



UNIVERSITAS TRISAKTI INTERNATIONAL STUDENT ADMISSION REQUIREMENTS



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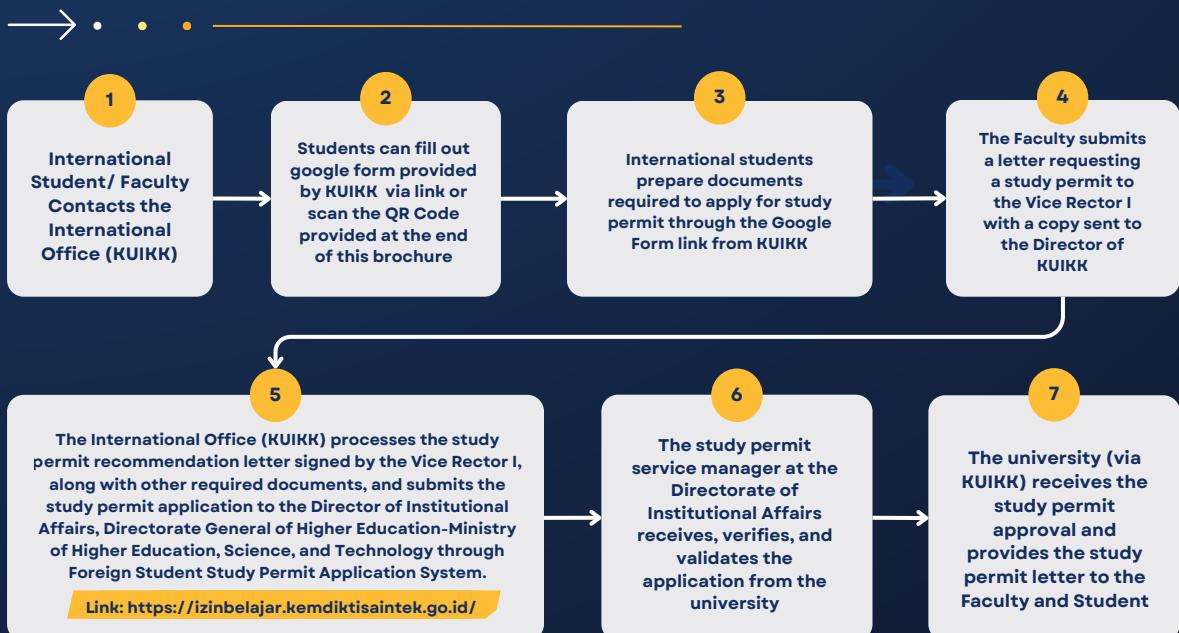
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UNIVERSITAS TRISAKTI INTERNATIONAL STUDENT ADMISSION REQUIREMENTS



STUDY PERMIT PROCEDURE FOR INTERNATIONAL STUDENTS



STUDY PERMIT DOCUMENT > 3 MONTHS FOR STUDENT VISA

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Undergraduate, Postgraduate, and Doctoral Degree Program

1. Official Photo ID
2. Passport Personal Information Page (valid for at least 18 months for a 1-year permit and 30 months for a 2-year permit)
3. Financial Statement ([template provided](#))
4. Statement Letter ([template provided](#)) confirming: not working while studying in Indonesia (not applicable for a working visa holder), not participating in political activities, and compliance with all rules and regulations in Indonesia
5. Health Certificate (issued within the last two months)
6. Latest Diploma
7. Letter of Acceptance from Universitas Trisakti/Faculty.

Note: All documents must be in color, in JPEG or PDF format, with a maximum file size of 500 KB

Fee: Free of charge.

STUDY PERMIT DOCUMENT > 3 MONTHS

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Student Exchange Program (one semester)

1. Official Photo ID
2. Passport Personal Information Page (valid for at least 6 months)
3. **Cooperation document (MoU/MoA)** provided by Universitas Trisakti or respective faculty
4. Financial Statement ([template provided](#))
5. Statement Letter ([template provided](#)) confirming: not working while studying in Indonesia (not applicable for a working visa holder), not participating in political activities, and compliance with all rules and regulations in Indonesia
6. Health Certificate (issued within the last two months)
7. Latest Diploma
8. **Letter of Acceptance from the Faculty of Universitas Trisakti**, indicating the duration of enrollment

Note: All documents must be in color, in JPEG or PDF format, with a maximum file size of 500 KB
Fee: Free of charge.

