



Guidebook for INTERNATIONAL STUDENTS



WIDYATAMA UNIVERSITY

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Part A

International Student Office

Widyatama University have an office dedicated to assist international students in areas such as orientation, immigration, visa, counseling, provision of academic and personal advice, liaison within campus departments, on-campus working opportunities and campus extracurricular activities.

Please come to:

International Student Office

Located at Building A, 2nd Floor.

We will provide with any assistance necessary.

PART B

When you first arrive at Widyatama Campus:

- a. Go to the *International Students Office* Located at Building A 2nd Floor
- b. Complete your course registration with the respective faculties at *Academic Bureau* Located at Building A, 1st Floor or via *Student Portal* (check your email from *Widyatama Marketing Directorate*).
- c. Bring your proof of payment and academic data (or upload them via Student portal):

1. Academic Transcript (validated by school)
 2. Graduation Certificate (validated by school)
- d. To get **Student Identity Card**, go to *IT Department* Located at Building A, 3rd Floor
 - e. Register for accommodation or seek assistance to find accommodation
 - f. If you have any immigration matters, refer to the *International Students Office*.
 - g. Complete your compulsory documentations with the *International Student Office* – see *Part C*
 - h. Note that participation in the Orientation Program under the *Study Program* is compulsory
 - i. Check the *Student Portal* for your **Guardian Lecturer** to discuss your study plan and the content of **Student Academic Guidebook**.
 - j. Check your students schedule via *Student Portal*.
 - k. Don't be late for your class and always bring your Student ID Card for the proof of your presence.


Part C


Compulsory Documentations:


1. Letter of Acceptance (from Marketing Directorate)
2. Letter of Financial Guarantee (from parents)
3. Bank Statement which shows average balance of minimum

Rp 20.000.000,- for the last 3 (three) months.

4. Statement/certificate of health from hospital/clinic
5. Academic Transcript
6. Graduation Certificate
7. Compliance Statement
8. Passport/Visa

 The International Student Office will process your status as students to the Indonesian Ministry of Research, Technology and Education.

 You will have to contact the International Student Office 10 days before your stay permit is expired.

 Your legal status is not settled yet before the Clearance House statement form the Indonesian Ministry of Research, Technology and Education (Immigration Office) is declared.

Part D

Counseling & Clinic Service

When you move to a new country, especially for the first time, it may be a difficult process to fit in or you may get homesick.

Ask your Guardian Lecturer for the counseling advisor and do visit the counseling advisor immediately if you feel that you are experiencing these symptoms.

Or when you have problems with your health, you can visit our Clinic, Located at Building A, Basement Floor

Part E

Consulate/Hospital/Other Institutions Address:

Some office, hospital, and consulate address that might be important for you:

Bandung Immigration Office

Kantor Imigrasi Kelas I Bandung

[Address:](#) Jl. Surapati No.82, Cihaur Geulis, Cibeunying Kaler,
Kota Bandung 40122, Jawa Barat

[Phone:](#) [\(022\) 7272081](#)

French Consulate

[Address:](#)

Jl. Purnawarman No.32,
Babakan Ciamis, Sumur Bandung,
Kota Bandung 40117, Jawa Barat

[Phone:](#) [\(022\) 4212417](#)

Konsulat Kehormatan Hungaria

[Address:](#)

Jl.Padasaluyu Utara II No.3,
Isola, Sukasari,
Kota Bandung 40154, Jawa Barat

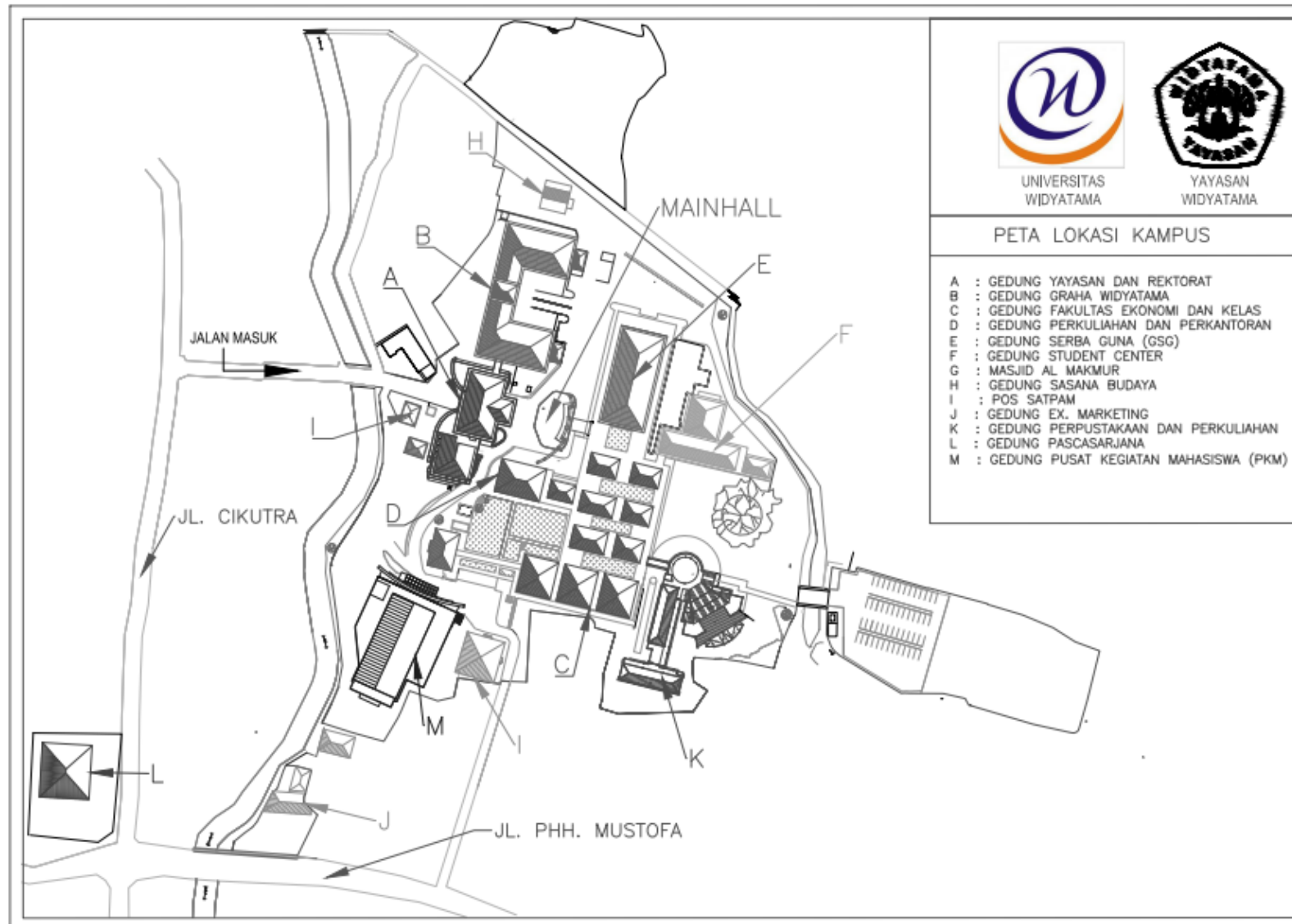
[Phone:](#) [\(022\) 2010354](#)

St. Yusuf General Hospital

Address: Jl. Cikutra No.7, Cikutra,
Cibeunying Kidul,
Kota Bandung 40124, Jawa Barat

Phone: 022-7207240

WIDYATAMA SITE MAP



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