

These guidelines contain information that you need to be aware of when applying for an ACICIS semester program in Indonesia. Please contact the ACICIS Secretariat if you have any questions. **Additionally, do not complete this application without first reading the semester pre-departure guide for your chosen program. It contains valuable information on accreditation matters, visa conditions, pre-post program travel conditions, and other important matters.**

Application Closing Dates.

August-January Semester: 15 April.

February-June Semester: 1 September.

Applicants must submit all accompanying forms, guarantees and monies (as applicable) by the due date. Applications postmarked after the due date will only be considered under exceptional circumstances and may incur a late fee.

Visa and Travel Requirements

Applicants are required to have a passport valid for **at least 22 months from the application closing date.**

In Australia, all visa processing must be conducted via the ACICIS Secretariat (individual processing in Sydney or Canberra is not permitted).

For students from other countries or students travelling abroad prior to program commencement visas may be issued from overseas Indonesian consular missions (eg in Singapore). Applicants in this position should contact the Secretariat for advice.

APPLICANTS OBTAINING VISAS IN PERTH VIA ACICIS WILL BE WITHOUT PASSPORTS FOR 6 WEEKS PRIOR TO DEPARTURE.

APPLICANTS OBTAINING VISAS OVERSEAS MUST NOMINATE A PROCESSING POINT ON THIS APPLICATION. THIS CANNOT BE CHANGED ONCE APPLICATIONS ARE SUBMITTED.

ARRIVAL DATES ARE INFLEXIBLE. YOU MAY NOT ARRIVE IN INDONESIA MORE THAN THREE DAYS PRIOR TO THE COMMENCEMENT OF THE PROGRAM.

ALL APPLICANTS WILL BE WITHOUT PASSPORTS FOR UP TO TWO MONTHS AFTER ARRIVAL IN INDONESIA. NO OVERSEAS TRAVEL IS POSSIBLE DURING THIS PERIOD.

ALL APPLICANTS MUST ARRANGE THEIR EXIT PERMITS FROM INDONESIA TEN DAYS PRIOR TO FINAL DEPARTURE FROM THEIR CITY OF STUDY. YOU CANNOT SIMPLY LEAVE INDONESIA AT A TIME AND PLACE OF YOUR CHOOSING.

Carefully consider any pre or post program travel plans in light of these conditions. They are non-negotiable and ACICIS will not intercede on the behalf of applicants who make travel plans that clash with immigration requirements.

Accompanying Family Members

The spouse and children of participants may apply for a dependent visa as accompanying family. Application forms for accompanying family members are available for download from the ACICIS website. Only married partners and children are eligible for dependent visas. Non-married couples should contact the Secretariat for possible alternative arrangements.

Course Accreditation

ACICIS will provide a student's home university with two assessment documents:

1. **Official academic transcript** from the Indonesian host university consisting of a numeric or alphabetic grade for each subject undertaken;

2. **Resident Director's Report.** The Resident Director (RD) provides a one-page report outlining a student's academic performance and extra-curricular involvement. The report is based on the Resident Director's contact with a student throughout the course of the program and on a final exit interview. In accordance with standard ACICIS practice, overall student performance will be assessed by the RD only on a "satisfactory/unsatisfactory" basis (equivalent to "ungraded pass/fail"). A student's home university retains the right to require and grade further assessment tasks, including a portfolio or reflective diary summarising the student's in-country experience.

Electronic copies of a student's assessment documents will be mailed to the student's home university **within three months** of the conclusion of the semester program. Private participants will have their results forwarded to them via email. Advance electronic copies of a student's results may be made available earlier. Please contact the ACICIS Secretariat for details. Priority cases can be managed for students who are due to graduate or require them for urgent re-enrolment purposes. If you require priority processing of semester results, please notify the ACICIS Secretariat as soon as possible so that steps can be taken to expedite their release.

There is a AUD\$50 fee for the re-issuance of official university transcripts.

Withdrawal

All arrangements for student withdrawal from ACICIS courses are determined by the Indonesian institution at which they are enrolled and by the regulations in force at their home university. Withdrawal from or non-attendance at courses may result in students being given a "fail" grading.

Tuition fees will not be refunded after commencement of orientation. In the case of Australian students, these dates differ from normal HECS/HELP withdrawal dates so although students can withdraw at any time, home institutions may not withdraw HECS/HELP liabilities as payment will have already been made on students' behalf.

Home universities may require applicants to repay tuition fees to the university in the event of withdrawal.

The ACICIS Secretariat requires written notification of withdrawal before departure.

Disclaimer

Indonesian government and university regulations and fees may change at any time without notice, and are beyond the control of ACICIS. ACICIS reserves the right to pass on to participants any Indonesian government or university price increase up to the commencement of the orientation period. Participants will be expected to cooperate with the Secretariat when advised that such changes have occurred.

ACICIS gratefully acknowledges the financial and in-kind support received from the Commonwealth Department of Education and Training and the Department of Foreign Affairs and Trade through the Australian Government's New Colombo Plan Mobility Program.



