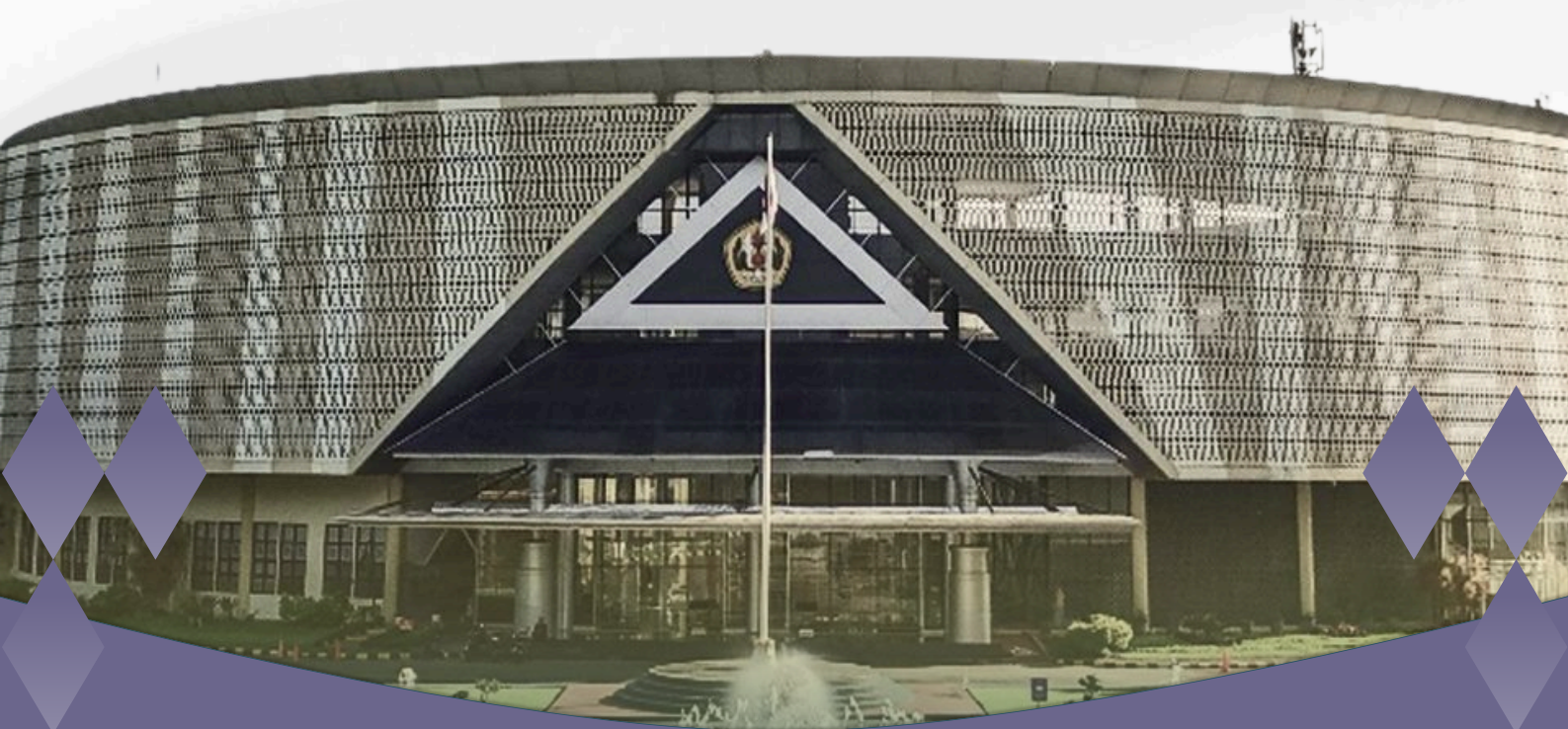


# Inbound Student Exchange Factsheet

Universitas Padjadjaran (Unpad)

Academic Year 2026-2027





## GENERAL INFORMATION

The Student Exchange Program at Unpad offers an exciting opportunity for international students to study for one or two semesters at Universitas Padjadjaran, one of the best universities in Indonesia.

To qualify for this 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.

## 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 TIMELINE

### Fall/Autumn Semester Intake

Administrative Timeline :

Mid August 2026 - Mid February 2027

Nominations Deadline : 18 May 2026

Documents Submission : Until 1 June 2026

### Spring Semester Intake

Administrative Timeline :

Mid February 2027 - Mid August 2027

Nominations Deadline : 16 November 2026

Documents Submission : Until 1 December 2026

## Exchange Programme Overview

**Program Type:** Semester-based exchange

### Eligibility

- ★ Full-time active registered students at home universities
- ★ Completed a minimum of 3 semesters at their home institution when applying
- ★ Nominated from the exchange 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

**[bit.ly/UnpadInboundExchangeForm2026](https://bit.ly/UnpadInboundExchangeForm2026)**

## Application Procedure

Upon nomination, the Unpad Office of International Affairs will contact the student via email, providing admission documents and application instructions. The nominated students must submit all required documents to the Office of International Affairs through designated **form**.

