



ADMISSIONS GUIDE FOR INTERNATIONAL APPLICANTS



**UNIVERSITY OF JEMBER
2022**



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A. APPLICATION TIMELINES

Steps	Date
Application period	September—December 2022
Selection period	January 6 th – 24 th , 2023
Final Admission Decision	February 5 th , 2023, at the latest
Acceptance Letter	February 14 nd , 2023, at the latest
Pre-departure period	February – April, 2023
Arrival	April 2023
Indonesian Language training	May 2023 – August, 2023
Registration and Payment	August 2023
Semester Begins	by August 16 th , 2023

B. ELIGIBILITY

For Undergraduate Program

Eligible applicants for the program must have:

- Indonesian Nationality and Non-Indonesian Nationality high school or its equivalent (minimum of 12-years of schooling) graduated no longer than three years at the date of admission.
- a good command of English language for academic purposes (*see language requirements*)

For Master Program

Eligible applicants for the program must have:

- a Bachelor's degree in related study programs
- a good command of English language for academic purposes (*see language requirements*)

For Doctoral Program

Eligible applicants for the program must have:

- a master's degree in related study programs
- A good command of English language for academic purposes (*see language requirements*)



C. REQUIRED DOCUMENTS

1. Degree certificate(s)

- An officially certified copy of the latest degree certificate(s) in the original language ; (the letter of statement from head of school if the certificate is issued after the deadline of application);
- Applicants graduating after the application deadline (during the academic year 2022-2023) must enclose their official transcripts of records and the expected date of graduation to the application.
- Non English certificate must be translated into English

2. Transcript of records

- An officially certified copy of the latest degree transcript of records in the original language.
- Non English transcript of records must be translated into English

3. Letter of Financial Guarantee

Applicants should provide a Letter of financial guarantee from the scholarship agencies. Self-financed candidates must attach the latest bank statement with minimal balance of USD 2,500 or equivalent.

4. Recommendation letters (find the instructions and provided form below)

Applicants should provide two Letter of Recommendations from professors (academic advisors) of one's previous (last) university or school.

5. Letter of Health Statement

The letter must be issued by the Health authorities in the country of origin and must be written in English.

6. Letter of motivation (integrated with the application form)

7. Letter of Statement (find instructions and form below)

Letter of statement that indicated that the student will obey Indonesian regulations, will not involve in political activities, and not take a part-time/full-time work during study. The form is provided by the University of Jember.

8. A copy of your passport's ID page

Copy of a valid passport, the validity of passport must at least 1 year.

9. Photograph

Latest passport sized (3 x 4 cm) photograph must be taken within 6 months prior to application.



Important Notes:

University of Jember does not accept regular copies of educational documents. All educational documents must be officially certified (authenticated) by the awarding institution, or legalized. If your documents are issued in a language other than English, official translations of them to English should be provided. Officially certified copies of the original documents must also be submitted.

Submit the required documents. Information concerning the documents is available on the program specific admission application requirements, and also on your online application. There are certain requirements for the documents uploaded in the electronic format:

- We accept scanned copies of the original degree certificates and transcripts as well as the translations when required. Scanned copies must meet the application documents requirements.
- We do not accept scans of photocopies unless they have been certified by the awarding institution.
- Please scan the original documents with care, always scan in color and remember to scan all pages. The use of PDF -format is encouraged, as this ensures that the files can be opened in all operating systems.

The authenticity of all documents will be examined and the submission of forged documents will lead to automatic rejection of the applicant.

If application documents are mailed in by a third party, the admissions office will forward the documents to the program coordinator for evaluation. These documents can be mailed to University of Jember.

The required documents should be sent to:

**International Office
University of Jember
PO Box 159.
Jl. Kalimantan 37 Kampus Tegalboto, Jember
68121, East Java
INDONESIA**

It is always the applicant's responsibility to make sure that the application documents meet the requirements and reach the University of Jember by the deadline. University of Jember does not process any application documents that have arrived after the deadline.



D. LANGUAGE REQUIREMENTS

Applicants must have an academic-level proficiency in English. Language proficiency is to be verified by one of the following:

- **IELTS Academic** (International English Language Testing System) with a score of 5.5 or higher
- **TOEFL iBT** (Test of English as a Foreign Language, Internet Based Test) with a score of 78 or higher
- **TOEFL PBT** (Test of English as a Foreign Language, Paper Based Test) with a score of 500 or higher
- **DET** (Duolingo English Test) with a score of 100 or higher

Criteria for documentation

- Please note that international language tests are valid for two years and the test result must be valid throughout the application period (IELTS, TOEF iBT and PBT, and DET).
- The English proficiency certificate must be verifiable by online verification methods.
- Unverified certificate will effect on the rejection of the application





E. APPLICATION PROCESS

1. STUDENT SELECTION

Student intake for the undergraduate or post graduate program must follow the selection procedure by committee. Applications will be evaluated based on the application form and the required enclosures. On some cases, interviewers may request the interview via teleconference for further verification processes.