Costs



Administration Fee

The compulsory **AUD\$948 administration fee** incorporates costs for visa processing, student orientation and continuing support services as outlined below:

AUD\$250	Compulsory three-day live-in orientation on arrival in Indonesia. Accommodation and meals are provided during orientation; additional organised semester activities
AUD\$185	Application processing fee
AUD\$348	Issue of a study permit, 12-month temporary residence visa, 6 month multiple exit re-entry permit, and other costs involved in registering students with relevant Indonesia authorities such as police and local government
AUD\$165	Visa issuance fee for processing of VITAS (study) visa at Indonesian Consulate in Perth. For students from countries other than Australia or Australian students travelling abroad prior to program commencement visas may be issued elsewhere (eg. in Singapore) and paid directly to the issuing consulate/embassy. Please note that visa issuing costs vary between individual embassies and consulates and may be different to the cost stated here.

Students are required to pay their administration fee **only upon successful acceptance into their nominated ACICIS program.**

Additional Fees

AUD\$62	Student support fee for students enrolling for two semesters with ACICIS - payable at the time of initial application.
AUD\$12.50	GST for Australian non-award course students (private applicants).

Tuition Fee

[Flexible Language Immersion Program](#), [Development Studies Immersion Program](#), [Indonesian Business, Law and Society Program](#), [Indonesian Teacher Immersion Program](#), [International Relations Program](#), [East Java Field Study](#), [West Java Field Study](#):

AUD\$3759	Member university students
AUD\$5013	Non-member university students or private applicants

[Agriculture Semester Program](#):

AUD\$4525	Member university students
AUD\$5525	Non-member university students or private applicants

Tuition fees must be paid at least one month prior to student departure for Indonesia. Tuition fees are non-refundable after the start of orientation.

All costs associated with the ACICIS program, including the administration fee and all other expenses incurred obtaining a passport, organising travel to and from Indonesia, etc are the responsibility of the applicant.

Students are required to pay their administration fee **only upon successful acceptance into their nominated ACICIS program.** Upon acceptance students will be emailed an online payment link for the purposes of settling their application payment by credit card. Regretfully, only Visa and Mastercard are accepted.

A second payment link pertaining to payment of the ACICIS tuition fee will be sent to those students responsible for paying their tuition fee directly to ACICIS. Many Australian ACICIS [member universities](#) pay this tuition fee on their student's behalf, allowing Commonwealth-supported students to defer the expense on HECS-HELP. If you are unsure as to whether this applies to you, please contact your home university's study abroad office or the ACICIS Secretariat.

Financial Help

There are several ways of obtaining [financial help](#) or scholarships while studying abroad on the ACICIS program. ACICIS has [New Colombo Plan Mobility Program](#) funding available for eligible students from ACICIS member universities. Students should also enquire with their universities about applying for an [OS-HELP loan](#).

Application Package Checklist

Applicant's name Home university (if applicable)

Semester(s) applied for (January or August) **MM / YYYY & MM / YYYY** Submitted **DD / MM / YYYY**

ACICIS FORMS

1. Personal Details
2. Visa Information
3. Education Details.....
4. Academic Evaluation Form
5. Academic Subject Selection
6. Professional Placement Preferences (if applicable)
7. Language Skills
8. University Approval Form.....
9. Personal Medical Statement
10. Statement by Applicant
11. Student Acknowledgement and Waiver

VISA FORMS

- 1v. Colour photocopy of first page of passport
- 2v. Letter of recommendation from your head of department (NA for private applicants).....
- 3v. Letter of recommendation from your university lecturer (NA for private applicants).....
- 4v. Letter of guarantee for sufficient funds for travel and living.....
- 5v. Original or Certified Copy of University Academic Record.....
- 6v. Curriculum Vitae Form.....
- 7v. Letter of good health (signed by doctor/physician).....
- 8v. Letter requesting permission to study in Indonesia.....
- 9v. Declaration to submit to Indonesian law.....
- 10v. Visa Form (must attach a passport-sized photo - 45-50mm high and 35-40mm wide).....

ACICIS will notify all applicants of receipt of their application by either email or phone. We will endeavour to notify you of the acceptance or otherwise of your application with fifteen (15) working days of the application deadline.

To help efficient processing of applications, please ensure the following before submission:

- All forms have been **completed, signed** and **dated**
- Passport expiry date is valid for 22 months from application closing date
- Forms are in order as shown on the checklist
- All staples, paperclips and fastening devices have been removed

Please forward the completed application to:

ACICIS Secretariat (M363)
THE UNIVERSITY OF WESTERN AUSTRALIA
35 Stirling Highway
Perth WA 6009
Australia

1. PERSONAL DETAILS

Please fill in details as presented in your passport:

Contact Details

Title Surname

Mobile/Cell

Given Names

Home

Gender (M or F) Date of Birth **DD / MM / YYYY**

Email

Place of Birth

Address

Nationality

Passport Number

Place of Issue/Authority

*Participants must inform the ACICIS Secretariat immediately of any changes to contact details during lead up to semester in Indonesia.

Date of Issue **DD / MM / YYYY**

Expiry Date **DD / MM / YYYY**

*Your passport must be valid for at least 22 months from the application closing date.

2. VISA INFORMATION (please read carefully)

ACICIS students enter Indonesia on a 12-month VITAS (Visa Izin Tinggal Terbatas) Temporary Stay Visa. ACICIS will organise the required paperwork to apply for this visa. Once this paperwork is provided by the Indonesian authorities, you have two options to have your visa sticker issued into your passport. Please select your place of visa issue carefully, as this typically cannot be changed following your final program acceptance:

1. Obtain your visa in Australia (Perth) with the assistance of the ACICIS Secretariat

For most Australia-based students, visas are processed - in bulk - by ACICIS through the Indonesian Consulate in Perth. Students are required to courier their passports to the ACICIS Secretariat six weeks prior to departure for Indonesia. Once visas have been processed, ACICIS couriers passports back to students in time for departure.

