

# Inbound Student Exchange and Visiting Student Program Factsheet

Universitas Padjadjaran (Unpad)

Academic Year 2026-2027





## GENERAL INFORMATION

The Student Exchange and Visiting Student Programs at Unpad offers an exciting opportunity for international students to study for one semester or year at Universitas Padjadjaran, one of the best universities in Indonesia.

### Student Exchange Program

To qualify for the student exchange program, prospective students must be currently enrolled in one of Unpad's partner universities. Kindly consult and verify with the International Office or respective international unit at your university regarding your eligibility to partake in this initiative.

As this exchange program is dedicated to students nominated by partner universities based on bilateral exchange agreements with Unpad, usually tuition fees are paid to the home university (waived for Unpad), and typically, registration fees are also waived\*.

\*Note: The tuition waiver policy for the Unpad Student Exchange Program is based on agreements between Unpad and partner institutions or universities, which include specific notes regarding tuition fee reductions.

### Visiting Student Program

If your university is not on Universitas Padjadjaran's exchange partner list, you still can participate in the fee-paying visiting student program. The program allows you to study for one or two semesters at Unpad, with affordable tuition fees.

## CONTACT INFORMATION

### Unpad Office of International Affairs

Email : [international@unpad.ac.id](mailto:international@unpad.ac.id)  
(General Inquiry)  
[global.exchange@unpad.ac.id](mailto:global.exchange@unpad.ac.id)  
(Student Exchange)

Website : [international.unpad.ac.id](http://international.unpad.ac.id)

Admission : [info.admission.unpad.ac.id/](http://info.admission.unpad.ac.id/)

## INBOUND EXCHANGE & VISITING TIMELINE

### Fall/Autumn Semester Intake

Administrative Timeline :

Mid August 2026 - Mid February 2027

Nominations Deadline : June 1, 2026

Documents Submission : June 2-13 2026

### Spring Semester Intake

Administrative Timeline :

Mid February 2027 - Mid August 2027

Nominations Deadline : November 30 2026

Documents Submission : December 1-14 2026

## Exchange & Visiting Programs Overview

**Program Type:** Semester-based exchange or visiting program

### Eligibility

- ★ Full-time active registered students at home universities
- ★ Completed a minimum of 3 semesters at their home institution when applying
- ★ Nominated for the exchange or visiting program by the home university's international office (or equivalent)
- ★ Attained a GPA minimum of 3.00 on a 4.00 scale
- ★ Proficiency in English or Indonesian
- ★ Willing to adhere to Unpad's **code of conduct** for international students. The code of conduct can be accessed **here.**

### Required Documents

- ★ Certificate of enrollment at the home university
- ★ Student nomination letter by home university
- ★ Two recommendation letters (e.g. academic supervisors; lecturers; head of study programs)
- ★ Student motivation letter/ personal statement (500 words, purpose of study)
- ★ Academic transcripts up to their latest semester (at least three semesters)
- ★ Proof of English proficiency (TOEFL, IELTS, PTE, Duolingo). However, if your home university's medium of instruction is English, you are exempted from the language proficiency requirement.
- ★ **Signed code of conduct**

### Documents Submission Form

The nominated students must submit all required documents to the Office of International Affairs through designated form below.

**<https://bit.ly/UnpadInboundExchangeVisitingProgramForm>**

## Application Procedure

1. Nomination letter should be sent by the respective representative of the Office of International Affairs (or other relevant office) of the student's home university to the Unpad Office of International Affairs through the email address: [global.exchange@unpad.ac.id](mailto:global.exchange@unpad.ac.id).
2. Upon nomination, the Unpad Office of International Affairs will contact the student via email, providing admission documents and application instructions. The nominated student must submit the completed exchange or visiting program application form here: <https://bit.ly/UnpadInboundExchangeVisitingProgramForm> along with all required supporting documents to the Office of International Affairs.
3. The staff of the Unpad Office of International Affairs will then forward the documents to the relevant faculty and process the request for approval of the proposed study program.
4. Once approved, the Unpad Office of International Affairs will issue an official acceptance letter to the student, confirming their exchange or visiting placement at Universitas Padjadjaran.
5. An administrative fee of IDR 500,000 applies to visiting students. For exchange students, fee arrangements shall follow the respective cooperation agreement (MoA/MoU) with the partner institution. Any applicable invoice will be issued together with the Letter of Acceptance, including the tuition fee component for visiting students.
6. Upon successful application, students will proceed with the administrative and admission processes, including study permit and visa applications.

