



INBOUND PROGRAM - ONLINE APPLICATION GUIDE INTERNATIONAL PROGRAM UNIVERSITAS MERCU BUANA

Jl. Meruya Selatan No. 1 Kembangan, Jakarta Barat 11650
Email: international.office@mercubuana.ac.id
Website: www.international.mercubuana.ac.id
Phone: 021 – 5840816 ext 3902 Mobile: +6281210500081



1. Download

Please download two documents at

<http://international.mercubuana.ac.id/inbound-credit-transfer> :

- a. Participation Agreement
- b. Personal Statement

2. Access Online Application

<http://international.mercubuana.ac.id/visit/link/inbound>

3. Personal Information

| |
|---|
| * 1. Full Name |
| <input type="text"/> |
| * 2. Gender |
| <input type="radio"/> Female <input type="radio"/> Male |
| * 3. Place of Birth |
| <input type="text"/> |
| * 4. Date of Birth |
| <input type="text"/> <input type="button" value="..."/> |
| * 5. Nationality |
| <input type="text"/> |
| * 6. Phone Number |
| <input type="text"/> |
| * 7. Mobile Phone Number |
| <input type="text"/> |
| * 8. Address (As in your ID card) |
| <input type="text"/> |



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*** 9. Mailing Address**

*** 10. Email Address**

Email Address

| | |
|-----------------|--|
| Primary Email | <input style="width: 90%;" type="text"/> |
| Alternate Email | <input style="width: 90%;" type="text"/> |

*** 11. Passport Number**

| | |
|--|--|
| <ol style="list-style-type: none"> 1. Full Name 2. Gender 3. Place of Birth 4. Date of Birth 5. Nationality | <p>The information has to be exactly same as it appears on your valid passport.</p> |
| <ol style="list-style-type: none"> 6. Phone Number | <p>Write one phone number only with country and area code. Ex: +6221 5840816</p> |
| <ol style="list-style-type: none"> 7. Mobile Phone Number | <p>Write your active mobile phone number. Ex: +628 111 5 999 22</p> |
| <ol style="list-style-type: none"> 8. Address (As in Your ID Card) | <p>Enter your address as in your id card including country, state and area code. Ex: Jl. Meruya Selatan No.1, Kembangan, West Jakarta, Indonesia 11650</p> |
| <ol style="list-style-type: none"> 9. Mailing Address | <p>Enter your current address for mailing address including country, state and area code. Ex: Jl. Meruya Selatan No.1, Kembangan, West Jakarta, Indonesia 11650</p> |
| <ol style="list-style-type: none"> 10. Email Address | <ul style="list-style-type: none"> Make sure to enter a correct primary email address in right format to receive important messages from Mercu Buana University. Ex: international.office@mercubuana.ac.id Make sure to enter a correct alternate email address in right format to receive important messages from Mercu Buana University. Ex: inbound.exchange@mercubuana.ac.id |
| <ol style="list-style-type: none"> 11. Passport Number | <p>The information has to be exactly same as it appears on your valid passport.</p> |



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4. Home University

| |
|--|
| * 12. Home Country |
| <input type="text"/> |
| * 13. Home University |
| <input type="text"/> |
| * 14. Faculty / Department |
| <input type="text"/> |
| * 15. Current Major |
| <input type="text"/> |
| * 16. Latest GPA |
| <input type="text"/> |
| * 17. Current Semester Choose one of the following answers |
| <input type="radio"/> 3 |
| <input type="radio"/> 4 |
| <input type="radio"/> 5 |
| <input type="radio"/> 6 |
| * 18. Year of Enrollment |
| <input type="text"/> |
| <small>Only numbers may be entered in this field.</small> |

| | |
|------------------------|--|
| 12. Home Country | Enter the country where your home university is located. |
| 13. Home University | Enter the official English name of your home university. |
| 14. Faculty/Department | Enter your faculty/department at your home university. |
| 15. Current Major | Enter your current major at your home university. |
| 16. Latest GPA | Enter your latest GPA at your home university. |
| 17. Current Semester | Select the current semester at your home university. |
| 18. Year of Enrollment | Enter the year of enrollment at your home university. |



