

People  
Innovation  
Excellence



# BINUS UNIVERSITY **RECRUITMENT PARTNER HANDBOOK**



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# WELCOME

With 40 years of education experience, 15 modern campuses, and over 43,000 students, BINUS UNIVERSITY is committed to fostering and empowering society. This commitment has turned BINUS UNIVERSITY into a prominent private higher education institution in Indonesia. BINUS one of the top universities in the country included in the QS World University Rankings 2022 and Times Higher Education World University Rankings 2022.

BINUS offers a curriculum reflecting labor market and industry needs. The university actively conducts multi-faceted coalitions with world-renowned industries and enterprises such as CISCO, Microsoft, SAP, ORACLE, IBM and many more. In 2001, we established BINUS INTERNATIONAL programs to meet future needs and address the pressure of globalization on businesses and the job markets. At BINUS INTERNATIONAL, the environment is international yet with a distinct flavor of Indonesia's popular lifestyle and culture. We provide high-quality education by combining

BINUS UNIVERSITY's industry-relevant teaching with international education through double degree partnerships with reputable overseas universities.

In collaboration with over 5,000 companies and 240 universities throughout the world, we deliver relevant experience to our students through student exchanges, twinning programs, short courses, guest lectures, and internships, community development projects, research opportunities, start-up incubation, and double degrees. BINUS sends some 900 students annually overseas and receives around 600 from abroad. BINUS is also home to around 100 full degree international students each year.

We have developed this training manual to provide you with a valuable resource that will inform and support you as a representative of our university. Information on other tools available to our representatives is included in this manual.





# VISION, MISSION, & VALUES

## Vision

A World-class university, fostering and empowering the society in building and serving the nation.

## Mission

The mission of BINUS UNIVERSITY is to build the nation and to contribute in global community development by providing world class education by means of:

- Educating BINUSIAN to develop exemplary characters through holistic approach that meets global standards.
- Resolving the nation's issues through high impact research.
- Guiding BINUSIAN to resolve the nation's issues through high impact and internationally recognized research by integrating the nusantara's diversity and wisdom for enriching quality education.
- Fostering BINUSIAN as lifelong learners through self-enrichment.
- Nourishing BINUSIAN spirit to develop exemplary character through personal and professional growth by leveraging best practices for lifelong learning.
- Empowering BINUSIAN to continuously improve society's quality of life.
- Transforming BINUSIAN to be empowering agents through community service programs that improve the quality of life needed for building and serving the nation.
- Being the main driver to enrich the BINUS Higher Education system.
- Enriching the quality of Higher Education by utilizing the best practices to consolidate a world class Education system with a unified spirit to foster and empower.

## Values

Based on our belief in God, our passion for education, and our view of a bright future, we are committed to developing the nation and to building a global community through education and technology. This commitment is reflected in the values of Bina Nusantara, which become the guidance of our actions:

### **S** Striving for excellence

We continuously do our best to achieve high quality results in every aspect of our work.

### **P** Perseverance

We stay calm, focused, never give up, and quickly recover in overcoming challenges.

### **I** Integrity

We are honest, transparent, sincere, and courageous in doing the right thing.

### **R** Respect

We Care for others; we value differences and contributions from every individual

### **I** Innovation

We encourage creative, breakthrough, and sustainable ideas to continuously improve processes in order to achieve better results.

### **T** Teamwork

We believe in the importance of collaborative, effective, and trustful working relationships as one team.



# WHY CHOOSE BINUS UNIVERSITY?

Since its establishment, BINUS UNIVERSITY has served as a sustainable center for world-class education in Indonesia. It provides a great number of prestigious programs with the cooperation of many respectable universities abroad. Now, two decades later, the programs have become an excellent choice for those seeking academic discovery and skill enhancement in the preparation of global competition.

Learn more about all the outstanding aspects offered by BINUS UNIVERSITY and see for yourself why this university is regarded as one of the best options to plan for your better future.



## Employability

2 in 3 BINUS UNIVERSITY graduates work in a global organization or have become entrepreneurs. In addition, BINUS UNIVERSITY is ranked # 301-500 in QS World Graduate Employability Rankings 2020.



## Hybrid-modular Curriculum

Our hybrid-modular curriculum puts the students at the center of the learning process. This curriculum encourages them to solve problems on their own through a process of self-discovery instead of relying solely on textbook learning. Therefore, students will be ready to face any real-life challenges once they graduate.



## BINUSIAN Values

Based on our belief in God, our passion for education, and our view of a bright future, we are committed to developing the nation and to building a global community through education and technology. This commitment is reflected in the values of Bina Nusantara: SPIRIT (Striving for excellence, Perseverance, Integrity, Respect, Innovation, and Teamwork).



## International Recognitions

QS STARS – 5 Stars, AACSB Accredited – BINUS BUSINESS SCHOOL, ABET Accredited – Engineering Program, The UNWTO TedQual Certification – Hotel Management Program, A Accreditation from the Indonesian Ministry of Education, Culture, Research and Technology.



## Top-notch Facilities

BINUS UNIVERSITY offers eight modern, strategically located campuses throughout Greater Jakarta, equipped with ICT infrastructure and expansive library collection.





# STUDYING AND LIVING IN JAKARTA, INDONESIA

Indonesia is one of the world's fastest growing countries, which is constantly expanding into the larger world market. ASEAN countries are considered growing markets for international trade and attract international investors expanding their businesses.

According to IMF data in April 2019, Indonesia is the only ASEAN country to be listed as the top 20 wealthiest countries in the world based on GDP. Due to its strategic position, Indonesia is considered a hub for economic and business activities in the ASEAN region. Indonesia is a great place to learn how business is done in this part of the world since students can get a firsthand perspective of the culture and the way of life in an ASEAN country.

Jakarta is our exciting mega-city! While preserving many cultural aspects unique to our city and Indonesia, students can find almost all modern amenities of other large prominent cities here: museums, vibrant restaurants, outdoor escapes, and malls. Jakarta is located on the Indonesian island of Java, it is the capital and the largest city of Indonesia. The number of people residing in greater Jakarta is estimated at 23 million, making it as the 21<sup>st</sup> largest city in the world.

As a megapolitan city, Jakarta is filled with hustle and bustle of everyday life. Jakarta Government has implemented a better system recently to provide good public transportation facilities. Though taxis and busses are available, other option such as motorbike taxi (*ojek*) is available for faster journeys through Jakarta. In March 2019, the new MRT system has officially launched for the convenience of the Jakarta people. LRT system is also being launched to give more convenient access for commuters between Jakarta and its suburbs.