## Tuition Fees for Visiting Student Program

For students coming from the non-partner universities, the fee per credit is IDR 850.000 or approximately 50 USD. Students can register for a maximum of 24 credits per semester. However, the course registration details should be consulted and approved by both home university and Unpad as host institution.

## Course Offering

Universitas Padjadjaran offers exchange and visiting programs across multiple faculties, with eligibility subject to the active MoA/MoU with partner institutions for the exchange track. While cross-study program enrollment (within the same faculty) may be possible on a case-by-case basis, cross-faculty enrollment is currently not available.

Please check the available courses offered below:

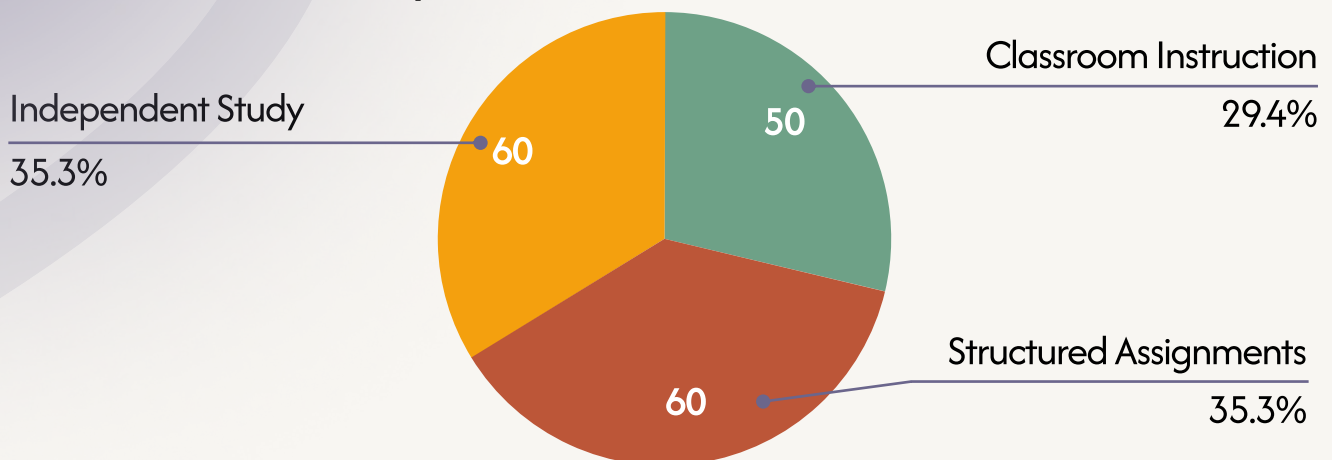
**Fall/Autumn Semester (Semester 1,3,5,7/ Odd)** **Spring Semester (Semester 2,4,6,8/ Even)**

## Average Course Load

At Universitas Padjadjaran, academic workload is measured in credits (called SKS) following the national higher education standard. This system calculates classroom hours and independent study time to ensure balanced learning. Below is a detailed breakdown of how credits work, including conversions to the European ECTS system for international reference, and information on the average course load per semester.

	Unpad Credit	European ECTS	Courses	Minutes			Weeks	Total
<b>1 Credit</b>	1 SKS	1.81 ECTS		170 minutes/week	50 minutes of classroom instruction	There are 16 weeks in 1 semester (including 2 weeks of examinations: midterms and final exams)	2.720 minutes (45.3 hours) per credit in one semester	
			60 minutes of structured assignment					
			60 minutes of independent study					
<b>Average Load</b>	18 SKS	32.58 ECTS	5-6 (one course is about 3-4 SKS)	3060 minutes/week	900 minutes of classroom instruction		48960 minutes (815.4 hours) average in one semester	
			1080 minutes of structured assignment					
			1080 minutes of independent study					
<b>Maximum Load</b>	24 SKS	43.44 ECTS	6-8 (one course is about 3-4 SKS)	4080 minutes/week	1200 minutes of classroom instruction		65280 minutes (1087.2 hours) maximum in one semester	
			1440 minutes of structured assignment					
			1440 minutes of independent study					

### Time Allocation (Minutes) per 1 SKS



## Average Course Load

Spring Semester : Early February - Mid June

Fall/ Autumn Semester : Mid August/Early September - Mid December

## Important Dates

The following is an outline of important dates for both Spring and Fall/ Autumn intakes to help international exchange students plan their academic journey at Universitas Padjadjaran.

