

## Fact Sheet 2022-2023 Incoming Student Exchange Program

University Information	
University	<b>Institut Teknologi Bandung</b>
Business School/Department	School of Business and Management
Country	INDONESIA
University and Faculty Website	<a href="https://www.itb.ac.id/">https://www.itb.ac.id/</a> & <a href="https://www.sbm.itb.ac.id/">https://www.sbm.itb.ac.id/</a>
Business programs accreditation and facts	<ul style="list-style-type: none"> <li>- Top 251-300 world university in Business and Management Studies subject by QS World University Ranking</li> <li>- Best Business School in Indonesia by Global Brands Magazine (2017,2018,2019), and SWA Magazine (2009). Also the Best School of Management in Indonesia by MIX Marketing Group of SWA Magazine (2011, 2012, 2013, 2014 and 2015).</li> <li>- Three Palms of Excellence (excellent business schools with reinforcing international influence) by Eduniversal Business School Ranking</li> <li>- Top 401-500 of the world and the highest ranked in Indonesia in Business and Economics subjects from Times Higher Education</li> <li>- SBM ITB is audited internally and externally by complying with International Organization for Standardization (ISO) 9001:2015</li> <li>- Internationally accredited by AACSB and ABEST21 and nationally accredited by BAN PT</li> </ul>

Contact Information International Office	
Address of International Office (University Level)	Jl Ganesha No. 17 Bandung Office Phone +62 22 2504282, email: <a href="mailto:iro@itb.ac.id">iro@itb.ac.id</a> , Website: <a href="https://partnership.itb.ac.id/">https://partnership.itb.ac.id/</a>
International Relation Unit (School Level)	Jl. Ganesha No. 10 Bandung, SBM ITB Building Phone +62 22 2531923, email: <a href="mailto:iro@sbm-itb.ac.id">iro@sbm-itb.ac.id</a>

Contact Persons at School level			
Function	Name	E-Mail	Phone
Director, International Relations	Ira Fachira Ph.D	<a href="mailto:ira@sbm-itb.ac.id">ira@sbm-itb.ac.id</a>	+62-22- 2531923 ext 1305
Officer, International Relations	Yanie S Saputra	<a href="mailto:yanie@sbm-itb.ac.id">yanie@sbm-itb.ac.id</a>	+62-22- 2531923 ext 2206

Application and Academic Calendar			
Study Level	Bachelor Management & IB/ Bachelor Entrepreneurship/ Master Management Science/ Master Business Administration		
Term	1 <sup>st</sup> Semester (dd/mm/yyyy)	2 <sup>nd</sup> Semester (dd/mm/yyyy)	Notes
Nomination Deadline	<b>*10 April 2022</b>	<b>*10 October 2022</b>	*tentative and subject to change
Application Deadline	<b>*31 July 2022</b>	<b>*23 December 2022</b>	
Course plan confirmation	one week after class commence	one week after class commence	
Orientation Session	2nd week of August	2 <sup>nd</sup> week of January	<b>Exact dates will be confirmed prior to the start of semester</b>
Class commencement	<b>22 August 2022</b>	<b>16 January 2023</b>	
Final Exam Period	November end – mid December	April end - mid May	
Online Application Website & Requirements	Application are <a href="#">online</a> through <a href="#">ITB website</a> , which is administered by ITB Enrolment Office. Students should prepare and upload all the supporting document of application through the system: <ol style="list-style-type: none"> <li>1. Nomination letter from your university</li> <li>2. Statement of Purpose / Motivation letter</li> <li>3. Latest Academic Report/Transcript</li> <li>4. Student ID Card/Personal ID Card</li> <li>5. Academic Reference</li> <li>6. English Proficiency Certificate</li> <li>7. Valid Passport (Identity Page)</li> <li>8. Recent Passport-Size Photo (4 X 6)</li> <li>9. Proof of Full Coverage Health Insurance Plan</li> </ol>		

