to travel afar from Solo with affordable prices, compared to planes. Students can order ticket offline at the station or online by using smartphone application *KAI Access*.



There are three train stations in Solo:

- **Solo Balapan Station**  
Address: Jl. Wolter Monginsidi No.112, Kestalan, Banjarsari,
- **Purwosari Station**  
Address: Jl. Slamet Riyadi, Purwosari, Laweyan
- **Jebres Station**  
Address: Jl. Jenderal Urip Sumoharjo, Purwodiningratan, Jebres

Train schedule and ticket booking can be checked at <https://kai.id/>

## 6) Bus

If students intend to go to other cities by bus, you can take intercity buses at bus station. There is one bus station in Solo, that is Tirtonadi Bus Station. Many choices of bus fleet are available with varying tariffs according to the travel distance and the type of bus (economy or non-economy).

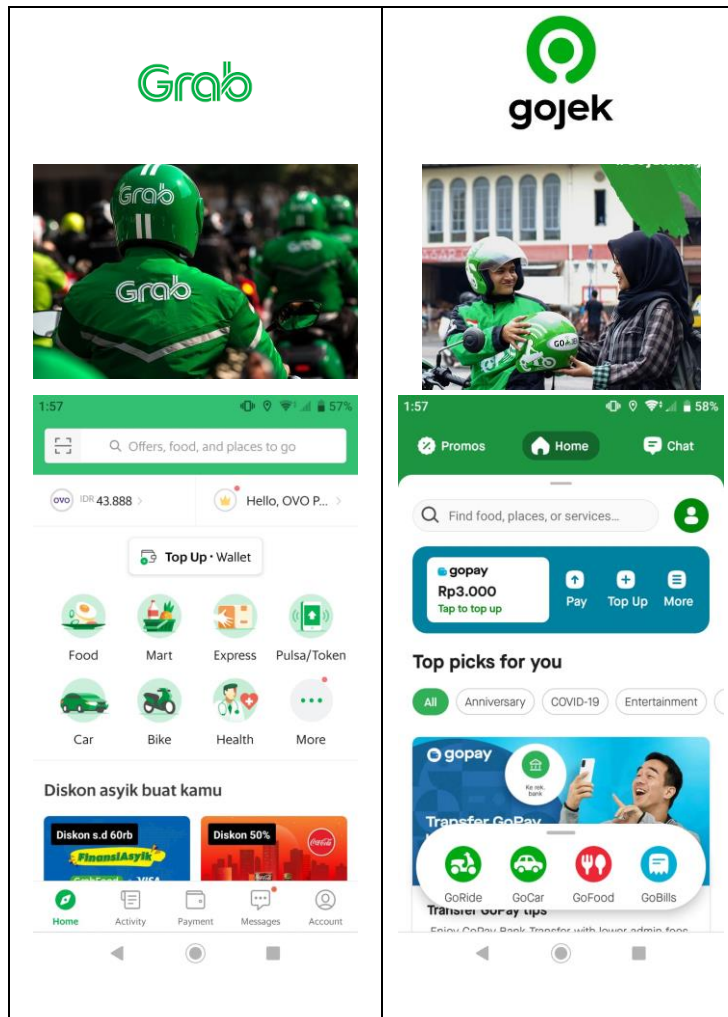


Address:  
Jl. Ahmad Yani, Gilingan,  
Banjarsari

## 7) Online Transportation

Online transportation in Solo is the most popular nowadays. They use their own/private motorcycle/cars to take you almost everywhere. You just need to download and install the apps from Playstore or Apple Store and follow the instructions. The most popular online transportation providers are **Go-Jek** and **Grab**.

These online transportation companies provide not only motorcycle and car taxi services but also additional services such as food delivery and courier service.



To use Gojek & Grab:

- 1) Download and install the apps.
- 2) Register an account using Indonesian phone number.
- 3) Log in to your account.
- 4) Select the service you want to use.
- 5) Select book/order.
- 6) Follow further instructions.
- 7) Communicate with the driver through chat or call.