Activities	Spring	Fall/ Autumn
Student Permit and Visa Application	Mid December-Mid January	Mid June-July
Orientation & Academic Registration	Early February	Mid August
Start of Classes	Mid February	End August
Mid-Term Exam	Start of April (8th Week)	Mid October (8th Week)
Final Exam	Early June (16th Week)	Mid December (16th Week)
Academic Transcript Issuance	Late July/Early August	Late January/Early February

## Arrival

To ensure a smooth transition, all international exchange students must arrive in Indonesia before the start of each semester.

Fall/Autumn Semester : First or week of August

Spring Semester : Last week of January or first week of February

## Insurance

It is pertinent that all international students obtain health insurance for the duration of their studies in Indonesia. We strongly recommend arranging health insurance in the country of your original university before your departure to Unpad. For students unable to do so, several options of providers are available through the International Office, although limited. Please contact the Unpad's international office for further assistance.

## Accommodation & Living Cost

Planning your budget is essential for a comfortable study experience abroad. Below is an estimated breakdown of monthly living costs in Jatinangor, which is notably more affordable than major Indonesian cities like Jakarta or Surabaya. These figures account for different lifestyles, from budget-conscious to more comfortable arrangements.

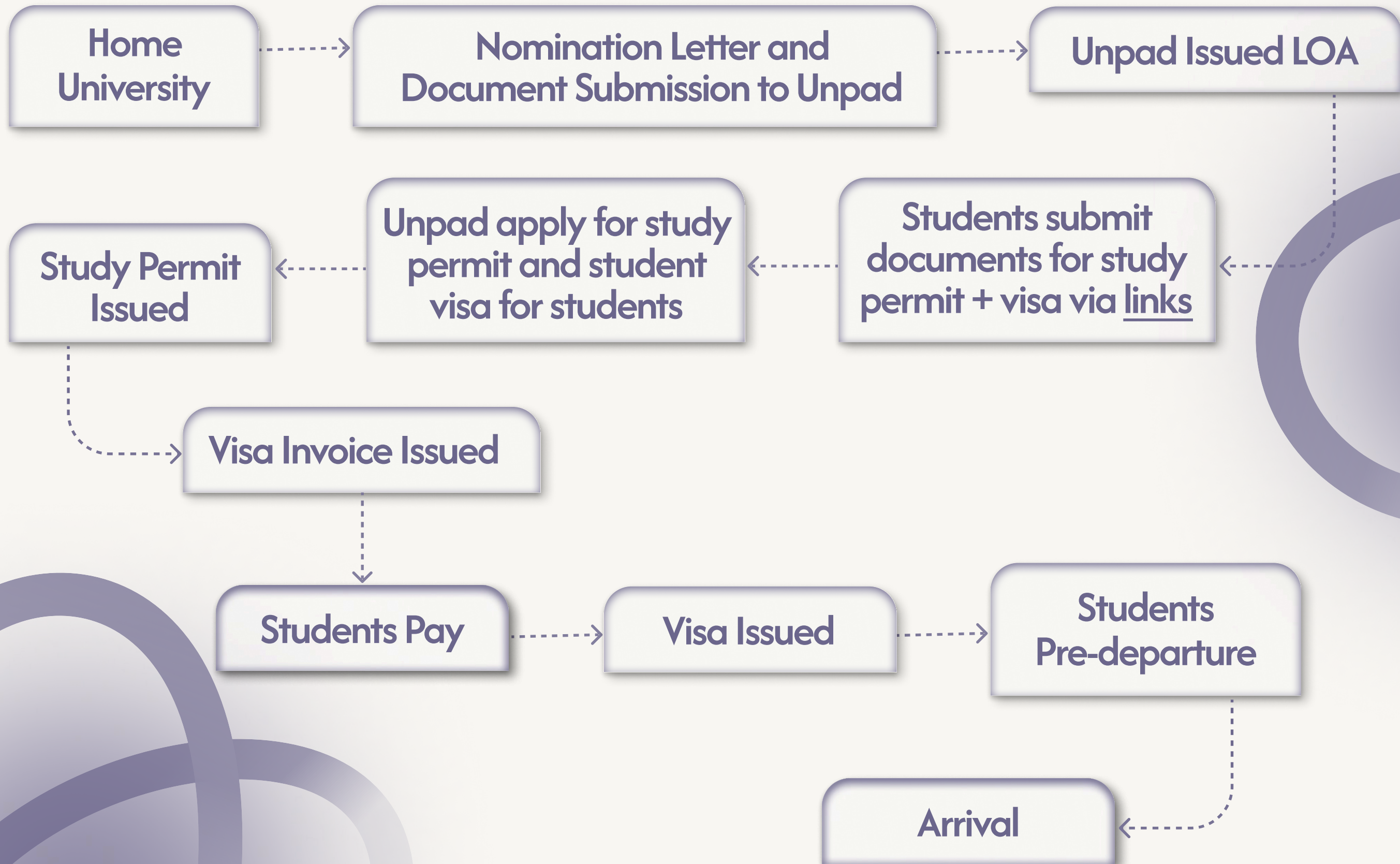
The following table provides an estimation of monthly expenses for living in Jatinangor:

