

Technical Guidance  
**BEASISWA UNGGULAN**  
**MAHASISWA**  
**ASING**



2016

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**TECHNICAL GUIDANCE  
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## Preface

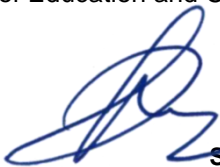


This guideline is intended to provide information for foreign students who wish to continue their education in Indonesia, specifically to study Indonesian language, arts and culture for Master and Doctoral degree, in accordance with the Minister of Education and Culture Regulation No. 95/2013.

The main purposes of the Beasiswa Unggulan Program for foreign students are to contribute to human resource quality development, to promote Indonesian language, arts and culture and to help strengthen and bring Indonesia's relationship and educational cooperation with other countries to a better level.

This guideline aims to provide adequate information to Beasiswa Unggulan recipients, host universities and the management of the Beasiswa Unggulan in order that all involved parties understand the Beasiswa Unggulan mission, vision and target.

Jakarta, March 2016  
Director Bureau for Planning and International Cooperation  
General Secretariat, Ministry of Education and Culture



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## Table of Contents

Preface .....	i
Table of Contents .....	ii
I. INTRODUCTION .....	1
II. PURPOSES .....	2
III. STUDY PROGRAMS .....	2
1. Duration of Study .....	2
2. Research .....	2
3. Language of Instruction.....	2
IV. SCHOLARSHIP BENEFITS .....	3
V. ELIGIBILITY .....	3
1. Master Program (S2).....	3
3. Doctoral Program (S3) .....	4
VI. REGISTRATION SCHEDULE AND SELECTION .....	5
VII. STAY PERMIT .....	5
VIII. RETURNING TO HOME COUNTRY .....	12
IX. OTHER INFORMATION .....	14
X. INDONESIA AT A GLANCE .....	15



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**I. INTRODUCTION**

Beasiswa unggulan is a signature initiative of Indonesian Government, providing grants for the best students – national or international - to finance their study in the field of Bahasa Indonesia, art and culture. Depending on cooperative agreement, source of funding can be either the Indonesian Government or other parties.

The scholarship will be distributed to the international best students interested in studying Bahasa Indonesia, art and culture through referring organizations or institutions such as: universities, research institutions, public organizations, industry, and other governmental institutions with the purpose of preparing students to be smart and competitive.

The Beasiswa Unggulan Program for international students is specifically designed and intended for students coming from Darmasiswa alumni and countries that have educational cooperation with Indonesia.

## **II. PURPOSES**

1. To strengthen international relations and cooperation between Indonesia and partner countries.
2. To promote education and understanding of Indonesian language, art and culture.
3. To enhance cooperation in the field of education with partner countries.

## **III. STUDY PROGRAMS**

Beasiswa Unggulan is available for students pursuing master (S2) and doctoral (S3) degree at universities in Indonesia and should be able to communicate using Indonesian language (Bahasa).

### **1. Duration of Study**

Each program has a different study duration. The study duration for master's degree program is 24 months, and for doctoral program is 36 months.

### **2. Research**

- a. Research should be conducted in Indonesia.
- b. Research conducted outside Indonesia is not covered by the Beasiswa Unggulan.

### **3. Language of Instruction**

All courses and written assignments such as papers, thesis/dissertation are presented only in Indonesian language (Bahasa).

#### **IV. SCHOLARSHIP BENEFITS**

The scholarship components follow regulation of Minister of Education and Culture number 95/2013 and stipulated under a letter issued by the Head of Bureau Planning and International Cooperation.