Note that not all drivers are able to speak foreign language. Students are suggested to learn commonly used Bahasa Indonesia to book the services.

## 8) Owning a motorcycle

You might notice that motorcycle is the number one vehicle used by almost everybody in Indonesia. You will see that even for a very short distance, they ride a motorcycle instead of walking. A motorcycle can be parked safely in the provided parking spaces. In most places, you need to pay for the parking services, usually around IDR 2,000. International students who want to buy motorcycle must have a legal driving license, either international or Indonesian driving license. You can contact IO UNS if you want to make an Indonesian driving license.

## 9) Airplanes

An airport near Solo, Adi Soemarmo International Airport, operates domestic and international flights. However, students usually prefer taking domestic flight to Jakarta and go on an international flight from Jakarta. To reach Adi Soemarmo Airport, students can take online transportation or taxi. Tickets can be booked through many available flight agencies.

Airport address:

Jl. Cendrawasih, Sindon I, Ngesrep, Ngemplak, Boyolali

## 2. MONEY CHANGERS

Some money changer agents in Solo:

- **Valindo Money Changer**

Address : Jl. Jend Urip Sumoharjo No.47 Surakarta

Contact : 0271 652807

- **Golden Money Changer**

Address : Jl. Yos Sudarso No. 1 Surakarta

Contact : 0271 655600

- **PT. Desmonda**

Address : Jl. Brigjend Slamet Riyadi No. 128 Surakarta

Contact : 0271 653053

- **Money Changer Libra Sakti**

Address : Jl. Kapten Pattimura No. 55 Surakarta

Contact : 0271 6793122

- **Pas Numismatik**

Address : Jl. Sultan Syahrir No. 53 Surakarta

Contact : 0271 653446

## 3. HEALTH CLINICS AND HOSPITALS AROUND CAMPUS

### 1) UNS Medical Centre

UNS Medical Centre is a healthcare and service facility. Medical Centre provide healthcare for students, lecturers, staff and the public around the university as a form of community service. UNS Medical Centre is supported by doctor and expert medical personnel who are currently teaching at Medical Science. The Medical Centre consists of 4 divisions, General Health, Dentist Eyes, and Otolaryngology.

UNS Medical Centre

Address : Ketingan (Jl. Ir. Sutami No. 36 A, Ketingan, Jebres)

Contact : 0271 631809

### 2) PUSKESMAS (Community Health Center)

- UPT Puskesmas Ngoresan

Address : Jl. Kartika 4 No.2 rt.03 18, Jebres

Contact : 0271 646919

- UPT Puskesmas Purwodiningratan  
Address : Jl. Surya No.49, Jebres  
Contact : 0271 647545

### 3) Drug Store

- Kimia Farma  
Address : Jl. Kolonel Sutarto No.57, Jebres  
Contact : 0271 633313
- Viva Generik  
Address : Jl. Kartika, Gulon, Jebres  
Contact : 0271 631028

### 4) Hospitals

Name	Address	Phone Number
Dr. Moewardi	Jl. Kolonel Sutarto No.132, Jebres.	0271 634634
Hermina Surakarta	Jl. Kolonel Sutarto No.16, Jebres.	0271 638989
Dr. Oen	Jl. Brigjen Katamso No.55, Jebres	0271 620220
UNS Hospital	Jl. A. Yani No.200, Dusun II, Makamhaji, Kartasura, Sukoharjo	0271 6775000

## 4. BANKS AROUND CAMPUS

UNS is affiliated with several banks such as Mandiri, BNI, and BTN for its administration and transactions. Should you need help to open an Indonesian bank account, International Office can aid you by issuing a letter to the respective bank.