Jakarta is a gateway access to you to explore exotic well-known travel destinations in the Indonesian archipelago. Be prepared to have a weekend get-away strolling on the beaches of Bali, snorkeling in the crystal-clear water of Bunaken, hiking on the majestic mount Bromo, being amazed with the historical architecture of Borobudur temple, and much more.

With all the exciting things Jakarta and Indonesia may offer to students, living cost in Indonesia is actually not that expensive. USD 6,000 annually should be sufficient for students to spend on accommodation, food, transportation, study materials and of course groceries, and modest travelling.

Here are some useful links for you to know more about Indonesia:

- [Trip Advisor](#)
- [Lonely Planet Indonesia](#)
- [Wonderful Indonesia](#)
- [Global Business Guide Indonesia](#)



## INTERNATIONAL STUDENT BODY AT BINUS UNIVERSITY

BINUS UNIVERSITY has been one of the first universities in Indonesia that delivers both exchange and full degree programs that accommodates the needs for inbound international students.

Each year, BINUS UNIVERSITY welcomes around 700+ visiting international students for our short excursions and semester-based student exchange programs from our university partners around the world. BINUS UNIVERSITY has also been admitting around 30 full-degree international students each year, studying undergraduate and graduate programs with us. Currently, there are 90 active international students, and we are looking forward to welcoming more international students to join our international campus.

Our international student body came from a very diverse nationality. Inbound exchange students and full degree international students have come from over 35 countries.

**700+**  
visiting  
international  
students

**90**  
active  
international  
students

**30**  
full-degree  
international students  
admitted annually

**35**  
countries of origin



# PROGRAMS AVAILABLE

## UNDERGRADUATE PROGRAMS

	Programs	Single Degree Scheme	Double Degree Scheme			Master Track
			4+0	3+1	2+2	
BINUS UNIVERSITY INTERNATIONAL (BI)	Computer Science	-	●	●	-	-
	Business Information System	-	●	●	-	●
	Communication	-	●	●	-	-
	Business Management & Marketing	-	●	●	●	●
	International Business	-	●	●	●	●
	Finance International Program	-	●	●	●	●
BINUS NORTHUMBRIA SCHOOL OF DESIGN (BNSD)	Fashion	-	●	-	-	-
	Graphics Design & New Media	-	●	-	-	-
BINUS ASO SCHOOL OF ENGINEERING (BASE)	Automotive Robotic Engineering	●	-	-	-	-
	Product Design Engineering	●	-	-	-	-
GLOBAL CLASS	International Relations	●	-	-	-	-

### Notes

**Single Degree** – Degree from BINUS UNIVERSITY

#### Double Degree

- 4+0 Program: an academic program that allows international students to undertake Double Degree Program in BINUS UNIVERSITY within 4 years. The 4+0 Program of BI is in collaboration with University of Newcastle, Australia, and BNSD is in collaboration with Northumbria University Newcastle, UK.
- 3+1 Program or 2+2 Program: an academic program that allows international students to undertake Double Degree Program with configuration 3 years/2 years/2.5 years studying at BINUS UNIVERSITY and 1 year/2 year/1.5 year at universities abroad.

**Master Track** – an academic program that allows students who wish to continue their education (Master's Degree) with direct entry to BINUS partner universities abroad.

## DIFFERENCES BETWEEN THE UNDERGRADUATE PROGRAMS

	BINUS UNIVERSITY INTERNATIONAL (BI) and BINUS NORTHUMBRIA SCHOOL OF DESIGN (BNSD)	GLOBAL CLASS	BINUS ASO SCHOOL OF ENGINEERING (BASE)
<b>Tuition fee</b>	Higher	Lower	Lower
<b>Curriculum</b>	Double Degree/ Master Track	Single Degree Integrated Study Abroad	Single Degree
	Streaming options (focused)	General studies	Summer School with Internship @ ASO Japan
<b>Language</b>	English	English	Indonesian & English
<b>Location</b>	CBD Area of Jakarta (Senayan)	Suburban Area of Jakarta (Alam Sutera, Tangerang)	Suburban Area of Jakarta (Alam Sutera, Tangerang)





# PROGRAMS AVAILABLE

## GRADUATE PROGRAMS

### BINUS Business School Master Programs

Currently, there are 2 (two) programs that are open for international students:

#### MM in Professional Business Management

BINUS BUSINESS SCHOOL Master of Management (MM) in Professional Business Management is a master's-level program designed for professional who are preparing to be strategic business leaders. This program is designed for those who want to better understand and acquire skills and competencies for managing businesses.

Visit [MM in Professional Business Management's page](#) for more information.

#### MM Executive in Strategic Management

Master of Management (MM) Executive in Strategic Management program is specifically designed for the professional executive or experienced manager who want to expand and deepen their knowledge in the business field particularly from the strategic management aspect. The program provides distinctive learning experiences designed holistically to produce innovative business leaders with the ability to strategize and manage globally.

Visit [MM Executive in Strategic Management's page](#) for more information.



# ENTRY REQUIREMENTS

Requirements for each major are in the table below:

Program	Education Requirement	Professional Requirement	English Requirement	Entrance Test Material
UNDERGRADUATE				
Computer Science	High School – Grade 12 (A-Level/ IB Diploma/ Equivalent)	Not required	TOEFL PBT: 550 TOEFL iBT: 80 IELTS: 6.0 or equivalent	<ul style="list-style-type: none"><li>• Logic, Abstraction &amp; Verbal Test</li><li>• BINUS INTERNATIONAL English Proficiency Test</li><li>• Drawing Test (for BNSD)</li><li>• Interview with Head of Program (if required)</li></ul>
Communication				
Business Management & Marketing				
Business Information Systems				
International Business				
Finance				
Graphic Design & New Media				
Fashion				
Automotive and Robotics Engineering			TOEFL PBT: 500 TOEFL iBT: 75 IELTS: 5.5 or equivalent + Indonesian language	
Product Design Engineering				
International Relations				
GRADUATE				
MM in Professional Business Management	Possess Undergraduate Degree*	Minimum 2 years from graduation with 2 years working experience	TOEFL PBT: 500 TOEFL iBT: 75 IELTS: 5.5 Or Equivalent	<ul style="list-style-type: none"><li>• BINUS INTERNATIONAL English Proficiency Test</li><li>• Interview with Head of Program</li></ul>
MM Executive in Strategic Management		Minimum 3 years in a managerial position		

Please visit our [How to Apply page](#) for more information about entry requirements and admission process.