#### **V. ELIGIBILITY**

##### **1. Master Program (S2)**

Applicants must:

1. Register online at:  
[buonline.beasiswaunggulan.kemdikbud.go.id](http://buonline.beasiswaunggulan.kemdikbud.go.id)
2. Maximum of 32 years of age.
3. have graduated from undergraduate program or equivalent education level.
4. have a minimum TOEFL score of 450 or IELTS 5,0 (for students from non-English speaking countries).
5. have a minimum cumulative Grade Point Average (GPA) of 2.75 (on a 4 scale) or equivalent.
6. Have a letter of acceptance (LoA) from the host university.
7. Documents to be uploaded:
  - a. A copy of passport
  - b. A letter of recommendation from embassy in Indonesia
  - c. A certified copy of undergraduate program graduation certificate and academic transcript/records (in English)



- d. TOEFL or IELTS certificate (for students from non-English speaking countries)
- e. A statement of good health from a trusted doctor in the country of origin
- f. A statement of motivation (500 words)
- g. Preliminary research proposal

### 3. Doctoral Program (S3)

Applicants must:

- 1. Register online at:  
[buonline.beasiswaunggulan.kemdikbud.go.id](http://buonline.beasiswaunggulan.kemdikbud.go.id)
- 2. Maximum of 37 years of age.
- 3. have graduated from master's degree program or equivalent education level.
- 4. have a minimum TOEFL score of 450 or IELTS 5,0 (for students from non-English speaking countries).
- 5. have a minimum cumulative Grade Point Average (GPA) of 3.00 (on a 4 scale) or equivalent.
- 6. Have a letter of acceptance (LoA) from the host university.
- 7. Documents to be uploaded:
  - a. A copy of passport
  - b. A letter of recommendation from a potential supervisor (promotor)
  - c. A certified copy of graduation certificate and academic transcript/records of master (S2) studies (in English)

- d. TOEFL certificate or equivalent test (for students from non-English speaking countries)
- e. A statement of good health from a trusted doctor in the country of origin
- f. A statement of motivation (500 words)
- g. Preliminary research proposal

## **VI. REGISTRATION SCHEDULE AND SELECTION**

1. Publication and registration open in January until May 31st 2016. Batch 1 registration close in the end of May 2016 and batch 2 in the end of August 2016.
2. Administration and interview selection in June and September 2016 (twice a year).
3. Selection result will be announce through mail/sms (text message) and each accounts (1 month after selection).

## **VII. STAY PERMIT**

Students need a minimum of 24 months validity on their passport. Those who wish to study in Indonesia can use the following visas:

### **1. Limited Stay Visa (VITAS)**

The appropriate visa for students applying for this program is the Limited Stay Visa (VITAS) which can be obtained at the Indonesian Embassy in their country of origin. Upon their arrival in Indonesia, the students

should request for conversion of VITAS into KITAS (License for Limited Stay/Limited Stay Permit) to the local Immigration Office, not more than seven (7) days following their arrival. KITAS has a validity of one year and can be extended annually at the local immigration office.

## **2. Socio-Cultural Visit Visa (VKSB)**

Should the students not be able to obtain VITAS, they may obtain Socio-Cultural Visit Visa (VKSB) upon arrival. Students enrolling in a non regular program with a duration of 6 months can use VKSB. The length of stay for a Socio-Cultural Visit Visa is 30 – 60 days. The visa can be extended up to five times at the local Immigration Office. It is not recommended to use Tourist Visa or Visa on Arrival. They cannot be converted into KITAS.

## **3. Stay Permit Procedure:**

Below are procedures for international students to obtain stay permit:

- a. The host institution/university sends an offer of admission (acceptance letter) to the applicant (international student)
- b. Bureau for Planning and International Cooperation (BPCLN) announces the selection result to Indonesian Embassy (KBRI) in the student's country of origin.

- c. BPKLN sends the student's scholarship application documents to State Secretariat for approval.
- d. State Secretariat issues approval for the student.
- e. BPKLN then requests for VITAS to Directorate General of Immigration in Jakarta.
- f. Directorate General of Immigration approves VITAS application and informs the student through the Indonesian Embassy in the student's country of origin (TELEX/CALLING VISA).
- g. The student then requests for visa to the Indonesian Embassy, following information from the Directorate General of Immigration.