The timeframe for visa processing via the ACICIS Secretariat varies considerably from semester to semester and is beyond ACICIS' control. Therefore students are strongly advised not to plan any travel overseas for the six weeks immediately prior to their semester in Indonesia. Please note that due to regulations, ACICIS can only offer this service to Australian passport holders, New Zealand passport holders and other nationalities in possession of an Australian visa valid until/beyond the ACICIS program start date.

2. Obtain your own visa outside Australia

Students resident in other countries or those travelling abroad during the six weeks prior to program commencement may have their VITAS visa issued at an Indonesian consular mission located outside Australia. In most cases, students in this position apply for their Indonesian visa at the Embassy or Consulate located closest to their place of residence (non-Australian residents only) or in Singapore (all nationalities) during the period immediately prior to their semester start date. Applicants in this position should contact the ACICIS Secretariat to discuss their options and to make sure their nominated visa pick-up point is possible.

Nominate your Place of Visa Issue (please select)

Perth

Singapore

Other (please state)

3. EDUCATIONAL DETAILS

University

Faculty/Department

Degree Program/Major

Expected Completion Date **MM / YYYY**

*Please remember to attach an original or certified copy of your university transcript with your application.

STUDY DETAILS

Which semester will you commence studies with ACICIS?

(January or August) **MM / YYYY**

Are you enrolling for two semesters of study?

Yes

No

Which study option(s) do you wish to enrol in?

Please enter number 1 for your first semester and number 2 for your second semester (only applicable if you are staying for two semester).

Agriculture Semester Program (IPB, Bogor)

Flexible Language Immersion (UGM, Yogyakarta)

Development Studies (UGM, Yogyakarta)

Islamic Business, Law & Society (UII, Yogyakarta)

Language Teacher Immersion (USD, Yogyakarta)

International Relations (UNPAR, Bandung)

West Java Field Studies (UNPAR, Bandung)

East Java Field Study (UMM, Malang)

Travel Experience

If you have any had previous travel experience to Indonesia. Please note when, where, and for what purpose.

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Where did you first hear about the ACICIS **International Relations Program**?

University	Email	In-class presentation	Referral	Social media
<input type="checkbox"/> University international or study abroad office	<input type="checkbox"/> Email from university lecturer or tutor	<input type="checkbox"/> In-class presentation by university lecturer or tutor	<input type="checkbox"/> Word-of-mouth referral from past ACICIS participant	<input type="checkbox"/> Social media: Facebook
<input type="checkbox"/> University website	<input type="checkbox"/> Email from university international or study abroad office	<input type="checkbox"/> In-class presentation by international or study abroad office	<input type="checkbox"/> High school teacher	<input type="checkbox"/> Social media: Twitter
<input type="checkbox"/> Flyer or poster at university	<input type="checkbox"/> Email from university central administration	<input type="checkbox"/> In-class presentation by past ACICIS participants	<input type="checkbox"/> Referral from another organisation	<input type="checkbox"/> Social media: Instagram
<input type="checkbox"/> University careers office		<input type="checkbox"/> In-class presentation by ACICIS staff member or representative		<input type="checkbox"/> Online search
<input type="checkbox"/> University study abroad and student exchange fair		<input type="checkbox"/> Posting on university Moodle or similar Learning Management System (LMS)		

4.ACADEMIC/ PROFESSIONAL EVALUATION FORM

Instructions to applicant: Each applicant is required to submit the following referee report, to be completed by either an academic or professional whom you have known for more than six months. Please ensure this is completed by a direct supervisor (eg. a lecturer, Honours supervisor or program coordinator who has taught you; or by a manager or employer who has directly supervised you). Referees may **not** be family members. Please ensure you request this reference from your referee well in advance of the application deadline. Late referee forms and/ or incomplete application forms will not be accepted. It is your responsibility to obtain this completed referee report as part of your application. Evaluations must be posted to the ACICIS Secretariat in a sealed envelope or, alternatively, your referee may email through a scanned PDF to acicis@acicis.edu.au where it will be added to your application.

Instructions to referee: The following applicant has listed you as a referee in applying for the ACICIS semester program in Indonesia. ACICIS would be grateful if you could complete the following form regarding the applicant's skills and experience to the best of your knowledge. Please sign, date and include an organisational stamp/ seal where possible. Please either return this form in a sealed envelope with your signature across the seal (unless you are willing to allow the applicant to read the evaluation in its entirety. Alternatively you may email through a scanned PDF to acicis@acicis.edu.au.

Name of Applicant:

How long and in what capacity have you known the applicant?

