



## 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](mailto:international.office@mercubuana.ac.id)  
Website: [www.international.mercubuana.ac.id](http://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/r/inbound-credit-transfer/>

### 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="text"/>
* 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

Alternate Email

**\* 11. Passport Number**

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



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### 4. Home University

<b>* 12. Home Country</b>
<input type="text"/>
<b>* 13. Home University</b>
<input type="text"/>
<b>* 14. Faculty / Department</b>
<input type="text"/>
<b>* 15. Current Major</b>
<input type="text"/>
<b>* 16. Latest GPA</b>
<input type="text"/>
<b>* 17. Current Semester</b> Choose one of the following answers
<input type="radio"/> 3
<input type="radio"/> 4
<input type="radio"/> 5
<input type="radio"/> 6
<b>* 18. Year of Enrollment</b>
<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 Universtity, 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.