

**STANDARD OPERATIONAL PROCEDURE
(SOP)**

FOR INTERNATIONAL STUDENTS

**STATE ISLAMIC UNIVERSITY
SULTHAN THAHA SAIFUDDIN JAMBI**



YEAR 2021

FOREWORDS

Assalamu'alaikum Wr, Wb.

Standard Operational Procedures (SOP) for Admission, Study Visa Management and Limited Stay Permits for International Students at the State Islamic University of Sulthan Thaha Saifuddin Jambi (UIN STS Jambi) are guidelines or procedures for carrying out work tasks in accordance with the functions and performance assessments of work units based on technical, administrative and procedural indicators in accordance to the work procedures, work procedures and work systems in the work unit concerned. In addition, Standard Operational Procedures provide instructions for international students to find out the procedures for entering lectures at the State Islamic University of Sulthan Thaha Saifuddin Jambi, as well as all arrangements for study visas and limited stay permits in Jambi-Indonesia.

Various parties have contributed to the preparation of this Standard Operational Procedures, for that we express our gratitude and appreciation to all those who have helped. Hopefully this Standard Operating Procedure for Admission, Study Visa Management and Limited Stay Permits for International Students at the State Islamic University of Sulthan Thaha Saifuddin Jambi can be useful for International Students and all related work units in order to be successfull in achieving the organizational mission and good university governance.

Wassalamu'alaikum Wr, Wb.

Jambi, December 2021

a.n. Rector,
Vice Rector for Academic and
Institution Field



Dr. Rofiqoh Ferawati, SE., M.Ed.
NIP. 197805312007012 020

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ATTACHMENT

1. Standard Operational Procedures for Admission, Study Visa and Limited Stay Permit for International Students State Islamic University of Sulthan Thaha Saifuddin Jambi 2021

Goals :

This SOP aims to give students explanations on how to :

- A. How to apply as an international students at State Islamic University of Sulthan Thaha Saifuddin Jambi
- B. How to apply for Visa Approval Letter before international students arrive in Indonesia (Jambi)
- C. How to process or get ITAS (Temporary Stay Permit) as an international students studying in UIN STS Jambi and Multiple Exit Reentry Permit (MERP) after they arrived immediately in Jambi.
- D. How to process International students registration at the Pelayanan Terpadu Satu Pintu (PTSP) Rektorat.
- E. How to extend ITAS (Temporary Stay Permit)/ Multiple-Re-entry Permit (MERP)
- F. How to revoke your ITAS (Temporary Stay) or Exit Permit Only (EPO) and Exit Re-entry Permit (ERP) after graduating from UIN STS Jambi and before leave for home country.
- G. Procedures for Admission, Study Visa and Limited Stay Permit for International Students during the Covid-19 Pandemic:
 - 1) How to Apply as an international students
 - 2) How to process International students registration at the Pelayanan Terpadu Satu Pintu (PTSP) Rektorat.
 - 3) How to process International students in returning the of stay permit documents or Exit Re-entry Permit (ERP).

Definition

International students are foreign nationals who are studying in State Islamic University of Sulthan Thaha Saifuddin Jambi and become the stakeholders of UIN STS Jambi after completing the entry registration or the application process. In order to be admitted at UIN STS Jambi they need to fulfill several requirements, both academic and administrative requirements, including the immigration requirements to be able to stay and study in Jambi – Indonesia legally as a foreign students.

Scope

Foreign nationals can become an international students at UIN STS Jambi after processing all their VISA and ITAS requirements, fulfill all the applications and registration process, be able to communicate and write in Bahasa Indonesia (Indonesia official language) and have fulfilled all the administrative requirements as a student and have promise to follow all the academic and administrative rules as a student at State Islamic University of Sulthan Thaha Saifuddin Jambi.

2. Standard Operational Procedure for International Students Application Process (New Students/Transferred Student).

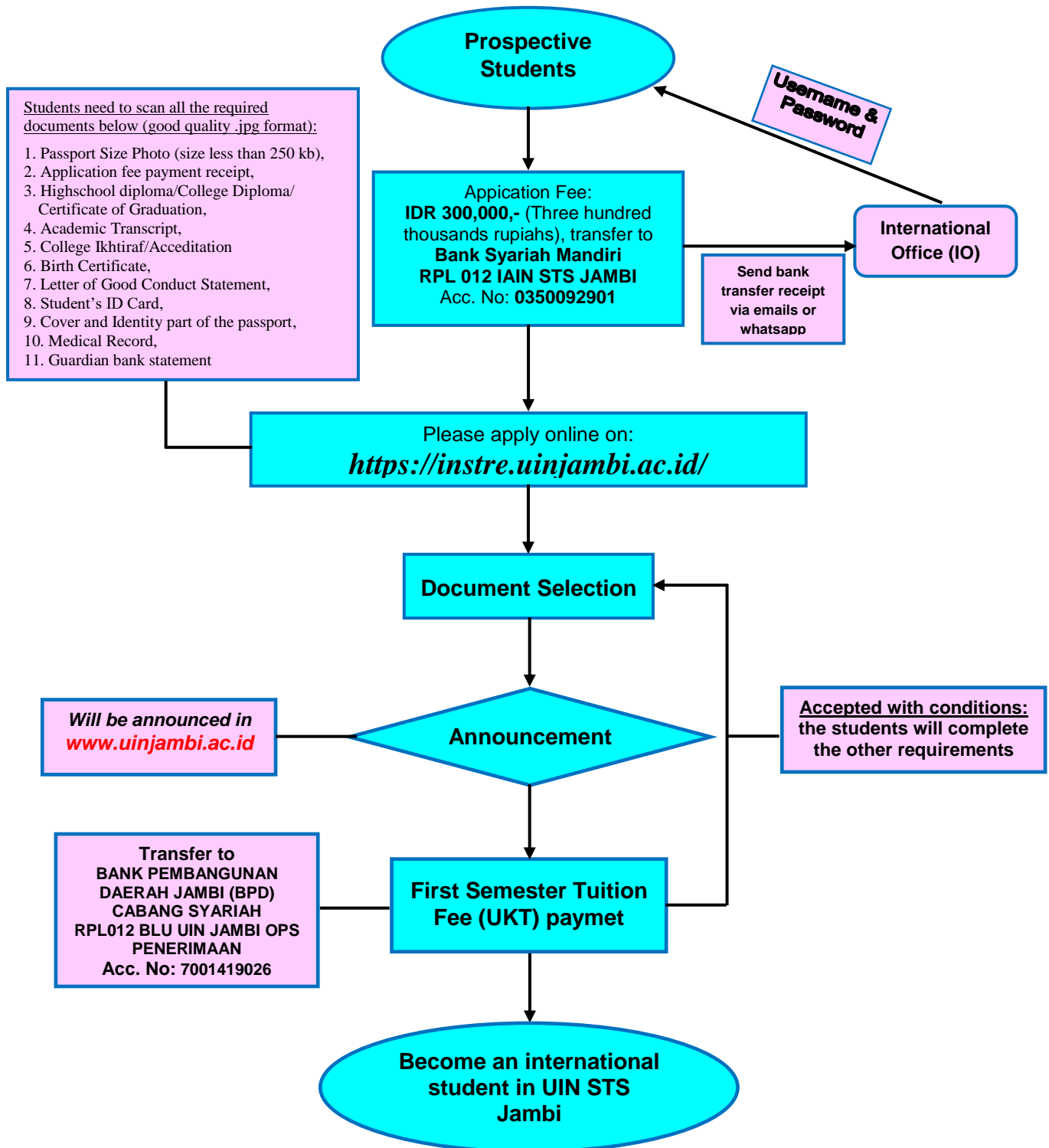
Application process for an international student begins when the applicants or their representative (usually from origin college institution) contacted UIN's international office in the Cooperation and Public Relation office via email: io@uinjambi.ac.id. The students can also contact their student representatives in Jambi, for example for Malaysian international students they can contact PKPMI Jambi (Malaysian Students Alliance representatives in Jambi) or IMIPI (Thailand Student's Associations) in Jambi. The followings are the steps for admissions :

