



ECO CAMPUS



ITS
Institut
Teknologi
Sepuluh Nopember



ITS INTERNATIONAL STUDENTS GUIDE BOOK

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Welcome Speech

Dear International students

Welcome to Institut Teknologi Sepuluh Nopember Surabaya.

This place, known as ITS, was built under the spirit of the national heroes from Surabaya, which underlies many of our scientific, technological and cultural activities to this day. Our institution was built in 1960; 15 years after the 10th of November war in Surabaya, a moment which acquired a vital place in Indonesian history of independence. During the time, the “founding father” of ITS felt the need for a great technological academic institution in the eastern part of Indonesia. Today, in our 53th year, ITS is one of the leading technological institutions in Indonesia, having around 17,000 students in various fields of studies. They are under care of 965 competent staffs, with 107 professors, a number which we expect to rise in following years.

Our students and staffs pride themselves of their high academic performance, quality students development, and achievements in various fields. In September 2013, ITS was awarded as the overall champion in Pekan Ilmiah Nasional (PIMNAS), a national scientific competition followed by students from the highest education institution in Indonesia. The championship, based on a year-round performance evaluation, marks a significant achievement in ITS's performance in education, innovation, and creativity.

We are a growing institution with many targets, including international recognition. In doing so, not only we are improving the quality of education, but also improving our environment and infrastructures. All our study programs are nationally accredited. We are currently opening up towards more international programs, holding partnerships more than 200 universities across the globe. International classes are held in several major departments, and English-speaking workshop and activities have been becoming a regularity, coordinated by ITS International Office.

Improvement for the environment and infrastructures are being done under our “Eco Campus” programs. Eco campus is our drive towards achieving more sustainable and environmentally-friendly facilities and behaviour around the campus. We are targeting towards more bikes, trees, and better biodiversity around the campus. Our classrooms are being managed with our “Smart Class” system to conserve energy.

In the long run, we are also gearing towards the ASEAN Community which will begin in 2015. We hope that our efforts will carry us through to become one of the best international institutions in the years to come.

We invite you all to accomplish this vision with us.



Rector of ITS
Prof. Dr. Ir. Tri Yogi Yuwono, DEA

Academic Information

The academic year is divided into two semesters. The first semester runs from late August to early January while the second one starts from February to the end of June. Each semester lasts 18 weeks. including evaluations/exams.

ITS offers various degree and non-degree programs organized by departments within the institute.

The degree and non-degree programs are stated below :

- Undergraduate Programs (S1)
- Master Programs (S2)
- Doctoral Programs (S3)
- Vocational Three-Year Diploma (D3)
- Non-Degree Programs (Exchange, Sandwich, Internship, Short Courses)

Faculties

Faculty of Mathematics and Natural Science

- | | |
|-----------------------------|---------------------------|
| o Department of Physics | o Department of Biology |
| o Department of Mathematics | o Department of Chemistry |
| o Department of Statistics | |

Faculty of Industrial Technology

- | | |
|--|--|
| o Department of Mechanical Engineering | o Department of Industrial Engineering |
| o Department of Electrical Engineering | o Department of Material and Metallurgical Engineering |
| o Department of Chemical Engineering | o Department of Multimedia and Networking Engineering |
| o Department of Engineering Physics | o Department of Business Management |

Faculty of Civil Engineering and Planning

- | | |
|---|---|
| o Department of Civil Engineering | o Department of Geomatics Engineering |
| o Department of Architecture | o Department of Regional and Urban Planning |
| o Department of Environmental Engineering | o Department of Geophysics Engineering |
| o Department of Industrial Product Design | |

Faculty of Marine Technology

- | | |
|------------------------------------|--|
| o Department of Naval Architecture | o Department of Sea Transportation |
| o Department of Marine Engineering | o Double-Degree ITS-Wismar University in Marine Technology |
| o Department of Ocean Engineering | |

Faculty of Information Technology

- o Department of Informatics Engineering
- o Department of Information System

UNDERGRADUATE PROGRAM

The application letter must be sent to International Office ITS. The application letter has to be completed with these supporting documents :

1. A copy of high school certificate of equivalent, endorsed and authorized by the government of the applicant's country of origin, and valid within the maximum period of 3 years.
2. A copy of academic transcript from senior high school of equivalent, validated by the applicant's country of origin.
3. A copy of TOEFL/IELTS certificate with score ≥ 477 , not exceeding the period of 6 months of validity.
4. International Student Application Form (can be download from www.international.its.ac.id/admission)
5. A health certificate
6. A copy of valid applicant's identity card
7. Two recent 4x6 cm photographs

MASTER PROGRAM

The application letter must be sent to International Office ITS. The application letter has to be completed with these supporting documents :