- Less than six months 6-12 months Over 12 months
- Lecturer Employer Other _____

To the best of your knowledge, please indicate the applicant's academic and/or professional capabilities on the following scale. (0 indicates 'unable to judge', 1 indicates 'poor', while 5 indicates 'excellent')

Applicant performance criteria	0	1	2	3	4	5
Demonstrated clear written and oral communication skills						
Strong analytical and problem solving skills						
Demonstrated initiative to work independently as required						
Demonstrated strong cross-cultural awareness and cross-cultural team player behaviours						
Professionalism (demonstrated in punctuality, appropriate office attire/ presentation, and respect for campus/workplace regulations)						

Additional Comments on the above criteria (Please list any specific achievements in these areas, strengths and weaknesses):

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To your knowledge, are there any potential behavioural or other issues which might affect the applicant's participation in this ACICIS program of study/ professional placement in Indonesia? If yes, please provide details here:

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I recommend this applicant

- without reservation with reservation I do not recommend this applicant

Referees name and position:

University/Tertiary Institution/Company:

Contact Number: Email:

Signature:

Date: DD / MM / YYYY

Thank you for taking the time to complete this report. ACICIS greatly appreciates your assistance in this selection process.

5. ACADEMIC SUBJECT SELECTION

Name of Applicant:

Semester (s) of study (January-June or August-January):

ACICIS requires all students to select their subjects at the time of application. Alternatively - if you have a signed study plan for your semester with ACICIS, please submit a copy of your study plan to ACICIS rather than complete this form.

Please indicate below the subjects (see table below) you wish to undertake during the ACICIS International Relations Program at Parahyangan University. A full list of subjects available each semester, and a brief syllabus for each, is available on the ACICIS website here: <http://www.acicis.edu.au/programs/semester/international-relations-irp/program-components/>

Please note, your selections must add up to **15-18 SKS** (credit points), which equates to a full semester load (0.5 EFTSL). Actual subject weighting and academic credit awarded for undertaking the below detailed subjects is to be determined by a student's home university. You can check on the ACICIS website, at the link above, to see how many SKS each subject is worth.

	Subject name and code	SKS
Subject 1:		
Subject 2:		
Subject 3:		
Subject 4:		
Subject 5:		
Subject 6: (optional)		
	Total:	

If you are seeking academic credit from your home university for your participation in the ACICIS International Relations Program and require Faculty approval of subject equivalencies or elective credit, this form should be signed by a university representative authorised to approve the above subject selection:

Name: _____ University Position: Dean of Faculty / Head of Department / Authorised Person

Signature: _____ Date DD/MM/YYYY

Comments:

6. PROFESSIONAL PLACEMENT PREFERENCES (IF APPLICABLE)

If you have selected to undertake a professional placement as part of your program, please indicate the field(s) of study you are currently undertaking/interested in, as well as the type of placement you are interested in. If you are interested in more than one field of study or placement type, please rank 1-3, with 1 being your highest preference and 3 being your lowest preference.

Field(s) of Study

- International Relations
- Political Science
- International Development
- Commerce and Business Administration
- Economics and Trade
- Communications and Public Relations
- Public Policy and Administration
- Refugee and Migration Studies
- Other:

Placement Type

- Research Institute
- Commercial consulting company
- Government agency
- Tech start-up
- Import/Export company
- Non-government organisation (NGO)
- Other:

Specific Placement Preferences

Please list any specific placements that you are strongly interested in (see ACICIS website for details on participating hosts). Nominated preferences are to assist in the placement process only. ACICIS cannot guarantee that candidates will receive their specific preferences.

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Placements Outside of Bandung and Jakarta

ACICIS anticipates the availability of a number of field placements outside of Bandung and Jakarta. These may be in other parts of Java or as far away as Eastern Indonesia (Flores, Timor) and Sulawesi. Please indicate your willingness to be considered for such placements, remembering that they will entail additional costs for internal flights.

- I would like to be considered for potential field positions
- I would like to be placed in Bandung or Jakarta only

7. LANGUAGE SKILLS

Please tick the checkbox next to the statement that best describes your language skills.

- 1. No Indonesian language skills.
- 2. I can speak very basic street level Indonesian. (I can count, direct a taxi driver, order a meal in a restaurant)
- 3. I speak a moderate degree of Indonesian. (I feel comfortable in simple conversations, and can read the newspaper with the aid of a dictionary.)
- 4. I have a moderate to advanced degree of Indonesian. (I can conduct conversations about most topics, understand most of a TV/radio news broadcast, and can read a newspaper without the aid of a dictionary.)
- 5. I have an advanced degree of Indonesian. (I can conduct conversations on specialised topics, understand almost every word of a TV or radio news bulletin, and write in a variety of formal and informal styles.)
- 6. I am completely fluent/native speaker

If you circled numbers 3 to 6, please indicate how many years of formal study you have undertaken

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8. UNIVERSITY APPROVAL FORM (for students from ACICIS member universities).

Name of Applicant

Semester(s) of study (January or August) **MM / YYYY & MM / YYYY**

In accordance with the provisions of the ACICIS joint venture agreement to which all ACICIS member universities are party:

1. We acknowledge that, as an incorporated body, our university shall continue to be the institution responsible for its student/s participating in ACICIS programs and that ACICIS will not be liable for any claims what-so-ever resulting from student participation in the ACICIS program.

2. We accept that students will be subject, in the first instance, to all regulations and conditions set by ACICIS, participating Indonesian universities and Indonesian government authorities for the duration of their participation in the ACICIS Program. We understand further that students participating in ACICIS program will also remain bound by the rules and statutes of the home institution in which they are enrolled.

3. We declare that this applicant **is / is not (delete as applicable)** fully covered by our university's travel insurance policy (*please append details of your university's insurance policy if the applicant is covered by it*).