#	Expenses	Cost per Month		
		Low End of The Range	-	High End of The Range
1	On-Campus Housing	Rp1,166,667		Rp1,916,667
2	Off-Campus Housing	Rp700,000		Rp2,500,000
3	Transportation (for students living Off-Campus)	Rp50,000		Rp300,000
4	Living Cost	Rp1,500,000		Rp3,500,000
	Other (Communication, Expenses, Personal Needs, etc)	Rp200,000		Rp500,000
	<b>On-Campus Total</b>	<b>Rp2,866,667</b>		<b>Rp5,916,667</b>
	<b>Off-Campus Total</b>	<b>Rp2,450,000</b>		<b>Rp6,800,000</b>

Unpad provides dormitory accommodations for students, though availability is limited and spaces are competitively allocated. International students interested in on-campus housing should note that priority is often given to scholarship recipients or students with specific academic requirements. Prospective residents must contact their hosting faculty directly to inquire about eligibility and the application process. Early application is strongly advised, as dormitory placements are typically finalized before each semester begins.

Off-campus housing is recommended for greater flexibility and variety. The areas surrounding Unpad's campuses offer diverse options, including private apartments, shared boarding houses (kos-kosan), and homestays, often at more affordable rates than on-campus alternatives.

## Student Exchange/Visiting Program Nomination, Study Permit, and Visa Processes



## Study Permit, Immigration and Visa Information for International Students

All international students are required to obtain appropriate immigration documents prior to entering Indonesia. The process consists of three main stages and is fully coordinated by the Universitas Padjadjaran (Unpad) Office of International Affairs (OIA).

All required documents for both the Study Permit and Visa application must be submitted through the official online application form below:

Official Submission Form:

<https://bit.ly/UnpadInternational-StudyPermit-StudentVisa-DocumentsSubmission>

The form includes all required document uploads and downloadable templates. Students are not required to submit documents separately via email unless specifically requested by OIA.

### Important Note on Document Submission

All documents requested in the official Unpad online form are required for internal processing and coordination with relevant Indonesian authorities.

Please note:

- ★ Not all documents uploaded by students are submitted directly to the Ministry or Immigration authorities.
- ★ Certain documents (such as CVs, study timelines, or funding statements) are required by the Office of International Affairs to accurately complete official government application forms and ensure compliance with Indonesian immigration regulations.
- ★ Document requirements may differ from publicly listed requirements on government websites due to institutional sponsorship procedures and regulatory updates.

Students are required to submit all requested documents in full, even if some items do not appear explicitly on external government websites.

Failure to provide complete documentation may delay Study Permit or Visa processing.

## STEP 1 – Study Permit (Izin Belajar)

Upon official acceptance to Unpad, the Office of International Affairs will initiate the Study Permit application with the Ministry of Higher Education, Science, and Technology of the Republic of Indonesia.