Open within office hour (08.00-16.00)

Bank Name	Location	Phone Number
Bank Mandiri	Near UNS Inn in the front gate	0812 5485 72055
Bank BTN	Near UNS Inn in the front gate	0271 667520
Bank BNI	Near UNS Language Centre	0271 651178
Bank BRI	Jl. K. H. Dewantara, Jebres, Kec. Jebres (Outside Campus, in the back gate)	0271 633757

## 5. SPORT CENTRE

Spot	Facilities	Location	Contacts
UNS Stadium (UNS Arena)	Provides arena for: <ul style="list-style-type: none"> <li>• Basketball</li> <li>• Baseball</li> <li>• Volleyball</li> <li>• Futsal</li> <li>• Soccer</li> <li>• Jogging track</li> <li>• Etc.</li> </ul>	UNS Campus, Jl. Ir. Sutami No. 36A, Ketingan Near UNS Back Gate	
<i>Bengawan Sport Centre</i>	Provides arena for: <ul style="list-style-type: none"> <li>• Swimming</li> <li>• Indoor Tennis</li> <li>• Futsal</li> <li>• Gym</li> <li>• Bowling</li> <li>• etc.</li> </ul>	Jl. HOS Cokroaminoto No.55, Pucangsawit, Jebres	0816 262 908
UNS Sport Arena	Provides arena for: <ul style="list-style-type: none"> <li>• Tennis</li> <li>• Basketball</li> <li>• Volleyball</li> <li>• Futsal</li> <li>• Gym</li> <li>• Jogging track</li> <li>• etc.</li> </ul>	Located far west outside UNS Central Campus in the Faculty of Sports in Manahan, Solo	

## 6. POST OFFICE

- **UNS Post Office**

Address : UNS Central Campus, Ketingan (Jl. Ir. Sutami No. 36 A, Ketingan, Jebres)

Contact : 0271 646655 or 0271 647214

- **Surakarta Post Office**

Address : Jl. Jend. Sudirman No.8

Contact : 0271 647223

Other shipment agents:

- **JNE**

Address : Jl. Ir. Sutami No.1, Ketingan, Solo

Contact : 0271 644655

- **J&T Express**

Address : Jl. Ir. Sutami No.112, Ketingan (across UNS front gate)

Contact : 0800 1001188

## **7. CULTURE & ETIQUETTE**

A new culture always needs some adaptation and getting used to, especially when you are exposed to the local people's habit and norm. Knowing Indonesian culture generally and Javanese culture and customs particularly beforehand will help you on your way.

With its strong Javanese culture, living in Solo means you will be exposed to the distinguished Javanese language spoken by most people in casual situations, in addition to Indonesian language that is used as the official language and spoken in every formal situation.

Indonesia is home to the world's largest Muslim population. Even though female head covering is entirely optional and not obligatory, you will see a lot of women in Solo wearing clothes that cover their bodies and hairs.

Due to its large Muslim population, alcohol consumption is not common. Though you can quite easily get beers from convenience stores or supermarkets, very few people consume them. There are also only limited numbers of restaurants that sell pork.

In formal situations, particularly in campus area, it is advised to always dress in at least formal casual attire. Especially for women, it is best to dress modestly and well covered. Skirt hemlines should fall below the knee and shoulders should always be covered. Wearing shorts, sleeveless shirts, or tank tops should be avoided. However, the dress etiquette in public areas (outside of campus) is generally unrestricted.

Solonese are friendly people who welcome visitors warmly in open arm. Smiling, even toward strangers that you are interacting with or someone that accidentally met your eyes is considered polite and could be a social icebreaker and a sign that you are approachable. There may also be local people who would say hello to you on the streets and even want to take pictures with you. When meeting a person for the first time, smile, handshake, and a slight nod is a good gesture. In addition, Solonese have a very strong sense of community. You will notice that they rarely do things or go to places alone.

Politeness, respect, and hierarchy play a great role in Javanese culture. Higher respect is usually shown to those with higher status, power, position, and age. For example, when youngsters call someone who is older or has higher status, they must use titles before their names. If it is the same age, you can call them by their names only.



Solo is also famous for its food, and you can enjoy it 24 hours a day/7 day a week. Most Indonesians consider Solo a culinary paradise. There is a very wide range of cuisine across the city.