#### **4. Arrival in Indonesia**

After obtaining VITAS or VKSB from Indonesian Embassy (KBRI)/Directorate General in the country of origin, students are expected to leave for Indonesia without delay. They must pay great attention to information recorded in the visa (the data recorded should match the actual). Thus they need to keep in mind the following:

- a. Prior to the arrival, student should inform arrival schedule to BPKLN, Ministry of Education and Culture of the Republic of Indonesia and host university. This will enable BPKLN and the host university to make necessary arrangements with regard to the student's arrival in Indonesia.

- b. It is strongly recommended that the student only travels alone, not bringing any family member along. The scholarship only covers one person (the student) (especially for VITAS's user).
- c. Upon arrival at the airport in the city where host university lies, the visa will get stamped, as a proof of arrival in the city (especially for VITAS's users).
- d. The student should make sure that the airport officer gives the appropriate stamp. There should be no mistakes in the name of the city.

#### **5. Arriving: VITAS Process**

VITAS/VKSB arrangements are the responsibility of the host university, during application at BPKLN. Passport, visa and arrival stamp must be prepared/shown. Those documents are required for the conversion process of VKSB into KITAS (arrangement for legal status and human rights). Meanwhile, the documents that should be prepared and sent to BPKLN for VITAS arrangement are a copy of passport, a copy of host's university tax identificatio number (NPWP), official university/institution registration, guarantee letter, and guarantor Identification Card (Dean/Institution).

Below is the procedure for arrival in Indonesia by using VITAS:

- a. The host university is responsible for the arrangement of KITAS for the student within 7 days after the student's arrival in Indonesia.
- b. The host university issues a letter of admission for the student.
- c. After the selection process, BPKLN approves the application and informs the student through the Indonesian Embassy (KBRI) in the student's country of origin
- d. At the Immigration Office, the student will be asked to:
  - 1) fill in a form,
  - 2) give fingerprints
  - 3) submit original passport to process KITAS
- e. Immigration Office will process the documents and issue KITAS for the student in 3 weeks after document submission.
- f. Once the student has obtained KITAS, the host university is responsible for assisting the student in obtaining Self Residing Report (SKLD) from the local Police Station.

## **6. Arriving: Process of VKSB and Conversion of VKSB to KITAS**

If the international student uses VKSB to enter Indonesia, he/she should immediately apply for conversion of VKSB to KITAS. Here is to give you an idea of the procedure:

- a. KBRI issues Socio-Cultural Visit Visa (VKSB).

- b. The student enters Indonesia through the international airport of intended city.
- c. Host university sends request for the conversion to BPKLN to get approval from State Secretariat and Directorate General of Immigration, enclosing:
  - 1) A copy of passport's first page
  - 2) VKSB
  - 3) Arrival Stamp
- d. BPKLN requests for conversion to State Secretariat (SETNEG) and Directorate General of Immigration.
- e. After attaining approval from the Directorate General of Immigration, host university is responsible for the arrangement of VKSB conversion into KITAS at the Provincial Office of the Department of Law and Human Rights, ahead of process at the local Immigration Office.

## **7. KITAS Extension During Study Period**

The students should pay attention to the following:

- a. KITAS is only valid for 12 months and can be extended annually during the student's study period in Indonesia.
- b. Application for KITAS extension should be submitted to BPKLN by the host university no later than a month before the expiry of KITAS.
- c. Documents to be prepared:
  - 1) A copy of passport's first page

- 2) A copy of KITAS (both sides); original KITAS should be shown
  - 3) A covering letter from the host university
- d. Procedure:
- 1) Host university sends documents for KITAS extension to BPKLN, to be reviewed for approval by the State Secretariat.
  - 2) Following approval from State Secretariat, host university must request for KITAS extension through BPKLN at the local Immigration Office.

## **8. Study Permit Extension**

Important notes and procedures for extending study permit:

- a. Suppose the study permit from the State Secretariat is no longer valid but the student has not completed his/her study, the host university must apply for extension of study permit to BPKLN, not less than 2 months before the expiry of KITAS.
- b. BPKLN sends a request for study permit extension to State Secretariat.
- c. Following approval from State Secretariat, BPKLN sends the approval letter to host university.
- d. Host university is responsible for the arrangement of KITAS extension at the local Immigration Office.