1. A copy of bachelor degree certificate from a regionally accredited institution. Degrees from non-accredited institution will be evaluated on an individual basis.
2. A copy of every official transcript from the college or university where the applicant has taken previous courses.
3. A copy of TOEFL/IELTS certificate with score ≥ 477 , not exceeding the period of 6 months of validity.
4. A personal essay maximum of 300 words, detailing your interest to continue your study at ITS's graduate program
5. A health certificate
6. A copy of valid applicant's identity card
7. Two recent 4x6 cm photographs

DOCTORAL PROGRAM

The application letter must be sent to International Office ITS. The application letter has to be completed with these supporting documents :

1. A copy of bachelor degree certificate from a regionally accredited institutions. Degrees from non-accredited institution will be evaluated on an individual basis will be evaluated on an individual basis.
2. A copy of every official transcript from the college or university where the applicant has taken previous courses
3. A copy of TOEFL/IELTS certificate with score ≥ 477 , not exceeding the period of 6 months of validity.
4. A personal essay maximum of 300 words, detailing your interest to continue your study at ITS's Doctoral program
5. A health certificate
6. A copy of valid applicant's identity card
7. Two recent 4x6 cm photographs

EXCHANGE

The application letter must be sent to International Office ITS. The application letter has to be completed with these supporting documents :

1. A copy of last academic transcript from the university
2. A copy of TOEFL/IELTS certificate with score ≥ 477 , not exceeding the period of 6 months of validity
3. International student application form (can be download from www.international.its.ac.id/admission)
4. A health certificate
5. A copy of valid applicant's identity card
6. Two recent 4x6 cm photographs

For exchange program, those who are partners with ITS are free from tuition fee. However, the cost for non partners will be 7.5 million rupiahs. Inquiries regarding the payment of school tuition fees should be addressed to ITS. You can address your payment to Rectorat's account if you're not here yet. If you already arrive in ITS you can come straight to the bank (Mandiri or BNI) and pay the tuition fees.

International Office's website, www.international.its.ac.id offers lots of information regarding exchange programs including universities who offers exchange programs, requirements, and importants dates About the requirement's deadline.

SANDWICH

Sandwich scholarship is given to Magister/Doctoral students who are officially enrolled as Magister/Doctoral in ITS.

Admission in ITS:

1. Magister/Doctoral student in ITS with GPA ≥ 3.25 from maximum of 4.
2. Signing to Sandwich program by DIKTI with lecturer's agreement and also known by Korprodi (Coordinator of Study Program).

How to Pay Tuition Fees?

Tuition fees are as follow:

- Bachelor degree students : IDR 10.000.000
- Master degree students : IDR 15.000.000
- Doctoral degree students : IDR 18.000.000

Inquiries regarding the payment of school tuition fees should be addressed to ITS. You can address your payment to Rectorat's account if you're not here yet. If you already arrive in ITS you can come straight to bank (Mandiri and BNI) and pay the tuition fees. Deadline for paying tuition fees are before Perwalian/FRS (Formulir Rencana Studi) period. Deadline for odd semester varies between 2nd or 3rd week of august and for even semester varies between the 4th week of January or the 1st week of February. Please make sure you have paid your tuition fees before the deadline.

How To Register for Classes?

After paying your tuition fee, you will then be able to register for classes through: <https://integra.its.ac.id/> within the time allocated for Perwalian / FRS (Formulir Rencana Studi). Please make sure that you have had a consultation with your academic advisor before the enrollment.

Facilities Provided by ITS

RECTORATE BUILDING

Rectorate building has three floors. In the first floor there are seminar rooms, Bureau of Planning and Development, and Bureau of program Coordination, Control and Communication. This Bureau also focus to help ITS to become Eco Green Campus with their programs like trees planting, "A Thousand Tumblr Action", etc. In second floors, there are Senate Room, Rector and Vice Rectors Room, and also International Office who is in charge of looking after international students of ITS. In the third floor there are Dean of Faculties room. Rectorate Building also provided front office at the first floor.



POSTGRADUATE BUILDING

Post graduate building is the centre of post graduate program activities. In this building there are Post-graduate Office in the second floor and Auditorium in the third floor. Postgraduate Office also look after all graduate program and also fast track program. For more information about ITS graduate program, please visit www.pasca.its.ac.id



BAAK

BAAK divided into two Bureau, it is Bureau of Academic and Bureau of Students and Alumni Affairs. Bureau of Academic has responsibility for controlling and managing all about academic matter. All new students need to re-register in here to get identity number of students (NRP). For more information about this bureau, please visit www.baak.its.ac.id. Bureau of Students and Alumni Affairs has responsibility for controlling and managing all programs for ITS student including ITS student association. For more information about this bureau, please visit www.kemahasiswaan.its.ac.id.

