

# Checklist

**Have you included the following?**

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| **No.** | **Document/Form** | **Checklist** |
| 1. | Application Form (UI Form) |  |
| 2. | Nomination Form (UI Form) |  |
| 3. | 2 (two) Letters of Recommendation (UI Form) |  |
| 4. | Statement of Financial Guarantee (UI Form) |  |
| 5. | Law and Employment Declaration (UI Form) |  |
| 6. | CV / Resume |  |
| 7. | Certificate of Enrollment (from home university) |  |
| 8. | Academic Transcript (certified true copy, in English) |  |
| 9. | English Certificate (for non-English speaking country) |  |
| 10. | Bahasa Indonesia Certificate/TIBA Test Result (required if you are enrolled in the Regular Program) |  |
| 11. | Copy of passport (Cover Page and Identity Page) |  |
| 12. | 2 (two) Current Formal Photos with White Background (size 4x6) |  |
| 13. | Health Insurance (International health insurance that can be used during program in Indonesia) |  |
| 14. | Health Certificate (UI Form) |  |
| 15. | Request Form to Process Telex Visa (UI Form) |  |
| 16. | Statement of Purpose (in Bahasa Indonesia/English, 500 words, explaining your purpose of study) |  |

This documents application should be sent to the Directorate for Internationalization of Education Universitas Indonesia through this email address:

Ms. Astrid Melanonia & Mr. Didi Soleman

Incoming Mobility Program Officers || [inbound@ui.ac.id](mailto:inbound@ui.ac.id)

Directorate for Internationalization of Education, Central Administration Building, Campus UI Depok, Indonesia