## **VIII. RETURNING TO HOME COUNTRY**

### **1. Returning to Home Country After Completing the Study**

After completing the study, students should contact the host university 30 days prior to returning home schedule, to prepare all necessary documents.

### **2. Excess Baggage**

Beasiswa Unggulan is not held responsible for any excess baggage fees or other costs spent for related matters.

### **3. Temporary Exit**

Should the student leave the country temporarily for personal reasons, they must complete the following documents:

- a) a letter of recommendation from the host country
- b) flight itinerary (return ticket)
- c) a statement of being responsible for the expenses (Exit/Re-Entry Permit)

The scholarship does not cover the flight costs or other expenses of the student's temporary exit.

### **4. Returning to Home Country During Study Period**

If the student needs to return to his/her home country, especially to conduct research, fieldwork and data collection, there are some important points:

- a) He/she must ensure that they still have a valid study permit when going back to Indonesia.
- b) To avoid possible problems, if the visa will no longer be valid by the return date to Indonesia, the student must extend his/her study permit first (via Bureau of Planning and International Cooperation, Ministry of Education and Culture) before leaving Indonesia.
- c) The student must ensure that they still have a valid KITAS when going back to Indonesia.
- d) To avoid possible problems, if the KITAS will no longer be valid by the return date to Indonesia, the student must extend his/her KITAS first (via Bureau of Planning and International Cooperation, Ministry of Education and Culture) before leaving Indonesia.
- e) Although not prohibited, it is not advisable to return to the home country during the study period. Research are suggested to be carried out in Indonesia.
- f) The student is responsible for any costs incurred in the activities conducted in the home country (research, fieldwork and/or data collection).

Procedures of Renewing/Extending KITAS:

- a) Submit the application to State Secretariat (SETNEG) through Bureau of Planning and International Cooperation, Ministry of Education and Culture-
- b) SETNEG will issue an inter-office memorandum addressed to the local immigration office

- c) SETNEG will issue a letter to the Head of the Local Immigration Office through Bureau of Planning and International Cooperation, Ministry of Education and Culture.
- d) Bureau of Planning and International Cooperation, Ministry of Education and Culture–~~BPKLN~~ will submit the memorandum to the host university which will then be responsible for the arrangement of KITAS extension as well as “exit – re entry permit”.

#### **5. Expulsion/Drop Out**

Should the students return to their country of origin due to personal reasons or following their failure to complete their study (for instance, not being able to reach the study target or breaking host university's rules), they must:

- a. report to the host university
- b. report to the Beasiswa Unggulan Committee/ Secretariat
- c. make written report to the consulate of their country of origin, stating the reason(s) causing them to leave their study.
- d. be responsible for the costs of flight taking them back to their country of origin

### **IX. OTHER INFORMATION**

#### **1. Accommodation**

The government of Indonesia is not responsible for the provision of any accommodation for the students. The

host university may assist them in search for a place to stay/accommodation during their study in Indonesia.

## **2. Clothes**

Students are expected to wear appropriate clothes when being in public places, showing up at campus or any offices, and during classes.

## **3. Working Hours**

In Indonesia, working starts at 7.00 or 7.30 a.m. and ends at 3.30 or 4.00 p.m., Monday to Friday.

# **X. INDONESIA AT A GLANCE**

## **1. Geography**

Indonesia is the largest archipelago country in the world, lying between Asian and Australian continents. Its position along overland trade routes was irrefutably the growing influence in the politics and economy of the country. Indonesia has an area of 1,905,443 km<sup>2</sup> (735,354 sq mi), with 13,677 islands, stretching from west to east, covering an area of 5,152 km. (3,200 miles) and 1,770 km (1,100 miles) from north to south. The main islands of Indonesia are Sumatera - with an area of 473,606 km<sup>2</sup>; Java and Madura - with an area of 421,981 km<sup>2</sup> - the most densely populated and fertile area; Kalimantan - with an area of 539,460 km<sup>2</sup>, Sulawesi - with an area of 189,216 km<sup>2</sup> and West Papua (also known as Western New Guinea) - with a size of 421,981 km<sup>2</sup>. The Island of Java is considered central to the country, as the capital city – Jakarta -

belongs to the island, which affects landuse and contributes to constant increase in the number of people occupying the island. Java makes up about 63% of the total population of Indonesia and becomes the most populous island in the country. One of the islands making up Indonesia is Bali, which is frequently chosen as the main tourist destination. Bali covers an area of 5,623 km<sup>2</sup> (2,170 sq mi), with a number of people living on the island, constituting only about 2% of Indonesia's total population.