No	Process Phase	Procedure
1.	Contact a. International Office (IO), b. Malaysian International Student's Union (PKPMI Jambi), c. Thailand International Students Union (IMIPI Jambi)	The Requirements of prospective students documents to be submiteed are: 1) High School Graduate or equivalent and have to graduate within three years after graduations, 2) The Minimums age to apply as international students at UIN STS Jambi is 19 (nineteen) years old. 3) Pay the application fee of 300,000 IDR to Bank Syariah Indonesia (BSI) via Acc. No. 0350092901 with Acc. Name: RPL 012 IAIN STS JAMBI 4) College or School Accreditation from the ministry of the respective country that handle educational affairs, can be from the Ministry of Higher Educations 5) High School diploma or College Diploma or Graduate Certificates, 6) Academic Transcript 7) Passport Cover and passport identity, and have to be valid minimumly two years. 8) Birth Certificate 9) Letter from the school or college stating that the person who are trying to be admitted never done a criminal charges or been arrested for bad behaviour. 10) Medical Record/Keterangan Sehat dari Rumah Sakit. 11) Proof of guardian savings with the minimum of IDR 21,000,000 (Twenty One Millions Rupiahs) or equivalent. 12) ID Card from your own country 13) Current Photo size Photo (Color) 2 x 3 cm (6 pieces), 3 x 4 cm (6 pieces), dan 4 x 6 cm (4 pieces),

No	Process Phase	Procedure
2.	Application Fee	IDR 300,000 paid via transfer to RPL 012 IAIN STS JAMBI account Number: 0350092901 through Bank Syariah Indonesia (BSI) Cabang Jambi
3.	Payment Receipt	Send the payment receipt (proof of bank transfer) to : <i>io@uinjambi.ac.id</i> or via WhatsApp to 085266943182
4.	International Office (IO)	IO will send your Username and Password to start the application process
5.	Apply online at: <i>https://instre.uinjambi.ac.id/</i>	<p>a. Fill out students' details, guardian/parents' details and school details.</p> <p>b. In the application process, you will be asked to upload some documents or pictures, so prepare all your documents/required pictures, as they will be uploaded before you can submit your applications. All the documents/pictures have to be scanned and made into .jpg files (make sure all of them are in good quality). All of the required files/pictures/documents to be uploaded online are;</p> <ol style="list-style-type: none"> 1) Current photo (color) with the maximum file size of 250 kb, 2) Scanned documents of your payment receipt (bank transfer), 3) Scanned High school diploma, College diploma, or a Letter stating that your diploma are in the process of being made signed by the head of the college where you study, 4) Scanned documents of Academic Transcript, 5) College ikhtiraf/college accreditation 6) Scanned Birth certificate, 7) Letter of good conduct, free of criminal charges, 8) Scanned ID Card, 9) Photo of Passport Cover and the insides where your identity resides, 10) Medical Record stating your state of good health, 11) Bank statement belongs to their parents to proof that they guardians will vote for their livelihood cost during study.
6.	Applications process selection	IO will check all the documents being submitted during the application process and after careful selections, IO on the behalf of UIN STS Jambi will announce who pass the selection process

No	Process Phase	Procedure
7.	Selection Process Announcement	IO will announce the selections result and will issue those who are accepted
8.	Tuition Fee (UKT – Uang Kuliah Tunggal) payment	After being announced as accepted as students, then the international students will have to pay for the first semester tuition fee (semester fee are paid twice a year) to Bank Pembangunan Daerah Jambi (BPD) Cabang Syariah , Account Name: RPL012 BLU UIN JAMBI OPS PENERIMAAN Account Number : 7001419026 .
9.	Visa Approval process (before Arrival)	IO on the behalf of the students will ask for the Immigration Directorate General in Jakarta to issue Visa Approval, so the students could use it to enter Indonesia. There would be several requirements needed during the process so the students are expected to contact of work with their respected students union representative to work with IO officials to process Visa Approval for the students
10	After Visa Approval are wired to each students' official emails then, the student could apply for the VISA (student VISA) to enter Indonesia and arrive in Jambi	Student VISA can be taken in the respective city/town in the students' own country where the Consulate General/Indonesian Embassy located where the students can apply their student VISA for
11.	Arrival in Jambi - Indonesia (with a student VISA)	Student will be accepted in Jambi after all the Visa Aproval and VISA are accepted or processed. In Jambi UIN representatives will welcome the students to Jambi and UIN STS jambi

3. Flowchart for the Application Process, Visa Apporval, and Arrival for New International Students.



Further details :

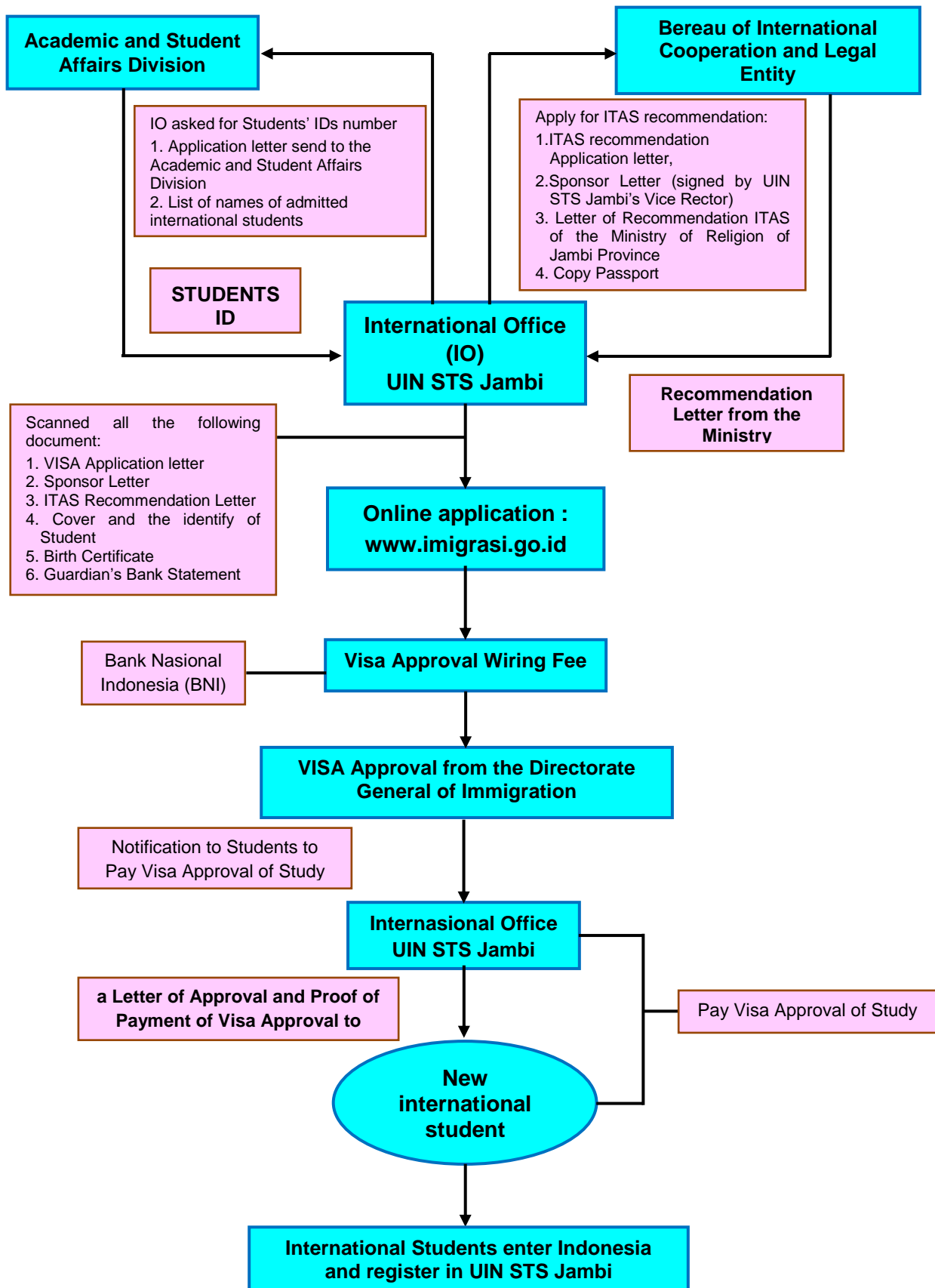
After being accepted as international students, students need to (1) **Pay** for their first semester **tuition fee (UKT)**, (2) fill out the requirement to process **Visa Approval**, Visa Approval will be processed in the Immigration Office Jakarta and will be handled by international Office staff

