



KEMENTERIAN RISET, TEKNOLOGI DAN PENDIDIKAN TINGGI  
**UNIVERSITAS DIPONEGORO**

Jalan Prof. H. Soedarto, S.H. Tembalang Semarang Kotak Pos 1269  
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ANNOUNCEMENT

Number : 57/ UN7.P1/PENG/2017

concerning

ADMINISTRATIVE REGISTRATION AND VERIFICATION  
FOR NEW INTERNATIONAL STUDENTS OF KEMITRAAN NEGARA  
BERKEMBANG (KNB) UNIVERSITAS DIPONEGORO  
ODD SEMESTER PHASE II OF ACADEMIC YEAR 2017/2018

Rector of Universitas Diponegoro hereby states that names mentioned on the appendix are accepted as new international students and required to complete the following procedures for enrollment and registration.

**A. TUITION FEE PAYMENT**

1. Tuition fee payment is on 3 August 2017;
2. The amount of tuition fee is detailed on Rector's Decree Number 227/UN7.P/HK/2017;
3. Students can pay the tuition fee at:
  - a. PT Bank Tabungan Negara (BTN): via teller by mentioning the test number
  - b. PT Bank Rakyat Indonesia (BRI): via ATM or via teller by mentioning the test number
  - c. PT Bank Negara Indonesia (BNI) 46: via ATM or via teller by mentioning the test number
  - d. PT Bank Mandiri
    - Via ATM by clicking Multi Payment menu with code 10004
    - Via internet banking at <http://www.bankmandiri.co.id> by clicking Multi Payment menu with code 10004
    - Via sms banking Mandiri by typing TGH 10004<test number><PIN> send to 3355, next type BYR<space>UNDIP<space>index Rekening<space> test number, send to 3355
    - Via teller by mentioning the test number

**(Avoiding unsuccessful payment process, we suggest the students pay the tuition fee by bank teller)**

4. Students with pending scholarship disbursement must:
  - Pay the tuition fee by themselves, or
  - Submit sponsorship letter legally signed by the scholarship provider

**5. Paid tuition fee cannot be withdrawn**

## B. ONLINE REGISTRATION

Online registration is on 3 August 2017 via portal <http://reg-online.undip.ac.id/pasca/> (after completing the tuition fee payment)

- a. *Login* using test number as username and date of birth (DDMMYYYY) or (MMDDYYYY) or 00000000 as password;
- b. Fill out and print out the registration online form;
- c. Download and fill out the statement letter on obedience to university's regulation, and sign it on Rp 6.000,00 stamp;
- d. Both letters are submitted by the time of verification.

## C. HEALTH EXAMINATION

1. Pay the cost of health examination on the amount of **Rp 180.000,00** at PT. Bank Tabungan Negara (BTN) at Rumah Sakit Nasional Diponegoro (RSND);
2. Health examination consists of physical and drug free tests;
3. Period of the health examination
  - Date : 3 August 2017
  - Time : 12.00 – 16.00 WIB
  - Venue : Laboratorium Sentral 1st floor  
Komplek Rumah Sakit Nasional Diponegoro (RSND)  
Kampus Undip Tembalang  
Jl. Prof. Soedarto, S.H. Tembalang Semarang

## D. VERIFICATION

1. Verification is held on:
  - Date : 4 August 2017
  - Time : 08.00 – 12.00 WIB
  - Venue : Auditorium Fakultas Perikanan dan Ilmu Kelautan  
Jl. Prof. Soedarto, S.H. Tembalang Semarang
2. Required documents:
  - a. Acceptance proof card;
  - b. Print out of online registration form;
  - c. Print out of statement letter on obedience to university's regulation (signed on stamp Rp 6.000,00);
  - d. One copy of tuition fee receipt;
  - e. Health certificate from **Rumah Sakit Nasional Diponegoro (RSND) Universitas Diponegoro** stating:
    - Physically healthy
    - Drug free
  - f. Copy of the latest education certificate and academic transcript legalized by the authority;

- g. Copy of ID card or Driver's License or passport;
- h. 2 pieces of 3x4 sized colored photograph;
- i. Letter of citizenship and letter of consent from General Directorate of Higher Education.

**E. BPJS (Indonesian Health Insurance)**

- Every Undip's students has to be member of BPJS;
- The registration for BPJS membership can be performed at the time of verification.

**E. OTHER PROVISIONS**

The enrollment will be canceled if the students:

1. Provide the invalid information
2. Do not perform registration and verification on the time scheduled
3. Do not meet the requisite of health condition

Semarang, 3 August 2017

On behalf of Rector,

Deputy Rector for Academic and Students Affairs



Prof. Dr. Ir. Muhammad Zainuri, DEA

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