

## Fact Sheet 2019-2020 Incoming International Student

University Information	
University	<b>Institut Teknologi Bandung</b>
Business School/Department	School of Business and Management
Country	INDONESIA
University and Faculty Website	<a href="http://www.sbm.itb.ac.id/">http://www.sbm.itb.ac.id/</a> ; <b>INSTITUT TEKNOLOGI BANDUNG</b>
Business programs accreditation and facts	<ul style="list-style-type: none"> <li>- Top 251-300 world university in Business and Management Studies subject by QS World University Ranking</li> <li>- Best Business School in Indonesia by Global Brands Magazine (2017,2018,2019), and SWA Magazine (2009). Also the Best School of Management in Indonesia by MIX Marketing Group of SWA Magazine (2011, 2012, 2013, 2014 and 2015).</li> <li>- Three Palms of Excellence (excellent business schools with reinforcing international influence) by Eduniversal Business School Ranking</li> <li>- Top 401-500 of the world and the highest ranked in Indonesia in Business and Economics subjects from Times Higher Education</li> <li>- SBM ITB is audited internally and externally by complying with International Organization for Standardization (ISO) 9001:2015</li> <li>- Internationally accredited by ABEST21 and nationally accredited by BAN PT</li> </ul>

Contact Information International Office	
Address of International Office	Jl Ganesha No. 17 Bandung (University Level) Phone +62 22 2504282, email: iro@itb.ac.id Jl. Ganesha No. 10 Bandung, SBM ITB Building (School Level) Phone +62 22 2531923, email: iro@sbm-itb.ac.id
International Office websites	<a href="http://www.international.itb.ac.id/">http://www.international.itb.ac.id/</a> (University level) <a href="http://www.sbm.itb.ac.id/iro">http://www.sbm.itb.ac.id/iro</a> (School level)

Contact Persons at School level			
Function	Name	E-Mail	Phone
Director, International Relations	Nila Armelia Windasari, Ph.D	nila.armelia@sbm-itb.ac.id	+62-22- 2531923 ext 1310
Manager, International Relations	Jani Nurhajanti, M.AP	yani.n@sbm-itb.ac.id	+62-22- 2531923 ext 2205
Officer, International Relations	Yanie Saputra	yanie@sbm-itb.ac.id	

Application and Academic Calendar				
Study Level	<b>Bachelor Management &amp; IB/ Bachelor Entrepreneurship/ Master Management Science/ Master Business Administration</b>			
Term	1 <sup>st</sup> Semester (dd/mm/yyyy)	2 <sup>nd</sup> Semester (dd/mm/yyyy)	Notes	
Nomination Deadline	<b>15 March</b>	<b>1 October</b>	*tentative	
Application Deadline	<b>28 March</b>	<b>16 October</b>		
Course plan confirmation	one week after class commence	one week after class commence		
Orientation Session	2nd week of August	2 <sup>nd</sup> week of January	<b>Exact dates will be confirmed prior to the start of semester</b>	
Class commencement	<b>19 August 2019</b>	<b>*13 January 2020</b>		
Final Exam Period	1 <sup>st</sup> – 2 <sup>nd</sup> Week of December	April end until Mid May		
Online Application Website & Requirements	Application are online through <a href="#">ITB online application system</a> , which is administered by ITB Enrolment Office. Students should prepare and upload all <a href="#">the supporting documents</a> of application through the system: <ol style="list-style-type: none"> <li>1. Nomination letter from your university International Office or Dean, should contain information about endorsement for the applying student to take exchange program</li> <li>2. For students coming from University who do not have any academic exchange agreement with ITB, cover letter should contain information about student Sponsorship or Financial Guarantee.</li> <li>3. Statement of Purpose</li> <li>4. Academic Report/Transcript</li> <li>5. Letter of Sponsorship or Financial Guarantee. (it is an official declaration from student/ parent/ or sponsor, that they will sponsor you for study at ITB. the sponsor letter should include sponsoring organisation's name and contact details, student name, university name, intended program name and Major at ITB, and details of the sponsorship (i.e. commencing and finishing dates of the sponsorship). if students are self-support the letter can be signed by themselves.</li> <li>6. Academic Reference</li> <li>7. English Proficiency Certificate</li> <li>8. Valid Passport</li> <li>9. Recent Passport-Size Photo (4 X 6)</li> <li>10. Full Coverage Health Insurance Plan (when arriving at Indonesia)</li> </ol>			

Course Lists offered	<a href="http://usm.itb.ac.id/international/?page_id=1265">http://usm.itb.ac.id/international/?page_id=1265</a> Students can mix the course choice from 2 (two) faculties only
Acceptance Letter and Visa documents	After a complete application done, one week after the online application period ends, students will receive email from ITB enrolment office for the confirmation of acceptance. Letter of acceptance can be downloaded from student's account for ITB online application system. Students will receive documents for visa processing from ITB International Office.

