

Inbound Students Information Sheet

Atma Jaya Catholic University of Indonesia

How to Apply	
Find your programme	<p>Please check the existing programs of Atma Jaya Catholic University of Indonesia at our official website.</p> <p>You can also search for courses for your study period directly on the following link: available courses here which list down specific courses for your selection.</p>
Check entry requirements	<p>Each programme will have general entry requirements and some of them programme-specific entry requirements. Once you've decided which programme(s) you'd like to apply for, check all requirements to determine your eligibility:</p> <ol style="list-style-type: none"> 1. Being nominated by our partner university's International Office, <i>nomination from our partners should be sent to international@atmajaya.ac.id using AJCUI nomination form.</i> 2. Re-check application deadlines and documents needed for study in Atma Jaya Catholic University of Indonesia. <p>Nomination Deadlines are:</p> <ol style="list-style-type: none"> a. Fall/Odd Semester: 1st week of June b. Spring/Even semester: 13 November
Apply online through International Office	<p>International Office should download and fill in this nomination form to nominate the students and email it back to us at international@atmajaya.ac.id. Your nomination should include the following:</p> <ol style="list-style-type: none"> 1. Valid copy of passport (PDF format). 2. Recommendation letter of home university (from academics/professor)
Wait for notification of acceptance	<p>Atma Jaya Catholic University of Indonesia will notify you by email regarding the additional documents required for application, which should be completed by the application deadline.</p> <p>Decisions regarding selected nomination is solely the discretion of Atma Jaya Catholic University of Indonesia. You will receive your admission results - Via email from international@atmajaya.ac.id - on the date relevant for your application round.</p>
Taking care of visas, documents,	<p>If you are accepted and will be studying in AJCUI for at least 1 semester, you need to apply for a residence permit among other things such as</p>

<p>residence permit for studies.</p>	<p>VITAS or others required as per your activity in Indonesia. Applying for a residence permit and other legal matters for study in Atma Jaya can take a long time, so <u>you should apply as soon as you have received your notification of admission.</u></p> <p>See Residence permits and visa sheet for more information on how to apply for a residence permit for study in Atma Jaya.</p> <p>All fees related to visa application shall be borne by students.</p>
<p>Additional Documents</p>	<p>Other than standard procedures and documents needed, Atma Jaya Catholic University of Indonesia will also require you to fill in these forms and send it to our e-mail at international@atmajaya.ac.id, forms to be filled and additional documents includes:</p> <ol style="list-style-type: none"> 1. Official transcript from university 2. Study Permit 3. Letter of Statement 4. Statement of Financial Guarantee 5. Official letter of statement from a doctor 6. Passport size (6 x 6) formal picture of yourself (blue/red background) 7. Other documents specified as per-programme <p><u>All required documents are to be prepared and submitted at before the application deadline below.</u></p> <p>Application deadline:</p> <ol style="list-style-type: none"> a. Fall Semester: 3rd week of June b. Spring Semester: 27 November
<p>Done!</p>	<p>Atma Jaya Catholic University of Indonesia will issue the documents that you require to apply for the visa. Once you receive the document, you can contact the Indonesian embassy to apply for a student visa. Atma Jaya Catholic University of Indonesia will provide you the document required from our side (telex).</p>

MISCELLANEOUS INFO OF ATMA JAYA CATHOLIC UNIVERSITY OF INDONESIA

Currency

The currency in Indonesia is the **Indonesian Rupiah (IDR)**. Below is the list of the approximate currency exchange rate as per October 2020.

Currency	Exchange Rate (approx.)
USD	15.000 IDR
EUR	15.000 IDR



Atma Jaya's BSD Campus

*please use a currency converter like www.xe.com to find up to date exchange rates.

Accommodation	Prices (approx. / month)
University dormitory (BSD Campus)	IDR 1.000.000 - IDR 2.000.000
Boarding Rooms (BSD campus)	IDR 1.500.000 - IDR 3.500.000
Boarding Rooms (Semanggi/Pluit campus)	IDR 2.500.000 - IDR 4.500.000
Apartment Units (BSD Campus)	IDR 3.000.000 - IDR 5.000.000
Apartment Units (Semanggi/Pluit campus)	IDR 7.000.000 - IDR 8.500.000



Atma Jaya's University Dormitory divides into 2 buildings for male and female students. Each room is occupied by 2 students.