# ENGLISH LANGUAGE REQUIREMENTS

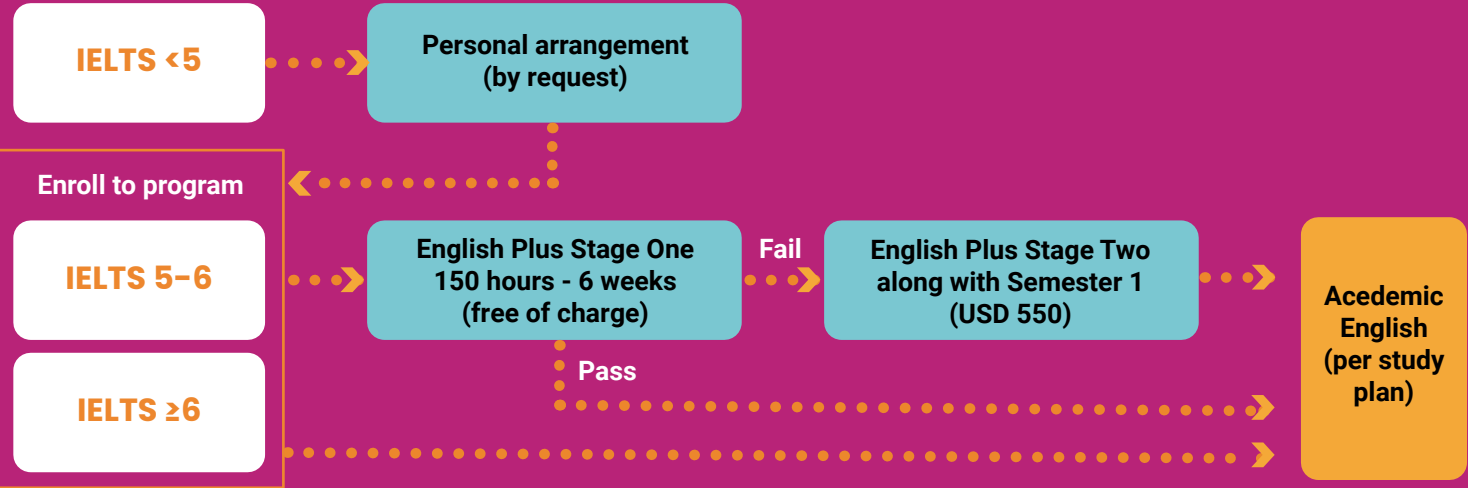
Students are required to have a suitable grade of English Proficiency Test. The accepted EPT at BINUS are outlined in the table below.

IELTS Academic	5		5.5		6		6.5		7		7.5		8	
TOEFL iBT (R - Reading, L - Listening, S - Speaking, W - Writing)	63^		72^		88^		90^		95^		103^		110^	
	R: 15 L: 14 S: 19	W: 16	R: 18 L: 17 S: 20	W: 17	R: 20 L: 19 S: 22	W: 19	R: 22 L: 21 S: 23	W: 22	R: 24 L: 22 S: 25	W: 24	R: 26 L: 24 S: 27	W: 26	R: 28 L: 26 S: 28	W: 28
PTE (Pearsons Test of English) Academic (GSE)	46		51		56		61		67		72		76	
Cambridge English Scale Score	154		162		169		176		185		191		200	

# PRE-SESSIONAL & IN-SESSIONAL ENGLISH COURSES

BINUS offers a number of courses in English for Academic Purposes (EAP) for students who need to improve their English language skills in order to study at university level.

For students who have below minimum requirements prior to entry to the university, below is the arrangement that the university provided for BINUS INTERNATIONAL Undergraduate Programs:



Please note that the Pre-sessional and In-sessional Courses are not available for the Global Class and Graduate programs. Therefore, it is necessary for the candidate students to meet the minimum requirements prior applying to for the Global Class and Graduate programs.

# ADMISSION PROCESS

## Admission Cycle

Undergraduate	BINUS INTERNATIONAL and BNSD				BASE and Global Class			
	February Class		September Class		February Class		September Class	
	Admission	Scholarship	Admission	Scholarship	Admission	Scholarship	Admission	Scholarship
	1 Dec	15 Nov	1 Jul	1 May	N/A	N/A	1 Jul	N/A
Graduate (MM Programs)	February Class		June Class		September Class		November Class	
	Admission	Scholarship	Admission	Scholarship	Admission	Scholarship	Admission	Scholarship
	1 Dec	15 Nov	1 Apr	15 Mar	1 Jul	15 Jun	1 Aug	15 Jul

## Admission Process



## Required Documents

The admission process for international applicants currently done through email. Please see list of required documents in the following table below:

Undergraduate program	<a href="https://global.binus.ac.id/how-to-apply/how-to-apply-undergraduate/">https://global.binus.ac.id/how-to-apply/how-to-apply-undergraduate/</a>
Graduate Program	<a href="https://global.binus.ac.id/how-to-apply/how-to-apply-graduate/">https://global.binus.ac.id/how-to-apply/how-to-apply-graduate/</a>
If you are applying <b>BINUS World Class Scholarship</b> , please also submit the required documents here:	<a href="https://global.binus.ac.id/international-recruitment/scholarship/">https://global.binus.ac.id/international-recruitment/scholarship/</a>

## Notes

\* The interview with the Head of Program is only required for applicants applying for a scholarship from BINUS UNIVERSITY.

\*\* All academic documents, professional qualifications and English translations of these documents, **MUST** be certified as a true copy of the original. Every page of the document must contain all of the following elements:

- a. An original stamp bearing the name of the person or organization who verifies the document
- b. Words in English to the effect of "I certify that this is a true copy of the original"
- c. An original signature
- d. The date of certification



# TUITION FEES CAMPUS FACILITIES

Tuition Fees at BINUS UNIVERSITY range from 7,000 - 12,000 USD annually. Tuition Fees are subject to change every year, please refer to our [Tuition Fees page](#) for more information.

## BINUS WORLD-CLASS SCHOLARSHIP

BINUS World Class Scholarship rewards international students demonstrating academic excellence and leadership skills. The scholarship applies to undergraduate programs in English at BINUS INTERNATIONAL and BINUS NORTHUMBRIA SCHOOL OF DESIGN, as well as to graduate program - Masters of Management (MM) Professional.

