



STUDENT EXCHANGE PROGRAM | SPRING & FALL 2021

FACT SHEET

PETRA CHRISTIAN UNIVERSITY (PCU)

UPDATED ON: 26 NOVEMBER 2020

Language of instruction	: English / Indonesian language (for Chinese Department only)
Quota per semester	: 4 students (if you want to send more than 4 students, please email your request to head-mobility@petra.ac.id)
Duration	: 1 semester (by default) / 2 semesters (as per agreement by both universities)
Credit Hours taken at PCU	: 12 credit hours (minimum) up to 18 credit hours (maximum)
Spring semester	: February – June (5 months, fully online)
Summer program	: July (3 weeks, online or combination of offline and online)
Fall semester	: August - December (5 months, offline or combination of offline and online)

	SPRING 2021 <i>(fully delivered and attended via online means only)</i>	FALL 2021
<i>Nomination Deadline</i>	14 December 2020	26 April 2021
<i>Registration Deadline</i>	15 January 2021	14 May 2021



**GENERAL
INFORMATION**

Rules

(NON-NEGOTIABLE)

1. Students are not allowed to move to another accommodation during the exchange period because it will violate the official letter that is submitted by PCU to the Government of Surabaya.
2. Students are not allowed to earn any money by working either part-time, full time, or one time because it will violate the visa regulation.
3. Students are not allowed to get involved in any form of political engagement in Indonesia.
4. Students are not allowed to get involved in illegal drug distribution or consumption.
5. Students are not allowed to drive any kind of transportation despite having acquired an international driving license.
6. Students will respect the local modesty and culture of Indonesia.
7. Students will obey all the rules and regulations of the Government of Republic of Indonesia and PCU.
8. Students are not allowed to smoke within the campus ground because PCU is a green campus that prohibits smoking.
9. Violation to any points above at any time throughout the duration of study that is deemed detrimental to PCU's image and reputation by PCU, will cause the students' repatriation. Therefore, the students are no longer entitled to any rights or benefits as an international student of PCU.



**GENERAL
INFORMATION**

Facilities

1. Accommodation fee waived **for selected students**;
2. Monthly stipend (IDR 2.000.000) during the exchange period for selected students;
3. Petramate (buddy student) to help you adapt in Surabaya and in case of emergency;
4. Airport pick up on arrival;
5. Post-arrival orientation and welcoming event;
6. Complimentary intensive Indonesian language class;
7. Academic advisor from your selected Host Department to help you with academic matters;
8. Free medical treatment for non life threatening health case on PCU's clinic (bring student ID card);
9. Access to library and computer center (bring student ID card);
10. On campus WiFi access;
11. Farewell party with Petramate and International Office at the end of semester;
12. Batik clothing as souvenir.



GENERAL
INFORMATION



GENERAL INFORMATION

Academic Calendar

FALL 2021

Arrival in Surabaya : 18 July 2021. Pick-up service provided.

- 14 days self-quarantine : 19 July - 1 August 2021. Room and 3 meals per day for 14 days provided.
- Post-arrival orientation : 2 - 3 August 2021
- Intensive Indonesian language class : 4 - 6 August 2021
6 hours per day. Snack, lunch, and materials provided.
- Classes start : 9 August 2021

Disclaimer: By November 2020, PCU hasn't decided whether the Fall 2021 semester will be delivered and attended fully offline or combination of offline and online (hybrid)

- Midterm exam : TBA. Usually on 1st - 2nd week of October
- Final exam : TBA. Usually on 1st - 2nd week of December



GENERAL INFORMATION

Post-arrival ORIENTATION

1. Welcome lunch with Rector and Faculty members;
2. Academic briefing with Host Department;
3. Survival guide with International Office;
4. Campus tour and Surabaya city tour with Petramate.

