

Universitas Mercu Buana Full Degree Program

Fact Sheet 2017

General Information	
Name of Institution	Universitas Mercu Buana
Office Name	International Office of Universitas Mercu Buana
Mailing Address	International Office of Universitas Mercu Buana, Jalan Meruya Selatan No.1, Kembangan, West Jakarta 11650, Indonesia
Email	inbound.exchange@mercubuana.ac.id
Contact Number	<p>Dr. Adi Nurmahdi, MBA Head of International Office Hp: +62 812 980 54590 +62-21-584-0816 (ext: 4800)</p> <p>Gabor Nemeth, M.Phil, M.Ed Global Partnerships Coordinator +62-21-584-0816 (ext: 3905)</p> <p>Amelia Christyani D, SE., MBA International Academic Mobility Coordinator Hp: +628176002359 +62-21-584-0816 (ext: 3902)</p> <p>Firdha Yulianti, B.Eng., S.Si Student Support +62-21-584-0816 (ext: 3902)</p> <p>Putri Saparningtyas, S.Ikom Liaison & Communication Officer +62-21-584-0816 (ext: 3902)</p> <p>Afni Fathia Asih, S.Kom IT & Database Officer +62-21-584-0816 (ext: 3902)</p> <p>Sischo Funky Aprilyan, B.Eng., S.Si IT & Database Officer +62-21-584-0816 (ext: 3902)</p>

Nomination Information	
Nomination Procedure	<ul style="list-style-type: none"> • Online registration (http://international.mercubuana.ac.id/inbound-fulldegree/) • Passed the entrance test • Collected all the required documents • Paid the fee (BNI 46 Account name: Univ. Mercu Buana, Acc.no.: 0018295937, for IDR only)
Nomination Deadline	June 1 st

Academic Related Information	
Academic Calendar	Academic year start at September every year <i>Exact date will be informed later</i>
Online Application	http://international.mercubuana.ac.id/inbound-fulldegree/
Application Guide	The online application guide can be accessed at the online application website.
Eligibility	<ul style="list-style-type: none"> • High school diploma (legalized by school) • Academic Report (legalized by school) • Medical Check Up • Proof of payment • Passport
Supporting Documents Required to be Uploaded	<ul style="list-style-type: none"> • High school diploma (legalized by school) • Academic Report (legalized by school) • English Language Proficiency Test Result (TOEFL/IELTS or others) (period of validity of the test results is not more than two years and is intended only for applicants whose native language is not English). • Certificate of good health from a recognized Hospital or Medical clinic. It is not necessary to attach lab results or chest x-ray. • Recent photograph (3 x 4 cm) and (2 x 3 cm) with Red Background (for visa purposes) • Complete scan of the applicant's passport (every page). • Acknowledgement letter from parents • Curriculum vitae • Proof of funds (bank account statement) • Certificate of Insurance • Acknowledgement letter (state will not looking for a job while studying in Indonesia)
Language Requirements	<ul style="list-style-type: none"> • TOEFL \geq 430 (If you are not meet the requirement, we offer an English training)。

	*Additional fee apply																								
Participation Agreement	All the applicants have to agree with terms and conditions of UMB, program stipulated in the <i>Participation Agreement</i>																								
Duration of Exchange	There are 144 credits point, in 52 subjects, required to fill in 8 semesters.																								
Available Courses	<ul style="list-style-type: none"> • Management • Informatics 																								
Course Registration	The course registration is due before the date of arrival. Accepted nominees will receive further notification.																								
Required Credits	Average 18 credit each semester (6 – 7 subjects)																								
Language of Instruction	English *For other field of study using bilingual (English – Indonesian)																								
Grading System	<p>UMB follows the following academic grading system:</p> <table border="1"> <thead> <tr> <th>Final Grade</th> <th>Grade</th> <th>Point</th> </tr> </thead> <tbody> <tr> <td>80 – 100</td> <td>A</td> <td>4</td> </tr> <tr> <td>74 – 79.99</td> <td>B+</td> <td>3.5</td> </tr> <tr> <td>68 – 73.99</td> <td>B</td> <td>3</td> </tr> <tr> <td>62 – 67.99</td> <td>C+</td> <td>2.5</td> </tr> <tr> <td>56 – 61.99</td> <td>C</td> <td>2</td> </tr> <tr> <td>45 – 55.99</td> <td>D</td> <td>1</td> </tr> <tr> <td>0 – 44.99</td> <td>E</td> <td>0</td> </tr> </tbody> </table>	Final Grade	Grade	Point	80 – 100	A	4	74 – 79.99	B+	3.5	68 – 73.99	B	3	62 – 67.99	C+	2.5	56 – 61.99	C	2	45 – 55.99	D	1	0 – 44.99	E	0
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UMB Credit System	
UMB Credit	Class Hour/semester
1 credit	170 minutes
In 1 academic credit supposes:	
<ul style="list-style-type: none"> ▪ 50 minutes of attending lectures ▪ 60 minutes of assignment work ▪ 60 minutes of independent work 	

Orientation Program	
Date of Orientation	August 29 th *subject to change
Expected Arrival Date	August 26 th *subject to change

School Fee	
Admission fee (one time)	IDR 20,000,000
Tuition fee	IDR 7,600,000
Credit Fee (18credits)	IDR 14,400,000
Book and activities (one time)	IDR 1,400,000
Total	IDR 43,400,000 *Next semester fee is IDR 22,000,000 *Full scholarship for excellent students (Passed)

	the UMB's scholarship test) *25% discount for tuition fee, for 10 students from each major
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Accommodation	
Fee/month	IDR 1.000.000 – 2.000.000 per month
Type	2 - 4 people in one bedroom
Location	On campus dormitory or nearby rented rooms

Monthly Living Cost	
Meals	IDR 1,300,000,-
Transportation	IDR 500,000,-
Internet	IDR 200,000,-

Insurance & Visa	
Insurance	Every student must keep a valid insurance coverage throughout their stay in Indonesia.
Visa	<p>According to the laws of the Republic of Indonesia every foreign student needs to obtain an approval letter from the Ministry of Research, Technology and Higher Education before applying for the residence permit at the nearest embassy/consulate of Indonesia.</p> <p>To ensure that the applicant will receive the calling visa from UMB before the date of departure, the following documents need to be submitted to UMB by 21st December for (applications for Spring Semester) or 21st June (applications for Fall semester): Academic transcript, photo, passport (all page scanned), a recommendation letter from a faculty member, a medical check-up result, a personal statement letter, proof of financial support.</p>

Note: UMB will send each accepted student an admission package which includes Offer Letter, Invitation Letter, Student handbook, visa regulations and additional useful materials, once document assessment completed.

Jakarta, June 11th, 2017

Amelia Christyani D, SE., MBA
International Academic Mobility Coordinator