<b>Scholarship Eligibility</b>	Undergraduate	<ul style="list-style-type: none"> <li>High school graduate - Grade 12 with GPA 3.0 out of 4.0 (75%)</li> <li>A-level certificate (BBB)/IB Diploma (32 points)</li> <li>IELTS 6.0 (on all components), or equivalent</li> </ul>
	Graduate	<ul style="list-style-type: none"> <li>University graduate</li> <li>2 years of minimum working experience</li> <li>IELTS 6.0 (on all components), or equivalent</li> </ul>
<b>Additional Required Documents</b>	<ol style="list-style-type: none"> <li>Curriculum Vitae (CV)</li> <li>Motivation letter</li> <li>Proof of financial competency beyond scholarship (official letter from bank confirming a minimum balance of USD 4,500 in applicant's account)</li> <li>2 recommendation letters</li> <li>Proof of achievements</li> <li>Portfolio (for Graphic Design and Fashion Management program applicants)</li> </ol>	
<b>Coverage</b>	<ol style="list-style-type: none"> <li>100% tuition waiver for designated study programs at BINUS <ul style="list-style-type: none"> <li>4 years for undergraduate students - including 4+0 program</li> <li>1,5 years for graduate students</li> </ul> </li> <li>Accommodation at BINUS Square (BSQ) – Hall of Residence: <ul style="list-style-type: none"> <li>Standard Double Room for undergraduate students</li> <li>Guest Room for graduate students</li> </ul> </li> <li>Free shuttle bus service</li> <li>Health benefit (Insurance)</li> <li>Visa and stay permit refund benefit (VITAS/KITAS only)</li> </ol>	

Click to start BINUS UNIVERSITY Virtual Tour in each campus

Location	Campus	Program
Senayan, Jakarta	<a href="#">Joseph Wibowo Center (JWC) Campus</a>	BINUS INTERNATIONAL (BI)
	<a href="#">fX Campus</a>	BINUS INTERNATIONAL (BI), BINUS NORTHUMBRIA SCHOOL OF DESIGN (BNSD)
Alam Sutera, Tangerang	<a href="#">Alam Sutera Main Campus</a>	Global Class
	<a href="#">BINUS ASO SCHOOL OF ENGINEERING (BASE) Campus</a>	BINUS ASO SCHOOL OF ENGINEERING (BASE)



fX Campus



Joseph Wibowo Center (JWC) Campus

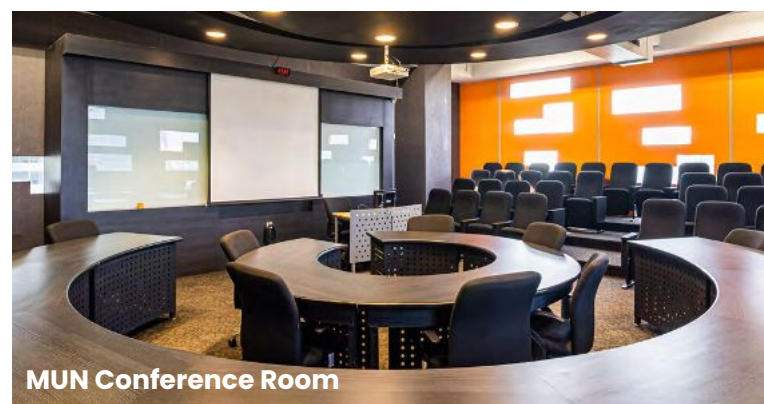


Alam Sutera Main Campus



BINUS ASO School of Engineering Campus





# CAMPUS FACILITIES

# STUDENT SUPPORT



## International Student Support

A dedicated officer - International Student Engagement Counselor, is available to help, accompany, support, and assist the new international students' transitions in adapting to the new university environment, and monitor the students' well-being in collaboration with other related student affairs units. Our International Student Engagement Counselor helps students to get connected with each other and facilitates necessary support events. Our International Student Engagement Counselor will also facilitate our scholarship awardees with the scholarship benefits.



## Academic Support

Students are free to access our [Library and Knowledge Center](#) for resources, and develop their Indonesian fluency with the embedded Indonesian [language classes](#). Our lecturers are also open to discussions and academic assistance needed by our students. Most of our international students have had positive experiences with how friendly and helpful our lecturers have been. Students requiring further support in their academic progress can request mentors and participate in tutoring classes.



## Counseling & Disabilities Support

Students' well-being is at the heart of the study experience as it contributes to students' success. We provide assistance and services for students in both academic and non-academic matters and conduct various self-development activities to support students during their study at BINUS UNIVERSITY. Our supporting units consist of: Counseling Services with a qualified psychologists, Mentoring Services, and Disability Services, available in campuses and in Hall of Residence.



## Student Engagement, Student Activities & Enrichment Experience

We believe that enrichment activities outside the campus are as important as in-class learning. Students can participate in many student activities by joining various [student clubs](#) that cater to passions, hobbies, and interests, from arts, sports, technology, religious-based activities, or putting their academic passions into practice. Those who wish to hone their entrepreneurial skill can join activities from our entrepreneurship incubation center, Catalyst for Innovation, Design, Entrepreneurship, and Research (CIDER). While those interested in community development activities can take part in volunteering activities organized by Teach for Indonesia (TFI).



## Visa and Immigration Support

BINUS UNIVERSITY will be the visa sponsor for the international students coming with C316 ITAS (study visa). Our [International Office](#) has been assisting international students to process their [immigration to Indonesia](#). Dedicated officers will advise and guide students on study permit processing, Indonesian visas and temporary stay permit (ITAS). The team also provides assistance for international students who enter Indonesia with different type of visa to switch to BINUS UNIVERSITY visa sponsorship, extend expired ITAS, and process visa closures once students have finished their study with BINUS. The International Office also organizes excursions and student exchange/study abroad program for our students.



# ACCOMMODATION

## ON-CAMPUS ACCOMMODATION



### A vibrant and exciting university's boarding life

BINUS SQUARE (BSQ) is run by Bina Nusantara Foundation since 2010 providing students with a home away from home comfort. The dormitory accommodates up to 2,500 students and visitors at a reasonable cost and in a comfortable, dynamic and safe environment.