The Study Permit is a mandatory prerequisite for visa issuance (only for those who applied for exchange, visiting or internship programs more than 3 months).

Processing will begin only after students have completed the required document submission through the official online form.

## STEP 2 – Visa Application (Based on Program Type)

After the Study Permit is approved, Unpad will initiate the visa process through the Directorate General of Immigration.

Visa payment instructions and invoice will be provided after initial verification by the Directorate General of Immigration.

The visa verification process takes approximately 5–7 working days from the date of successful visa payment. However, the processing time and decision for visa application is under the authority of the Directorate General of Immigration. Visa fees are non-refundable, regardless of whether the visa application is approved or rejected.

Visa types for Unpad students are categorized as follows:

### ★ C9 Visa (Short-Term Study – Under 60 Days)

- For short academic programs, summer courses, or short-term exchanges.
- IDR 2.000.000

### ★ E30 Visa (Non-Degree Study – Over 60 Days)

- For exchange students or non-degree academic programs.
- IDR 6.000.000 for 1 year, IDR 8.500.000 for 2 years.

### ★ E30B Visa (Degree-Seeking Students)

For Bachelor's, Master's, or Doctoral degree programs.

### ★ C22A Visa (Internship Program)

- For international students participating in official internship programs at Unpad.
- IDR 4.000.000 for 180 days.



### STEP 3 – Limited Stay Permit (ITAS /KITAS)

Students holding Limited Stay Visas (E30, E30B, and certain C22A internship visas exceeding 90 days) are required to complete post-arrival immigration procedures to obtain a Limited Stay Permit (ITAS), commonly referred to as KITAS.

This permit serves as the official residence authorization during the period of study in Indonesia.

The Office of International Affairs will assist students with the ITAS/KITAS process after arrival.

## Required Documents

- ★ Official Letter of Acceptance (LoA) from Universitas Padjadjaran
- ★ Study Permit from Indonesia's Ministry of Higher Education, Science & Technology
- ★ Curriculum Vitae
- ★ Latest Color Photograph
- ★ Proof of financial support for living expenses of at least US\$ 2,000 (two thousand US Dollars) or equivalent.
- ★ Guarantee letter from a guarantor, which is an Indonesian citizen or the educational institution where foreigners carry out education (Provided by Unpad).
- ★ A valid passport which has at least one blank page for the visa (amendment and endorsement pages cannot be used for a visa), with at least:
  - ★ 12 months validity for a 6-month stay
  - ★ 18 months validity for a 12-month stay

