

STUDENT EXCHANGE/STUDY ABROAD APPLICATION FORM FOR BINUSIAN

HOW TO APPLY: In order to apply for the International Student Exchange/Study Abroad Program, student must submit the completed application form and required documents to International Office – BINUS University

All Required documents must be sent to BINUS International Office by the indicated timeline:

For Odd/Fall Semester Admission : **November 15 – January 15**

For Even/Spring Semester Admission : **June 15 – August 15**

CHECKLIST OF THE REQUIRED DOCUMENTS

Student ID :

Name :

Please put “X” in the box indicating the availability of the documents.

#1	Completed Student Exchange/Study Abroad Application Form (A4)	
#2	A Copy of Academic Transcript – English Version (A4)	
#3	A Copy of English Proficiency Test (A4)	
#4	A Copy of Passport (A4)	
#5	A Copy of BINUSIAN Card & KTP (A4)	
#6	A Recent Color Photograph (3X4) – <i>attached in the form</i>	

IMPORTANT NOTES:

1. All relevant sections of the form must be completed in English.
2. Use font Calibri, size 11 to fill out the application.
3. Document #1 has to be signed.
4. Document #2 can be requested at
 - a. Kemanggisian – LIM (Layanan Informasi Mahasiswa) – Anggrek
 - b. Alam Sutera – Akademis
 - c. JWC – Student Services
5. Document #3 must be TOEFL ITP/IBT or IELTS. TOEFL Score from BINUS (BUEPT) or prediction score is not acceptable.
6. Document #4: Passport **must be valid at least 1 year** from the application date (at least 2 years if applying for 1 year program).
7. All documents must be submitted in A4 format.
8. Application form submitted without all required documents and/or signatures using picture inserted, will NOT be considered. Please refer to the check list above.
9. Please submit the hardcopy of the required documents to the following information:

BINUS International Office – Syahdan Campus
 Jl. KH. Syahdan No. 9, Palmerah
 Jakarta Barat 11480 Indonesia
 P: (+62-21) 5345830 ext. 2172/2173
 E: io@binus.edu

STUDENT EXCHANGE/STUDY ABROAD APPLICATION FORM

Attach here a recent color passport photo

PERSONAL INFORMATION (Please complete this part as it is written on your passport)

BINUSIAN ID			
Name			
Gender	Male/Female		
Place of Birth			
Date of Birth			(eg. 04 April 1992)
Nationality			
Passport Number			
Passport Expiration Date			(eg. 04 April 2018) min. 1-2 years from the date of application

CONTACT INFORMATION

Email Address			
Mobile Phone Number		Telephone Number	
Mailing Address			

APPLICATION DETAILS

I am applying for	Exchange Program/ Other Program (please specify) <i>choose one</i>
Study Period	Odd/Fall (Sep - Feb) OR Even/Spring (Feb - Jul) <i>choose one or both</i>
Year	
Host University*	1 st -
	2 nd -
	3 rd -

*Please fill in your chosen host university (ies), sort by priority if considering more than 1 university

ACADEMIC INFORMATION

Campus	Kemanggisan/Alam Sutera/Senayan
Level of Study	Undergraduate/Graduate <i>choose one</i>
Class	Regular/Smart/Global Class <i>choose one</i>
Major/Minor	
Year/ Semester	
GPA	<i>(eg. 3.5 out of 4)</i>
TOEFL/IELTS/Other Score	
Test Date	<i>at least the last two years</i>

ACHIEVEMENT/AWARD*

Name of Achievements/Awards	Year	Institution	Other Details

*only if applicable and available during university period. Please attach the copy of proof for the achievement (certificate/etc)

INITIAL LEARNING AGREEMENT*

Name of BINUS Academic Advisor : _____

Host University : _____

BINUS Package Courses				Courses to Take at Host University		
Semester	Course Code	Course Name	SCU	Course Code	Course Name	Credit
Total SCU:				Total Credit:		

**Fill in the courses to take at Host University table if course list is available from host Host's University's website or from IO's website. You must consult with your school/department about the courses that you intend to take during the exchange program*

EMERGENCY CONTACT*

Name	Mr/Mrs/Ms.		
Relationship			
Address			
Telephone Number		Mobile Phone Number	
Email Address			

**A person to contact in case of an emergency*

REFeree INFORMATION*

Name	Mr/Mrs/Ms.		
BINUSIAN ID	<i>if applicable</i>		
Position			
Telephone Number		Mobile Phone Number	
Email Address			

** A Referee is someone who supervises or has supervised applicant's academic related activities from BINUS or other reliable sources, e.g. lecturer, academic advisor, etc. She/he can give recommendation about applicant's academic and personal character and/or achievement.*

MEDICAL, DIETARY, OTHER INFORMATION

Do you have any disability or medical condition that host University should be aware of?	YES/NO	<i>if yes, please explain below</i>
Do you have any allergy?	YES/NO	
Do you have any special dietary requirement (e.g vegetarian/Halal food only)?	YES/NO	
Have you ever been convicted of a crime offense?	YES/NO	
Do you foresee any other difficulty that may affect the completion of your study?	YES/NO	

PERSONAL STATEMENT

Within the space below, tell us more about yourself (such as your family, interest, and aspiration). Please include your purpose for joining this program, what you expect out of this experience and how you will impact others after joining this program (min. 200 words – max. 500 words)

APPLICANT'S DECLARATION

I certify that the statements made by me on Student Exchange/Study Abroad Application Form are true, complete and correct to the best of my knowledge. I fully understand if I am to join the program, I agree to:

1. follow the course of study and abide the rules of Institutions in which I undertake to study;
2. act in such a manner that will not bring disrepute to myself, BINUS UNIVERSITY, home-university or my country of citizenship during my study abroad program;
3. abide the rules and regulations governing my visa;
4. release information contained in this application form to relevant authorities;
5. disburse any additional personal expenses not included in the cost of study abroad program that might occur during my study abroad program;
6. that BINUS UNIVERSITY is not responsible for any aspects of my action during the period of program;
7. the use of photographs of myself which relate to this program, taken by BINUS UNIVERSITY or shared by me — the likely uses include but not limited to promotional materials (e.g. brochures, posters, newspaper articles, website, communication with educational agents, and advertising).

If I withdraw from the program, I am aware of the terms of condition applied.

Student who withdraws from Student Exchange/Short Course/other program Application / Nomination/ Confirmation:

1. Cannot apply to the same host institution(s) the following semester, but able to apply to different institution(s).
2. May be able to apply to the same host institution(s) after the following semester and beyond.
3. Will not be prioritized for scholarship and/or subsidy, if any.
4. Double cancellation may result permanent disqualification to join Student Exchange/Short Course/other Program.
5. Priority is given to first time applicants.

I am also aware of any medical condition (disability, illness or pregnancy) which might prevent me from completing my study program within the time allowed for the program.

If applicant is under 21 years old, this application should be acknowledged by parents/guardians

Date: _____
(day/month/year)

Date: _____
(day/month/year)

(Applicant's Full Name & Signature)

(Parent/Guardian's Full Name & Signature)