BINUS SQUARE's mission is to ensure that the personal care, recreational, academic, social and safety needs of every student are fully catered for. We have dedicated a team of staff and lecturers that will reside in BINUS SQUARE to meet those needs.



Find out more information about [room rates](#) and [facilities](#). Or [click here](#) to take a 360° virtual tour to BSQ.

## OFF-CAMPUS ACCOMMODATION

Undergraduate first-year students are encouraged to stay at BINUS SQUARE. Jakarta also has many other types of accommodation that may cater your interest and budget. Most of the local students stay in 'kost' (shared houses). Apartments and student rooms known as 'kost' are off-campus accommodation types available in the residential areas around BINUS campuses. Students can rent apartments or single rooms in the dormitory pavilions and private homes. The prices vary ranging from 50 USD to 300 USD monthly. [Visit our page](#) for more information about where to find off-campus accomodation.

# LIVING COST

### Estimated Annual Living Cost (in USD)

Item	Unit Price	Payment Schedule	Annual Cost
Books	150	Per semester	300
Food	150	Monthly	1,800
Leisure	100	Monthly	1,200
Health Insurance	200	Annual	230
Telex Visa	15	Once	15
VITAS	150	Once	150
ITAS + MERP	250	As required	250
TOTAL			3,945

### Notes

All students are expected to have their own computer.

<sup>1</sup> The food and leisure cost above is the minimum prediction and depends on your lifestyle.

<sup>2</sup> All students are required to have a health insurance unless they can show proof of insurance plan valid in Indonesia. The health insurance only covers basic healthcare. Students must prepare extra emergency funds for special health conditions that are not covered by the provider. For further information, please contact [felicia.margaretha@binus.edu](mailto:felicia.margaretha@binus.edu).

<sup>3</sup> Students switching sponsor or entering Indonesia on short term visa need to apply for VITAS in a nearby country (process that takes 1 week with related flight and hotel costs); two exits out of the country may be required.

<sup>4</sup> Indonesian Temporary Stay Permit (ITAS) process requires Telex, VITAS, MERP (Multiple Re-Entry Permit) as well as the ITAS itself.

<sup>5</sup> The fee stated is for 2-year ITAS validity period. Shorter ITAS validity durations have different fees applied.

### Other Costs

Item	Payment Schedule
Home Country-Jakarta Flight Ticket	as arranged
Double degree airfare and living cost difference	as arranged
BIPA (Bahasa Indonesia Course)	as arranged
Mandatory field trips and/or study overseas	based on program requirements
Art supplies	based on program requirements
Remedial and/or Retake Fees	as arranged
Graduation fees	as arranged



# VISA & IMMIGRATION

## Study Permit Requirements

1. Color copies of your passport ID page,
2. Academic transcript,
3. Financial statement\*,
4. Non-political & non-working statement\*,
5. Color photograph\*,
6. Health statement\*,
7. Visa option agreement,
8. Statement of Domicile (Indonesian address) \*

\*Detailed Information form. [Download the document templates here.](#)

## Telex Visa Requirements

1. Scanned copy of your passport cover
2. During pandemic (until further notice), there are additional documents that must be provided for Telex Visa Processing. The documents are as follows:
  - PCR Test with negative result
  - Covid-19 Vaccination Certificate
  - Three statement letters consenting to:
    1. do COVID-19 related quarantine, either mandatory or voluntary, with regards to health test result upon arrival in Indonesia,
    2. be monitored by the relevant authorities in Indonesia during quarantine
    3. valid health insurance, or a statement letter stating consenting to cover COVID-19 quarantine and treatment costs in Indonesia. [Download the statement letter templates here.](#)

## VITAS (Limited Stay Visa) Requirements

1. Telex Visa\*
2. Study Permit\*
3. Letter of Acceptance\*
4. Copy of your passport - ID pages
5. Passport

\*Document will be provided by BINUS UNIVERSITY.

## ITAS (Temporary Stay Permit) Requirements

1. Arrival stamp
2. VITAS sticker
3. TELEX Visa
4. Sponsor and guarantee letter from BINUS UNIVERSITY
5. Copies of your passport ID page
6. Study Permit
7. Passport

[View sample documents of Study Permit, Telex Visa, VITAS, and ITAS.](#)

## Visa Timeline



\*longer process for calling visa and delicate countries

\*\*after arrival

The whole visa process can take up to 1-3 months in total, if students have submitted the complete documents.

## Important Notes

- Indonesian law **does not allow employment** of foreigners under student visa.
- Students **must present themselves** to the locally governed immigration office to process biometric record and obtain their KITAS.
- Currently there are **no new issuance** of visa applications for study purposes
- Foreigners need to have **vaccination certificate** prior to entering Indonesia when the borders are opened
- Should there be any mandatory quarantine from the government, applicants needs to **cover the quarantine fees on their own.**







# MARKETING & PROMOTION

## CLAIMING COMMISSION

BINUS UNIVERSITY will process commission payments for students who have applied via our representatives and who go on to register with us. You will be asked to send your commission invoices to us in September for programs which begin in the Fall term, as well as pre-sessional programs, and February for programs which begin in the Spring term.

International Recruitment staff will contact you with the list of your students who have submitted applications to the University for this academic year. The list will include information on whether a student has registered and fully paid the 1<sup>st</sup> year tuition fee.

Please ensure that the following information is included in your invoice:

1. Detail of the Company (Name, Address, Telephone, Email)
2. Detail of the Invoice (Date of issue, Invoice number)
3. Detail of the Student (Name, DOB, Applied Program, Starting Date, Payment Type, commission being claimed)
4. Payment Detail (bank name and address, account name, account sort code, account number and IBAN No, and SWIFT code for international transfers)

Please note that the amount of commission paid to your company will be listed in your recruitment partner agreement.

### Claiming Process

Fall Term	September	Commencement of the 1 <sup>st</sup> Semester
		International Recruitment Staff will inform the list of students who registered and fully paid the 1st Year of the Tuition Fee
	October	The recruitment partner will send Invoice to International Student Recruitment
	November/December	Payment is made to the recruitment partner
Spring Term	February	Commencement of the 1 <sup>st</sup> Semester
		International Recruitment Staff will inform the list of students who registered and fully paid the 1 <sup>st</sup> year of the tuition fee
	March	The recruitment partner will send Invoice to International Student Recruitment
	April/June	Payment is made to the recruitment partner

We promote the BINUS UNIVERSITY via a number of marketing channels and, as our representatives, we also rely on your local market knowledge to help us identify the best opportunities. We are happy to consider joint marketing projects on an individual basis. BINUS UNIVERSITY encourages independent promotions done by our partners in accordance with the brand guidelines and content approval.