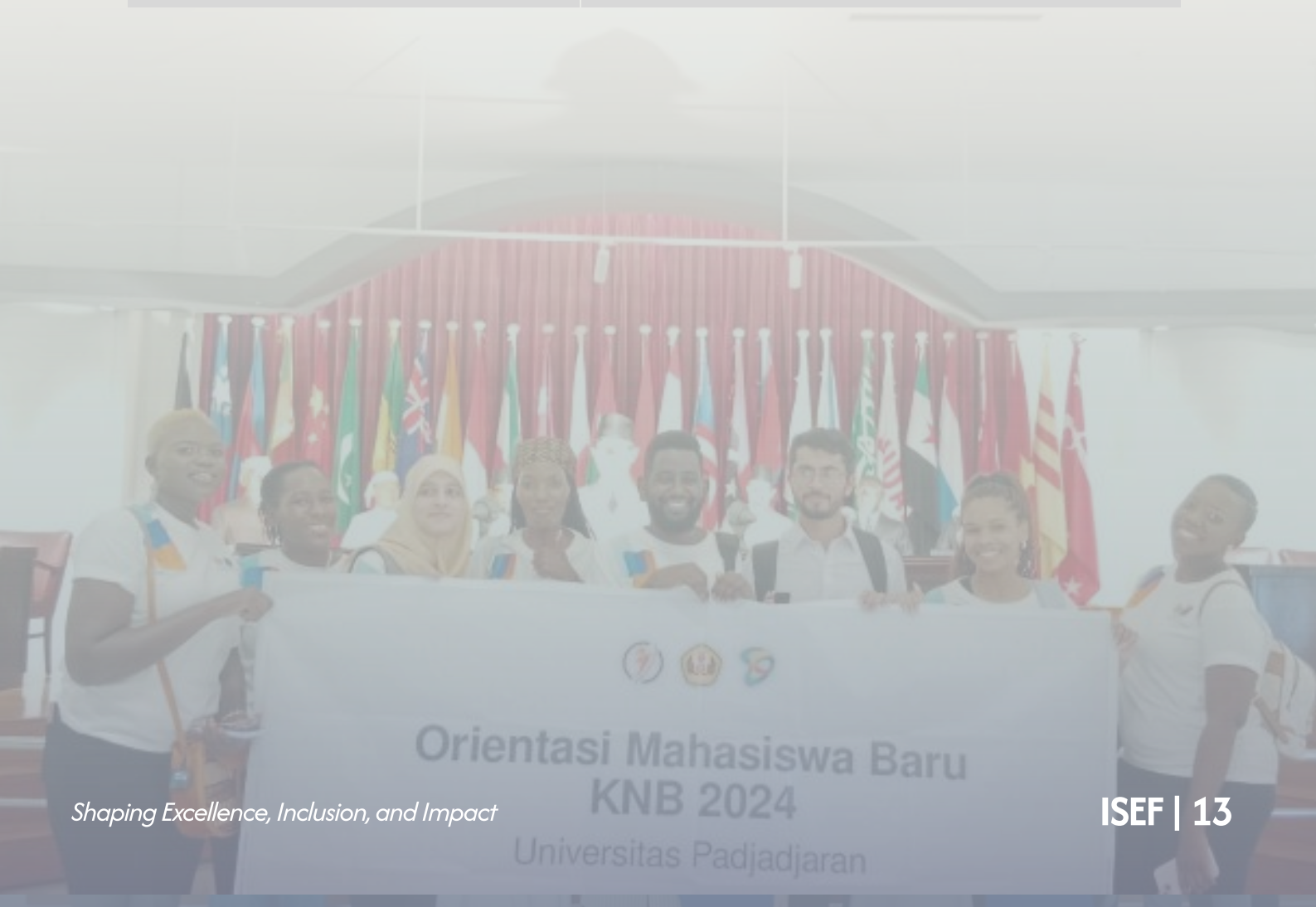
## Technical Notes on Documents

*(Submitted through the official online form)*

No	Documents	Notes/Applies To
1	Passport Scan	2 pages including biodata page
2	Colored Photograph	Head & shoulders, white background
3	Health Certificate	Maximum 3 months old; must include doctor's name, hospital/clinic name, and official stamp
4	Financial Guarantee Letter	Signed by student and guarantor (unless officially covered by full scholarship)
5	Non-Political Declaration Letter	Template provided within the online form
6	Latest Academic Transcript	Required for exchange, internship, and some degree applicants
7	Latest Academic Certificate	Required for degree applicants
8	Letter of Acceptance (LoA) from Unpad	Required for all academic and internship programs
9	Study Plan / Study Timeline	Required for degree and non-degree programs
10	Internship LoA	Required for all academic and internship programs
11	Source of Funding Statement	Required for internship applicants
12	Institutional Agreement (MoU)	Required if part of official university partnership

## Technical Notes on Documents (Based on Visa Types)

Visa Type	Required Documents
C9 – Short-Term Program (Under 3 Months)	Passport (biodata page), Colored Photo, Proof of Registration to Unpad Program, Program Timeline (daily/weekly outline), CV (including full home address), Approved Study Permit
E30 – Non-Degree Program (Over 3 Months)	Passport (biodata page), Colored Photo, Program Name & Length (in months), Faculty in Charge, Study Timeline, CV (including full home address), LoA from Unpad, Approved Study Permit
E30B – Degree Program (Bachelor's / Master's / Doctoral)	Passport (biodata page), Colored Photo, Program Name (including degree level), Program Length (in months), Faculty in Charge, Study Timeline, CV (including full home address), LoA from Unpad, Source of Funding, Approved Study Permit
C22A – Internship Program	Passport (biodata page), Colored Photo, Program Name & Length, Faculty in Charge, CV (including full home address), Internship LoA, Approved Study Permit



## Preparation for Departure to Unpad

### *Pre-arrival Digital Tasks (72h Before Landing)*

Upon successful visa approval and issuance, within 72 hours (3 days) before your flight, you must visit the official unified portal and fill in the arrival card:

