



UNDERGRADUATE STUDENT SUPPORTING DOCUMENT GUIDELINES

1. Certified Transcript from Previous School
 - a. Must be signed and stamped by Previous School
 - b. Official translation in English is required for non-English transcript

2. Passport Photo
 - a. Photo must not be no more than 6 months old
 - b. Photo must be in color and identical, not black and white
 - c. Photo must be size 4 x 6 cm with red background

3. Motivation Letter
 - a. Please write in English four (4) paragraphs, in 600 words minimum, and 1000 words maximum explaining your purpose in joining this program

4. Evidence of English Proficiency
 - a. The requirements of English Proficiency:
Minimum IELTS score 5.5
Minimum TOEFL PBT 450-500/iBT 45
 - b. If student have not taken any English Test, please provide a recommendation letter that is signed and stamped by previous school which states the student is English literate

5. Bank Statement (from Bank)
 - a. Bank Statement with statement minimum amount of 1,500 USD

6. CV/Resume
 - a. Please provide updated CV with maximum of 2 pages

7. A Copy of Passport
 - a. Please place scanned passport and the cover on a single pdf file
 - b. Recommended passport validity duration two (2) years and six (6) months from the traveling date to Indonesia