## **2. People**

The 2014 Indonesian census counted a total population of 252.2 millions, an increase of around 28 percent over the 1990 figure (179.3 millions). Indonesia has remained the world's fourth most populous country, right after China, India and USA. During the period of 1970 – 1980, the population growth was 2.3%, which then fell into a decline in 1980 – 1990 (1.9%). It is highly predicted that the population will be much bigger in 2050, with 400 millions of people living in Indonesia.

The country is inhabited by mostly young people under the age of 20 (40%). A fascinating fact coming from the Islands of Java and Madura, in which 70% of the country's total population is found, when in fact its area only makes up 7% of the country's total land.

## **3. Climate**

Positioned on the Equator, Indonesia has a tropical climate with relatively high humidity, little variation in temperature, and high rainfalls. On a certain altitude, the temperature can reach 21 to 33 degrees Celsius or 70 to 90 in degrees Fahrenheit. Meanwhile its humidity is between 60% - 90%. The highest average rainfalls along the equator occur between November and February, whereas the driest period occurs from June to September.

#### **4. History**

The discovery of Javanese Fossil (pithecanthropus erectus) in 1890, in the village of Trini, West Java was one of the earliest known evidences of inhabitation in Indonesia suggested to occur over 1,000,000 years ago. Another historical discovery was also made. It was the Chinese migration which became an evidence of the ice age civilization, believed to occur between 3,000 to 5,000 BC.

Arab people arrived in North Sumatera for the very first time in 846 AD which then led to the spread of Islamic Kingdom around the 16th century and followed by spread of Islam all over the island. During expeditions they undertook, in search for spices, the Portuguese arrived in Maluku in the 16th century, soon after followed by the Dutch East India Company (VOC/Verenigde Oostindische Compagnie) in 1605, which then dominated the area and

earned them the highest power to control spices and coffee trade.

## **5. Flora and Fauna**

Indonesia, being the largest archipelago country, is home to various kinds of animals and plants, those living either on lands or in water. As land comprises of islands and mountains, most species on Indonesia's land are quite widespread and have large ranges. They come from and live either in certain islands or can commonly be found in big islands. Physically, Indonesia can be divided into three distinct zoological zones. Based on research, it has been evidently believed that hundred years ago the Islands of Sumatera, Java and Kalimantan were once one stretch of land and shared Sundaland with the main land of Asia, while West Papua (formerly called Irian Jaya) lied on Sahul Shelf.

As a conscious effort to protect its endangered species, the Indonesian government established natural conservations in all parts of the country. Among a number of Indonesia's endangered species, there is Orangutan, an almost extinct primate inhabiting Sumatera and Kalimantan. Others are Komodo (Giant Lizard), found on a remote island located to the west of Flores beach, Rhinoceros sundaicus (also popularly known as Javan

rhino or one-horned rhino) in West Java, and Babi Rusa (pig deer) and Anoa, breeding in Sulawesi. Also, there are numerous birds and monkey species residing all over Indonesia.