Many people consider living in Solo cheaper than living anywhere else in Indonesia. IDR 2,000,000 is more than enough for one person's living each month, which covers housing, meals, local transportation, and other daily necessities.

In brief, Solo is calm city away from crowded metropolitan area. The low cost of living in the city adds the convenience as living in Solo is absolutely affordable.

### **1) Safety**

Universitas Sebelas Maret in general and Surakarta in particular, is considered very safe for both local and foreign people. In addition, for many years, Universitas Sebelas Maret has partnered with the local Police Department and Immigration Office to keep the community safe. However, we strongly advise everyone to always be alert and conscious of any form of suspicious or distrustful action, and to report any suspicious people or activities to the International Office staff.

### **2) Food**

Indonesian and Javanese people eat rice mostly three times a day. A typical meal consists of rice and several side dishes. Javanese food is typically sweet and spicy and have a lot of spices. You can find food from other cultures as well such as Japanese, Korean, or Italian food in specific restaurant.

### **3) Eating out**

Splitting the bill is quite common when eating out with Indonesian people especially with friends of similar age. Typical older Indonesian people will usually take the bill. In special occasion, a friend will.

### **4) Greetings**

When meeting Indonesian people, shaking hands is common. Indonesian people basically do not have the culture of kisses on the cheeks and hugs. However, women who know each other very well tend to do two kisses on the cheeks.

### **5) Making conversation**

When talking to Javanese people, you might feel that in some point they will cross the boundaries of your privacy. It is somehow the way they want to feel close with you, do not be offended. You can avoid this by switching to a new conversation topic and jokes.

## 6) Language

People in Solo speak Indonesian and Javanese language. The local people especially the elderly tend to speak more Javanese language. You can learn several words in Javanese language to mingle with the local people because Javanese people are happy when foreigners speak a little bit of their language. Not all Javanese speak English, while most of them speak a little bit of basic English.

## 7) Working

According to Indonesian Immigration Law, foreigners with study visa are forbidden to work.

## 8) Local Rules

- The tap water is not drinkable.
- Avoid street food vendor and *sambal* for the first few days to avoid stomach ache.
- Indonesian food can be too sweet or too spicy. If it's too much for you, kindly ask the cook to go easy on the spices.
- Especially if you are white, local strangers would often ask for a photo. If you don't feel comfortable with that, you can simply refuse politely.
- Strangers often asked you many questions even if you just met. This is their way of showing interests. Again, you may ask them to stop if you feel they go too far.
- Toilet papers would not be provided in most establishments. If this is a necessity to you, please bring your own carry-on tissue.
- It's always good to wear proper fashion according to the occasion.
- Drinking alcohol is not a common culture in Solo and tended to be frowned upon. If you want to drink, please drink in enclosed areas purposed for drinking.

## 9) Leaving Solo

When you finish your study and are leaving from Solo, there are several things that need to be finished before you leave:

- Take time to check whether all your bills are paid and that you do not have debts.
- Note that if you are no longer registered as a student, your right of the university's sponsorship to reside in Indonesia ends as well. If you wish to continue elsewhere, you have to apply for a new study permit and stay permit through the new institution.
- Make sure to return the library books.
- Make sure you report to the immigration section of UNS International Office at least two weeks before the date of your departure to get your

Exit Permit Only (to end your stay permit). Failure to do so may influence future attempts to enter Indonesia.

## 8. TOURIST ATTRACTIONS AROUND SOLO



### **Air Terjun Jumog**

Jumog waterfall flows at the slope of Mount Lawu, in Karanganyar regency, a region just next to Solo. Visitors can feel the freshness of the air while enjoying some snack at the river bank around the waterfall. To access this place visitors need to pay IDR 5,000 for parking and IDR 20,000 for entrance ticket.



### **Candi Cetho**

Located on the western slope of Mount Lawu (1495 m above sea level), Cetho temple is a fifteenth-century Javanese-Hindu temple. It's not that far from the location of Jumog waterfall. Entrance ticket to this temple is IDR 30,000 with additional IDR 5,000 for parking fee.