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. Once approved, the Unpad Office of International Affairs will issue an official acceptance letter to the student, confirming their exchange placement at Universitas Padjadjaran. Upon successful application, students will be prepared for the administrative and admission process including the study permit and visa application.

## Course Offering

Universitas Padjadjaran offers exchange programs across multiple faculties, with eligibility subject to the active MoA/MoU with your institution. 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. For specific inquiries, please contact us, and we will liaise with the relevant faculty to assess options.

Please check the available courses offered below:

**Fall/Autumn Semester (Semester 1,3,5,7/ Odd)**

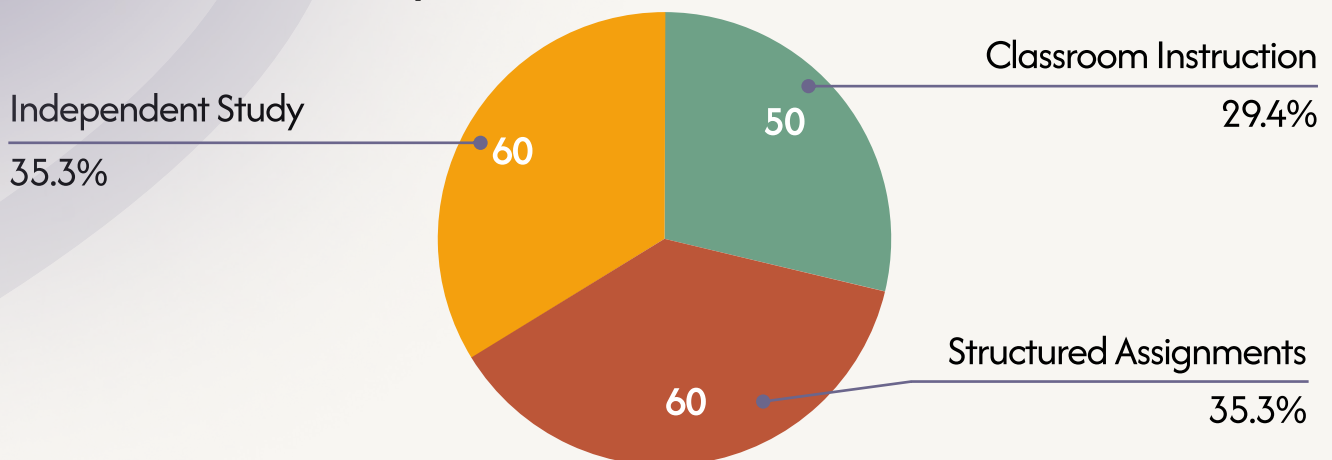
**Spring Semester (Semester 2,4,6,8/ Even)**

## 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	End July	End January

## Arrival

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

Fall/Autumn Semester : First week of August

Spring Semester : Last week of January

## 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.



## Study Permit & Visa Requirements

All international students must obtain a valid student visa (Limited Stay Visa - KITAS) prior to entering Indonesia.

Visa Application Procedure :

### 1. Study Permit

Upon acceptance into the exchange program, a Study Permit will be obtained from Indonesia's Ministry of Research, Technology & Higher Education as a mandatory requirement for international students.

### 2. Student Visa\*

After the Study Permit is issued, a Student Visa (VITAS) will be processed based on the Telex Visa approval issued by the Directorate General of Immigration in Jakarta. Unpad Office of International Affairs will aid in your visa application process.

### 3. KITAS (Limited Stay Permit)

After entering Indonesia using the Student Visa, students must complete immigration procedures to obtain a Limited Stay Permit (KITAS), which serves as the official residence permit for the duration of their study in Indonesia.

#### ***\*Non Degree Student Visa (Index – E30)***

This visa is specifically intended for international students enrolled in Indonesian educational institutions for non-degree programs, including student exchange.