## **6. Administrative Divisions**

Indonesia consists of 34 provinces. Sumatera comprises ten provinces: The Special Region of Aceh, North Sumatera, West Sumatera, Riau, The Island of Riau, Jambi, Bengkulu, South Sumatera, Bangka Belitung and Lampung. Java comprises of six provinces: Banten, Special Region of Jakarta, West Java, Central Java, Special Region of Yogyakarta, and East Java. Whereas Kalimantan, with the least-dense population, is divided into five provinces: West Kalimantan, Central Kalimantan, South Kalimantan, East Kalimantan and North Kalimantan (the newest province). Sulawesi comprises of five provinces: North Sulawesi, Central Sulawesi, South Sulawesi, Southeast Sulawesi and Gorontalo. The other provinces are Bali, the Lesser Sunda (Nusa Tenggara) (Lombok and Sumbawa), East Nusa Tenggara (Sumba, Timur, Flores, Solor, Alor and Wetar), Maluku, North Maluku, West Papua, Central Papua and East Papua. Each province is ruled by a Governor, appointed by the central government.

## **7. Culture**



Indonesia is proud of its cultural diversity, derived from its old traditions and has played significant role in its people's way of life. Indonesian culture incorporates many aspects, including birth and death. Unity of Indonesian people is a product of history, while diversity in cultures emerges from diversity of tribes, spreading all over Indonesia. These groups hold their tradition, language, customs and dialects. Indonesian culture has developed since traders and missionaries arrived from India, China, Saudi Arabia and Europe, bringing their own beliefs and ways of life. Western influence stroke Indonesia in the 16th century, when Portuguese came in search for spices in the early of the 16th century. Following their footsteps were the Dutch and England. Hindhu cultures dominated early Indonesian history. Ramayana and Mahabharata Epics played significant role and heavily influenced the cultures of the country and provided a framework for some of Indonesia's cultural traditions.

Traditional customs and culture of Indonesia have been both manifested in ceremonies and festivals, making the concepts of "Gotong Royong" (cooperation among many people to attain a shared goal) and "Musyawarah Mufakat" (group consensus) the spirit of not only the people at village level but also those of higher-institution levels.

## **8. Social Ethics in Indonesia**

People are not expected to visit Bali on the “Nyepi” day (Balinese Holiday). On this day, Balinese people remain at home and no work is done. Before entering a mosque or church (or any religious place), learn about the rules applied there – most likely the guard will inquire somebody’s religion before letting them in. Women are to wear veils when being in a mosque. It is strongly recommended not to be easily offended when being asked about religion, marital status or number of children one has. In Indonesia, such questions are very common. It is considered a crime to own pornographic reading matters. Being naked in public places is also against the norms accepted in the society.

Do not drink tap water.

Indonesian Police Department has coordinated routine operations to catch and penalize traffic violators. There are fines for driving without wearing a seatbelt.

## **9. International Airports in Indonesia**

This is the list of major international airports in Indonesia (sorted by location):

- a. Sumatera
  - h. BTH - Hang Nadim International Airport, Batam
  - i. BTJ - Sultan Iskandar Muda International Airport, Banda Aceh

- j. KNO - Kuala Namu International Airport, Medan
  - k. MES – Soewondo Air Force Base (former Polonia International Airport), Medan
  - l. PDG – Minangkabau International Airport, Padang
  - m. PKU - Sultan Syarif Kasim II International Airport, Pekanbaru
  - n. PLM - Sultan Mahmud Badaruddin II International Airport, Palembang
- b. Java
- o. BDO - Husein Sastranegara International Airport, Bandung
  - p. CGK - Soekarno-Hatta International Airport, Cengkareng, Jakarta
  - q. JOG - Adi Sucipto International Airport, Yogyakarta
  - r. SOC – Adisumarmo International Airport, Solo
  - s. SRG - Achmad Yani International Airport, Semarang
  - t. SUB – Juanda International Airport, Surabaya
- c. Lesser Sunda Islands
- u. DPS - Ngurah Rai International Airport, Denpasar, Bali

- v. LOP - Lombok Praya International Airport, Lombok Tengah
- d. Kalimantan
  - w. BPN – Sultan Aji Muhammad Sulaiman Airport (former Sepinggan Airport), Balikpapan
  - x. PNK – Supadio Airport, Pontianak
  - y. TRK – Juwata International Airport, Tarakan
- e. Sulawesi
  - z. MDC - Sam Ratulangi International Airport, Manado
  - aa. UPG - Sultan Hasanuddin International Airport, Makassar

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