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5. Student Exchange Coordinator at Home University

| |
|---|
| <p>* 19. Name of Student Exchange Coordinator at Your Home University</p> <input type="text"/> |
| <p>* 20. Phone Number of Student Exchange Coordinator</p> <input type="text"/> <p><small>Only numbers may be entered in this field.</small></p> |
| <p>* 21. Email Address of Student Exchange Coordinator</p> <input type="text"/> |

| | |
|--|--|
| 19. Name of Student Exchange Coordinator at Your Home University | Write the full name of student exchange coordinator at your home university. |
| 20. Phone Number of Student Exchange Coordinator | Write the phone number of student exchange coordinator at your home university. |
| 21. Email Address of Student Exchange Coordinator | Write the email address of student exchange coordinator at your home university. |

6. Upload Your Document

| |
|---|
| <p>* 22. Scan Passport (Every Page - Including Blank Ones)</p> <p>Upload files</p> |
| <p>* 23. Photo (3x4 - Red Background)</p> <p>Upload files</p> |
| <p>* Photo (2x3 - Red Background)</p> <p>Upload files</p> |
| <p>* 24. Academic Transcript</p> <p>Upload files</p> |
| <p>* 25. English Certificate (TOEFL/IELTS/Others)</p> <p>Upload files</p> |
| <p>* 26. Participation Agreement</p> <p>Upload files</p> |
| <p>* 27. Recommendation Letter (From a Faculty Member at Your Faculty at Home University)</p> <p>Upload files</p> |
| <p>* 28. Certificate of Good Health</p> <p>Upload files</p> |



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| |
|---|
| * 29. Curriculum Vitae |
| Upload files |
| * 30. Statement of Purpose |
| Upload files |
| * 31. Proof of Funds (Bank Account Statement) |
| Upload files |
| * 32. High School Diploma or Equivalent |
| Upload files |
| * 33. Personal Statement |
| Upload files |
| * 34. Certificate of Insurance |
| Upload files |

| | |
|--|--|
| 22. Scan Passport | Please scan your passport (every page including blank ones) and upload it. You can upload PNG, GIF, DOC, ODT under 10240 KB each. |
| 23. Photo | Please upload your photo size 3x4 and 2x3 with the red background. You can upload PNG, GIF, DOC, ODT under 10240 KB each. |
| 24. Academic Transcript | Please upload your academic transcript. You can upload PNG, GIF, DOC, ODT under 10240 KB each. |
| 25. English Certificate | Please upload your english certificate (TOEFL/TOEIC/IELTS/Others). You can upload PNG, GIF, DOC, ODT under 10240 KB each. |
| 26. Participation Agreement | Download the Participation Agreement form on the website of International Program Mercu Buana University, sign it and upload. You can upload PNG, GIF, DOC, ODT under 10240 KB each. |
| 27. Recommendation Letter (From a Faculty Member at Your Faculty at Home University) | Please upload your recommendation letter from a faculty member at your faculty at home university. You can upload PNG, GIF, DOC, ODT under 10240 KB each. |
| 28. Certificate of Good Health | Please upload your certificate of good health from hospital. You can upload PNG, GIF, DOC, ODT under 10240 KB each. |
| 29. Curriculum Vitae | Please upload your curriculum vitae. You can upload PNG, GIF, DOC, ODT under 10240 KB each. |



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|---|--|
| 30. Statement of Purpose | Please upload your statement of purpose. You can upload PNG, GIF, DOC, ODT under 10240 KB each. |
| 31. Proof of Funds (Bank Account Statement) | Please upload your proof of funds or bank account statement. You can upload PNG, GIF, DOC, ODT under 10240 KB each. |
| 32. High School Diploma or Equivalent | Please upload your high school diploma or equivalent. You can upload PNG, GIF, DOC, ODT under 10240 KB each. |
| 33. Personal Statement | Download the personal statement on the website of International Program Mercu Buana University, sign it and upload. You can upload PNG, GIF, DOC, ODT under 10240 KB each. |
| 34. Certificate of Insurance | Please upload your certificate of insurance. You can upload PNG, GIF, DOC, ODT under 10240 KB each. |