Accommodations

Students could choose to stay in the university dormitory, rent boarding rooms or apartment units around campus. Prices vary according to regions. All estimated prices are as per **September 2022**.

AJCUI's university dormitory is located inside the university area (BSD campus); it takes about a five-minute walk from the dormitory to the BSD campus. Each room is occupied by two students and the restroom is shared with occupants of the same level. The university dormitory is only reserved for students who study in Atma Jaya ([link dorm Atma Jaya](#)).

Around AJCUI, boarding rooms are a popular accommodation among students as they are affordable and comfortable with facilities like cleaning services and free laundry that comes with the rent. The prices vary according to facilities; rooms that

cost more include private restrooms, free wi-fi and electricity fees, catering, etc. Most boarding rooms are occupied by university students and employees. Even so, many students also choose to live in apartment units as more facilities are available like private kitchens, living rooms, and other apartment facilities like the gym, lounge and swimming pools. The prices vary according to apartment buildings and accessibility. International Office will assist to find suitable accommodation for students choosing to stay in apartments/boarding rooms.

You can also use following third party resources to locate the ideal accommodation of your choosing, and then consult the International Office about the location:

1. www.carikosan.com
2. www.sewakost.com
3. www.roomme.id
4. www.agoda.com
5. www.travelio.com

Notes:

Kindly please search online before deciding to stay in one place; you could ask our review about the place you want to stay; some apartments/boarding houses would ask you to deposit an amount of money that could be taken back when you check out; the regulation of money deposit may be different between the landlords.

Meals & Groceries

Students can choose to eat out or eat on campus. The campus’ canteen usually opens from 09.00 A.M. to 03.00 P.M. All of AJCUI’s campuses are at a five-minute range to shopping malls that usually opens from 10 A.M. to 10 P.M. Students can hang out, buy groceries, and have meals there. Prices vary depending on restaurants and supermarkets. There are also cafes, street foods and restaurants around campus. All estimated prices below are as per October 2020.

Meals	Prices (approx. / meal)
Campus Canteen	IDR 15.000 – IDR 25.000
Student Cafes	IDR 30.000 – IDR 50.000
Street Foods & Stalls	IDR 15.000 – IDR 30.000
Restaurants	IDR 50.000 – IDR 90.000

Groceries	Prices (approx.)
Eggs (1 kg)	IDR 20.000
Milk (1L)	IDR 25.000
Apples (1 kg)	IDR 50.000
Bread (1 loaf)	IDR 15.000

Utilities & Transport

Internet and SIM Card services here vary in prices according to the companies. Popular companies include Telkomsel, XL and Indosat. Internet services are charged monthly and prices vary according to amount of internet data. All estimated prices are as per October 2020.

Internet Services	Prices (approx. / month)
1.5 GB	IDR 15.000 – IDR 25.000
5 GB	IDR 40.000 – IDR 50.000
12 GB	IDR 100.000 – IDR 120.000
20 GB	IDR 150.000 – IDR 200.000

The electricity and water bills depend on occupant's usage and resident area. They can be paid through ATM or online banking companies. All estimated prices are as per October 2020.

Bills	Prices (approx./ month)
Electricity (Boarding Rooms)	IDR 400.000
Electricity + Water (Apartment Units)	IDR 800.000

Public transports in Indonesia include TransJakarta (public bus), Metro/KRL (train) and MRT (Mass Rapid Train). To places where the public transports do not cover, students can use other transport services like taxi services, Gojek, and Grab. There are also free shuttle bus services for the BSD Campus area. To find directions from the airport to BSD Campus, you can click the link below.

Transport	Prices (approx. / trip)
TransJakarta	IDR 3.500 – IDR 5.000
Metro/KRL	IDR 3.500 – IDR 7.000
MRT	IDR 3.000 – IDR 14.000
Taxi (@km)	IDR 4.350
Gojek/Grab	Prices (approx. @15km)
Motorbike	IDR 32.500 – IDR 45.000
Car	IDR 80.000 – IDR 120.000

Transport	Routes
TransJakarta	http://www.atmajaya.ac.id/imagecontent/rute-tj-bsd-new.jpg
Metro / KRL	http://www.atmajaya.ac.id/imagecontent/krl-publish.jpg
Bus	http://www.atmajaya.ac.id/imagecontent/rute-bus-bsd-new.jpg