4. Standard Operational Procedure for VISA Approval (Student VISA Approval) before the Arrival of International Students to Jambi-Indonesia

New international students who are going to study in UIN STS Jambi for the undergraduate studies have to have a VISA approval before entering Indonesia as an international student. The VISA Approval will be handled by international office (IO). These are the following requirements and steps students need to take before entering Indonesia and get their VISA Approval:

No.	Process Phase	Procedure
1.	Apply for a recommendation to get a foreign student permanent stay (ITAS)	IO will help the students to get the recommendation for student VISA to the Bureau of Law and International Cooperation (HKLN) the Ministry of Religious Affairs by attaching these following documents: 1. A letter from the students to apply for an ITAS recommendation, 2. Statement Letter from UIN STS Jambi as sponsor 3. Letter of Recommendation ITAS of the Regional Office of the Ministry of Religion of Jambi Province 4. Copy of Students' passport
2.	Recommendation letter from the International Cooperation and Law (HKLN)	IO will get recommendation letter from the Ministry of Religious Affairs via the Bureau
3.	VISA Approval online application	IO will apply students' VISA Approval on the behalf of the students as the sponsor. The VISA Approval online address are http://visaonline.imigrasi.go.id/online/ , with the following documents to be scanned and uploaded: a. VISA application letter and Sponsor Letter (Signed by the Vice Rector of Cooperation and Student Affairs (WR III)). b. Recommendation letter from the Bureau of International Cooperation and Law Ministry of Religious Affairs Jakarta, c. Students' Scanned Passport, d. Scanned Birth Certificate e. Students' guardian bank statement (in the minimal amount of IDR 21,000,000 or equivalent)
4.	VISA Approval Invoice sent by the Directorate General of Immigration	IO will get the email from the Directorate General of Immigration containing Wired VISA Approval invoice (order to pay for the VISA Approval)
5.	Payment for the VISA Approval	IO will pay the VISA Approval fee on the behalf of the student in the amount of IDR 200,000
6.	Notification to Students to Pay Visa Approval	IO will send a Letter of Approval and Proof of Payment of Visa Approval to international new students via email.
7.	IO receives a Letter or Electronic Study Visa from the Directorate General of Immigration	IO will send Letters or Electronic Study Visas to international new students via email.

5. The Flowchart of New International Students VISA Approval.

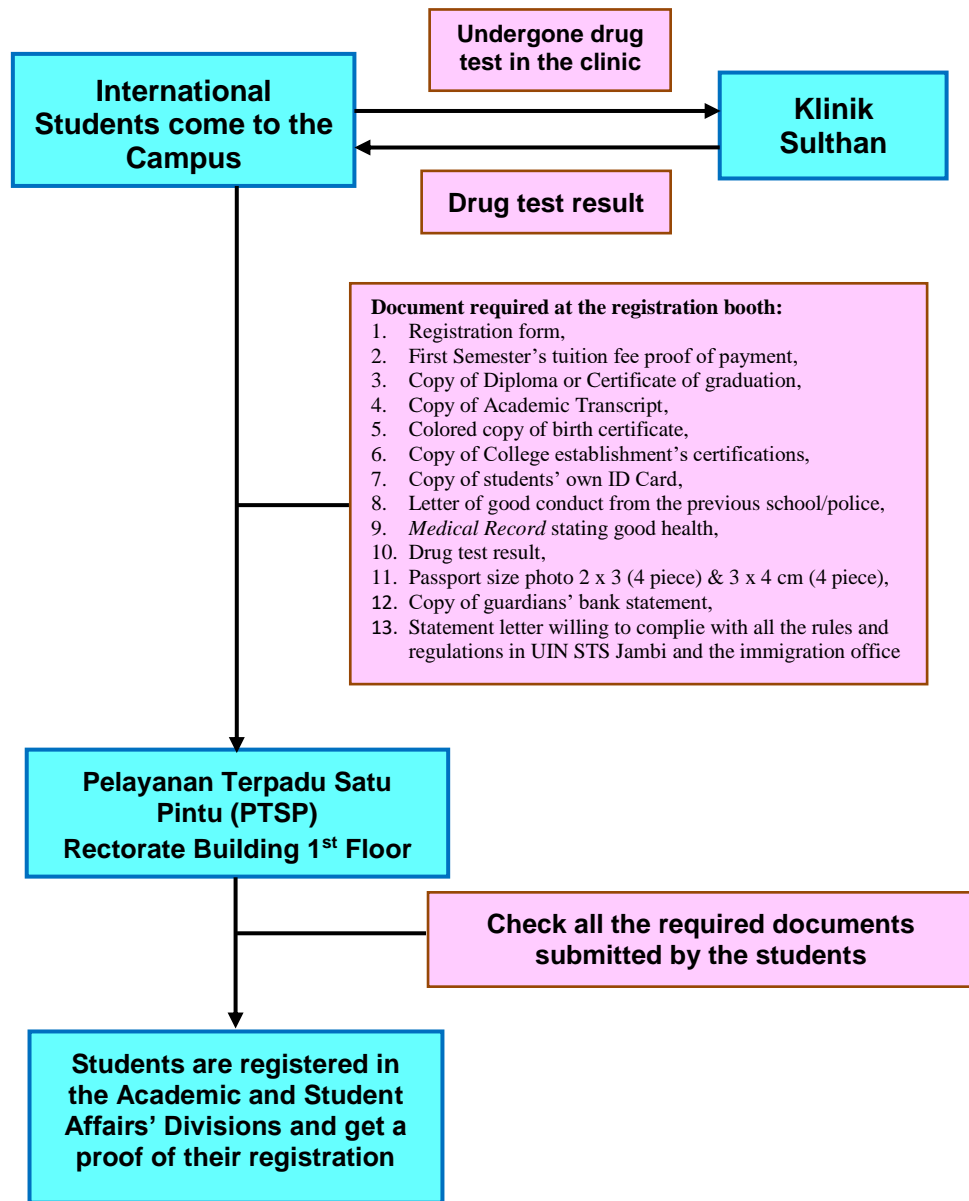


6. Standard Operational Procedures for New International Students' Registration at the Academic and Students Affairs Division in UIN STS Jambi

New international students arrive at UIN STS Jambi's campus and do the registrations in Pelayanan Terpadu Satu Pintu (PTSP) (Rectorate building, 1st Floor). The following are steps for the students to be able to register :

No.	Process Phase	Procedure
1.	Students and their Students Union representatives come to UIN STS Jambi's Mendalo Campus II	Before doing the registrations students need to undergone drug test in the UIN STS Jambi Sulthan's Clinic (Rectorate Building, 1 st Floor)
2	Documents needed for registrations are prepared by the new students and collected by the students union representatives	New students' documents collected by the Students Union representatives will be submitted to the Academic and Student Affairs Divisions. The documents needed are: <ol style="list-style-type: none"> 1. Registration Application Form, 2. Copy of First Semester Tuition fee payment (UKT), 3. Copy of High school diploma/College, Diploma/Certificate of Graduation, 4. Copy of Academic transcript, 5. Copy of birth certificate (in color and in good quality), 6. Copy of College certificate of establishment or accreditation, 7. Copy of foreign national ID (ID Card), 8. Letter of good conduct from the previous schools or Police office, 9. <i>Medical Record</i> or a statement from the country's hospital stating students' good health, 10. Drug test result from the Sulthan Clinic, 11. Current Photo 2 x 3 cm (4 pieces) And 3 x 4 cm (4 pieces) all in colours, 12. Copy of Student's guardian's bank statement, 13. Statement Letter stating that the students are going to adhere to all the rules stated in UIN STS Jambi and in the Indonesian's government jurisdictions during their study as an international students in Indonesia.
3.	Pelayanan Terpadu Satu Pintu (PTSP)	Academic and Student Affairs employees accept and check the new international documents.
4.	New International Students	Students get their registration proof and automatically are enrolled in UIN STS Jambi and officially become UIN STS Jambi's new international students