Official Link: [allindonesia.imigrasi.go.id](https://allindonesia.imigrasi.go.id)

This single form integrates three mandatory declarations:

- 1. Arrival Card & Health Declaration:** Replaces all previous forms.
- 2. Electronic Customs Declaration (e-CD):** You will receive a QR Code. You cannot exit the airport without this.
- 3. IMEI Registration:**

In the **Customs Declaration** section, you will see a specific question:

"Are you bringing Mobile Phones, Handheld Computers, or Tablet Computers purchased abroad that will be used in Indonesia on local cellular networks? (IMEI Registration)"

- **You MUST select "YES":** Since you will stay in Indonesia for more than 90 days, you need to register your IMEI to use a local SIM card.
- **Action at Airport:** After baggage claim, go to the **Customs (Bea Cukai) Desk** before exiting the terminal. To claim your **\$500 USD tax-free allowance**, you must visit and register the IMEI at the **Customs (Bea Cukai) Desk** at the airport. If you leave the airport, you will be taxed on the full value of your phone later.
- **Note: IMEI stands for International Mobile Equipment Identity or the unique number of your mobile device. Every officially produced phone has it.** The Indonesian government has decided to impose such measures on phones coming from abroad to Indonesia from October 2020 to battle the illegal phone trade in Indonesia. The Government created this online system where all phones must be registered to be discoverable by local mobile operators. All phones from outside the country must be registered with the Indonesian Customs. If you wish your device to operate in Indonesia, you should register it unless you plan to buy a new phone from Indonesia. The IMEI registration form can be submitted to customs officials at the International Arrival Terminal upon arrival in Indonesia.

There is no fee for registering IMEI, but there is a duty on importation in the form of import duties and value-added tax that must be paid if it does not receive an exemption according to applicable regulations.

## ***Arrival & Immigration***

- ★ **Entry:** Use your E-VISA (will be sent to you upon successful issuance of the visa application)
- ★ **e-ITAS:** Your electronic permit is issued automatically upon airport entry and sent to your email.

Reporting: Forward your Arrival Stamp and e-ITAS to the Unpad International Office (IO) within 7 working days.

## ***Post-Arrival Checklist (First 7 Days)***

- ★ **Report to Unpad IO:** Visit the Rectorate (Jatinangor), bring your boarding passes and ID.
- ★ **Open Bank Account (if needed):** Get a recommendation letter from the IO first.
- ★ **Activating your Student ID (PAUS ID):** Consult with the respective Faculty Head of International Affairs Unit.
- ★ **Police Report (STM); Domicile Letter (SKD), Residence Letter (SKTT):** Report and register your residence. Please check the full information here:

<https://international.unpad.ac.id/police-report-certificate-domicile-letter-and-residence-certificate/>

## ***Packing Essentials***

- ★ **Clothing:** Lightweight cotton (humid weather), one formal outfit, a traditional outfit from your home country . A light jacket is recommended for Bandung.
- ★ **Electronics:** Type C/F (European 2-pin) plugs.
- ★ **Personal medicines:** Please bring your own personal medicines.
- ★ **Documents:** Physical LoA, transcripts, and other relevant documents.
- ★ **Cash:** It is suggested that you bring sufficient cash for your own meal and personal expenses to be exchanged upon your arrival in Jakarta Airport.

## Important Websites

To help you navigate your academic journey at Universitas Padjadjaran, below is a list of key online resources. These websites provide essential information and will be your go-to portals throughout your studies.

Pages	Websites
Office of International Affairs	<a href="http://international.unpad.ac.id">international.unpad.ac.id</a>
Unpad Info Admission Website	<a href="http://info.admission.unpad.ac.id">info.admission.unpad.ac.id</a>
Unpad Official Website	<a href="http://unpad.ac.id">unpad.ac.id</a>
Guidelines	<a href="#">International Student Guidelines</a>

### Directorate of Academics Office of International Affairs

Universitas Padjadjaran Rectorate Building Jatinangor Campus



@universitas padjadjaran

@unpad\_io



[www.info.admission.unpad.ac.id](http://www.info.admission.unpad.ac.id)

[www.international.unpad.ac.id](http://www.international.unpad.ac.id)