Course Lists offered	<p>Updated in the online application portal. Students can mix the course choices from 2 (two) faculties only. Max 22 ITB credit for Bachelor level, and 12 ITB credit for Graduate level students. Faculty where more course credit taken by the student will be the host faculty, and the other will be the co-host.</p> <p>Note the below when selecting course:          - S1 code refers to Undergraduate course level, and S2 refers to Master level courses.          - The 1st two letters in the course code refer to the faculty. For all courses offered by the business School begin with code MMxxxx or MBxxxx and MKxxxx, so other than that, it refers to other faculties.          - the digit number also refers to the course level (S1 = 1-4, for instance: MB3133, MK2002; S2=5-6, , for instance: MB5101, MM5002)</p>
Acceptance Letter and Visa documents	<p>After a complete application done, one week after the online application period ends, students will receive email from ITB enrolment office for the confirmation of acceptance. Letter of acceptance can be downloaded from student's account for ITB online application system. Students will receive documents for visa processing from ITB International Office.</p>

<b>Requirements for Incoming Exchange Students</b>		
	<b>Bachelor's Level</b>	<b>Master's Level</b>
GPA or Overall Average Grade Requirement	3.00/4.00 / equivalent	3.00/4.00 / equivalent
English requirements	IELTS 5.5 overall (or equivalent)	IELTS 6.0 overall (or equivalent)

<b>Programs and courses open to Incoming Students</b>		
<b>Bachelor's Programs</b>		
Program Name	Language(s) of Instruction	Campus Address
Bachelor of Management	English and Bahasa Indonesia	Jl. Ganesha 10 Bandung
Bachelor of Entrepreneurship	English and Bahasa Indonesia	Jl. Jatinangor Sumedang
<b>Master's Programs</b>		
Program Name	Language(s) of Instruction	Campus
Master of Business Administration	English and Bahasa Indonesia	Jl. Gelap Nyawang 1 Bandung
Master of Business Administration	English and Bahasa Indonesia	Graha Irama (Indorama), 12th floor Jl. HR Rasuna Said Kav. 1-2 Jakarta
Master of Science in Management	English	Jl. Ganesa 10 Bandung
Are Bachelor Exchange Students allowed to take courses at Master's level?	No. Master courses are limited to Graduate Students only	
Can Exchange Students mix courses from different programs/departments	<b>Only a limited number, allowed up to two schools/faculties; Faculty where more courses taken by the student will be the host faculty, and the other will be the co-host.</b>	

<b>Course Load, Credit, and Grading System</b>	
Credit System	<p>SKS/ Semester Credit System for undergraduate level            1 SKS = 1.5 ECTS = 3 UK Credits</p> <p>SKS/ Semester Credit System for graduate level            1 SKS = 2.5 ECTS = 5 UK Credits</p>
Academic Transcripts	Academic transcripts will be sent to the coordinators at home university after the end of semester
Number of maximum credits per semester	22 SKS for undergraduate level 12 SKS for master level

**GRADING SYSTEM**

Letter Grade	Grade Point	Note
<b>A</b>	<b>4.0</b>	Exceptional
<b>AB</b>	<b>3.5</b>	Excellent
<b>B</b>	<b>3.0</b>	Good
<b>BC</b>	<b>2.5</b>	Satisfactory
<b>C</b>	<b>2.0</b>	Sufficient
<b>D</b>	<b>1.0</b>	Poor
<b>E</b>	<b>0</b>	Fail

**Additional Information**

Approximate cost of living per month (excluding tuition)	Rent	IDR 2,500,000 – 3,000,000
	Living Expenses	IDR 2,500,000 – 3, 000,000
	Other Expenses	IDR 2,500,000
	<b>Total</b>	<b>IDR 7,500,000 – 8,500,000</b>