STUDENT DORMITORY OF ITS

Student Dormitory of ITS consist of ten buildings. Each building has different facilities. New students including international students can stay in the dormitory. This dormitory has many facilities such as Wifi in each building, Cafeteria, Student Hall and laundry service. Each room completed with desk, chair, cupboard, bed and two bathroom. Each room provided for two person and cost IDR 300.000 for each person per month. For international student who have desire to stay in dormitory must had report to International Office maximum two weeks before arrival date because of limited number of rooms.



LIBRARY

Library of ITS consist of 6 floors. First floor consist of Front Office, Locker, Canteen, Wifi area, 24 hours study room, photocopy service and also provide several computers to acces public catalogue to get information about the location of the book you need on the book shelf. In second floor, there are Administration Office and some meeting rooms and seminar rooms. Third floor consist of Sampoerna Corner room, journal and magazine room, Indonesian Development Information Service-World Bank (IDIS-WB) room and reference room. This floor also completed with Cafe with Hot Spot and Musholla (praying room for Muslims). In the fourth floor there are audio visual room, reserve room and final project (thesis) room. Audio visual room completed with home theater to watch movie from digital collection of library. Usually you can watch the choosen movies every Tuesday and Thursday. Reserve room provide only limited number of books so you only allowed to borrow the books for three hours. Students also able to make library card and no need to pay for registration fee, but you have to bring your student card. In the fifth floor there are PLN corner, a room full of textbooks and some computers for rent. You only need to show your library card to the officer at the front desk before borrows the book. And you can borrow the books for two weeks



CLC(Centre for Languages and Cultures) of ITS



CLC located in the right side of Graha Building and right beside of Industrial Engineering Department building. ITS student as well as publics are allowed to study foreign languages and Bahasa for international stuents. CLC also provided foreign languages test such as ITS TOEFL or ITP. You can also improve your language skills in Self Acces Room (SAR). Student need to pay IDR 50.000 each semester to become the member of SAR. for more information you can visit www.bahasa.its.ac.id.

CANTEEN

Canteen or cafeteria is a place to buy & eat food and beverages. There are 4 types of canteen at ITS, the central canteen (nearby BNI ITS), department's canteen (located at almost all departments in ITS), library canteen (on the ground floor of library) and canteen of UPMS (nearby BAAK)



MEDICAL CENTRE of ITS



ITS students & staffs as well as general public can use the service provided by the Medical Centre. For ITS students and staffs the service is free. Inside of Medical Centre there is also a pharmacy. Medical Centre is located near the dormitory of ITS and is directly in front of the University of Hang Tuah Surabaya. For international students, you have to bring your student identify card and passport for the registration process and later you'll get your Medical Centre card. Operation hours is until 3 p.m. only.

GRAHA



Graha is a facility provided by ITS which is primarily intended to hold the graduation ceremonies and events of ITS. In addition, Graha can also be rented by general public to conduct various events (such as weddings)

ROBOTICS BUILDING

Robotics Building is known as center for science of robot, how to build it, the development and also the application in society. This building also provide a rent service with reasonable price for those who need the convention hall for concert or student's big event, such as exhibition.



NasDEC



NasDec is the centre of ship design. NasDEC provided ship design services, from the concept, detail, until production. Ship design is meant to be fishing boats, tankers, ferry, passengers luggage, patrol and containers. In addition, NasDEC is established for research and development of innovative product design ships.

STUDENT COMMUNITY CENTRE (SCC)

Student Community Centre is a place utilized for students community activities. This building consist of three floors with different function in each floors. There is also a post office in the ground floor.



SPORT FACILITIES

ITS provides sports facility for all students. There are basketball courts, volleyball courts, indoor futsal court, outdoor futsal court, stadium, tennis court, and a badminton court. There are also some sports facilities in each department. Each students is allowed to use those facilities in each department by following certain regulations. Please visit the sport facilities office for details.



Students Association

Apart from the study program, there are many students associations at ITS. They are cultural, environment related, religion, and sport association. Students from all program and department can join. Here are some student associations offered in ITS:

- Executive Student Board (BEM ITS)
- Student Legislative (DPM ITS)
- Siklus (Students Environmental Organization)
- ITS Student Choir

ITS Students Choir recently won in the 3rd Prize “Institucio Pulg-Porret” at Competition no. 4 Folkmusic, 31 Festival Internacional de Musica de Cantoniros, last July 2013 in Spain. On November 2010 they also brought 2 gold medals home from 2010 Busan Choral Festival and Competition in South Korea.