Host Department

FACULTY	DEPARTMENT	Language of Instruction	Min semester (when registering to the SE Program)	Min GPA (when registering to the SE Program)	Min Credit (taken at Host Department)	Min TOEFL ITP Score	Min TOEFL IBT Score	Min IELTS Score	Min TOEIC Score
Languages & Literature	English Department	English	4	3.00	6 credits	513	65	5.5	605
	Chinese Department	Indonesian language	4	2.75	2 credits	510	55	6.5	605
Industrial Technology	International Business Engineering Program (IBE)	English	3	3.00	12 credits	500	65	5.5	605
	Hotel Management Program	English	3	2.75	3 credits	500	65	5.5	605
Business & Economics	Creative Tourism Program	English	4	2.75	2 credits	500	65	5.5	605
	International Business Management Program (IBM)	English	4	3.00	12 credits	550	70	6.0	680
	International Business Accounting Program (IBAcc)	English	4	3.00	12 credits	550	70	6.0	680
	Visual Communication Design (VCD)	English mixed with Indonesian language	3	3.00	6 credits	520	70	6.0	680

Please note that an exchange student chooses **only 1** Host Department to register in PCU, but you can take courses from other departments. Pay attention to the number of minimum credit that you have to take to be considered eligible to register to that Host Department. It is highly recommended to plan your study prior to arrival by consulting your academic advisor at home university.



GENERAL INFORMATION



GENERAL
INFORMATION

Administration Office

International Office (IO) of Petra Christian University (PCU)

Coordinator

Name : Endry Nyssa Lasmono (Ms.)

Email : head-mobility@petra.ac.id

Phone : +62 31-298-3188

Postal Address:

Kantor Kerja sama dan Urusan

Internasional (KUI) / International Office (IO)

Universitas Kristen Petra (UK Petra) /

Petra Christian University (PCU)

Main Campus, EH building, 1st floor

Siwalankerto 121- 131, Surabaya 60236

Indonesia

Financial

	COST	PAYMENT METHOD	NOTE
<i>Tuition fee</i>	waived	n/a	Student pays tuition fee to their home university.
<i>Accommodation fee</i>	Waived for selected students.	Requires deposit money IDR 2.000.000 to be paid in cash on their check in date.	Students will get the deposit money back on their check out date.
<i>Visa extension fee</i>	USD 250 or USD 350	Paid in cash (in IDR) upon arrival to PCU.	This fee does NOT include the fee for new visa application at the Embassy of Indonesia in their home country.
<i>Student club fee</i>	IDR 155.000 – 1.900.000 per semester	Paid in cash to the International Office staff.	The cost for each student club fee differs from each other.
<i>Living cost: meals</i>	USD 1 – 3 per meal (on campus) USD 3 – 8 per meal (on shopping mall)		
<i>Living cost: public transportation</i>	USD 5 – 15 (regular taxi) USD 2 – 6 (Gojek or Grab)		The fare may vary depends on the distance. Maximum 2 persons per car.
<i>Living cost: personal expenses</i>	USD 150 – 300 per month		Living cost per person may vary depends on the students' lifestyle.



FINANCIAL OVERVIEW

VISA Options

Duration of Study	Type	Extension Fee	Will be Extended	Suitable for Joining	Notes
1 semester	Socio Cultural Visa (code: B211A)	USD 250	4 times, each extension valid for 30 days	Student Exchange program (July – December, including 14 days quarantine)	Socio Cultural Visa does not require a Telex Visa, but it is a single-entry visa. It means the visa will be obsolete once you leave Indonesia. Re-applying for new visa is NOT possible. Each visa extension process takes 14 working days and your passport will be taken during the extension process. <i>This visa is suitable if you want to explore Indonesia in moderation, for example: 1 or 2 weekends per month.</i>
1 semester	Study Visa / Student Visa (code: C316)	USD 350	1 time, valid for 6 or 12 months	1 semester Student Exchange program (July – December, including 14 days' quarantine) or 2 semesters Student Exchange program (July – June, including 14 days quarantine)	Study Visa/Student Visa requires a Telex Visa, many additional documents, and longer procedure. With this visa you can enter and leave Indonesia multiple time as long as your visa is still valid, making Study Visa/Student Visa more expensive than Socio Cultural Visa. <i>This visa is suitable if you want to travel a lot in Indonesia during your study, for example: 3 or even 4 weekends per month.</i>



VISA

VISA Arrangement

Once you have arrived in Indonesia

EXTENSION FOR VISIT VISA/SOCIO CULTURAL VISA (CODE: B211A)

What to prepare?