7. International Students Registration Process at the Academic and Student Affairs Division Flowchart.

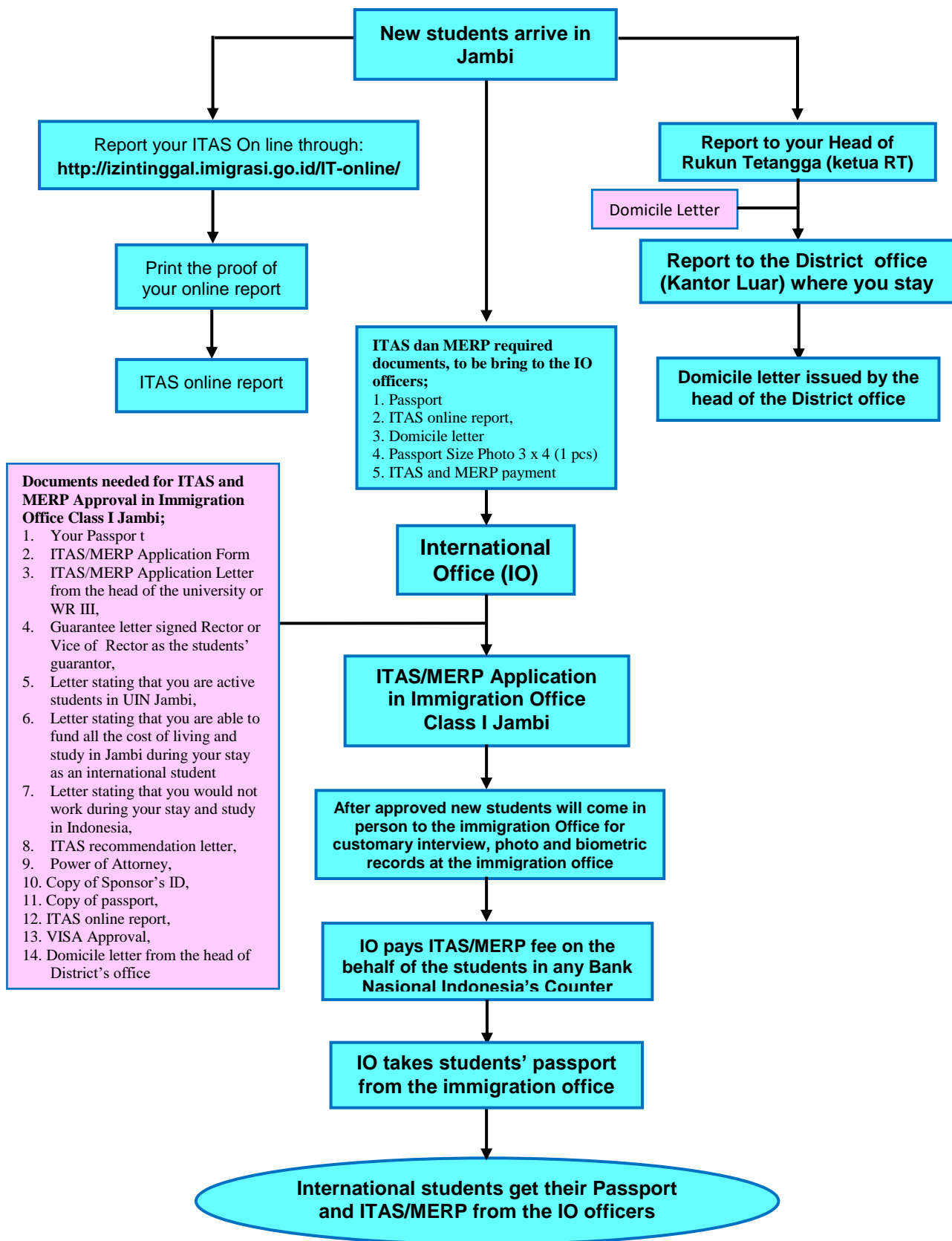


8. Standard Operational Procedure for Temporary Stay permit as an International Students and Multiple Re-Entry Permit for International Students Application Process

By the time international students arrive in Indonesia they have to immediately report their Stay Permit VISA) via online on: <http://izintinggal.imigrasi.go.id/IT-online/> (do it individually via online), and process their temporary Stay Permit (ITAS) and Multiple Re-Entry Permit (MERP) at the Immigration Office Class I in Jambi with the help of UIN STS Jambi's international office staff by the time they arrive in Jambi. Process for ITAS and MERP:

No.	Process Phase	Procedure
1.	International Students Union submit the application documents to IO's officials in the Rectorate Building 1 st Floor (Cooperation and Public Relations Unit)	Documents needed for ITAS and MERP permit process are (submitted to IO's officers): 1. Students passport (not copy but the real passport) 2. Domicile Letter from District Heads (Ketua RT/Lurah) 3. Passport Sized photo 3 x 4 cm (1 piece) 4. ITAS and MERP cost (ruled by the immigration office)
2.	IO will register all their documents and submit them to the immigration office for ITAS/MERP Applications	The requirements for ITAS and MERP application in the immigrations office are: 1. International student's passport, 2. ITAS/MERP Applications form, 3. ITAS/MERP application letter (by IO's officials), 4. Letter of guarantee and statement, 5. Letter stating that the international students are at UIN STS Jambi as students, 6. Statement letter of living cost fund, 7. Statement letter stating the students will not work during their study at Indonesia, 8. ITAS recommendation letter from the Ministry of Religious Affairs, 9. Power of Attorney, 10. Copy of sponsor's ID Card, 11. Copy of passport, 12. Proof that you have reported your ITAS online http://izintinggal.imigrasi.go.id/IT-online/ , 13. VISA Approval, 14. Domicile letter
3.	Student come to the immigration Office	The immigration officers will take students' photos and biometrics
4.	IO on the behalf of the students will pay the ITAS/MERP	IO officers will pay the fee for ITAS/MERP via BNI (Bank Nasional Indonesia) approval on the behalf of the students
5.	IO receive electronic ITAS card	Electronic ITAS will be sent by Directorate General of Immigration in Jakarta via emails
6.	IO take students passport	IO officers will come to the immigration office to collect students' passport
7.	IO gives students passport	IO officers will contact the students and give their electronic ITAS card/letter in person