▲ ITS Students Choir



▲ ITS Students Choir



▲ ITS Student Choir

- ITS Scout
- ITS Maritim Challenge
- ITS Robotic Team
- “dr Angka” Student Cooperation
- Entrepreneurship&Technology (WE&T-ITS)
- Sport Activities: Pencak Silat, Football, Jiu Jitsu, Karate, Basketball, etc
- Cultural: “Tiyang Alit” Theatre, Traditional Dance and Karawitan (Javanese Traditional Music), Photography, Cinematography, Cinta Rebana (Islamic Traditional Music), etc

You can find all of the student association’s secretariat on SCC Building 2th floor ITS

Religion:

- JMMI (Islamic Student Association)
Contact person: Syahrul A. Wibowo (0857 301 892 11)
Secretariat: behind the ITS Mosque
- TPKK (Christian Student Association)
Contact person: Dede
Secretariat: Kuala Regency C-28 Surabaya
- Chatolic Student Association
Contact person: Benyamin Indra
Secretariat: Theater A ITS (near Physic Engineering ITS)
- TPKH (Hinduism Student Association)
Contact person: Adewahyu
Secretariat: Sutorejo Timur IV block OO number 7 Surabaya
- Buddhist Student Association
Contact person: -
Secretariat: -

Important Places Around ITS

In addition to the facilities provided by ITS, there are many the important places around ITS, namely:

MARKET / SWALAYAN

a place providing public's needs. There is one traditional market in Keputih area, which is Pasar Keputih. There are also some supermarkets/self-service around ITS, namely: Sakinah (in Keputih), Giant (Keputih and Mulyosari), Hypermart (Pakuwon City / East Coast Centre), and Superindo (Mulyosari).



MALL

There are many kinds of department stores and shopping centres that provide primary, secondary, and tertiary needs of the public. There are 2 malls around ITS, namely: East Coast Center (Pakuwon City) and Galaxy Mall (Kertajaya).



PLACE OF WORSHIP

If you want to pray or worship, you can go to Masjid/Mosque (for Moslem), Gereja/Church (for Christians and Chatolic), Pura (for Hindu), Klenteng/Vihara (for Budhism).

For Moslem, there are many Mosque around ITS such as: Manarul Mosque (in front of Rectorate of ITS), Mosque of Keputih, Mosque of Gebang, Mosque of Mulyosari. For Christian, ICA/International Christian Assembly that use English in the service (Galaxy Mall, top floor, every Sunday, 8:00 am, 9:15 am and 11:00 am), GKI Manyar (Manyar Tirtoasri), Mawar Sharon (Mulyosari). For Chatolic: HKY Hati Kudus (near St. Louis private school), Santa Maria tak Bercela (Ngagel), St. Hendrikus (English mass every 4th Sunday). For Hindu: Pura Agung Segara (Kenjeran). For Budhism: Klenteng Sangar Agung (Kenjeran).



POLICE STATION

If you have any problem or you are in an unpleasant condition, you can go to the nearest police station. The nearest police station to ITS is Sukolilo Police sector, located in Manyar Kertoadi I/701 , telephone number (031) 594 788 7

Living in Surabaya

ACCOMODATION

If you are not willing to live in the ITS dormitory, you can live in other types of accomodation such as apartments, rented room/house & homestay. Commonly students live in ITS staff housing, Keputih, Gebang, Bumi Marina and Mulyosari. The rate per month to live in these areas is approximately IDR 175,000 to IDR 1,500,000 depending on the facilities provided. There are also three apartments around ITS. They are East Coast Apartment, Cosmopolis in Arif Rafman Hakim and Sukolilo Dian Regency in main road of Sukolilo Kasih Surabaya.

TRANSPORTATION

Transportation which is commonly used in Surabaya is motorcycle, car, taxi, becak, and public transportation named Angkot/Bemo. Students of ITS mostly uses motorcycle. For single trip using public transportation (Angkot/Bemo), you will be charged IDR 3,000. Minimum charge for a taxi is IDR 20,000 if you order a taxi by phone. Minimum charge for using becak is IDR 5,000, while the price of petrol per liter is IDR 6,500 (for premium) and IDR 9,500 (for pertamax)