<b>Education Fairs</b>	<p>We seek to attend in-country education fairs that offer the opportunity to talk to a large number of high-quality students and offer a good return on investment. In this case, we would prefer an experienced counsellor who is fully trained to talk about BINUS, rather than an interpreter or a counselor who is unfamiliar with BINUS.</p> <p>We expect that representatives will be able to confidently counsel prospective students with little intervention from us, especially at busy events. Please send us the assistant's name as far in advance as possible. Unless requested, please do not send more than one assistant.</p>
<b>Online Exhibitions</b>	<p>Our International Recruitment team are happy to participate in online exhibitions and virtual events where a clear benefit is demonstrated. If we take part in an online exhibition targeted at a specific region, we will encourage students to get in touch with the local representatives.</p> <p>If you are organizing your own online event, it is important that the appropriate IT support is available to us, as well as the security of the site. A realistic breakdown of the commitment required of our International Recruitment staff should also be included in proposals.</p>
<b>In Print</b>	<p>We are happy to help you advertise the BINUS UNIVERSITY in suitable publications in your country. We are able to produce adverts suited to both online and print publications.</p>
<b>General Advertising</b>	<p>If you would like us to consider an advertising opportunity, please send the details to the International Recruitment Unit include some basic market research, for example, the readership numbers and who it is aimed at as well as the kind of advert you need.</p> <p>Adverts must be created by the BINUS UNIVERSITY in-house design team in order to ensure they are consistent across all markets and meet the University's corporate brand guidelines.</p>





**Branding Guidelines**


We are happy to supply copies of our logo to be used within advertisements. BINUS logo should not be altered in any way and usage guidelines, such as minimum height requirements, should be adhered to.


Full branding guidelines are [available here](#).


We will supply all images from our media library. Do not use other images and please do not source images from the internet. If we do ask you to create artwork on our behalf, please send a copy for approval via email to the International Recruitment Staff prior to publication.

**Social Media**

Our social media channels are also a good resource for prospective students who are keen to get a sense of what BINUS is like. Our current social media channels are:

 [@binusglobal](#)

 [BINUSUniversity](#)

 [BINUS Global](#)

We also have [HiveIndo](#), an online BINUS UNIVERSITY magazine in English featuring voices from the BINUSIAN community – students, faculty, staff and our partners.

**Additional Materials**

The main marketing materials we use are the [BINUS UNIVERSITY Collateral Pack for Offshore Agent](#) and [BINUS UNIVERSITY website](#).

We will send you one printed copy of each of our core publications as part of our mail-out to representatives which takes place annually in August. PDFs of each publication can also be downloaded from BINUS website [available here](#).

If you would like additional copies of our printed publications or any of our other marketing materials, including images or videos, please contact the International recruitment staff of BINUS UNIVERSITY.

# FAQ

## 1. ADMISSIONS

- How long is the admission process?*  
Once your required documents is complete, the process until issuance of Letter of Acceptance up tp 3 (three) weeks. If you are scholarship applicants, the scholarship announcement will be by the end of July.
- Is there any application fee prior to the registration?*  
There is no application fee prior to the registration.
- Do I need to be able to speak Bahasa Indonesia to study at BINUS UNIVERSITY?*  
No. However, having the ability to speak in Bahasa or knowing simple expressions in Indonesian might give you an advantage in your social life.
- Are there any age restrictions to study at BINUS UNIVERSITY?*  
There are no age restriction to study at BINUS UNIVERSITY, however, scholarship applicants will be subjected to each of the programs’ preference. This is due to the curriculum in which the students need to take an “Internship” course, and companies rarely take on mature students as their interns.
- Do I need to purchase health insurance?*  
Yes, it is mandatory to have health insurance during your study in Indonesia. You can purchase the insurance to company that BINUS arrange or you can purchase it on your own.

## 2. INDONESIA & JAKARTA

- How safe is Indonesia and Jakarta?*  
Generally speaking, Jakarta is a safe place to live but, like any large city, students should be savvy and take precautions for their safety as they would do anywhere else.
- How affordable is it to live in Jakarta?*  
Living cost in Jakarta and in Indonesia are generally considered to be very affordable. The city is considered affordable all while offering all the networking perks of international programs in a metropolitan city with a vibrant digital economy. The cost of living in Jakarta, of course, depends on the kind of lifestyle you have. For your reference, please read [here](#).





# FAQ

## ***What kind of weather is it in Indonesia? Do I need to bring a coat?***

Indonesia has a tropical climate and the weather is hot and humid all year round, but cooler inland than along the coastal regions. The high temperatures and humidity are certainly something that takes getting used to for foreign students moving to Indonesia from cooler climates.

The country doesn't have the four distinct seasons, with temperatures staying quite constant throughout the year; coastal regions average around 28°C and the inland and mountain areas average around 26°C year-round.

## ***What kind of culture shock that I might experience in Indonesia?***

Every international student might experience different types of culture shock in Indonesia, you can read more about culture shocks in the [article here](#).

## ***Is it easy to find halal food?***

As Indonesia's population is mostly Moslems (especially in Jakarta), halal food is available relatively everywhere.

## 3. CAMPUS LIFE

### ***Does BINUS have any international student bodies? How can I get help settling in?***

International students are welcomed to join and participate in various student clubs and activities that they are passionate about, and mingle with the local students. BINUS organizes an international student communication group, as well as arranging engagement events to help students settling in and getting to know each other better. There are no specific international students' student bodies.

### ***How friendly are the lecturers?***

Our lecturers are happy to help students develop their passions and academic areas of interests, giving necessary academic guidance needed to make sure students can graduate on time. Previous students had also made a lifetime connection with our lecturers.

### ***What activities can I do outside campus?***

There are a lot of activities students can explore, from volunteering opportunities, joining or create development workshops, or do sports and arts, go sightseeing, travel and experience different places in Jakarta and Indonesia, and many more. We also organize excursions and outings for the students, or check this website for more activities and events students can join.

### ***Is it possible to do internship at companies during semester?***

Some of our programs have embedded internship enrichment opportunities during the third year of study, where students can apply for placements in our selected industry partners. Some of our international students have also volunteering in teaching English, or deliver workshops with local NGO's or communities. Note that beside study-related internships and volunteering, paid jobs are prohibited due to student visa's restriction.