9. ITAS and MERP process in the Immigration Office Class I Jambi Flowchart (after students arrive in Jambi).



10. Standard Operational Procedure for ITAS and MERP extension

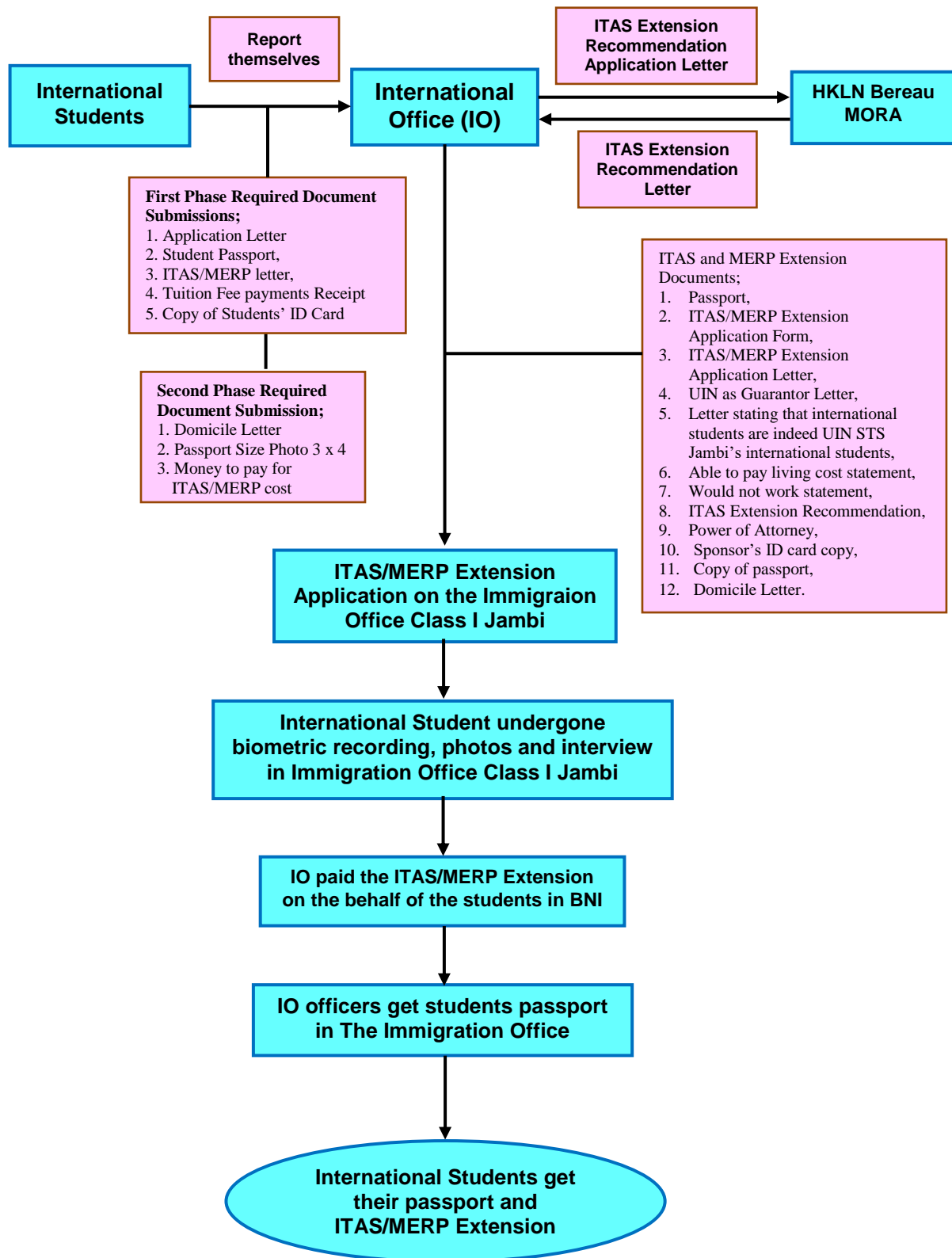
Student has to apply for ITAS and MERP renewal three months before their ITAS and MERP expired. This was needed since it would take for about 1 - 3 months just to process your ITAS and MERP extensions.

This following table will tell you several steps and process you need to take to extend your ITAS and MERP at the international Office:

No.	Process Phase	Procedure
1.	International student union representatives have to report their members to-be expired ITAS/MERP 3 (three) months before their ITAS/MERP expires	The first required documents are: 1. Application letter to apply for ITAS/MERP extension 2. Student's passport 3. ITAS/MERP electronic letter/electronic 4. Copy of their current Semester Tuition fee payment 5. Students' ID Card copy
2.	IO applies for ITAS/MERP extension from the bureau of International Cooperation and Legal Entity Office in the Ministry of Religious Affairs Jakarta	To apply for this then IO officers would need the following documents to be made and sent to the Office of Cooperation and Legal Entity Ministry of Religious Affairs Jakarta Pusat: 1. Application Letter for ITAS students extension (signed by the Vice of Rector), 2. Letter of guarantee for the international students, also signed by the Vice of Rector 3. Copy of passport
3.	IO receives the recommendation letter from bureau of International Cooperation and Legal Entity Office (Biro HKLN) Ministry of Religious Affairs	Recommendations letters are sent by the bureau of International Cooperation and Legal Entity Office (Biro HKLN) via post or via courier
4.	Students representatives (International Union representatives) submit the second required documents/requirement to the IO officers	The second step for ITAS/MERP extensions are to give IO's officials these following documents: 1. Domicile letter from the head of the District, 2. Passport Size Photo 3 x 4 cm (1 pcs), 3. The official fee for ITAS/MERP extensions
5.	IO submit the ITAS/MERP application to the Immigration office Class I Jambi	As an attachment, these documents have to be submitted to the Immigration Office Class I Jambi via the IO officers: 1. International Students Passport 2. ITAS/MERP Application Form

		<ol style="list-style-type: none"> 3. ITAS/MERP application submission letter from the head of UIN (signed by the Vice of Rector), 4. Letter of guaranteeing the students from UI (signed by the Vice of Rector), 5. Letter stating that the international students are active as an international students in UIN STS Jambi, 6. Letter stating that the students will be able to cover all the fees and cost of living during their stay in Jambi, 7. Letter stating that they would not work when they are studying at UIN STS Jambi-Indonesia, 8. ITAS/MERP extension from the Ministry of Religious Affairs via bureau of International Cooperation and Legal Entity Office (Biro HKLN), 9. Power of Attorney, 10. Copy of Sponsor ID card, 11. Copy each individual's student passport, 12. Domicile letter from the Head of District Office
5.	International students come to the Immigration Office Class I Jambi	Immigration officers will take their biometrics, photos and do a short customary interview
6.	IO on the behalf of the students will pay the ITAS/MERP extensions	ITAS/MERP extension approval paid in Bank Nasional Indonesia (BNI) counters or ATM
7.	IO receives ITAS/MERP electronic letter via emails	The ITAS/MERP approval/extension will be sent from the Directorate General of Immigrations Jakarta via email
8.	IO takes students physical passport from the immigration Office	Passport will be taken in Immigration Office Class I Jambi after the ITAS/MERP extension are finished.
9.	IO releases students passport	Student will get their Electronic ITAS and passport from IO officers who have managed the ITAS/MERP extension.