Emergency Services

- Police : 110
- Ambulance : 118 & 119
- Fire Department : 113 & 1131
- Electrical Issues : 123
- Cell & Sat. Phone SOS : 112
- Information Services : 108

- Suicide Prevention Hotline : (021) 7256526, (021) 7257826, (021) 7221810
- National Counseling Services : (021) 500454

Academic Calendar

KEGIATAN	Semester Ganjil 2022/2023 (2210)	Semester Genap 2022 / 2023 (2220)	Semester Antara 2022 / 2023 (2230)
Pendaftaran KRS dan Konsultasi PA di Fakultas	15 – 25 Agustus 2022 (8 hari)	30 Januari 2023 – 8 Februari 2023 (8 hari)	19 – 21 Juni 2023
Pembukaan Tahun Akademik (Kegiatan Induksi)		-	
Masa Aktif Kuliah	5 September 2022 – 23 Des 2022	13 Februari 2023 – 10 Juni 2023	26 Juni 2023 – 16 Agustus 2023
Masa KBT	5 – 8 September 2022		-
Batas Akhir Pengajuan Cuti Kuliah dan Mundur	26 September 2022	6 Maret 2023	-
Running Status Bolos	27 September 2022	7 Maret 2023	-
Ujian Tengah Semester (UTS)	24 Oktober 2022 – 3 November 2022	3 – 17 April 2023	20 – 22 Juli 2023
Ujian Akhir Semester (UAS)	2 – 12 Januari 2023	12 – 22 Juni 2023	18 – 21 Agustus 2023
Libur Paskah (Tri Hari Suci)		6 – 8 April 2023	
Libur Hari Raya Idul Fitri & Libur Bersama		21 – 27 April 2023 (Tentative)	
Libur Natal	24 Desember 2022 – 1 Januari 2023		
Batas Akhir SUBMIT Nilai ke Fakultas	16 Januari 2023	26 Juni 2023	23 Agustus 2023
Batas Akhir SUBMIT Nilai Ujian Susulan ke Fakultas	18 Januari 2023	28 Juni 2023	-
Batas Akhir Pengajuan Perubahan Nilai	19 Januari 2023	30 Juni 2023	-
Batas Akhir SUBMIT SOFTFILE DNR ke Onedrive BAA	19 Januari 2023	30 Juni 2023	
Wisuda	Mei 2023	November 2023	

Active semester period

Midterms

Finals

STUDENT LIFE AND WHAT YOU CAN DO IN JAKARTA AND THE SURROUNDING AREA

Students Club

As exchange students, you are free to join all kinds of students' activity clubs in Atma Jaya. There are numerous activity clubs from sports (football, aikido, basketball, Volleyball, Tennis etc), Arts (Photography, Vocal group etc), Research club etc. Don't hesitate to contact the international office or your student buddies to get more information on this!

Miscellaneous Activities in Atma Jaya

Do more than simply studying in Atma Jaya. There are many other activities you can do. As a Catholic university upholding the value of serving others, Atma Jaya is very active in social activities in the community. Feel the joy of giving and sharing in Atma Jaya!

Hangout Spots

Located in the very center of the largest business district in Jakarta, Semanggi Plaza is **RIGHT ACROSS THE ROAD** from Atma Jaya Semanggi campus. It is also a well-known cheap shopping district and a great place to hang out! Grand Indonesia, one of the biggest shopping malls in South East Asia is only a few bus' stops away. For those studying in BSD campus, Indonesia's first IKEA is roughly 20 minutes away! BSD Extreme Park is also located about 15 minutes walking, for those seeking for a bit of thrill after class.