4. We accept that tuition fees will be levied according to our status as a current financial member of ACICIS.

5. We declare that this student will, for the duration of their ACICIS program(s), will be enrolled at our institution and we:

- guarantee full payment of AUD\$3759 tuition fees (AUD\$5013 for non-member universities) will be made to the ACICIS Secretariat one month prior to the applicable orientation commencement date in Indonesia.
- request ACICIS invoice the student directly for the tuition fees of AUD\$3759 (AUD\$5013 for non-member universities), payable one month before commencement of orientation.

6. We accept that no refund of tuition fees will be possible after the applicable orientation commencement date and that the procedures governing student withdrawal from, or non-attendance at, program courses after this date will be dealt with by our university's regulations covering this situation.

7. We guarantee to provide assistance and advice for student applicants in determining appropriate health and travel insurance policies, as determined by current regulations and policies in force at our institution.

8. We will guarantee the awarding of academic credit for this participating student, subject to the following requirements and conditions (if any):

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9. We acknowledge that ACICIS reserves the right to assess the suitability of all student applicants for acceptance to the ACICIS Program, to set student quotas with preference to member universities for study options in the event of high demand, and to cancel the program if student numbers are not sufficient.

10. We acknowledge that ACICIS has the right to terminate ACICIS programs in Indonesia if, in its view, the safety and wellbeing of participants may otherwise be at risk.

Please state any other factors which may be relevant in determining the applicant's acceptability to the ACICIS Study Indonesia Program:

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Name University Position: Dean of Faculty / Head of Department / Authorised Person

Signature Date **DD / MM / YYYY**

*This University Approval Form should be signed by a university staff member authorised to approve a.) the awarding of academic credit for a student's participation in the ACICIS Program; and b.) student tuition fee payments to ACICIS on their university's behalf (where relevant).

9. PERSONAL MEDICAL STATEMENT

In the event of a medical emergency arising while you are in Indonesia, it is *imperative* that the Resident Director can quickly provide accurate information to local medical authorities on medications currently prescribed or previous medical histories involving serious illness. For this reason we require all applicants to provide complete and accurate details* **ACICIS reserves the right to dismiss any students who fail to fully disclose medical conditions that may impact upon their ability to effectively participate in the program.**

*All information is treated with the strictest confidentiality.

Participant Name:

1. Please list any past medical or psychological conditions for which you required hospitalisation, long-term treatment or prescribed medication:

2. Please detail any current medical or psychological conditions for which you are taking prescribed medication:

3. Please list any prescribed medications that you envisage using during your ACICIS program:

4. Please list any known allergies (including allergies to prescribed medications):

5. Please provide details of any other medical or psychological conditions that you consider may affect your participation in the ACICIS program in any way.

6. If you have noted any medical conditions above, please confirm that you have discussed these with your treating doctor or psychologist and have, where possible, developed an action plan for the duration of your overseas study (yes/no).

I declare that the above information is accurate and complete at the time of my application and I will inform the Resident Director if my circumstances change during my study period in Indonesia. I acknowledge that ACICIS will not take any responsibility for my personal health, safety or security during my study abroad. I agree that the release of all or any part of this information to Indonesian medical authorities will be at the discretion of the ACICIS Resident Director but that otherwise all information provided will remain confidential.

Signature of Applicant Date **DD / MM / YYYY**

10. STATEMENT BY APPLICANT

- 1) I declare that the information contained in this application is complete and accurate to the best of my knowledge.
- 2) I have read and understood the information provided concerning the ACICIS Study Indonesia Program and am willing to participate in the program on this basis.
- 3) I acknowledge that I have informed myself of the potential risks involved in participating in an ACICIS program in Indonesia, that I comprehend the nature and extent of the risks, and that I voluntarily accept those risks.
- 4) I acknowledge that, while on an ACICIS program, I am responsible at all times for my own safety and further acknowledge that neither ACICIS nor the University of Western Australia (as the Consortium's lead institution) will be liable for any claims whatsoever resulting from my participation in its ACICIS Program in Indonesia.
- 5) I accept that ACICIS in no way can accept liability for my holiday travel.
- 6) I agree that, while ACICIS may assist me in obtaining an exit permit for my first semester in Indonesia, I will obtain my own exit permit ('Multiple Re-Entry Permit', 'Exit and Re-entry Permit' or 'Exit Permit Only') on my departure from Indonesia, if I stay on the ACICIS program for a second semester.
- 7) I accept that academic credit, eligibility for Austudy and liability for HECS-HELP payments will be determined by the relevant Australian authorities as applicable.
- 8) I give my permission for ACICIS to provide to my home university (if applicable) details of my academic program, progress or results.
- 9) I understand that after my acceptance by ACICIS, Visa/Orientation and RD-Student Activities Fee and Tuition Deposit for Private Participants is non-refundable.
- 10) I acknowledge that no refund of Tuition Fees will be possible after the Orientation commencement date of the ACICIS Program. I understand that the procedures governing withdrawal from or non-attendance at Program courses after this date will be in accordance with my home university regulations in this respect.
- 11) Without affecting clauses herein, I accept that ACICIS (and the Consortium's lead institution, the University of Western Australia) is entitled to terminate the program in Indonesia early if it reasonably determines that it is dangerous for ACICIS students to remain in Indonesia (whether owing to threat of terrorism, civil commotion, war, weather conditions, natural disasters or otherwise), or for any other reasons beyond the control of ACICIS and its constituent universities. I accept that, if the ACICIS program is terminated after the Orientation commencement date, no refund of money will be provided for fees and costs incurred.