11. Temporary Stay Permit (ITAS) and Multiple Re-Entry Permit (MERP) Extension Process Flowchart.

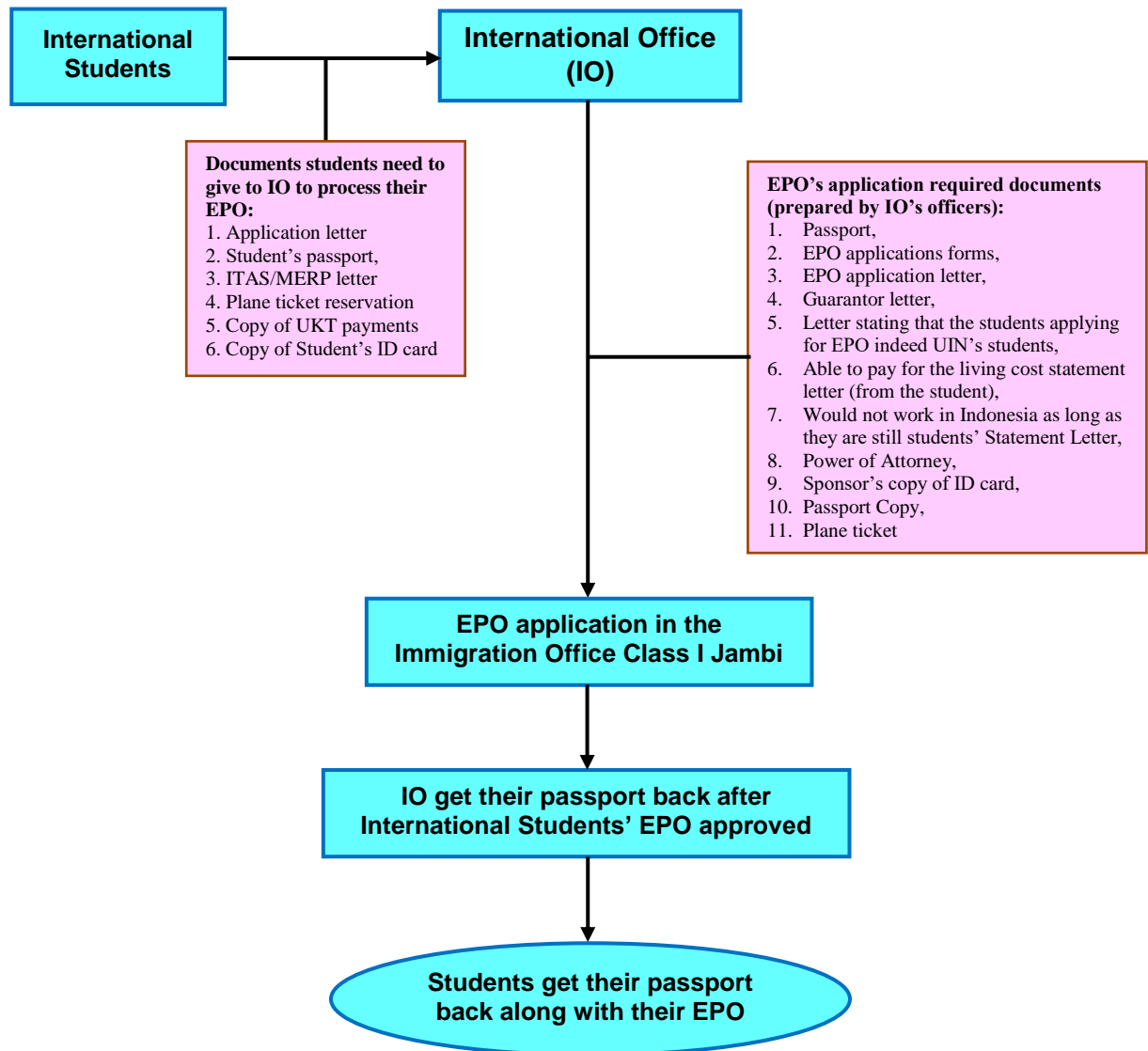


12. Standard Operational Procedure for ITAS Status Removal or Exit Permit Only (EPO) and Exit Re-entry Permit (ERP).

International students who have already graduated from UIN STS Jambi (finished their study) have to report their ITAS to the immigration office and get their EPO or Exit Permit Only (EPO) and Exit Re-entry Permit (ERP) with these procedures:

No.	Process Phase	Procedure
1.	International students apply for EPO or Exit Permit Only one (1) month before their ITAS/MERP expires	Documents needed for EPO and have to be given to the IO officers to be processed in the immigration office are: 1. Application letter asking for an EPO 2. Student's own passport 3. Electronic ITAS/MERP letters 4. One-way Plane ticket 5. Copy of UKT or semester's tuition fee payment 6. Copy of Student's ID card
2.	IO prepares the documents required to get Exit Permit Only (EPO) and Revoke International Students ITAS	Documents required to be able to revoke ITAS and get EPO (Exit Permit Only) are: 1. EPO application letter, 2. Letter of guaranteeing the students from UI (signed by the Vice of Rector), 3. Letter stating that the international students are as an International Students at UIN STS Jambi, 4. Letter stating that the students are able to cover all the living cost when in Indonesia, 5. Aquarantee Statement Letter stating that the students do not work in Indonesia.
3.	IO applies for EPO on the behalf of the students in the Immigration Office Class I Jambi	EPO applications can only be processed with following documents: 1. International student's passport, 2. EPO application forms, 3. EPO application letter from the university, 4. Letter of guaranteeing the students from UI (signed by the Vice of Rector), 5. Letter stating that the international students are as an International Students at UIN STS Jambi, 6. Letter stating that the students are able to cover all the living cost when in Indonesia, 7. Aquarantee Statement Letter stating that the students do not work in Indonesia 8. Power of Attorney, 9. Sponsor's ID card copy, 10. Copy of Passport, 11. Plane ticket
4.	IO takes students passport and letter of EPO	Passport and letter of EPO will be taken in Immigration Office Class I Jambi
5.	IO releases students passport and letter of EPO	Student will get their passport and letter of EPO.

13. EPO (Exit Permit Only) and Exit Re-entry Permit (ERP) or ITAS Status Removal Flowchart



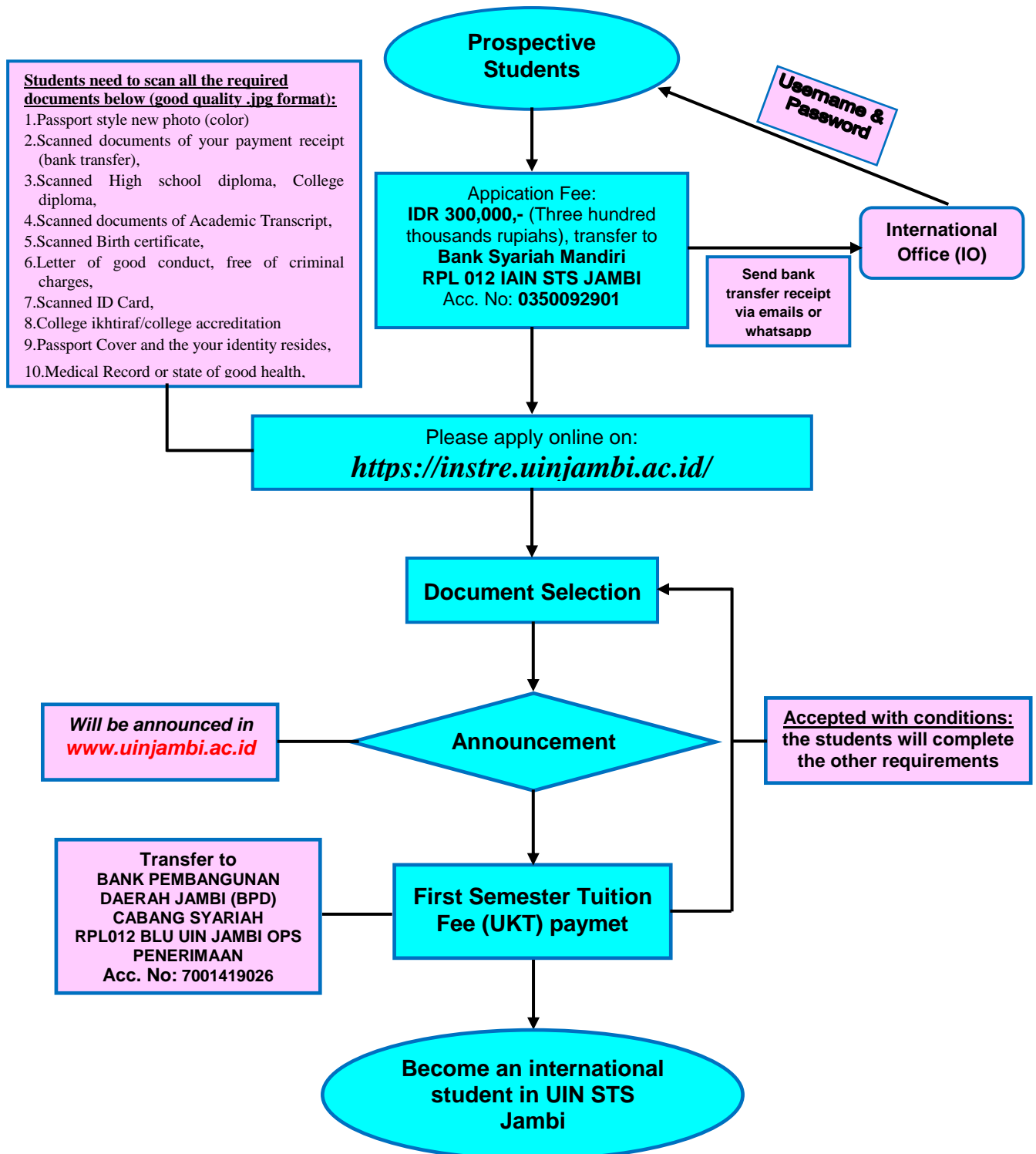
14. Standard Operational Procedures for International Students Application Process during the Covid-19 Pandemic (New Students/Transferred Students).