Here are the contact numbers of various taxi in Surabaya

<u>Blue Bird Taxi</u> 031-372 123 4 031-752 728 0	<u>Chrisna Taxi</u> 031-766 111 1	<u>Merpati(Bosowa)Taxi</u> 031-531 515 1
<u>O-Renz Taxi</u> 031-879 999 9 031-871 181 8	<u>Express Taxi</u> 031-841 787	<u>Metro Taxi</u> 031-741 977 6 031-741 922 1
<u>Silver Taxi</u> 031-531 177 7	<u>Garuda Taxi</u> 031-841 111 1	<u>Srikandi Taxi</u> 031-752 233 3
<u>Dunia Taksi Rent</u> 031-741 977 6 031-741 922 1	<u>Gold Taxi</u> 031-854 555 5 031-853 585 8	<u>Supra Taxi</u> 031-563 200 0 031-828 998 0
<u>Citra Taxi</u> 031-592 678 6 031-592 679 0	<u>Mandala Taxi</u> 031-841 945 3	<u>Surabaya Taxi</u> 031-372 337 7 031-372 123 4

PUBLIC TRANSPORTATION

There are some public transportation that can be used for travel out Surabaya or East Java. Here are the explanations.



Car Public Transportation

If you want to travel by using public transportation, you can use Lyn O, Lyn Wk, Lyn S, Lyn P, Lyn T2 and Lyn L. These public transportation cars pass through ITS and surrounding areas. For more information about routes of public transportation car in Surabaya, you can access this site: <http://maskomuter.files.wordpress.com/2011/04/angkutan-kota-surabaya1.pdf>



Plane

Surabaya airport is Juanda. It is an international airport located at Sedati, Surabaya

Name: Juanda International Airport

Address: Sedati, Surabaya

Telephone: 031-298 620 0, 031-298 630 0, 031-866 750 6, 031-867 874 5

Website: <http://www.juanda-airport.com/>

For airport service tax, domestic tax is forty thousand rupiahs (IDR 40,000) per passenger and tax is one hundred fifty thousand (IDR 150,000) rupiahs per passenger. Public transportation that is available at Juanda Airport include:

- Bus Damri
first track: Juanda Airport-Bungurasih Bus Terminal Station (07 am-10 pm)
second track: Juanda Airport -Perak (06 am-12 am).
- Taxi
Taxi Prima is the only taxi who's available in the airport, but you still capable of choosing the other taxi like Orange taxi or Blue Bird taxi.
Available: 24 hour
Cost: IDR 120,000-IDR 150,000
- Rent Car
KAHA: 031-353 600 0
Golden Bird, Limousine and Car Rental: 031-532 640 3, 031-532 606, 031-531 123 4
Trans Prima: You can make a reservation straight at their stand in the airport



Train

In Surabaya, there are 2 main railway stations serving travel to another province, namely: Gubeng Railway Station (Jalan Gubeng masjid Surabaya Timur/Gubeng, telephone: 031-503 311 5) and Pasar Turi Railway Station (Jalan Stasiun Pasar turi Surabaya Pusat/Bubutan, telephone: 031-532 868 0, 031-534 501 4). Ticket reservations can be accessed through: <http://www.kereta-api.co.id/>.

There are two railway stations serving the trip to another city (but still in the province of East Java), namely: Semut Railway Station (Jalan Stasiun Kota Surabaya Pusat/Simokerto, telephone: 031-352 146 5) and Wonokromo Railway Station (Jalan Wonokromo Surabaya Selatan/Wonocolo, telephone: 031-841 064 9).



Bus

If you want to travel around city by bus, you must first choose a bus terminal (bus stops across the city). There is a terminal in Surabaya that provides cross-city bus, namely Purabaya Terminal. Although the location is in Bungurasih district in Sidoarjo, it is still managed by the Department of Transportation Surabaya.

Purabaya terminal serves Inter City Transport, Inter Province (AKAP) Transportation, Inter City Transport in the province (Descending) and City Transport. If you want to know more about the route and existing buses in the terminal, you can access: <http://www.transsurabaya.com/2010/01/terminal-purabaya-bungurasih/> telephone number: 031- 853 019 2, 031-853 202 3



Travel Agents

There are many travel agents in Surabaya. The travel agents usually provide various of alternatives, such as renting car with or without driver, which cost is adjusted by usage, such as the number of days of use (if you rent) and the number of cars used (if you use travel agent to take and/or to pick up). Information on travel can be found on the website: <http://telpon.info/travel/surabaya/>

FOOD STALL

If you feel bored of eating inside of ITS, you can try the foods outside of ITS, such as food stall around ITS's staff housing, Gebang and Keputih. The price of food varies by region. If you eat Indonesian food around ITS, the price range is between IDR 3000 to IDR 20,000 while in the downtown area, such as Mulyosari, the price range is between IDR 8000 to IDR 30.000. Besides Indonesian food, around ITS there are various restaurants that offer international food, such as in the area of Mulyosari (KFC, McD, and Steak) and in Pakuwon City or Hypermart (A&W, Noodles, etc.).

ELECTRICAL



Electrical voltage for housing in Indonesia, particularly in Java is 220 Volt.