1. Passport;
2. Your time to fill in the Visa Extension Form every time we are going to extend your visa;
3. Your time to come with us to the Immigration Office for identification photo for your 1st visa extension.

What to do?

- Contact International Office of PCU **14 days before your visa expiry date** to prepare these supporting documents. International Office operates on Monday to Friday, 08.00 – 15.00, except for Indonesia's national holiday.

How long is the visa extension process?

- 14 working days, excluding national holiday and weekend.

ATTENTION !

If you are late to extend your visa, it will result in a penalty fee IDR 1.000.000 per day from the Immigration Office.



VISA

FINALIZING YOUR STUDY VISA (CODE: C316)

What to prepare?

1. Passport;
2. Your time to come with us to the Government Offices to take your identification photo and signature.

What are the results?

1. KITAS & SKTT (Temporary Resident Permit Card);
2. STM (Certificate of Police Registration)



VISA

ATTENTION !

As a Study Visa holder (or KITAS holder), PCU will process your EPO (Exit Permit Only) before you leave Indonesia at the end of your study period. In order to get an EPO, you will need to submit these documents to us 7 days before your departure date back to your country (please be careful in counting the days if you have plan to transit in any city in Indonesia before leaving the country):

1. Passport
2. Copy of your flight ticket
3. KITAS
4. STM

The Immigration Officer will put an EPO stamp on your passport and terminate your Study Visa. You have to pay attention to the date written on the EPO stamp because you have to leave Indonesia **before that date**. If your stay exceeds the date written on the EPO stamp, it will result in a penalty fee IDR 1.000.000 per day from the Immigration Officer at the airport and you are considered as an illegal immigrant.



VISA

Registration

THE REQUIRED DOCUMENTS

1. Registration Form, Statement Letter, Financial Statement, and Medical Statement. The student will receive these 4 documents via email from head-mobility@petra.ac.id.
2. Colored scan of:
 - identification page of passport book (**with minimum 18 months of validity date**) including the passport's front and back cover;
 - recent academic transcript (please also provide the English translation if the original is in other language);
 - international health insurance (please also provide the English translation if the original is in other language);
 - proof of the student's preferred English Language proficiency score (TOEFL ITP / TOEFL IBT / IELTS / TOEIC);
 - bank saving account **under the students' personal name** with **minimum USD 10.000** in English language (please provide the latest 3 months transaction record in subsequent);



REGISTRATION PROCESS

- Recommendation Letter from home university (either academic advisor or international office) in English language;
- colored photo wearing formal clothes (with collar) in front of white, plain background (similar to your passport photo);
- if the student chooses to apply for Study Visa, also provide us with a soft copy of your arrival and returning flight tickets but **do NOT pay the ticket until we finalize your telex visa;**

3. Original copy of:

- statement from health institution (hospital or laboratory) declaring a negative result of COVID-19 test taken 48 hours (or some airlines say 72 hours, depends on the airline's regulation) prior to departure flight time to Indonesia.

Please note that all the documents **must be in color.** **NO** black and white document is allowed.

Procedure

1. Home university's international office sends an email to head-mobility@petra.ac.id to nominate the applicant(s), providing us with some info below:
 - Complete name (as written on passport) and sex
 - Batch and current semester
 - Email address
 - Home faculty and department
Preferred host faculty and department (if the student has made a decision)

REGISTRATION PROCESS



UNIVERSITAS KRISTEN PETRA

2. head-mobility@petra.ac.id will email the student all the required documents to fill in.
3. The student completes all the documents and email them back to head-mobility@petra.ac.id / staff-mobility@petra.ac.id.
4. PCU's international office will review the student's document and announce the registration result maximum 2 weeks since the registration deadline.
5. head-mobility@petra.ac.id will send the Letter of Acceptance (LoA) or Letter of Invitation (LoI), copy of the sponsor's ID card, and invoice for Visa renewal process in Indonesia after the student is accepted to join the SE program in PCU for semester Spring 2021.
6. If the student applies for Study Visa, the student sends a scan/soft copy of your preferred airplane ticket for both arrival and return flights to head-mobility@petra.ac.id / staff-mobility@petra.ac.id.

Do NOT pay the ticket until we finalize your telex visa.

REGISTRATION PROCESS

UNIVERSITAS KRISTEN PETRA