The procedure for prospective new students (regular/transfer) to register for the selection of International New Student admissions at UIN Sulthan Thaha Saifuddin Jambi during the Covid-19 Pandemic are:

No	Process Phase	Procedure
1.	Contact a. International Office (IO), b. Malaysian International Student's Union (PKPMI Jambi), c. Thailand International Students Union (IMIPI Jambi)	The requirements of prospective students are: 1) High School Graduate or equivalent and have to graduate within three years after graduations, 2) The Minimums age to apply as international students at UIN STS Jambi is 19 (nineteen) years old. 3) Current Photo (color) size 3 R : a. Red photo background for man (white shirt) b. Blue photo background for woman (white shirt/hijab) 4) Pay the application fee of 300,000 IDR 5) High School diploma or College Diploma or Graduate Certificates, and Academic Transcript 6) Birth Certificate 7) Letter from the school or college stating that the person who are trying to be admitted never done a criminal charges or been arrested for bad behaviour. 8) ID Card from your own country 9) College or School Accreditation from the ministry of the respective country that handle educational affairs, it could be from the Ministry of Higher Educations 10) Passport Cover and the identity part of the passport, and have to be valid for three years. 11) Medical Record stating your state of good health.
2.	Application Fee	IDR 300,000 paid via transfer to RPL 012 IAIN STS JAMBI account Number: 0350092901 through Bank Syariah Indonesia (BSI)
3.	Payment Receipt	Send the payment receipt (proof of bank transfer) to : <i>io@uinjambi.ac.id</i> or via WhatsApp to 085266943182
4.	International Office (IO)	IO will send you Username and Password to start the application process
5.	Apply online at: <i>https://instre.uinjambi.ac.id/</i>	a. Fill out students' details, guardian/parents' details and school details. b. All the documents/pictures have to be scanned and made into .jpg files (make sure all of them are in good quality). All of the required files/pictures/documents to be uploaded online are;

		<ol style="list-style-type: none"> 1) Current Photo (color), 2) Scanned documents of your payment receipt (bank transfer), 3) Scanned High school diploma, College diploma, 4) Scanned documents of Academic Transcript, 5) Scanned Birth certificate, 6) Letter of good conduct, free of criminal charges, 7) Scanned ID Card, 8) College ikhtiraf/college accreditation 9) Photo of Passport Cover and the insides where your identity resides, 10) Medical Record stating your state of good health,
6.	Applications process selection	IO will check all the documents being submitted during the application process and after careful selections, IO on the behalf of UIN STS Jambi will announce who pass the selection process
7.	Selection Process Announcement	IO will announce the selections result and will issue those who are accepted
8.	Tuition Fee (UKT – Uang Kuliah Tunggal) payment	After being announced as accepted as students, then the international students will have to pay for the first semester tuition fee (semester fee are paid twice a year) to Bank Pembangunan Daerah Jambi (BPD) Cabang Syariah , Account Name: RPL012 BLU UIN JAMBI OPS PENERIMAAN Account Number : 7001419026 .
9.	Registration File Preparation	International New Students prepare and send New Student Registration files
10	Registration Management	IO accepts and prepares International New Student Registration files

15. Flow chart for the Application Process, Visa Apporval, and Arrival for New International Students during the Covid-19 Pandemic.

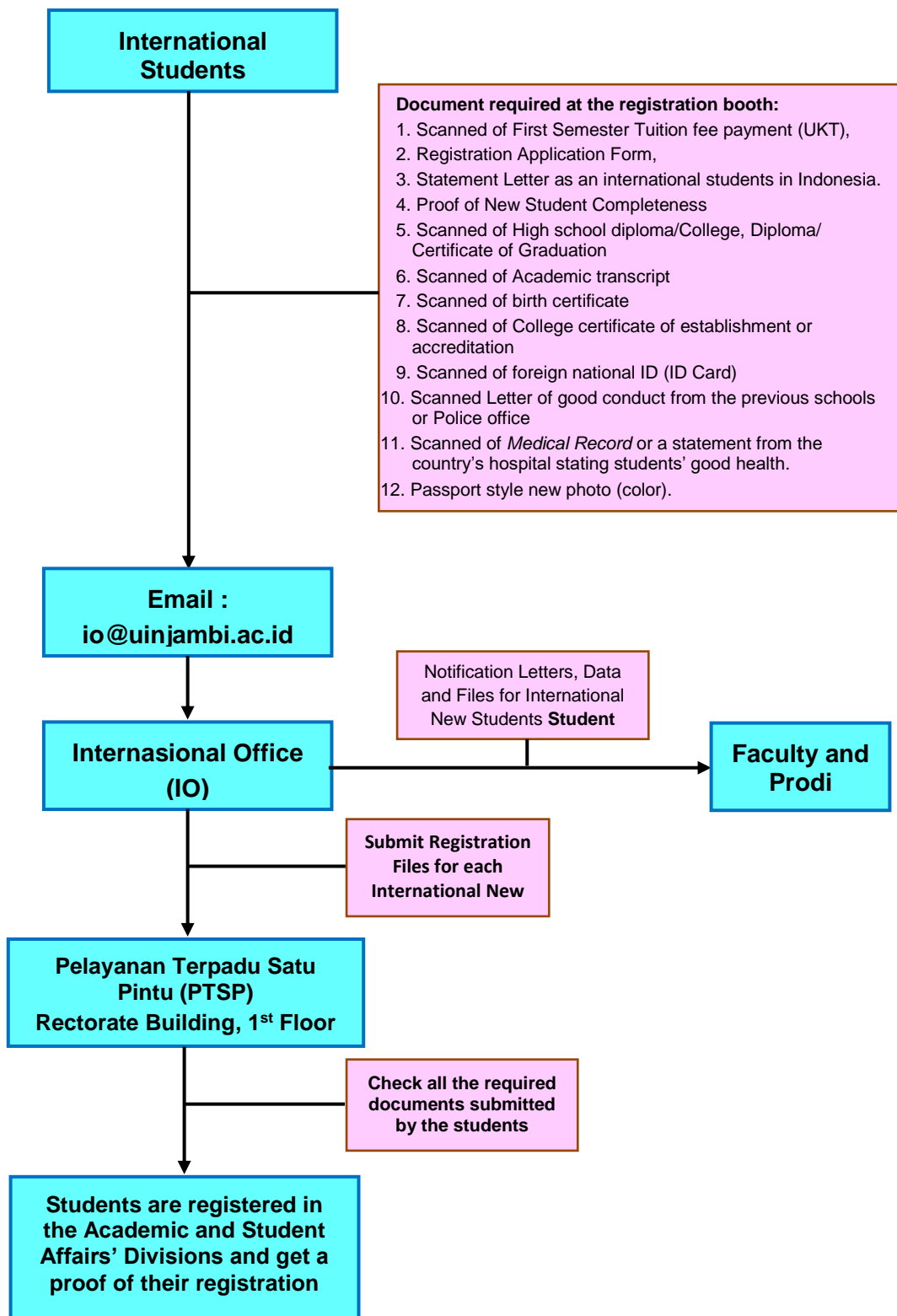


16. Standard Operational Procedures for New International Students' Registration at Pelayanan Terpadu Satu Pintu (PTSP) during the Covid-19 Pandemic.

New international students arrive at UIN STS Jambi's campus and do the registrations in Pelayanan Terpadu Satu Pintu (PTSP) (Rectorate building, 1st Floor). The following are steps for the students to be able to register :

No.	Process Phase	Procedure
1.	New International Students Send Registration Files to email: io@uinjambi.ac.id.	The documents needed for the new international students to be registered as a new student at UIN STS Jambi are: 1. Scanned of First Semester Tuition fee payment (UKT), 2. Registration Application Form, 3. Statement Letter as an international students in Indonesia. 4. Proof of New Student Completeness 5. Scanned of High school diploma/College, Diploma/Certificate of Graduation 6. Scanned of Academic transcript 7. Scanned of birth certificate 8. Scanned of College certificate of establishment or accreditation 9. Scanned of foreign national ID (ID Card) 10. Scanned Letter of good conduct from the previous schools or Police office 11. Scanned of <i>Medical Record</i> or a statement from the country's hospital stating students' good health. 12. Current photo (color).
2	Registration File Preparation	International New Students prepare and send New Student Registration files
	Registration Management	IO accepts and prepares International New Student Registration files
3.	Pelayanan Terpadu Satu Pintu (PTSP)	Academic and Student Affairs employees accept the new international documents and check them.
4.	International Office (IO)	Get their registration proof and automatically enrolled in UIN STS Jambi and officially become new international students of UIN STS Jambi
5.	International Office (IO)	Send Notification Letters, Data and Files for International New Students to the Faculties and Study Programs of each student as reports and instructions for converting their grades

17. Flowchart for International Students Registration Process at Pelayanan Terpadu Satu Pintu (PTSP) during the Covid-19 Pandemic.