## ***Is there any support given in case I face difficulties in learning?***

Our dedicated, qualified counselors in Student Advisory and Support Center in each campuses will be able to identify, guide, and provide the supports needed, either it's academic or non-academic related. Students are welcomed to book a private, personal counseling sessions on their life and studies. International students can also ask for guidance from our dedicated International Student Engagement Counselor if they need assistance with their transition to university, studies, or non-academic related issues that affect their learning.

## ***What kind of supports are available for international students?***

International students can also ask for guidance from our dedicated International Student Engagement Counselor if they need assistance with their transition to university, studies, or non-academic related issues that affect their learning, and connect them with supporting units needed. International students are gathered and exposed with additional engagement activities to help them build friendships and peer-to-peer support systems.

## ***After graduation, can I find job in Indonesia?***

Yes, however, international students under student visa are expected to leave Indonesia by the end of their study (I.e. after judicium process/completing thesis defense and graduation requirements). If students plan to work in Indonesia, students will need to find a company that will sponsor their work visa in Indonesia. Note that students cannot work under student visa and need to switch to work visa to be able to work in Indonesia.

## 4. BINUS SQUARE (BSQ)

### ***Can I live together with my "partner" in the dormitory?***

Unfortunately, no, you are not allowed to live with your boyfriend/girlfriend, or your family (spouses, children) at the dormitories. There will be a separate tower for female boarders and male boarders.

### ***Can I stay with my chosen friends or friends from the same country as me?***

We encourage students to mingle and make friends with people from different backgrounds. If you have uncomfortable experiences with your allocated roommates, you can always reach the dormitories team to shuffle your roommates.

### ***How safe it is to stay in the dormitories?***

The safety and health of our boarders are the top priority. The building is equipped with CCTVs and 24-hour security guards standby. In COVID-19 situation, strict health protocols and regular disinfestations of public areas are also in place.

### ***What to do if I feel homesick?***

We understand it is tough to deal with homesickness. International students are welcomed to reach our International Student Engagement counselors, or reach our counselors in SASC or PDC at BSQ for supports and counseling needed.



# FAQ

## 5. VISA & IMMIGRATION

### *Are international students holding student visa able to work while studying?*

Students are prohibited to work under a student visa. International students coming in with other types of visa might be able to work while studying upon meeting the conditions of their visas.

### *Can I study using a different type of visa?*

Yes. Some international students have been studying with investor visas, family visas, and diplomatic visas as they have previously resided in Indonesia under different reasons and decided to study afterwards. However, we encourage international students to process student visas.

### *How long can I stay in Indonesia after graduation?*

You can stay in Indonesia until your ITAS is expired, however, it is encouraged that international students return to their home countries once they have finished with their graduation requirements. Please note that BINUS sponsorship cuts off upon student's judicium completion (approx. 1 month after thesis defense completion).



# KEY CONTACTS

You will have a staff member at BINUS UNIVERSITY who will be assigned to your company and will work together with you to achieve set goals. Please find below your support team:



**Mr. Satriya Niko Firdaus (Niko)**  
International Student Recruitment Section Head

Contact person for recruitment related questions and contract for recruitment partner related matters.

✉ [sfirdaus@binus.edu](mailto:sfirdaus@binus.edu)



**Ms. Christabel Sasabone**  
International Communication Section Head

Contact person for promotional collateral, photo stock, Brand Guidelines and other BINUS information related matters

✉ [christabel.sasabone@binus.edu](mailto:christabel.sasabone@binus.edu)



**Ms. Nathania**  
International Student Recruitment Officer

Contact person for general inquiries, applications, and scholarships.

✉ [nathania@binus.edu](mailto:nathania@binus.edu)

You may also contact **BINUS GLOBAL**, Internationalization Directorate of BINUS UNIVERSITY at [global@binus.edu](mailto:global@binus.edu) with any questions.



# APPENDICES



## A. Advising The Applicant

Topic: Academic & Non-Academic	Yes	No
Have you fully explained the program structure to the applicant and do they fully understand the duration of the program, the progression requirements from Bridging Program (i.e.. English, Indonesian Language - if applicable) to the BINUS programs (if applicable), and career opportunities on completion of the program?		
Does the applicant meet the academic degree entry requirements and the required documentation? If No, how does the applicant intend to meet the Academic entry requirements before commencing the degree program?		
Have you compiled documentation required for registration?		
Have you carefully evaluated, screen and advise all candidate students in accordance with the relevant requirements set out in the Program Information, Entry Requirements and Standard Terms?		

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Topic: Finance	Yes	No
Have you collected the data whether the applicant is applying for BINUS Scholarship? Is s/he funded by a Sponsor, Family or self-funded?		
Have you provided information relating to all fees and living costs and does the applicant understand their obligation to have sufficient funds to pay health insurance, VISA processing fee, all tuition fees, associated study costs and all living and travel expenses (transport, food, utilities, rent etc.) for themselves and any dependents for the entire duration of their stay in Indonesia?		
Note: Applicant must be aware that approximate living cost in Indonesia annually is USD 6,000.		



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Have you explained to the applicant that they will be required to provide you with original or certified copies of evidence to demonstrate that they have access to sufficient funds to cover the duration of their stay in Indonesia?		
Note: Acceptable document is bank statement letter with accumulated savings amount (min. 4,500 USD for scholarship holder)		
Have you advised students and make sure they understand their obligations for scholarship renewal (academic and ambassadorship)?		
Does the applicant understand that as part of their student visa, they are not allowed to work in Indonesia while on a study visa? They should have access to sufficient funds to pay their tuition fees and living expenses?		

Topic: Immigration Compliance	Yes	No
Has the applicant had an Indonesian Stay Permit (KITAS) before? Still valid or expired?		
Has the applicant had a visa application rejected?		
If yes, when, by which country and for what reason and did you let BINUS know?		
Does the applicant understand the immigration process for Indonesia including visa fee, the process of obtaining a visa entry permit (VITAS) at the Indonesian Embassy in their original country, and that after arrival to Indonesia, the applicants will change the VITAS to KITAS (Stay permit card)?		
Does the applicant understand that their visa will be rejected or canceled by Indonesian Immigration if it is found that documents supporting their application are fraudulent?		
Does the applicant understand that they need to provide health and legal compliance statements for their visa application?		
Does the applicant understand that their visa application will be rejected if Immigration is not satisfied that they are a genuine student?		