WEATHER

Surabaya is located in North-East Coast of East Java. The North and East side is border by the Java Sea/ Madura Strait. This causes the temperature of Surabaya higher than other regions in Java. Generally, Surabaya has two seasons, dry and rainy seasons. Dry season normally happens in May until October, and the rainy season from November to April. Heavy rain usually occurs between December and January. The speed of wind is normally ranged between 3 to 20 knots and relatively constant throughout the year. Average annual rainfall ranges from 1,751 mm, and the highest rainfall is around 327 mm per month, usually occurs in January. The lowest temperature occurs in August and the temperature is usually around 22.5 Celsius and the highest temperature is around 33.4 Celsius in October. The average temperature is 27.8 Celsius.

CLOTHING

Although Surabaya is a hot city, People of Surabaya is being accustomed to use closed clothes and they feel disrespectful when using revealing clothes. People usually use T-shirt and jeans. ITS student (except Industrial Design Department) is only allowed to use a collared shirt and long trousers while attending classes and meeting with lectures

BANK

There are 3 banks located within ITS. They are BNI, Mandiri, BTN, BRI. In Indonesia, Banks operate in 5 days, from Monday to Friday. 8 a.m. to 4 p.m. (Same as Office Hours)

HEALTH MATTERS

If you need to get medical treatment, you can visit Medical Center ITS and get medical treatment for free by showing your student identity card (KTM). For more serious cases, there are a lot of specialists practicing around the city. ITS is close to one of the major hospitals RS Haji Surabaya. Other major hospitals are Siloam Hospital, RS Dr. Soetomo, and RS Husada Utama. The cost of consultation in a hospital or a doctor's surgery is depending on the situation and seriousness of the illness. Public health centers costs less.

OFFICE HOURS

Most government offices are open from 8 a.m. to 4 p.m. Mondays to Fridays

HEALTH INSURANCE

You can choose your own health insurance from your home country. If you choose to purchase health insurance in Indonesia, please contact ITS IO as soon as possible. We usually use "TAKAFUL insurance" for our international students. The annual premi is IDR 2.000.000 (two million rupiahs) for minimum 1 year premi or IDR 12.000.000 (twelve million rupiahs) for overall minimum premi. Please check TAKAFUL website at www.takaful.com for more information.

ITS Location Map





- 1 Rectorat Building, International Office
- 2 Library
- 3 Academic Administration
- 4 Manarul Ilmi Mosque
- 5 Architecture, Civil Engineering
- 6 Post graduate building
- 7-Ocean Eng.
 - Naval Architecture & Shipbuilding Eng.
 - Marine Eng.
 - Marine Transportation Eng.
- 8 Chemical Eng.
- 9 Chemistry
- 10 I-Web, ITS Canteen, Mandiri Bank

- 23 - Biology, Statistics
- Mathematics, Physics
24 Sport Center Office
25 Badminton Stadium, Futsal Court
26 ITS Dormitory
27 ITS Stadium
28 Industrial Eng. Informatics System, D3 FTI
29 Graha ITS
30 ITS Language Center
31 Electronics Engineering Polytechnic Institute of Technology
32 Robotics Center
33 Naval Polytechnic Institute of Surabaya

Currency



▶ IDR 1,000
(one thousand rupiah)



◀ IDR 2,000
(two thousand rupiah)



▶ IDR 5,000
(five thousand rupiah)



◀ IDR 10,000
(ten thousand rupiah)



▶ IDR 20,000
(two thousand rupiah)



◀ IDR 50,000
(five thousand rupiah)



◀ IDR 100,000
(one hundred thousand rupiah)

OLD
NEW



▲ IDR 100 (one hundred rupiah)

OLD
NEW



▲ IDR 500 (five hundred rupiah)



▲ IDR 200 (two hundred rupiah)



▲ IDR 1,000 (one thousand rupiah)

As of April 25, 2013, the purchase price of USD is IDR 9683 and selling price of USD is IDR 9747. For more information about exchange rate of other currencies against Indonesia, please access the following website: <http://www.bankmandiri.co.id/resource/kurs.asp>.

Money Changer

Name	Phone	Address
Catur. PT	+62 31 503 2967	Jl. Biliton 38, Gubeng, Surabaya, East Java
Lanina Valas	+62 31 594 6162	Jl. Dharmahusada 201, Surabaya, East Java
Toko Perhiasan Mas Siola	+62 31 593 2708	Galaxy Mall Surabaya
Lintas Indah Valas. PT	+62 31 532 1910	Plaza Tunjungan 1 LG floor / 8 - A Jl. Jenderal Basuki Rahmat 8-12, Kedungdoro, Tegalsari, Surabaya, East Java

General Regulations and Etiquettes (do's And Don'ts)

Do's

In Campus Life

1. Using buttoned or collared shirt, long pants, and shoes in the area of ITS, especially when attending academic activities or meeting with lecturers.
2. Obeying ITS's regulation, department's regulation, dormitory's regulations or regulations which are given by where you are staying.