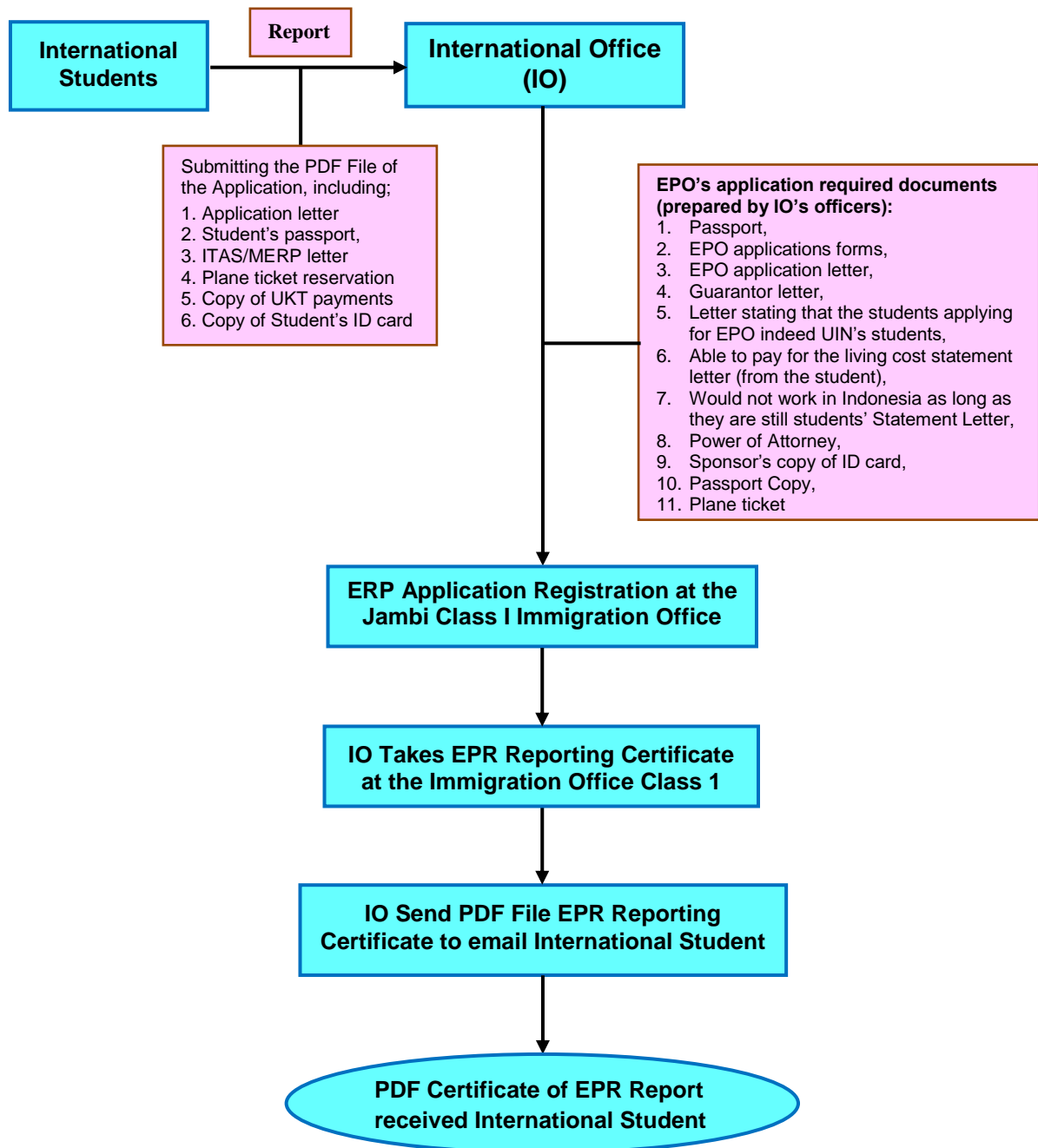


18. Standard Operational Procedure the Return of Stay Permit Documents or Exit Re-entry Permit (ERP) during the Covid-19 Pandemic.

International students who have completed their studies at UIN Sulthan Thaha Saifuddin Jambi or their residence permits have expired, they must return the Limited Stay Permit (ITAS) documents. Exit Re-entry Permit (ERP) during the Covid-19 Pandemic with these procedures :

No.	Process Phase	Procedure
1.	International students who are in their country report to the International Office. Reporting the Return of the Residence Permit or Exit Re-entry Permit (ERP)	International students (managers) send PDF Files of Requirements to email (io@uinjambi.ac.id), as follows: 1. Application letter 2. Student's own passport 3. Electronic ITAS/MERP letters 4. One-way Plane ticket 5. Copy of UKT or semester's tuition fee payment 6. Copy of Student's ID card
3.	Internasional Office prepare Files for Reporting Application for Return of Stay Permit Documents or Exit Re-entry Permit (ERP)	Documents required to Reporting Application for Return of Stay Permit Documents or Exit Re-entry Permit (ERP) are: 1. EPO application letter, 2. Letter of guaranteeing the students from UI (signed by the Vice of Rector), 3. Letter stating that the international students are as an International Students at UIN STS Jambi, 4. Letter stating that the students are able to cover all the living cost when in Indonesia, 5. Aquarantee Statement Letter stating that the students do not work in Indonesia, 6. Power of Attorney and Sponsor's ID card copy
4.	Internasional Office applies for Reporting Application for Return of Stay Permit Documents or Exit Re-entry Permit (ERP) in the Immigration Office Class I Jambi	The Reporting Application for Return of Stay Permit Documents or Exit Re-entry Permit (ERP) process bring the following documents, are: 1. International student's passport, 2. EPO application forms, 3. EPO application letter from the university, 4. Letter of guaranteeing the students from UI (signed by the Vice of Rector), 5. Letter stating that the international students are as an International Students at UIN STS Jambi, 6. Letter stating that the students are able to cover all the living cost when in Indonesia, 7. Aquarantee Statement Letter stating that the students do not work in Indonesia, 8. Power of Attorney and Sponsor's ID card copy 9. Copy of Passport, 10. Plane ticket
5.	The Jambi Class 1 Immigration Office submits that the request is accepted and completed	Internasional Office takes the EPR Reporting Certificate at the Jambi Class I Immigration Office
6.	EPR Reporting Certificate	Internasional Office sends by email PDF File EPR Reporting Certificate to International Students

19. The Return of Stay Permit Documents or Exit Re-entry Permit (ERP) during the Covid-19 Pandemic Flowchart.



Appendix 1. The Procedures for VISA Approval (Student VISA Approval) and Temporary Stay Permit as an International Student.

1. Student VISA Approval at the Directorate General of Immigration Jakarta (before the Arrival of International Students to Jambi-Indonesia), with requirements :

- a. Scanned Photo of Passport and its cover (have to be valid minimumly two years)
- b. Scanned Birth certificate
- c. Proof of guardian savings with the minimum of IDR 22,000,000 (Twenty Two Millions Rupiahs) or equivalent.
- d. Payment for online registration for a Study Visa application is IDR 200,000. (Two Hundred Thousand Rupiahs).
- e. Study Visa Payment of **US \$ 150.00.**,
- f. Electronic Study Visa Approval from the Directorate General of Immigration Jakarta will be sent to International Students by IO.

Notes:

- The requirements of poin a, b and c in the form of an image scanner (JPEG format) in color and of the best quality.
- Payment of Study Visa Approval is waiting for the payment proof from the Directorate General of Immigration Jakarta.

2. Temporary Stay Permit (ITAS) at the Immigration Office Class I in Jambi, with requirements :

- a. Students passport (the original passport, not the copy),
- b. Email of Proof of online Visa Approval,
- c. Domicile Letter from District Heads at Jambi,
- d. Passport sized photo, 3 x 4 cm (1 piece),
- e. Cost of ITAS:
 - For two years fee of IDR. 3.750.000,- (Three Million Seven Hundred Fifty Thousand Rupiahs),
 - For one year fee of IDR. 2.500.000,- (Two Million and Five Hundred Thousand Rupiahs),
- f. Fee of administration IDR. 100.000,- (One Hundred Thousand Rupiahs),
- g. ITAS/MERP application letter (by IO's officials).

Notes:

- The requirements are submitted to the IO staffs for one week after arriving in Jambi.
- Internastional Students take part in interviews and the immigration officers will take students' photos and biometrics at the Immigration Office Class I in Jambi.