<p><b>Website about Bandung City and Travel Guidance</b></p>	<p><a href="#">About Bandung City</a>;  <a href="https://wikitravel.org/en/Bandung">https://wikitravel.org/en/Bandung</a></p>
<p><b>Accommodation</b></p>	<p>Students are responsible for finding accommodation by themselves. ITB has a limited number of accommodations, there are rooms at <a href="#">ITB dormitory</a>. The booking is handled through the International Office of ITB.          All private housings, and apartments are owned and managed by 3rd parties.          Some recommended hotels and guest houses nearby for temporary stay are available: <a href="#">Sapadia Guest house</a> ; <a href="#">Beehive Hotel</a>; <a href="#">House Sangkuriang Bandung</a> ; and for long-term stay there are recommended residence or apartments : <a href="#">SkyCity Home</a> , <a href="#">ApartmentParahyangan Residence</a>; ; <a href="#">Beverly Dago Apartment</a>; <a href="#">GaleriCiumbuleuit 3</a></p>
<p><b>Entry Visa/ Stay Permit</b></p>	
<p>Information website: <a href="https://partnership.itb.ac.id/the-preparation/immigration/">https://partnership.itb.ac.id/the-preparation/immigration/</a></p> <p>Students intended to spend a semester exchange, can apply for Visa type B211 (VKSB-Visa Kunjungan Sosial Budaya – Social Cultural Visit Visa) – a visa for those coming to Indonesia for a short-term stays, not as tourists and not for business. This single entry visit visa refers to Index B-211 and is valid 30 -60 days. This type of Visa can be extended up to four times each valid for 30 days. It takes about maximum one week to obtain VKSB.</p> <p>If you intend to stay for study at ITB for more than 6 (six) months but you have to enter Indonesia within less than 3 months, and hence you do not have enough time to apply VITAS, then you can apply VKSB.</p> <p>Once you arrive in Indonesia, you have to immediately apply Study Permit and convert your VKSB into ITAS (Ijin Tinggal Terbatas – Limited Stay Permit) which will be valid for 1-2 years. During the conversion period (which might take about 2-3 months) you might have to extend your VKSB as necessary.</p> <p>Requirements to obtain the Index B-211 Visa are as follows:</p> <ul style="list-style-type: none"> <li>* A letter of acceptance which invites you to stay/study in Indonesia</li> <li>* Your passport</li> <li>* A copy of return trip ticket</li> <li>* A couple of photos</li> <li>* Application form (provided by the Visa Section of the Indonesian Embassy)</li> <li>* Visa fee</li> </ul> <p><b>Extension Procedure</b></p> <p><b>1. VKSB</b></p> <p>The extension for VKSB or Index B-211 Visa can be applied up to 4 times and only in the same district. All extension will be granted by Immigration Office (Kantor Imigrasi).</p> <p>The following are the requirements to apply for the visa extension:</p> <ol style="list-style-type: none"> <li>1. A letter of recommendation from the Faculty/School addressed to the Director of Partnership and International Relations</li> <li>2. A letter of recommendation from the Directorate of Partnership and International Relations of ITB</li> <li>3. A letter of sponsor</li> <li>4. A copy of KTP (Indonesian ID Card) of the sponsor</li> <li>5. Application form (form 23, provided by Immigration Office)</li> <li>6. A copy of passport pages on ID, Visa stamp, and arrival date (the original passport should also be included for the extension process at the Immigration Office)</li> </ol> <p><b>2. KITAS</b></p> <p>Your KITAS, together with the Multiple Exit Re-entry Permit (MERP), must be extended 2 months before the expired date of your KITAS. The documents you should prepare are nearly the same as those when applying:</p> <ol style="list-style-type: none"> <li>1. A letter of recommendation from the Faculty/School addressed to the Director of Partnership and International Relations</li> <li>2. A letter of recommendation issued by the International Relation Office and addressed to the Head of the Immigration Office in Bandung</li> <li>3. Application forms (form 24, provided by the Immigration Office)</li> <li>4. A letter of sponsor</li> <li>5. A letter of Study Permit</li> </ol> <p><b>Exit Permit Only</b></p> <p>For KITAS holders, before you go back to your country, you need to apply for an Exit Permit Only to the Immigration Office. The documents required:</p> <ol style="list-style-type: none"> <li>1. A letter of recommendation from the Faculty/School addressed to the Director of Partnership and International Relations of ITB</li> <li>2. A letter of recommendation issued by the International Relation Office and addressed to the Head of the Immigration Office in Bandung</li> <li>3. Application form (form 27, provided by the Immigration Office)</li> <li>4. A copy of a valid passport</li> <li>5. A copy of a return ticket</li> </ol>	