Behaviour

1. In Indonesia it will be considering more polite to not call someone directly by their names unless they're on the same age or younger than you. You can use these specific terms before mentioning their name: **Bapak (Pak)** for Mr, **Ibu (Bu)** for Mrs, **Mas** for young man, and **Mbak** for young woman.
2. Be sure to say hi or smile when you meet people you know. Javanese people appreciate this kind of behaviour.
3. Tipping is not common in Indonesia. However, you can give some proper tips in some cases. For example, people who help bringing your luggage or guide you around some tourist places will expect some tips. Taxi drivers expect you to round the fare up to the next thousand rupiahs. And at some restaurant leaving some tips is a common thing to do.

Don'ts

In Campus Life

1. Using revealed/opened clothes (clothes with no sleeves) in the area of ITS and outside homestay, hot pants or shorts (pants that length is above the calf), and do not use T-shirt and sandals in classrooms and offices.
2. Carry and drink alcohol, use or become a dealer of narcotics.
3. Getting drunk and causing chaos at campus area.

Behaviour

1. Bring girlfriend (for boys) or boyfriend (for girls) to the homestay/dorm/room.
2. Showing some PDA (Public Display Affection) such as hugging, kissing, or making out.
3. Put up your feet up on tables or chairs, especially when there are older people around you.
4. Don't be offended when people ask you personal questions. It's just the way they show friendliness and you don't have to answer if you don't want to.

Daily Conversations

Greeting

Salam

- Good Morning
Selamat Pagi (5 am- 10 am)
- Good Afternoon
Selamat Siang (10 am-3 pm)
Selamat Sore (3 pm- 6 pm)
- Good Evening
Selamat malam (6 pm- 10 pm)
- Good Night
Selamat tidur
- Good bye
Selamat tinggal
- See you later
Sampai jumpa lagi
- How are you?
Apa kabar anda?
- Excuse me
Permisi

Introduction

Perkenalan diri

Asking Bertanya

1. What is your name?
Siapa nama anda? (Formal)
Nama kamu siapa? (Informal)
2. Where do you come from?
Dari mana anda berasal? (Formal)
Asalnya dari mana? (Informal)
3. Where do you stay now?
Sekarang, dimana anda tinggal? (Formal)
Tinggal dimana sekarang? (Informal)

Response Menjawab

1. (Greeting), my name is David
Salam, nama saya David (Formal)
Hai, namaku David (Informal)
2. I came from England
Saya berasal dari Inggris (Formal)
Asalku dari Inggris (Informal)
3. Now, I stay in Perumdos blok H-1
Saat ini saya tinggal di Perumdos blok H-1 (Formal)
Sekarang aku tinggal di Perumdos blok H-1 (Informal)

Ungkapan Berguna Useful Expressions

- I'm sorry
Mohon maaf
- Thank you
Terima kasih
- Can you help me ?
Bisakah anda membantu saya ?
- What time is it?
Jam berapa ini?
- How many? / How much?
Berapa banyak?
- How much is it ? / How much it cost ?
Berapa harganya?
- Where is the ? (place)
Dimanakah berada ?
- I like it / I love it
Saya menyukainya
- I don't like it / I hate it
Saya tidak menyukainya/membencinya
- I understand
Saya mengerti
- I don't understand
Saya tidak mengerti

Daily Conversation

Percakapan Sehari-hari

Asking Bertanya

1. How are you today?
Bagaimana kabarmu hari ini? (Formal)
Gimana kabarnya? (Informal)
2. What are you doing ?
Apa yang sedang anda lakukan? (Formal)
Lagi ngapain? (Informal)
3. I'm Leaving now. See you!
Saya pergi dulu. Sampai jumpa! (Formal)
Pergi dulu ya. Dah! (Informal)

Response Menjawab

1. I'm fine, thank you. And you?
Kabar saya baik, terima kasih. Kalau anda? (Formal)
Baik, terima kasih. Kamu? (Informal)
2. I'm studying
Saya sedang belajar (Formal)
Lagi belajar (Informal)
I'm waiting someone
Saya sedang menunggu seseorang (Formal)
Lagi nungguin orang (Informal)
3. See you again
Sampai ketemu lagi (Formal)
Dah dah (Informal)
Bye
Selamat tinggal (Formal)
Dah dah (Informal)

If you come to study/intern/research more than 30 days you cannot use visa on arrival. You will need a visa to enter Indonesia in which you can obtain at the nearest Embassy or Consular Office of Indonesia in your country. Here are types of visas you could apply :

INDEX B-211 VISA OR VKSB

Visa Kunjungan Sosial Budaya/ Social Cultural Visit Visa (VKSB) - a visa for those who's coming to Indonesia for a short-term stay, not as tourists and not for business. This single entry visit visa refers to Index B-211 and is valid for 30-60 days.