STUDY PERMIT DOCUMENT > 3 MONTHS

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Internship Program

1. Official Photo ID
2. Passport Personal Information Page (valid for at least 6 months)
3. Financial Statement ([template provided](#))
4. Statement Letter ([template provided](#)) confirming: not working while studying in Indonesia (not applicable for a working visa holder), not participating in political activities, and compliance with all rules and regulations in Indonesia
5. Health Certificate (issued within the last two months)
6. Latest Diploma
7. Letter of Acceptance from the Faculty of Universitas Trisakti, indicating the duration of enrollment
8. **Internship activity schedule from the Faculty of Universitas Trisakti**

Note: All documents must be in color, in JPEG or PDF format, with a maximum file size of 500 KB
Fee: Free of charge.

STUDY PERMIT DOCUMENT < 3 MONTHS

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Short Course, Comparative Study, Short Training, and BIPA Program

1. Official Photo ID
2. Passport Personal Information Page (valid for at least 6 months)
3. Statement Letter ([template provided](#)) confirming: not working while studying in Indonesia (not applicable for a working visa holder), not participating in political activities, and compliance with all rules and regulations in Indonesia
4. Letter of Acceptance from the Faculty of Universitas Trisakti for Short Course, Comparative Study, and Short Training Program or Cultural Center-KUIKK for BIPA Program, indicating the duration of enrollment for the respective program

Note: All documents must be in color, in JPEG or PDF format, with a maximum file size of 500 KB
Fee: Free of charge.

E-VISA DOCUMENT



Undergraduate, Postgraduate, and Doctoral Degree Visa

1. Passport Personal Information Page (valid for at least 18 months for a 1-year permit and 30 months for a 2-year permit)
2. Bank transaction history for the last 3 months, showing a minimum balance of US\$2,000 or equivalent (must include the bank logo, bank name, account holder's name, account number, statement period, debit/credit transactions, and account balance)
3. Official Photo ID. Photo requirements:
 - File format: JPEG/JPG/.PNG
 - Minimum resolution 400 x 600 px (4x6 cm)
 - Maximum file size: 2MB
 - Proper composition and layout (photos that are too close or too far are not recommended)
 - Photos are not accepted: blurry images, face expressions, images not focusing on the face, photos with glasses or hoodies
4. Letter of Acceptance from Universitas Trisakti/Faculty
5. Curriculum Vitae
6. Travel Itinerary (e.g. schedule of activities in Indonesia, curriculum/materials to be studied, or list of subjects to be taken)

Please fill out the form using the link below and upload all required documents (Study Permit and E-Visa): <https://forms.gle/gRZNYQMpsbMLS8xS6>

The screenshot shows the 'My Account' section of the website. It features a navigation bar with links for HOME, MY APPLICATION, SERVICES, INFORMATION, CONTACT US, and My Account. Below the navigation is a 'Main Document' section. It includes a placeholder for a 'Personal Bank Statement With Minimum Amount USD \$2000 or Equivalent' with an 'Upload' button and a note that only PDF files are allowed. The next section is for the 'Letter of Acceptance from the Educational Institution in Indonesia', which also has an 'Upload' button and a note about PDF file type. The 'Support Document' section includes fields for 'Curriculum Vitae' and 'Travel Itinerary', each with an 'Upload' button and a note about PDF file type.