### Common validity options:

- ★ 1 year (extendable); Fee: 6,000,000 (Up to 1 year)
- ★ 2 years (extendable); Fee: 8,500,000 (Up to 2 years)

### Note:

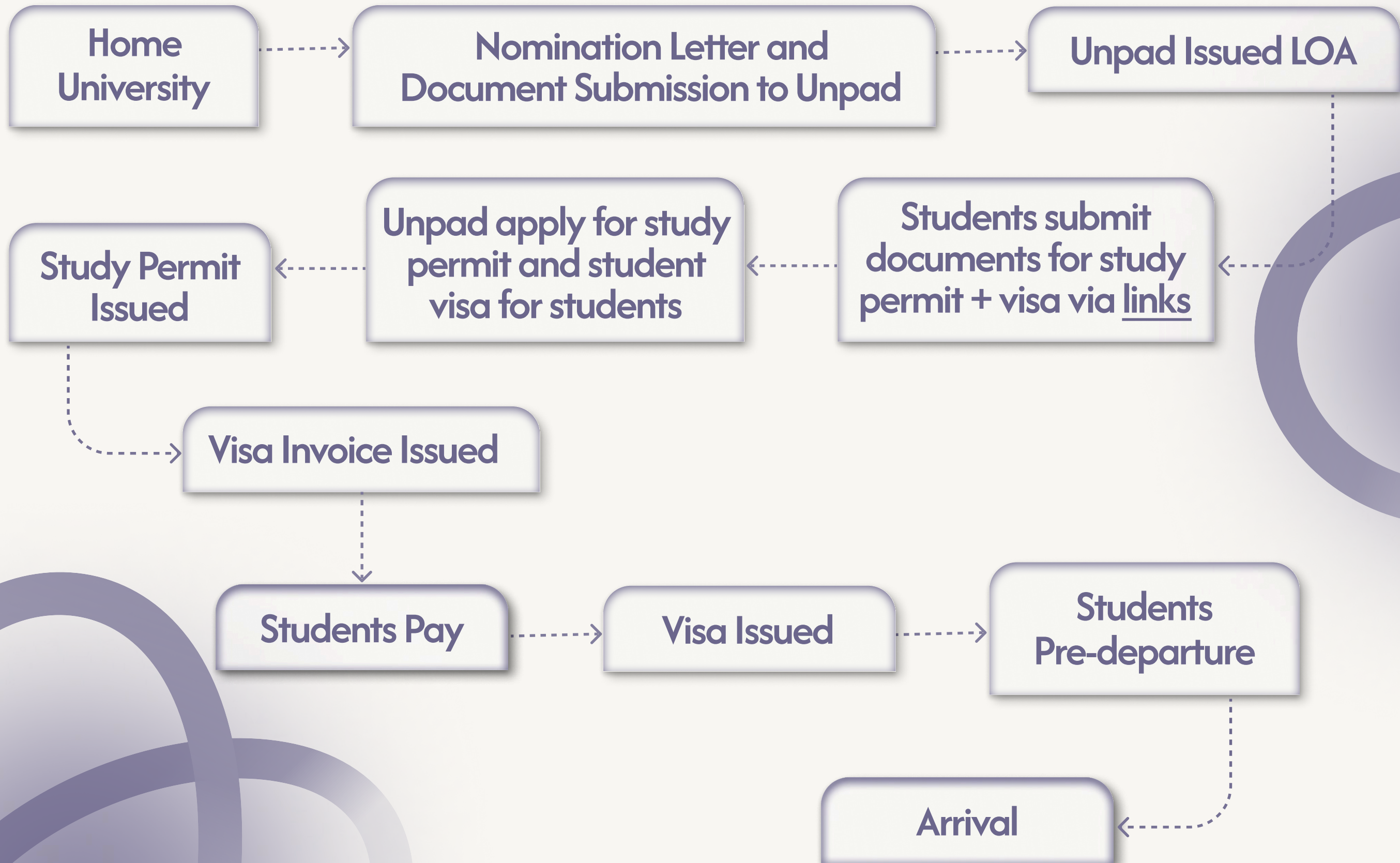
- The visa includes a multiple re-entry permit, allowing students to leave and re-enter Indonesia during its validity period.
- For student exchange, only the up to 1 year option is available.

### 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



## Student Exchange Nomination, Study Permit, and Visa Processes



## 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:

[forms.gle/g4tJ2oRtaHLPkoSs5](https://forms.gle/g4tJ2oRtaHLPkoSs5)

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.

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.

The visa approval process takes approximately **5–7 working days** from the date of submission by Unpad. Visa payment instructions and invoice will be provided after initial verification by the Directorate General of Immigration.

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.

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

For exchange students or non-degree academic programs.

★ **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.

Each visa category requires specific supporting documents, as outlined below.

## 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.

## Important Note on Document Submission

*(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

## Visa Requirements (After Study Permit Approval)

All visa-related documents must also be uploaded through the same official online form.

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



## 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	Website
Office of International Affairs	<a href="https://international.unpad.ac.id/">https://international.unpad.ac.id/</a>
Unpad Admission Website	<a href="https://info.admission.unpad.ac.id/en/international-student">https://info.admission.unpad.ac.id/en/international-student</a>
Unpad Official Website	<a href="https://unpad.ac.id/">https://unpad.ac.id/</a>
Guidelines	<a href="#">International Student Guidelines</a>

**Directorate of Academics  
Office of International Affairs**  
Universitas Padjadjaran Rectorate Building Jatinangor Campus



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@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)