2. SELECTION RESULTS

The selection results will be published by February 7th, 2023 at the latest. Information about the results and the commencement date of the course will be announced to all applicants by email.

Those selected students graduating during the academic year 2022–2023 (after the application period) must deliver the proof of graduation to the University of Jember by email to internationaloffice@unej.ac.id by January 31st, 2023. Otherwise, the applicant will lose her/his study place.

Students selected for the program will commence their studies in August 2023.

F. ADMISSION AND TUITION FEES

1. Admission fee

The University of Jember has introduced the admission fee to all undergraduate students. The admission fee is paid one time only at the first semester. The admission fee in the University of Jember is IDR 10,000,000.

2. Tuition fee

The tuition fees are based on the study program and the degree. Below are the amount of tuition fees per semester are according to the Rector Decree 5630/UN25/KU/2018. Lists are below:

Faculty	Fee (in rupiah)		
	Bachelor	Master	Doctoral
Faculty of Law	7,750,000	13,700,000 18,000,000 (<i>for Notary</i>)	20,000,000
Faculty of Social and Political Sciences	6,750,000	13,700,000	20,000,000
Faculty of Agriculture	6,550,000	12,900,000	22,000,000
Faculty of Economic and Business	7,750,000	13,700,000	20,000,000
Faculty of Education and Teacher Training	6,750,000	13,700,000	22,000,000
Faculty of Humanities	6,750,000	13,700,000	-
Faculty of Agricultural Technology	6,550,000	13,700,000	-
Faculty of Dentistry	28,000,000	-	-

Tuition fee (*continued*)

Faculty	Fee (in rupiah)		
	Bachelor	Master	Doctoral
Faculty of Mathematic and Natural Science	6,550,000	13,700,000 (<i>for Mathematics</i>) 15,700,000	-
Faculty of Medicine	28,000,000	-	-
Faculty of Public Health	13,500,000	-	-
Faculty of Engineering	10,350,000	15,700,000	-
Faculty of Pharmacy	13,500,000	-	-
Faculty of Nurse	13,500,000	-	-
Faculty of Computer Sciences	10,350,000	-	-
Multidisciplinary Program	-	15,700,000	-

REQUIRED FORMS



LETTER OF FINANCIAL GUARANTEE

I, the undersigned

Name of Parent (Guardian) :

I affirm that I have financial resources and shall be responsible for all expenses during the study at the University of Jember for the student mentioned below:

Applicant's Name :

Place, Date of Birth :

Full Address :

Citizenship :

Passport Number :

This statement is issued to be used accordingly.

Place

Date of signature

sign

Parent's / Guardian's Name

** Please print the filled-in the form prior to signature*



LETTER OF RECOMMENDATION for Admission

On behalf of:

Applicant's Name :

Intended Degree :

Intended Study Program :

I have known the applicant as:

(a) Employee for : year(s)

(b) Student for : year(s)

(c) Colleague for : year(s)

(d) Others for : year(s)

As mentioned above, I may rate applicant's qualification as (*check list*):

Qualification	Less	Average	Good	Excellent	Careless
Academic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking ability to express opinions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing ability to express opinions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work as group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation to continue his/her study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Accordingly, I am optimistic that the applicant will :

- (a) be satisfactorily accomplished her/his study
(b) capable enough to take her/his study
(c) need special advise to accomplished her/his study

Recommender

Name :

Position :

Institution :

Address :

Email :

Signature : Date



LETTER OF STATEMENT

I, the undersigned

Applicant's Name	:	<input type="text"/>
Place, Date of Birth	:	<input type="text"/>
Full Address	:	<input type="text"/>
Nationality	:	<input type="text"/>
Passport Number	:	<input type="text"/>

I declare that:

1. I will obey the regulations and law in Indonesia;
2. I will obey the academic regulation of the University of Jember;
3. I will not be involved in any political activities;
4. I will not do any paid job or request any scholarship to the Government of Indonesia during my study at the University of Jember.

This statement is issued to be used accordingly.

<input type="text"/>	<input type="text"/>
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Place

Date of signation

sign

<input type="text"/>

Applicant's Name

** Please print the filled-in the form prior to sign*