Requirements for Incoming Exchange Students		
	Bachelor's Level	Master's Level
GPA or Overall Average Grade Requirement	3.00/4.00 / equivalent	3.00/4.00 / equivalent
English requirements	IELTS 5.5 - 6.0 overall (or equivalent)	

Programs and courses open to Incoming Students		
Bachelor's Programs		
Program Name	Language(s) of Instruction	Campus Address
Bachelor of Management	English and Bahasa Indonesia	Jl. Ganesha 10 Bandung
Bachelor of Entrepreneurship	English and Bahasa Indonesia	Jl. Jatinangor Sumedang
Master's Programs		
Program Name	Language(s) of Instruction	Campus
Master of Business Administration	English and Bahasa Indonesia	Jl. Gelap Nyawang 1 Bandung
Master of Business Administration	English and Bahasa Indonesia	Graha Irama (Indorama), 12th floor Jl. HR Rasuna Said Kav. 1-2 Jakarta
Master of Science in Management	English	Jl. Ganesa 10 Bandung
Are Bachelor Exchange Students allowed to take courses at Master's level?	No. Master courses are limited to Graduate Students only	
Can Exchange Students mix courses from different programs/departments	<b>Only a limited number, allowed up to two schools/faculties; Faculty where more courses taken by the student will be the host faculty, and the other will be the co-host.</b>	

Course Load, Credit, and Grading System	
Credit System	SKS/ Semester Credit System for undergraduate level 1 SKS = 1.5 ECTS = 3 UK Credits
	SKS/ Semester Credit System for graduate level 1 SKS = 2.5 ECTS = 5 UK Credits
Academic Transcripts	Academic transcripts will be sent to the coordinators at home university after the end of semester
Number of maximum credits per semester	22 SKS for undergraduate level 12 SKS for master level

GRADING SYSTEM		
Letter Grade	Grade Point	Note
A	4.0	Exceptional
AB	3.5	Excellent
B	3.0	Good
BC	2.5	Satisfactory
C	2.0	Sufficient
D	1.0	Poor
E	0	Fail

Additional Information		
Approximate cost of living per month (excluding tuition)	Rent	IDR 2,500,000 – 3,000,000
	Living Expenses Other Expenses	IDR 2,500,000 – 3,000,000 IDR 2,500,000
	Total	IDR 7,500,000 – 8,500,000
Website about Bandung City and Travel Guidance	<a href="https://wikitravel.org/en/Bandung">About Bandung City;</a> <a href="https://wikitravel.org/en/Bandung">https://wikitravel.org/en/Bandung</a>	
Accommodation	Students are responsible for finding accommodation by themselves. ITB has limited number of accommodation for international students. Many are off campus accommodation: ITB dormitory; private housings, apartments. International Relation Office will be happy to give assistance in finding accommodation for international students. The student shall apply before his/ her arrival. International Relation Office ITB will check the availability of the accommodation and inform to the student. Some recommended hotels and guest houses nearby for temporary stay are available: <a href="http://sapadiaguesthouse.com/">http://sapadiaguesthouse.com/</a> ; <a href="#">Beehive Hotel</a> ; <a href="#">House Sangkuriang Bandung</a> ; and for long-term stay there are recommended residence: <a href="#">Rooftop Residence</a> ; <a href="#">Sky City Home</a> and shared apartment: <a href="#">Apartment Parahyanan Residence</a> ; <a href="#">Beverly Dago Apartment</a> ; <a href="#">Galeri Ciumbuleuit 3</a> .	

### Entry Visa/ Stay Permit

Students intended to spend a semester exchange, can apply for Visa type B211 (VKSB-Visa Kunjungan Sosial Budaya – Social Cultural Visit Visa) – a visa for those coming to Indonesia for a short-term stays, not as tourists and not for business. This single entry visit visa refers to Index B-211 and is valid 30 -60 days. This type of Visa can be extended up to four times each valid for 30 days. It takes about maximum one week to obtain VKSB.

If you intend to stay for study at ITB for more than 6 (six) months but you have to enter Indonesia within less than 3 months, and hence you do not have enough time to apply VITAS, then you can apply VKSB.