- 12) I accept that the University of Western Australia (as the lead institution for ACICIS and on behalf of its employees and agents) is expressly excluded from any liability for any loss or damage suffered or sustained by ACICIS students as a result of or in connection with any negligent act or omission on the part of the University (or its employees or agents) (including without limitation, a decision on the part of the University to suspend or early terminate or not to suspend or early terminate the ACICIS program) and for any loss or damage suffered or sustained by any student resulting from the suspension or early termination of the ACICIS program (including, without limitation, airfares, prepaid rent or other prepayments, foreign exchange losses, any loss or diminution in Austudy payments or other entitlements or allowances or any HECS-HELP liability incurred), and I release the University from any liability for any loss or damage suffered by the students as a result of the University (or any other consortium member) deciding not to credit the relevant ACICIS student with studies undertaken in Indonesia in the ACICIS program, resulting in any failure or delay in achieving a diploma, degree or other certification.
- 13) Without affecting any other provisions of this document, I accept that if an event of force majeure occurs any obligations which may be otherwise owed to me by the University of Western Australia or any relevant entity in the ACICIS consortium will be suspended for the duration of the event of force majeure or, where the event of force majeure has permanent effect, permanently. For the purposes of this clause, "force majeure" means any event which is beyond the reasonable control of the University of Western Australia and which has the practical effect of preventing performance of any obligation otherwise imposed upon the University of Western Australia or any member of the ACICIS consortium with respect to the ACICIS program.
- 14) I agree to abide by all university and government regulations or special conditions for the duration of my sponsored visa. I understand that failure to comply with the above, as determined by the ACICIS Resident Director, may result in my expulsion from the program and the immediate termination of my sponsored Indonesian visa.
- 15) I acknowledge that sponsorship of my Indonesian visa will no longer apply after the completion of my ACICIS program and that further study or time in Indonesia will require arrangements for alternative sponsorship for which I am solely responsible.
- 16) I acknowledge my personal information is collected and retained by ACICIS and the University of Western Australia as the Consortium's lead institution in accordance with UWA's privacy policy available at <http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP14%2F10>. I will advise ACICIS if I do not wish it to contact me beyond this application.

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 Signature of Applicant Date **DD / MM / YYYY**
 Name of Applicant

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 Signature of Witness Date **DD / MM / YYYY**
 Name of Witness

Position / Occupation

11. STUDENT ACKNOWLEDGEMENT AND WAIVER

The Australian Consortium for In-Country Indonesian Studies (ACICIS)

Home University: [print the name of your university]	
Host University:	Universitas Parahyangan, Bandung
Student's full name	
Student's address	

I, being the student whose details appear above, acknowledge and agree that:

- I am aware that ACICIS is an unincorporated association of Australian and international universities, facilitating in-country Indonesian studies at, amongst others, the Host Universities.
- The Host Universities does not have any public liability/risk insurance that will apply to me during the period of my studies at any Host University.
- The Home University has advised me to seek independent financial/insurance advice in this regard.
- The Home University and its fellow members of ACICIS have further advised me, as they do all students contemplating travel to Indonesia, that (i) the Australian Department of Foreign Affairs & Trade issues and periodically revises its Travel Advisory regarding Indonesia, a copy of which is accessible at the following website, or via the 'Smarttraveller Phone Service' on 1300 139 281; (ii) deciding to travel to Indonesia and participate in the ACICIS program is a personal decision that should be made on an informed basis; and (iii) I must ensure that I check the current status of the Travel Advisory for Indonesia at the time of applying for an ACICIS program and I should check for any updated Travel Advisory issued by the Department since they may change from time to time:

<http://www.smarttraveller.gov.au/zw-cgi/view/Advice/Indonesia>
- To the fullest extent permitted by law, neither the Home University nor any current or future ACICIS member has any liability to me whether under the common law or otherwise (and I release and forever discharge the Home University and current and future ACICIS members from any such liability) for death or any injury, disability, illness, and loss or damage of any kind suffered or sustained by me arising out of or connected with my involvement in the academic studies noted above and/or my presence at any Host University campus, including any death or any injury, disability, illness, and loss or damage caused by an act or omission of any Host University (whether negligent or otherwise).
- The Home University has strongly recommended that I discuss my plans to study in Indonesia, and this acknowledgement and waiver, with my next of kin.
- My acknowledgements as detailed above are conditions precedent to, and will be relied on by, the members of ACICIS for the time being and the Home University in considering and granting my application for acceptance into the programme.
- I acknowledge my personal information is collected and retained by ACICIS and the University of Western Australia as the Consortium's lead institution in accordance with UWA's privacy policy available at <http://www.governance.uwa.edu.au/procedures/policies/policies-and-procedures?method=document&id=UP14%2F10>. I will advise ACICIS if I do not wish it to contact me beyond this application.