MINISTRY OF LAW AND HUMAN RIGHTS
DIRECTORATE GENERAL OF IMMIGRATION

HOME MY APPLICATION SERVICES INFORMATION CONTACT US My Account

Main Document

Personal Bank Statement With Minimum Amount USD \$2000 or Equivalent *

Personal bank statement with minimum amount USD \$2000 or equivalent the last 3 month period (including name, date of period, and balance account)

Allowed pdf files only

Upload

Letter of Acceptance from the Educational Institution in Indonesia *

Letter of acceptance from the educational institution in Indonesia that explains the length of time the foreigner will be enrolled in the educational institution

Allowed pdf files only

Upload

Proof of Guarantee from the Guarantor *

Allowed pdf files only

Upload

Support Document

Curriculum Vitae

Allowed pdf files only

Upload

Travel Itinerary

Schedule of Activities in Indonesia

Allowed pdf files only

Upload

E-VISA DOCUMENT

→ • • • Student Exchange Visa (one semester)

1. Passport Personal Information Page (valid for at least 6 months)
2. Bank transaction history for the last 3 months, showing a minimum balance US\$2000 or equivalent (must include the bank logo, bank name, account holder's name, account number, statement period, debit/credit transactions, and account balance)
3. Official Photo ID. Photos requirements:
 - File format: .JPEG/.JPG/.PNG
 - Minimum resolution: 400 x 600 px (4x6 cm)
 - Maximum file size: 2MB
 - Proper composition and layout (photos that are too close or too far are not recommended)
 - Photos are not accepted: blurry images, face expressions, images not focusing on the face, photos with glasses or hoodies
4. Letter of Acceptance from the Faculty of Universitas Trisakti, indicating the duration of enrollment
5. Curriculum Vitae
6. Travel Itinerary (e.g. schedule of activities in Indonesia, curriculum/materials to be studied, or list of subjects to be taken)

Please fill out the form using the link below and upload all required documents (Study Permit and E-Visa): <https://forms.gle/gRZNYQMpsbMLS8xS6>

Internship Visa

1. Passport Personal Information Page (valid for at least 6 months)
2. Bank transaction history for the last 3 months, showing a minimum balance of US\$2,000 or equivalent (must include the bank logo, bank name, account holder's name, account number, statement period, debit/credit transactions, and account balance)
3. Official Photo ID. Photos requirements:
 - File format: PDF/.JPEG/.JPG/.PNG
 - Minimum resolution: 400 x 600 px (4x6 cm)
 - Maximum file size: 2MB
 - Proper composition and layout (photos that are too close or too far are not recommended)
 - Photos are not accepted: blurry images, face expressions, images not focusing on the face, photos with glasses or hoodies
4. Internship Statement or Letter of Acceptance from the Faculty of Universitas Trisakti, indicating the duration of enrollment

Please fill in the link below and upload all required documents (Study Permit and E-Visa): <https://forms.gle/gRZNYQMpsbMLS8xS6>

E-VISA DOCUMENT

Short Course, Comparative Study, Short Training, and Bahasa Indonesia Short Course Visa (BIPA) (2 months - extendable)

1. Passport Personal Information Page (valid at least 6 months)
2. Bank transaction history for the last 3 months, showing a minimum balance US\$2,000 or equivalent (must include the bank logo, bank name, account holder's name, account number, statement period, debit/credit transactions, and account balance)
3. Official Photo ID. Photos requirements:
 - File format: .JPEG/.JPG/.PNG
 - Minimum resolution 400 x 600 px (4x6 cm)
 - Maximum file size: 2MB
 - Proper composition and layout (photos that are too close or too far are not recommended)
 - Photos are not accepted: blurry images, face expressions, images not focusing on the face, photos with glasses or hoodies
4. Letter of Acceptance from the Faculty of Universitas Trisakti for Short Course, Comparative Study, and Short Training Program or Cultural Center-KUIKK for BIPA Program, indicating the duration of enrollment for the respective program

Please fill out the form using the link below and upload all required documents (Study Permit and E-Visa): <https://forms.gle/XkL371L9gZB9Xrd49>

INTERNATIONAL STUDENT RESTRICTIONS

Prohibitions for International Students in Indonesia:

- **Prohibited** from receiving any rewards, wages, or similar compensation from individuals or corporations in Indonesia (not applicable for a working visa holder)
- **Prohibited** from engaging in any form of employment or working relationship with any individuals or corporation in Indonesia (not applicable for a working visa holder)
- **Prohibited** from selling goods or services in Indonesia (not applicable for a working visa holder)
- **Overstaying** your visa, engaging in prohibited activities, or failing to comply with visa conditions and Indonesian laws may result in fines, deportation, or other legal consequences.