Once you arrive in Indonesia, you have to immediately apply Study Permit and convert your VKSB into ITAS (Ijin Tinggal Terbatas – Limited Stay Permit) which will be valid for 1-2 years. During the conversion period (which might take about 2-3 months) you might have to extend your VKSB as necessary.

Requirements to obtain the Index B-211 Visa are as follows:

- \* A letter of acceptance which invites you to stay/study in Indonesia
- \* Your passport
- \* A copy of return trip ticket
- \* A couple of photos
- \* Application form (provided by the Visa Section of the Indonesian Embassy)
- \* Visa fee

### Extension Procedure

#### 1. VKSB

The extension for VKSB or Index B-211 Visa can be applied up to 4 times and only in the same district. All extension will be granted by Immigration Office (Kantor Imigrasi).

The following are the requirements to apply for the visa extension:

1. A letter of recommendation from the Faculty/School addressed to the Director of Partnership and International Relations
2. A letter of recommendation from the Directorate of Partnership and International Relations of ITB
3. A letter of sponsor
4. A copy of KTP (Indonesian ID Card) of the sponsor
5. Application form (form 23, provided by Immigration Office)
6. A copy of passport pages on ID, Visa stamp, and arrival date (the original passport should also be included for the extension process at the Immigration Office)

#### 2. KITAS

Your KITAS, together with the Multiple Exit Re-entry Permit (MERP), must be extended 2 months before the expired date of your KITAS.

The documents you should prepare are nearly the same as those when applying:

1. A letter of recommendation from the Faculty/School addressed to the Director of Partnership and International Relations
2. A letter of recommendation issued by the International Relation Office and addressed to the Head of the Immigration Office in Bandung
3. Application forms (form 24, provided by the Immigration Office)
4. A letter of sponsor
5. A letter of Study Permit

### Exit Permit Only

For KITAS holders, before you go back to your country, you need to apply for an Exit Permit Only to the Immigration Office. The documents required:

1. A letter of recommendation from the Faculty/School addressed to the Director of Partnership and International Relations of ITB
2. A letter of recommendation issued by the International Relation Office and addressed to the Head of the Immigration Office in Bandung
3. Application form (form 27, provided by the Immigration Office)
4. A copy of a valid passport
5. A copy of a return ticket

## TRAVEL GUIDE TO BANDUNG

Bandung is located in the central highlands. It can be reached from Jakarta either via the toll road or railway by train. When using the road, there are many small buses connecting Jakarta and Bandung. An alternative to the toll road is the winding and mountainous roads through Puncak (=Peak). The route through Puncak is quite scenic but on weekends and public holidays the traffic is congested.

### By plane

Bandung's **Husein Sastranegara** (IATA: **BDO**) airport has a difficult location among the mountains and has only limited services with narrow-body airplanes. The airport is located at the end of Pajajaran Street, 4km from the centre of the city.

Some airlines serving Bandung:

- **Air Asia** - operates thrice daily flights from Kuala Lumpur and twice daily from Singapore, Denpasar (Bali), Surabaya and Medan and once a day from Pekanbaru. (no-frill airline)
- **Garuda Indonesia** - operate daily flight from Surabaya, Denpasar (Bali), Batam.
- **Lion Air** - operates twice daily from Denpasar, and Surabaya, daily from Banjarmasin, Batam and Medan.
- **Silk Air** - operates 5x weekly flight from Singapore.
- **Wings Air** - operate daily flight from Yogyakarta and Semarang

**Starting July 2019**, Most domestic flights are moved to the new Airport in West Java. **Kertajati International Airport** (Indonesian: Bandar Udara Internasional Jawa Barat (BIJB)) also known as Majalengka Airport, is an airport in northeastern West Java, Indonesia. Now the second largest airport by area in Indonesia after Soekarno-Hatta International Airport, located in Majalengka Regency, around 68 kilometers east of Bandung. It was constructed to serve as the second international airport for the Bandung metropolitan area and also to serve Cirebon, parts of West Java and Central Java provinces.

**Jakarta's Soekarno-Hatta airport** is about 3 hours away (plus any traffic jams). A number of companies offer direct shuttle services. Travellers arriving direct into Bandung airport will find that it is very close to the city. Taxi fares are fixed at IDR42,000 to most parts of the city. Buy the ticket at the counter because when you ask the "mafia" controlled taxis nearby, they will quote you IDR70,000. The fixed price is still a rip off as the taxi fare from our airport at Bandung SuperMal to the airport, in the morning only cost us IDR30,000. It's a monopoly contracted out to only one taxi company.