.....
 Signature of Applicant Date **DD / MM / YYYY**
 Name of Applicant

.....
 Signature of Witness Date **DD / MM / YYYY**
 Name of Witness
 Position / Occupation

NOTE:

ALL VISA APPLICATION FORMS AND ATTACHMENTS MUST BE PROVIDED TO ACICIS BY THE APPLICATION CLOSING DATE. APPLICATIONS WITH MISSING FORMS OR INCOMPLETE DETAILS IN THE SECOND SECTION OF THIS APPLICATION WILL NOT BE PROCESSED. CANDIDATES WILL BE INELIGIBLE FOR THE PROGRAM AND ASKED TO RE-APPLY FOR THE FOLLOWING SEMESTER.

2v. LETTER OF RECOMMENDATION FROM APPLICANT'S DEAN/HEAD OF DEPARTMENT

Home University Details

University Name
Campus Address
.....
Date

To:
Director of Higher Education Institutional Enhancement
Directorate General of Science, Technology, and Higher Education Institutional Affairs
Ministry of Research, Technology and Higher Education of the Republic of Indonesia
Jl. Jenderal Sudirman,
Pintu 1 Senayan
JAKARTA, INDONESIA

Dear Sir,

I highly recommend the following student(s) for an ACICIS in-country study program and request that they be given permission to study in Indonesia in accordance with the Memorandum of Understanding which is in effect between the Australian Consortium for 'In Country' Indonesian Studies (ACICIS), University Mobility in Asia and the Pacific Scheme (UMAP) and the Department of Education and Culture of the Republic of Indonesia.

Student name(s)

This university strongly supports the above student(s) in their studies, and we would appreciate any assistance you could provide for them with regard to their studies in Indonesia.

Yours sincerely,

Full name
Position / Title
School / Faculty

3v. LETTER OF RECOMMENDATION FROM APPLICANT'S UNIVERSITY LECTURER

Home University Details

University Name

Campus Address

.....

.....

Date

To:
Director of Higher Education Institutional Enhancement
Directorate General of Science, Technology, and Higher Education Institutional Affairs
Ministry of Research, Technology and Higher Education of the Republic of Indonesia
Jl. Jenderal Sudirman,
Pintu 1 Senayan
JAKARTA, INDONESIA

Dear Sir,

I highly recommend the following student(s) for an ACICIS in-country study program and request that they be given permission to study in Indonesia in accordance with the Memorandum of Understanding which is in effect between the Australian Consortium for 'In Country' Indonesian Studies (ACICIS), University Mobility in Asia and the Pacific Scheme (UMAP) and the Department of Education and Culture of the Republic of Indonesia (P&K).

Student name

Student number

As a university lecturer I am confident that the above student(s) will be committed to their studies in Indonesia and will adapt themselves to local Indonesian culture and customs.

This university strongly supports the above student(s) in their studies, and we would appreciate any assistance you could provide for them with regard to their studies in Indonesia.

Yours sincerely,

Full name

University Lecturer

School / Faculty

4v. LETTER OF GUARANTEE THAT YOU HAVE SUFFICIENT FUNDS FOR TRAVEL AND LIVING

I, , guarantee that I have sufficient funds to cover travelling expenses and the cost of living and study in Indonesia during the full period of the study program.

Signed

Name

Date

Witness (bank official / parent / guarantor)

Signed

Name

Position / Company

Date

6v. CURRICULUM VITAE

1. Full Name
Date of Birth
Passport Number
Place and date of issue
Name of Husband/Wife
Number of children

2. Home Address
.....
.....

3. Record of Education
.....
.....

4. Record of Employment
(Name / address of company; duration of
employment; and last position held)
.....
.....
.....
.....

5. Specialised qualification
.....

6. Previous visits to other countries
(place and approx date)
.....

7. Name of close relative
Address
.....

8. Name of close friend
Address
.....

Signed Date DD/MM/YYYY

7v. STATEMENT OF GOOD HEALTH FROM APPLICANT'S DOCTOR

Date

To:
Direktur Pembinaan Kelembagaan Perguruan Tinggi
Direktorat Jenderal Kelembagaan Ilmu Pengetahuan,
Teknologi, dan Perguruan Tinggi
Kementrian Riset, Teknologi, dan Pendidikan Tinggi
Jl. Jenderal Sudirman Pintu 1 Senayan
JAKARTA, INDONESIA

STATEMENT OF GOOD HEALTH on behalf of:

Full name

On examining the patient whose name appears above, I find them to be:

- in good health and capable of undertaking studies in Indonesia
- NOT in good health and therefore NOT capable of undertaking studies in Indonesia
- in generally good health, and capable of undertaking studies in Indonesia, but suffering from the following minor health conditions which may need the treatment specified: (please elaborate)

.....
.....
.....
.....

Doctor's signature

Doctor's name

Address

Telephone

Facsimile

NOTES ON HOW TO COMPLETE THE FOLLOWING FORM LETTERS

8v. Letter requesting permission to study in Indonesia and

9v. Declaration not to work and to obey Indonesian law

- 1 date
- 2 your full name as it appears in your passport
- 3 name of the university in Indonesia you wish to attend
- 4 name of the course which you will be studying: please write *Fakultas Ilmu Budaya* (for UGM); *Fakultas Ekonomi* (for UII); or *Fisipol* (for UMM); Department of International Relations (for UNPAR); *Fakultas Pertanian* (for IPB)
- 5 1 or 2 semesters (as applicable) - this is the duration of your studies in Indonesia
- 6 name of your home university
- 7 home country
- 8 sign and write your full name

Visa Form

- Your visa form should be completed on white paper, in BLOCK CAPITALS using black ink only.
- Please return your visa form unfolded and in good condition. Folded or dirty forms may not be accepted by the consulate.
- Please ensure you attach a recent passport-sized photo (45-50mm high and 35-40mm wide) to the bottom of page one.