PHOTO TERM AND CONDITION



Photo format:

1. Min. 400 x 600 px
2. Max. size 2 Mb
3. Proper composition



The layout and position of the photo must be proper (too close or too far is not recommended)



The top of the head, including the hair, to the bottom of the chin must be between 50% - 60 % of the image's total height. The eye height (measured from the bottom of the image to the level of the eyes) should be between 50% - 60% of the image's height.



Unrecommended format:

1. Blurry photo
2. Other than face photo
3. Expression face photo

PASSPORT TERM AND CONDITION



1. Make sure the photo is sharp, in focus, and not ghosted



2. Make sure the photo is not covered, cropped or folded, and not blurry



3. Make sure the passport photo is in landscape form

FINANCIAL STATEMENT TEMPLATE

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FINANCIAL STATEMENT
SURAT PERNYATAAN

I, the undersigned
Yang bertanda tangan di bawah ini, Saya

1. Name of Parent (Guardian)
Nama Orangtua (Wali)

I affirm that I have financial resources and shall be responsible for all expenses during the study at Universitas Trisakti for the student mentioned below:
Saya menegaskan bahwa saya bertanggung jawab sepenuhnya secara finansial atas biaya harus dilakukannya selama masa studi di Universitas Trisakti untuk mahasiswa di bawah ini:

2. Student's Name as in passport
Nama Mahasiswa

3. Place of Birth as in passport
Tempat Lahir

4. Date of Birth (dd-mm-yyyy)
Tanggal Lahir

5. Full Address in Indonesia
Alamat Lengkap di Indonesia

6. Nationality
Kewarganegaraan

7. Passport Number
Nomor Paspor

This statement is issued to be used accordingly.
Demikian pernyataan ini dibuat untuk digunakan sebagaimana mestinya.

8. City & Date (dd-mm-yyyy)
Tempat, Tanggal

9. Parent's / Guardian's Signature
Tanda tangan Orangtua/Wali

10. Parent's / Guardian's Name :
Nama Orang tua/Wali

1. Name of Parent (Guardian)
2. Student's Name as in passport
3. Place of Birth as in passport
4. Date of Birth as in passport
5. Full Address in Indonesia
6. Nationality
7. Passport Number
8. City and Date
9. Parent's/Guardian's Signature
10. Parent's/Guardian's Name

STATEMENT LETTER TEMPLATE

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Not working while studying in Indonesia, Not violating the Law,
Not participating in political activities

STATEMENT LETTER
SURAT PERNYATAAN

I, the undersigned
Yang bertanda tangan di bawah ini, Saya

1. Student's Name as in passport
Nama Mahasiswa

2. Place of Birth as in passport
Tempat Lahir

3. Date of Birth (dd-mm-yyyy)
Tanggal Lahir

4. Full Address in Indonesia
Alamat Lengkap di Indonesia

5. Nationality
Kewarganegaraan

6. Passport Number
Nomor Paspor

I affirm that I will obey the regulation and laws in Indonesia. I Will not be involved in any political actions. I will not do any paid job during my study at Universitas Trisakti.
Saya menegaskan bahwa saya akan mematuhi peraturan dan undang-undang di Indonesia. Saya tidak akan terlibat dalam kegiatan politik dalam bentuk apapun. Saya tidak akan melakukan pekerjaan yang dibayar selama saya belajar di Universitas Trisakti.

This statement is issued to be used accordingly.
Demikian pernyataan ini dibuat untuk digunakan sebagaimana mestinya.

7. City, Date (dd-mm-yyyy) :
Tempat, Tanggal

8. Student's Signature
Tanda Tangan Mahasiswa

9. Student's Name as in passport :
Nama Mahasiswa

1. Student's Name as in passport
2. Place of Birth as in passport
3. Date of Birth as in passport
4. Full Address in Indonesia
5. Nationality
6. Passport Number
7. City and Date
8. Student's Signature
9. Student's Name as in passport



Study Permit and Visa Form

scan qr code or visit our web:

<https://studypermitusakti.carrd.co>



CONTACT US



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Building E Ground Floor
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Updated in November 2025