If you're early at the airport, check-in and walk out of the airport to a small cafe across that road that serves hot noodles, kway teow and tea for half the price you'll pay for it inside the airport (again another monopoly).

### By bus

Bus services connect Bandung and smaller surrounding cities. Several long-route buses are also available from major big cities. The most convenient way is the air-conditioned bus with the *express* or *non-stop* tag. The main bus terminals in Bandung are **Leuwipanjang**, serving buses from the west (Bogor, Jakarta, Merak, Pandeglang, Tangerang, Depok, Bekasi, Cikarang, Cibinong and Sukabumi.) and **Cicaheum**, serving buses from the east (Cirebon, Garut, Tasikmalaya, Banjar, Pangandaran, Indramayu, central Java cities, eastern Java cities and also from Bali Island).

### By shuttle bus

With 6-12 seater minivans leaving every fifteen minutes up to every 1 to 2 hours depends on the providers, the shuttle bus market between Jakarta and Bandung is fiercely competitive. Services can be categorised as either **door to door** in a chartered car or van that takes your group exactly where you want to go, or **point to point** from a terminal to another.

#### Some Bandung shuttle providers (\*with estimated fare)

- **DayTrans**, (Indonesian-language only) Jakarta (Blora, Sarinah, Fatmawati, Karet, Mall Senayan City, FX Plaza, Meruya-Intercon, Kebon Jeruk-Binus, Grogol, Atrium Plaza, Hotel Acacia, Cempaka Putih Pulomas, Tebet/Pancoran and Jatiwaringin), ☎ +62 21 7063 6868 or 6386 4005. Bandung (Dipati Ukur, Cihampelas and Pasteur), ☎ +62 22 7063 6868. Rp 90,000 for a share ride.
- **Star Shuttle** ☎ +62 21 700 500 000 and +62 21 700 500 000.
- **Primajasa Bus**, ☎ +62 22 607 3992 (Bandung), ☎ +62 21 800 9545 (Jakarta). Direct shuttle service from Jakarta's Soekarno-Hatta airport to Batununggal area in Bandung. The trip takes 3h and the cost is USD8.50/person or IDR75,000. Schedule: once every half hour from 00:30-16:00. Their buses feature a smoking room and toilet at the back. From Lebak Bulus bus terminal in Lebak Bulus, South Jakarta, the Primajasa costs IDR50,000. There will be a numerous other buses running the route from Lebak Bulus, and Kampung Rambutan bus terminal - it is possible to get an economy bus for IDR20,000, although it will be full of people smoking, non air-conditioned, and probably less secure. Ask around, but always be cautious in bus terminals in Indonesia - especially at night.
- **Silver Bird Van Taxi** (Blue Bird Group), Jl. Mampang Prapatan Raya 60, South Jakarta. ☎ +62 21 798 1234. Price: Rp 750,000 door to door, plus toll fee Rp 40,000.
- **X-Trans**, Jl. Blora 1 AB, Central Jakarta, ☎ +62 21 315 0555. Price: approx. US\$55/car maximum 10 persons for point-to-point charter or Rp 90,000 for a share ride.
- **CitiTrans**, Jakarta (Fatmawati, Bintaro, Sudirman, Kelapa Gading, Pasar Pagi, Central Park), ☎ 08041111000. Bandung (Dipati Ukur, Cihampelas Walk, Pasteur), ☎ 08041111000. Rp 90,000 single-trip, non-stop, on 7 or 10-person (depends on pool) shuttles with separate seats.

### By car

Bandung is two hours away from Jakarta by car, thanks to the new Cipularang toll road that completes the inter-city highway between Jakarta and Bandung. It is now faster to travel to Bandung by car than by train from Jakarta.

During the rainy season, parts of the Cipularang toll road may be closed because of landslides. On weekends, traffic jams often occur near the toll gates in the Djunjuran/Terusan Pasteur area.

One alternative route is by the slower, but enjoyable, route from Jakarta - Puncak - Cianjur - Bandung. If you travel by car using this route, then make sure to stop at the **Puncak Pass**, the tip of the highland just on the outskirts of Jakarta. From here, the view of tea plantation with fresh air can be enjoyed. There are plenty of good restaurants and hotels out there.

There is also a beautiful safari park/zoo in Puncak: **Taman Safari Indonesia**, Jl. Raya Puncak No.601, Cisarua, Bogor. ☎ +62 251 250 000, Fax +62 251 250555.