Section 1

Pemohonan - Application: You are applying for a limited stay visa (Visa Type 311, 312 to 319), however please leave this box blank, as we will add in the correct visa type at the time of visa application.

Tgl Pemohonan - Date of Application: Leave this blank as we will date this form at the time of visa application.

Section 2

Nama Institusi/Perusahaan - Name of Employer/Institution/Company: Write the name of your Australian/home university.

Alamat Kantor/Perusahaan - Address of Employer/Institution/Company: Please give the address and telephone number of your university. For example if you attend RMIT University, please write:

ALAMAT KANTOR / PEKERJAAN - Address of Office / Occupation															
1	2	4	L	A	T	R	O	B	E	S	T	R	E	E	T
M	E	L	B	O	U	R	N	E							
V	I	C	3	0	0	0				TEL/HP	+	6	1	3	
												9	9	2	
												5	2	0	
												0	0	0	

Alamat Tempat Tinggal di WA - Address of Residence in WA or home country: Please give your Australian/home address (regardless of state/territory of residence) and phone/mobile number.

City/Airport of Seaport of Entry into Indonesia: Leave blank if you are yet to book your flight to Indonesia.

Tanda Tangan Pemohon - Signature of Application (bottom right hand corner of page 1): Whatever you do, DON'T FORGET TO SIGN THE FORM ON THE LINE PROVIDED!!!. We will not be able to apply for your visa without your signature.

Section 3 (page 2)

Leave this page blank. It is for official use only.

8v. LETTER REQUESTING PERMISSION TO STUDY IN INDONESIA

d/a ACICIS
Indonesian Studies
The University of Western Australia
Perth, WA
AUSTRALIA 6009

.....¹

Kepada yang terhormat
Direktur Pembinaan Kelembagaan Perguruan Tinggi
Direktorat Jenderal Kelembagaan Ilmu Pengetahuan,
Teknologi, dan Perguruan Tinggi
Kementerian Riset, Teknologi, dan Pendidikan Tinggi
Jl. Jenderal Sudirman Pintu 1 Senayan
JAKARTA INDONESIA

PERMINTAAN IZIN BELAJAR DI INDONESIA

Dengan hormat

Dengan ini saya,², minta izin Bapak agar saya boleh belajar di Indonesia.
Keterangan yang berkaitan dengan permintaan ini adalah seperti berikut:

a) Universitas di Indonesia:³

Surat persetujuan dari lembaga tersebut saya cantumkan pada surat ini.

b) Degree/Non-degree: non degree

c) Fakultas/Kursus:⁴

d) Jangka waktu:⁵ semester

e) Universitas:⁶ di⁷

Fotokopi hasil studi saya (academic transcript) tercantum.

f) Tujuan studi di Indonesia: Saya ingin belajar di Indonesia supaya saya dapat memperdalam pengetahuan tentang bahasa dan kebudayaan Indonesia.

Demikianlah agar Bapak maklum hendaknya. Atas perhatian dan bantuan Bapak saya ucapkan banyak terima kasih.

Hormat saya

.....⁸

9v. DECLARATION NOT TO WORK AND TO OBEY INDONESIAN LAW

d/a ACICIS
Indonesian Studies
The University of Western Australia
Perth, WA
AUSTRALIA 6009

.....¹

Kepada yang terhormat
Direktur Pembinaan Kelembagaan Perguruan Tinggi
Direktorat Jenderal Kelembagaan Ilmu Pengetahuan,
Teknologi, dan Perguruan Tinggi
Kementrian Riset, Teknologi, dan Pendidikan Tinggi
Jl. Jenderal Sudirman Pintu 1 Senayan
JAKARTA INDONESIA

PERNYATAAN: SDR²

Dengan hormat

Dengan ini saya menyatakan bahwa selama saya tinggal di Indonesia saya tidak akan mencari atau menerima pekerjaan apapun untuk gaji atau upah.

Saya juga menyatakan bahwa selama saya tinggal di sana saya tidak akan melanggar hukum dan akan mematuhi segala peraturan serta undang-undang yang berlaku di Indonesia.

Demikianlah agar Bapak maklum hendaknya. Atas perhatian dan bantuan Bapak saya ucapkan banyak terima kasih.

Hormat saya

.....⁸

CATATAN PETUGAS LOKET

Lampiran Persyaratan :

- Surat Sponsor
- Copy Paspor/Dokumen Perjalanan
- Copy Surat Persetujuan Dirjenim
- Pasfoto terbaru latar belakang merah
- Daftar riwayat hidup
- Tiket Pesawat PP

Paraf Petugas

CATATAN PETUGAS TATA USAHA

Nomor Visa

Indeks Visa

Tanggal Dikeluarkan

Berlaku s/d

Tempat Dikeluarkan

Nomor Persetujuan Dirjenim

Tanggal

Paraf Petugas

CATATAN PEJABAT PERWAKILAN

NIORA

Kelengkapan persyaratan

Lengkap

Tidak

Tanggal

Tanggal

Daftar Cekal

Tercantum

Tidak

Persetujuan

Setuju

Tidak

Kelainan surat

Ada

Tidak

Tanggal

Tanggal