Does the applicant understand that their visa may be canceled by Immigration if they do not abide by the conditions of their visa?		
Note: These conditions include: they must remain enrolled in a registered program and maintain satisfactory attendance and program progression for each study period.		
Does the applicant understand that they must purchase the annual health insurance that has been arranged by BINUS and the appointed vendor? Student need to maintain separate health insurance for any dependents for the duration of their stay in Indonesia and that the full amount of the premium for health insurance for the duration of their visa must be settled once they have arrived in Indonesia? The copy of the dependents health insurance certificates should be submitted to BINUS as supporting documentation.		
In the case where student will bring dependents (spouse and children) to come along to Indonesia, the immigration process must be handled by the student.  BINUS will be assisting on providing supporting documents and to monitor the progress through communication with the student and the immigration Recruitment Partner.		
Have you as the Recruitment Partner, understand and done all the immigration process properly upon submitting student's application documents? Please kindly complete and signed the 'VISA Processing Declaration' form on Appendix B.		

Topic: Application	Yes	No
Has all information required in the application form been completely filled out by the applicant?		
Have all original documents been checked and verified by you?		
Has the applicant ever been excluded from any previous institution?		
If yes, have you found out when this occurred, in which country and for what reason?		







## B. Recruitment Partner Declaration

### VISA PROCESSING DECLARATION

I make this declaration in relation to the application of \_\_\_\_\_  
(student name) for the \_\_\_\_\_ (course name)  
at BINUS UNIVERSITY.

I understand that the University will rely on this declaration in relation to any offer of enrolment  
which is made to the applicant.

I declare that:

- ✓ I have confirmed that studying the course is their primary purpose for coming to Indonesia;
- ✓ I have confirmed that the applicant fully understands the applicant's obligations as an international student visa holder in Indonesia;
- ✓ I believe the applicant is academically qualified for the Course and has, or will have, the English proficiency level required to commence the Course;
- ✓ I have verified to the best of my ability the authenticity of documents viewed by me and/or supplied in connection with this application;
- ✓ To my knowledge, the applicant has not previously been refused a visa for entry into Indonesia;
- ✓ If the applicant has had a valid or expired Indonesian stay permit (KITAS), I have advised BINUS of this matter and provided relevant documentation.
- ✓ If the applicant has ever been refused a visa for entry into another country, I have advised BINUS of the country and provided relevant documentation;
- ✓ I am satisfied that the applicant has genuine access to the total funds required, while in Indonesia, to cover all tuition fees, living cost, travel costs, and/or other matters.

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date



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## C. Recruitment Partner Evaluation

Your name : \_\_\_\_\_  
Company name : \_\_\_\_\_  
Head office city : \_\_\_\_\_

EVALUATION OF RECRUITMENT PARTNER		Yes	No
In accordance with the BINUS University Recruitment Partner Agreement, does the partner:			
Promote courses in appointed countries?			
Recruit suitable prospective students to undertake courses?			
Assist individuals to become students at BINUS UNIVERSITY, and provide all necessary information to assist them to become enrolled at the university?			
Inform prospective students accurately about the requirements of courses and studying in Indonesia?			
Only process applications from prospective students who are genuine about studying at the University?			
Make sure that all necessary evidence and documents accompany a prospective student's enrolment application or acceptance of the offer?			
Provide any offer documents received from the University to the respective prospective student within three (3) days of receiving the offer documents?			
Comply with the University's information and updates on Indonesian visa processing and regulations?			
Submit all advertisements and promotional material relating to the University for approval before use?			
Initiate proposals for collaborative recruitment and promotional activities?			
Comments:			

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EVALUATION OF UNIVERSITY	Yes	No
Have the Person in Charge from the University provided such instructions, guidelines and relevant policies deemed necessary to facilitate the provision of the RECRUITMENT PARTNER's Activities? Includes the following detail:		
Course requirements, including English/Indonesian and academic entry requirements		
Facilities and learning resources		
Course fees and refund conditions		
Living in Indonesia, including campus location, costs, and accommodation		
Ability to comply with the legal conditions of studying in Indonesia		
Comments or suggestions on how we can improve our services in partnership with your organization:		



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## D. Sample Invoice

### SAMPLE INVOICE For student recruitment commision claims

#### Company details

Name :  
Address :  
Telephone :  
Fax :  
Email :

#### TAX INVOICE

Date : 00/00/0000  
Invoice No. : #  
Bill to  
BINUS UNIVERSITY  
Jakarta, Indonesia

Student ID	Student Name	Student DOB	Course Name	Starting Date	Annual Tuition Fee	Commission Rate	Amount
Sub Total							
GST							
Total							

#### Payment instruction (Electronic Transfer preferred)

Account Name :  
Account Number :  
BSB/Sort/Routing/IBAN Number :  
Bank Branch Address :



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## E. Recruitment Partner Declaration

Company Name :  
Director :  
Company email address :  
Company phone number :  
Company main address :

Name of main PIC to BINUS :

We confirm that we have received BINUS UNIVERSITY Recruitment Partner Handbook in Jakarta, Indonesia.

We also declare that we have appointed Recruitment Partner(s)/counselor(s) to read and understand the content of BINUS UNIVERSITY Recruitment Partner Handbook.

We will use the information in the Recruitment Partner handbook properly as guidance to student consultation and recruitment activities.

We will also cooperate to follow the terms and conditions stated in the handbook, including the participation in the training and evaluation with BINUS UNIVERSITY.

\_\_\_\_\_, \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Place DD/MM/YYYY

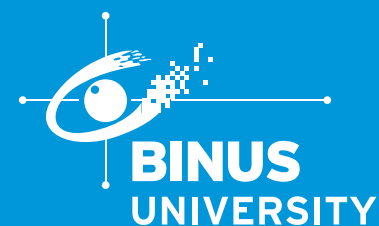
\_\_\_\_\_  
(Signature & Stamp)

Name:

Position:



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Contact:

**BINUS GLOBAL**  
BINUS UNIVERSITY  
Jl. Kebon Jeruk Raya No. 27  
Kebon Jeruk, Jakarta Barat 11530  
Indonesia

Phone : +62 (0)21 534 5830 Ext. 1325  
Email : global@binus.edu  
Website : global.binus.ac.id  
Blog : binus.ac.id/hiveindo