### By train

State operator PT Kereta Api Indonesia offers frequent services between Jakarta and Bandung, as well as connections onward to Surabaya. Even the fastest services take more than three hours, making this a slower option than the shuttle buses, but the scenery between Jakarta and Bandung is beautiful. The railroad passes mountains and padi terraces. Don't miss this view when traveling by train. Use the AC (air-conditioned) coach if you cannot cope with the tropical heat. Most hotels in Bandung provide free transportation from train station to the hotel.

Unlike most other countries, Indonesia do not use number for their train service. As a rule of thumb, the highest standard will be given by 'Argo' class train.

The ticket can be bought online or you can get only the booking code and pay at the stations, post offices, train ticket agents, Indomaret group, Alfamart group and Railcard & Railbox. You can also directly buy ticket without booking code at these online ticket distributors.

## GETTING AROUND

Travelling around in Bandung is quite complex and frustrating, especially to newcomers. There is no mass rapid transit system, metro nor tram in Bandung. Locals travel using small public minibuses, known as **angkot** from *angkutan*=transport and *kota*=city.

### By angkot

This city transport has only origin and destination names on top. Sometimes with via description if there are more than one angkot route for a certain **origin-destination route**. There is no route description anywhere. For locals, it is somewhat amazing that they only memorize where and how the route of each angkot route.

Although there is an official price for angkot from **organda** (the local organization of these private city transport), sometimes price is based on how far you travel. It's better that you ask the driver or **kernet** (driver assistance) about the price to go to a location. To ask for an angkot to stop and pick you up, just raise your hand and they will stop. When you're inside and want to stop, just ask the kernet to stop. Or say 'kiri' (*key-ree*) or simply 'stop' out loud. It was easy to find a bell that you can press to stop but not anymore. Most angkot fare are ranging from Rp 3000-8000, it depends on the route and distance.

The official angkot routes are listed on Bandung's *Info Kota* website . A local startup KIRI computes which angkot to take when getting around the city.

An unofficial, yet very helpful, website is *Mau Kemana*, which literally means something like "Where are you going?". It shows the actual routes with Angkot prices .

### By taxi

If you don't know which angkot routes to take, then you can take a taxi. Officially, taxis use meters, but some taxi drivers may refuse to use



meters and will charge you a fixed price instead. Don't be afraid to refuse and walk away, even locals are annoyed by this behaviour. Metered cabbies may also take you the long way to get more money. So be careful when traveling by taxi. The most reliable taxi company in Bandung is Blue Bird. Bluebird drivers will almost always use the most appropriate route and will always use the meter.

In Bandung, taxis are less common waiting on roadsides, due to the multitude of small roads and lack of space to wait. For this reason, ordering a taxi by phone is usually the simplest and safest. The taxi will drive up directly in front of you (ask for its number on the phone for identification), and normally there is no extra charge

Taxi drivers off the street, or booked by telephone are usually polite and friendly, choosing to charge you by meter but watch out for those mentioned below.

Do allow lots of travel time in Bandung, although the city is small. A short trip that is about 8km will take you 45 min to an hour through the heavy traffic during peak times (morning 8-9am, evening 5-6pm). A short trip from Dago factory outlet areas to The Valley just a few km up north took almost 50min when travelling at 6pm.

Most taxi are trustworthy but watch out for those who wait near shopping centers and in-front of hotels (except approved by the hotel), they will charge you a flat fee, refusing to take you for less.

#### **By bus**

There are also some bus lines, but they don't cover the whole city. City buses usually cover long routes across the city from end-to-end; for example, from the north to the south and from the west to the east. The city bus is called **DAMRI/ TRANS Metro Bandung(TMB)**

#### **By car**

Using your own car or renting a car is probably the easiest and the most convenient way to travel around Bandung and surrounds. If you don't have a valid driving licence, then you can also rent a car with a chauffeur, which is very common for western travelers. Perhaps it is even better to rent a car from Jakarta. You can stop for one night in Puncak, Bogor or Sukabumi.

Rental cars are available from numerous outlets, including major international brands. Note that traffic in Bandung is quite complex and the city administration likes to experiment with the traffic management. There is often a lack of traffic signs and directions. Many major roads are one-way, which makes it difficult to turn around if you are lost. Be careful not to enter a street that may be a one-way street from the opposite direction but be lacking a prominent *no-entry* sign. There may be a watchful policeman hiding somewhere, he will pop up instantly to stop you and then you may have to pay him some money.

Renting a car is about Rp 900,000 per day (12 hr), or Rp 600,000 (12 hr) excluded gasoline, parking and toll for travel outside Bandung

#### **By app-based transportation: GO-JEK; GRAB; (Motorbike and Car taxi)**

Available on android or iOS based cellular phones

**\*all fares stated above are estimation only.**