



KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
UNIVERSITAS NEGERI SURABAYA

Kampus Lidah Wetan, Jalan Lidah Wetan, Lakarsantri, Surabaya 60213

Telepon: (031) 99424578, 99421835, Faksimile: (031) 99424002

Laman: www.unesa.ac.id, E-mail: info@unesa.ac.id

STANDARD OPERATIONAL PROCEDURE for FOREIGN STUDENT ADMISSION

A. Degree Program

1. Public Relations Unesa and International Office Unesa promote and inform through websites, brochures, and exhibitions of foreign student admission programs at Unesa.
2. Foreign students open the International Office Unesa page at www.kui.unesa.ac.id., on this page, foreign students will get information about the steps of registering and sending documents via International Office email.
3. Foreign students apply for registration and send documents as students at Unesa via email at international_office@unesa.ac.id.
4. Foreign students determine the courses of interest.
5. Foreign students pay a registration form at BTN bank with the assistance of International Office Unesa staff.
6. Foreign students will get a token number to register online at <http://sipenmaru.unesa.ac.id>.
7. Foreign students take a new student admission selection test.
8. The academic bureau issues a statement containing the statement that foreign student **graduated / failed** to study at Unesa, addressed to International Office Unesa.
9. International Office Unesa issues a Letter of Acceptance (LoA) / Letter of Regret signed by the Vice Rector for Academic for foreign students.
10. International Office Unesa sends LoA to foreign students as a requirement for processing foreign student visas in the student's home country.
11. Foreign students who are declare accepted, pay tuition fees at Unesa by bank transfer mechanism addressed to the Unesa Rector's account.
12. Foreign students collect files related to immigration via email International Office Unesa: international_office@unesa.ac.id



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B. Non Degree Program

1. Public Relations Unesa and International Office Unesa promote and inform through websites, brochures, and exhibitions of foreign student admission programs at Unesa.
2. Foreign students open the International Office Unesa page at www.kui.unesa.ac.id., on this page foreign students will get information about the steps of registering and sending documents via International Office Unesa email.
3. Foreign students apply for registration as well as sending documents as non-degree foreign students in Unesa via email at international_office@unesa.ac.id.
4. International Office Unesa sends a file for registration of foreign students to the study program chosen by the applicant to enter the placement assessment test phase.
5. The study program issued a statement stating that the registration of foreign students to attend a non-degree program at Unesa **Received / Denied** was addressed to International Office Unesa.
6. International Office Unesa issues a Letter of Acceptance (LoA) / Letter of Regret signed by the Vice Rector for Academic for foreign students.
7. International Office Unesa sends LoA to foreign students as a requirement for processing foreign student visas in the student's home country.
8. Foreign students who are declare accepted, pay tuition fees at Unesa.