Iconic Sites in Jakarta and surroundings

In non-alphabetical order, here are some great places you can go to in Jakarta:

1. **National Monument (Semanggi campus)**
The very icon of Jakarta. You have not officially come to Jakarta if you haven't been here. With 50 kgs of pure gold on top of the monument.
2. **Istiqlal Mosque and the Cathedral (Semanggi campus)**
The epitome of religious tolerance, the biggest mosque in the South East Asia and the biggest church in Indonesia are located side-by-side.
3. **Muara Angke (Semanggi and Pluit campus)**
Biggest fish market in Jakarta. Get some incredibly cheap, fresh seafood, or cross the sea to the Thousand Islands from here!
4. **Thamrin City (Semanggi campus)**
The place to go to get cheap items. You can find practically anything here with astonishingly cheap price.
5. **Glodok and the China Town (Semanggi campus)**
Looking for new electronics? This is the place to go.
This area is also the Chinatown of Jakarta. Try going there during the Chinese New Year time to enjoy the festivities!
6. **Sunda Kelapa Port (Pluit campus)**
One of the most instagrammable location in Jakarta. Traditional ships and old buildings from the Dutch era are available to be placed in your Insta-Posts
7. **Maritime Museum (Pluit campus)**
Maritime Museum house miniature boats from all over Indonesia. With Indonesia being an archipelago, the collections here will sure be a stunner
8. **Waduk Pluit Park (Pluit campus)**

Seaside, shades, sea breeze... Isn't that a perfect place to chill and relax?

9. Scientia Square (BSD campus)

One of the natural reservoirs and large playground in Serpong area. Chill out, play skateboard, cycling and enjoy life here!

10. Lake Cipondoh (BSD Campus)

Another gem of nature in BSD area. This tranquil lakeside is the perfect place to chill and have fun.

11. Portals Escape Room (BSD Campus)

Want to be a "part" of a thriller movie? Try out Portals Escape Room and feel the sensation of "escaping" by using your wits in this venue.

Getting to Other part of the Beautiful Indonesia

Want to visit places other than Jakarta? Indonesia is a HUGE country with great tourist places to visit! Here are ways to get around the country:

Soekarno-Hatta International Airport is the number one option to get around. The airport is roughly 40 mins -1 hour away from Semanggi and BSD campuses, and 1.5 hour away from Pluit campus. If you're studying in Semanggi campus, you can also use the airport train from Sudirman train station nearby! Bali, Lombok, Raja Ampat, Toraja, West Sumatra and places outside Java Island should be included in your "Indonesian bucket list"!

Bus and train are cheaper alternatives for travelling inside Java Island. You can also get some scenic village view and immerse in the feeling of the locals. However, be extra careful with your things, dress properly and arrange the trip together with your local buddies, as you can't expect the local people to speak perfect English! Pangandaran beach, Anyer and Carita beach, Ujung Kulon conservatory, Bromo Mountain, Yogyakarta, Borobudur and Prambanan temples are great places to go to inside the island.

Want to try out some boat trip? A little outing to the Thousand Islands will blow your mind. Two hours away from the Gulf of Jakarta are strips of Islands that are still largely "virgin". Spend a day or two in the houses of the locals here, enjoy stunningly fresh seafood dish and come back to the campus on Monday fresh and anew!

FAQ

1. When does the Indonesian Embassy/Consulate open?

The Indonesian Embassy normally follows the workday system of the country. However, please pay attention that the embassy will be closed

during National Holidays of BOTH the country as well as Indonesia's national holiday.

2. In what format should the forms be sent to?

Please send the forms in MS Word (.doc or .docx) formats. Refrain using PDF in sending the forms.

3. What kind of credit system is used in AJCUI?

AJCUI is using American credit system. Each credit is equivalent to 15 hours of lessons (both face-to-face time and individual task time).

4. How does the grading system in AJCUI work?

The grading system of AJCUI is using letters (A-E) with the following details:

Score Range	Weight
0 - 44	E (n=0)
45 - 54	D (n=1)
55 - 66	C (n=2)
67 - 79	B (n=3)
80 - 100	A (n=4)

5. What program will be most suitable to choose dormitory as the accommodation?

The dormitory is located in BSD Campus, which accommodates the Faculty of Engineering, Faculty of Biotechnology, and Hospitality and Tourism program

Several study programs run parallel classes amongst BSD and Semanggi campus such as Management, Accounting, Business Administration, Communication Science, English Language Education, Law and Psychology. If you decide to take classes in BSD, you don't need to travel to Semanggi campus, and vice versa.

The medicine and pharmacy programs are held in Pluit Campus.

PIC and Contact

General inquiry

Adre (adre.zaif@atmajaya.ac.id)
 Anna (joanna.ika@atmajaya.ac.id)
 International Office (international@atmajaya.ac.id)

Visa and immigration related inquiry

Nanang

(nanang.rahendra@atmajaya.ac.id)