### **Bukit Paralayang**

Paralayang hill is located at 1300 m above sea level, still in Karanganyar regency. Visitors can do paragliding for IDR 350,000 to IDR 400,000. Besides, visitors can stay a night at the camping site, with additional cost.



### **Telaga Sarangan**

Sarangan lake is located in Magetan regency, next to Karanganyar regency. It offers calmness and fresh air at the lake. Visitors can enjoy speed boating, horse riding, and tasting local cuisines around the area. Entrance ticket is only IDR 10,000 with additional IDR 5,000 for parking.



### **Pantai Klayar**

Klayar beach is one of the nearest beaches from Solo. It's located in Pacitan regency. Visitors can enjoy the beauty of the white-sand beach with IDR 10,000 entrance fee and IDR 5,000 parking fee.



### **Candi Prambanan**

Prambanan temple is a 9th-century Hindu temple compound in Yogyakarta, Indonesia. It's a UNESCO World Heritage Site, the largest Hindu temple site in Indonesia and the second-largest in Southeast Asia. It is characterized by its tall and pointed architecture, typical of Hindu architecture, and by the towering 47-metre-high (154 ft) central building inside a large complex of individual temples.[2] Prambanan attracts many visitors from around the world. Entrance ticket for foreigners is USD 18.



### **Candi Borobudur**

Borobudur temple is a 9th-century Buddhist temple in Magelang regency, Central Java, Indonesia. It is the world's largest Buddhist temple. The temple consists of nine stacked platforms, six square and three circular, topped by a central dome. It is decorated with 2,672 relief panels and 504 Buddha statues. The central dome is surrounded by 72 Buddha statues, each seated inside a perforated stupa. To get here, visitors need to pay USD 25 for the entrance ticket.



### **Pantai Indrayanti**

Located at the south of Yogyakarta, this beach has long shoreline with white sand. Visitors can do snorkelling at some spots around this beach. Rooms for rent and local restaurants are available. Entrance fee is IDR 10,000 and IDR 5,000 for parking.



### **Sangiran Archaeological Museum**

Sangiran museum located in Sragen regency, 17 km from Solo. This museum is a UNESCO World Heritage Site. Sangiran Museum and its archaeological site, apart from being an attractive tourist attraction, is also an arena for research on the most important and comprehensive prehistoric life in Asia, even the world. Here, complete information can be obtained about the patterns of early human life in Java which contributed to the development of science such as Anthropology, Archeology, Geology, Paleoanthropology. Entrance ticket is IDR 10,000.



### **Gunung Lawu**

Mount Lawu (3.265 m above sea level) is a massive compound stratovolcano straddling the border between East Java and Central Java, Indonesia. It's an inactive volcano. If students are into mountain hiking, they can hike to this mountain.



### **Gunung Andong**

Mount Andong (1.463 m above sea level) is located in Magelang regency. This mountain has never performed eruptive behaviour. This mountain also become destination for hikers.

## 9. HELPFUL BAHASA INDONESIA

### Greetings

Good morning

Good afternoon

Good evening

See you

Thank you

Thank you

You're welcome

Please

Please (asking for help)

Excuse me

Pardon me

Sorry

Selamat pagi

Selamat siang

Selamat malam

Sampai jumpa

Terimakasih

Maturnuwun (Javanese)

Sama-sama

Monggo (Javanese)

Silakan

Tolong

Permisi

Maaf

Maaf

### Addressing people

Bro, brother

Sis, sister

Sir

Madam

Friend

You

I

She/he

Mas

Mbak

Bapak

Ibu

Teman

Kamu (informal)

Anda (formal)

Aku (informal)

Saya (formal)

