

**STUDENT EXCHANGE PROGRAM  
AT UNIVERSITAS PERTAMINA  
ACADEMIC YEAR OF 2024-2025**

<b>Contact</b>	
Name of Institution	Universitas Pertamina
Mailing Address	International Office Komplek Universitas Pertamina Jalan Teuku Nyak Arief, Grogol Selatan, Kebayoran Lama, Kota Jakarta Selatan 12220
Email	international.office@universitaspertamina.ac.id
Phone	+62 852-1858-2582
Website	<a href="https://universitaspertamina.ac.id/en/home/">https://universitaspertamina.ac.id/en/home/</a>
Social Media	Instagram: @univpertamina_io

<b>Nomination Deadline</b>
<ol style="list-style-type: none"> <li>1. First Semester Nomination: June Complete Documents: July Lecture Period: September - January</li> <li>2. Second Semester Nomination: September Complete Documents: October Lecture Period: February - June</li> </ol>

<b>Application</b>	
How to Apply	Your home university will nominate you as an Exchange student.
Eligibility	<ol style="list-style-type: none"> <li>1. Have completed at least one year of full-time study at your home university at the time of application</li> <li>2. Be nominated by the exchange office of home university (Director of International Office or equivalent)</li> <li>3. Have achieved a minimum GPA of 3.00 or higher (on a 4-point scale, or its equivalent)</li> <li>4. Meet language requirements of the courses offered</li> <li>5. Be able to self-finance during the exchange period</li> <li>6. Must have valid international medical insurance during your study in Indonesia</li> <li>7. Be willing to abide by Universitas Pertamina and Indonesia rules and regulations</li> </ol>

Application Procedure	<ol style="list-style-type: none"> <li>1. Student register and be nominated by their home university</li> <li>2. After we received the nomination letter by email along with <a href="#">application form</a>, your application will be forwarded to respective department, and if accepted International Office will issue the Letter of Acceptance.</li> <li>3. International Office of Universitas Pertamina will apply for your Study Permit, Student Visa (Visa Approval included) and Temporary Stay Permit (ITAS) to relevant Ministries in Indonesia.</li> <li>4. Student sends Notice of Arrival to International Office</li> <li>5. Student departs to Indonesia with Student Visa International Office will arrange the airport pick-up to your accommodation (based on the Notice of Arrival form)</li> <li>6. Student will obtain Temporary Stay Permit (ITAS) upon arrival at Indonesian airport(s)</li> </ol>
-----------------------	--

<b>Accommodation</b>	
Live off-campus	Universitas Pertamina doesn't have in campus dormitory yet. Most of exchange students live off-campus. The international office will assist students to find the accommodation nearby campus. There is also 'Kost' or a room rented by locals.
Estimated Rent Cost	<ol style="list-style-type: none"> <li>1. Apartment (Studio): IDR 4,000,000 – IDR 7,000,000 (285 – 500 USD/month)</li> <li>2. Kost (Air Conditioner, Furnished): IDR 2,100,000 – IDR 4,900,000 (150 – 350 USD/month)</li> </ol>

<b>Arriving in Indonesia</b>	
Airport Pick-Up	Exchange students will be provided with Airport pick-up to their accommodation
Stay Permit	All exchange students must report to the immigration office within 30 days of arrival date to get ITAS
Estimated Living Cost	<p>Estimated Budget per month</p> <ul style="list-style-type: none"> <li>• Housing: IDR 4,000,000/USD 285</li> <li>• Meals: IDR 2,500,000/USD 180</li> <li>• Books and supplies: IDR 500,000/USD 35</li> <li>• Transportation: IDR 500,000/USD 35</li> <li>• Communication and Internet Connection: IDR 500,000/USD 35</li> <li>• Personal monthly needs: IDR 500,000/USD 35</li> <li>• Incidentals: IDR 500,000/USD 35</li> </ul> <p>Total: IDR 9,000,000/USD 643</p>

<b>Academic</b>																					
Academic Schedule	<ul style="list-style-type: none"> <li>• First Semester: September – January</li> <li>• Second Semester: February – June</li> <li>• Full Academic Year: September – June</li> </ul> <p>*The schedule is adjusted to the academic calendar*</p>																				
Average Course Load/semester	15 credits/semester																				
Grading System	<table border="0"> <thead> <tr> <th>Grade</th> <th>Points</th> </tr> </thead> <tbody> <tr><td>A</td><td>4.00</td></tr> <tr><td>A-</td><td>3.70</td></tr> <tr><td>B+</td><td>3.30</td></tr> <tr><td>B</td><td>3.00</td></tr> <tr><td>B-</td><td>2.70</td></tr> <tr><td>C+</td><td>2.30</td></tr> <tr><td>C</td><td>2.0</td></tr> <tr><td>D</td><td>1.0</td></tr> <tr><td>E</td><td>0</td></tr> </tbody> </table> <p>*C is the minimum grade for student</p>	Grade	Points	A	4.00	A-	3.70	B+	3.30	B	3.00	B-	2.70	C+	2.30	C	2.0	D	1.0	E	0
Grade	Points																				
A	4.00																				
A-	3.70																				
B+	3.30																				
B	3.00																				
B-	2.70																				
C+	2.30																				
C	2.0																				
D	1.0																				
E	0																				

<b>Fee</b>	
Tuition Fee	Admission and tuition fees are waived during the exchange period (for exchange students).  *Other expenses will be the student own expense
E-Visa (Student Visa)	Student Visa costs USD 150 and will be paid to Universitas Pertamina, after International Office receives receipt of payment by students, International Office will immediately do the payment to the related Ministry.
Visa Approval	Visa Approval costs IDR 200,000 and will be paid to Universitas Pertamina. After the International Office receives receipt of payment by students, the International Office will immediately do the payment to the related Ministry.
ITAS (Stay Permit)	ITAS costs IDR 2,700,000 and will be paid to Universitas Pertamina. After the International Office receives receipt of payment by students, the International Office will immediately do the payment to the related Ministry.

<b>Undergraduate Programs</b>	
<b>Faculty</b>	<b>Department</b>
Planning and Infrastructure	<ol style="list-style-type: none"> <li>1. Civil Engineering</li> <li>2. Environmental Engineering</li> </ol>
Industrial and Technology	<ol style="list-style-type: none"> <li>1. Electrical Engineering</li> <li>2. Chemical Engineering</li> <li>3. Logistics Engineering</li> <li>4. Mechanical Engineering</li> </ol>
Exploration and Production Technology	<ol style="list-style-type: none"> <li>1. Geophysical Engineering</li> <li>2. Geological Engineering</li> <li>3. Petroleum Engineering</li> </ol>
Science and Computer	<ol style="list-style-type: none"> <li>1. Computer Science</li> <li>2. Chemistry</li> </ol>
Economics and Business	<ol style="list-style-type: none"> <li>1. Management</li> <li>2. Economics</li> </ol>
Communication and Diplomacy	<ol style="list-style-type: none"> <li>1. Communications</li> <li>2. International Relations</li> </ol>