Dia

### Question words

What

Who

How much

how many

Where

When

Why

How

Apa

Siapa

Berapa

Dimana

Kapan

Kenapa

Bagaimana

### Places

House

Campus

University

School

Flat/rented room

Shop, market

A place to eat

Rumah

Kampus

Universitas

Sekolah

Kost

Warung

Warung makan

Address

Alamat

**Activities**

Eat

Makan

Drink

Minum

Walk

Jalan kaki

Study

Belajar

Go

Pergi

Play

Bermain

**Money**

Money

Uang

Shopping

Belanja

Price

Harga

Expensive

Mahal

Cheap

Murah

**Time**

Day

Hari

Date

Tanggal

Month

Bulan

Year

Tahun

Monday

Senin

Tuesday

Selasa

Wednesday

Rabu

Thursday

Kamis

Friday

Jumat

Saturday

Sabtu

Hour

Jam

What time is it?

Jam berapa?

When?

Kapan?

How long?

Berapa lama?

Tomorrow

Besok

Yesterday

Kemarin

Today

Hari ini

**Number**

One

Satu

Two

Dua

Three

Tiga

Four

Empat

Five

Lima

Six

Enam

Seven

Tujuh

Eight

Delapan

Nine

Sembilan

Ten  
One hundred  
One thousand  
One million

Sepuluh  
Seratus  
Seribu  
Sejuta

### **Introducing yourself**

My name is ....  
I study in ....  
I live in ....  
Nice to meet you.  
What's your name?

Nama saya ....  
Saya belajar di ....  
Saya tinggal di ....  
Senang bertemu dengan Anda  
Siapa nama Anda?

### **Small talk**

How are you?  
Are you okay?  
Do you speak English?  
  
I can't speak Bahasa Indonesia.  
  
I don't know  
I don't understand  
Yes  
No  
Good  
Bad  
I'm fine.  
I'm not okay.

Apa kabar?  
Anda baik-baik saja?  
Apa Anda bisa berbicara bahasa Inggris?  
Saya tidak bisa berbicara bahasa Indonesia.  
Saya tidak tau.  
  
Ya  
Tidak  
Baik  
Buruk  
Saya baik-baik saja.  
Saya tidak baik-baik saja.

### **Travelling and Direction**

I'm lost.  
I want to go to ....  
Can you show me how to get to ...?  
  
Where is the ...?  
Left  
Right  
Straight  
Turn left  
Turn right  
Bus  
Train  
Train station  
Bus station  
Ticket

Saya tersesat.  
Saya ingin pergi ke ....  
Bisakah anda menunjukkan jalan ke .... ?  
Dimana .... ?  
Kiri  
Kanan  
Lurus  
Belok kiri  
Belok kanan  
Bis  
Kereta api  
Stasiun  
Terminal bis  
Tiket / karcis



### **Booking a room**

Is there available room?	Ada kamar kosong?
How much is the cost?	Berapa tarifnya?
Does the price include breakfast?	Apa harganya termasuk makan pagi?
One night	Satu malam
One person	Satu orang
Room	Kamar
Bed	Tempat tidur
Bathroom	Kamar mandi

### **Shopping**

What is this?	Ini apa?
How much is this? (the price)	Berapa harganya?
Expensive	Mahal
Cheap	Murah
I don't have enough cash.	Uang saya tidak cukup.
Bargain	Menawar
This	Ini
That	Itu
Big	Besar
Small	Kecil
Order	Memesan
I want to buy ....	Saya ingin membeli ....
Do you sell ....?	Apa Anda menjual ....?
I want to pay	Saya ingin membayar
Bill	Tagihan
Change/return	Kembalian
Menu	Menu
Food	Makanan
Beverages	Minuman
Vegetables	Sayuran
Meat	Daging
Seasoning	Bumbu
Clothing	Pakaian
Accessories	Aksesoris
Books	Buku
Electronics	Barang elektronik

### **Buying cellular credit/internet package**

I want to buy phone sim card.	Saya ingin membeli kartu perdana.
I want to buy internet package.	Saya ingin membeli paket internet.
I want to buy cellular credits.	Saya ingin membeli pulsa.
Please help me.	Tolong bantu saya.

# International Office



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SEBELAS MARET

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