We would never recommend you to use the **Visa on Arrival (VOA)** which is only intended for those who are visiting Indonesia as tourists, NOT for those intending to live for an extended period of time because this kind of visa is not extendable.

Requirements to obtain the Index B-211 Visa are as follows:

- 1) A letter of acceptance which invites you to stay/study in Indonesia
- 2) Your passport
- 3) A copy of return trip ticket (if required)
- 4) A couple of passport photos
- 5) Application form (provided by the Visa Section of Indonesian Embassy)
- 6) Visa fee, it depends on your country

VITAS (LIMITED STAY VISA)

Three kinds of **VITAS** valid for :

- 1) 6 months
- 2) 12 months
- 3) 24 months

The process of applying the **VITAS** takes 2-3 months before your arrival in Indonesia. **Study Permit (Izin Studi)**, that has to be submitted when you apply for **VITAS**, must be applied to DIKTI (the Directorate General of Higher Education of Indonesia - Jakarta) before you apply for **VITAS**. The process for study permit depends on origin country and program, for certain programs like Kemitraan Negara Berkembang (KNB) Scholarship and Beasiswa Unggulan (BU) takes 1,5 months. The following are documents you should prepare for **Study Permit (Izin Studi)** and **VITAS**:

- 1) A letter of Recommendation from the Vice Rector of Academic Affairs of ITS
- 2) A letter of Approval from the Indonesian Embassy (if you are still in your home country), from the representative Embassy/Consular Office of your country (if you are already in Indonesia)
- 3) An Academic Report/Transcript
- 4) A Curriculum Vitae/Resume
- 5) A letter of Declaration stating that you :
 - will obey Indonesian rules and laws
 - will not involve in any work activities
- 6) A letter of sponsorship or financial guarantee (if you are privately financed)
- 7) Health Report (signed by a medical doctor)

8) A copy of valid Passport :

12-month passport validity remaining to apply for 6-month SP and KITAS (Limited Stay Permit Visa)

18-month passport validity remaining to apply for 12-month SP and KITAS

30-month passport validity remaining to apply for 24-month SP and KITAS

9) Three sheets of passport-size photos (4x6) with red background.

Since **Study Permit** and **VITAS** are applied before your arrival, the ITS International Office will proceed the application to the Immigration Office in Surabaya. After being approved, the Immigration office will send a telex of a letter of approval to the Indonesian Embassy or Consular Office in the related country, in which you can get the **VITAS**. We recommend you to send the required documents as soon as you get accepted to ease the process to:

International Office

Institut Teknologi Sepuluh Nopember (ITS)

Rectorate Building 2nd Floor

Kampus ITS Keputih – Sukolilo Surabaya 60111,

Jawa Timur - INDONESIA

or by email to:

int_off@its.ac.id/international@its.ac.id

ITS International Students Administration Fee

No.	Type	Duration	Price	Person in Charge
1 Kantor Imigrasi (Immigration Office)				
1.1	KITAS (Limited Stay Permit Card)	First week after arrival	775,000	Faisal (081232559281)
1.2	SEP (Single Entry Permit)		200,000	Ferry (083874531371)
1.3	MERP (Multiple Exit Re-Entry Permit)			
	6 months		600,000	
	12 months		1,000,000	
	24 months		1,700,000	
1.4	IMTA (Employment Permit for Foreigners)		300,000	
1.5	Visa Extension		250,000	
2 POLDA Jatim (Province Police Department)				
2.1	STM (Letter of Police Notification)	24 hours after arrival	50,000	Faisal (081232559281)
2.2	SKLD (Certificate of Self-Reported)	30 days after KITAS	110,000	Ferry (083874531371)
3 Dispenduk (Office of Population and Civil Registration)				
3.1	SKTT (Certificate of Residence)	14 days after get KITAS	25,000	Faisal (081232559281)
				Ferry (083874531371)

No.	Type	Duration	Price	Person in Charge
4 Kemendikbud (Ministry of Education and Culture)				
4.1	SIB (Study Permit Certificate)	Before arrival	300,000	Faisal
			500,000	(081232559281)
4.2	SIB Extention	2 months before expired date	300,000	Ferry
				(083874531371)
4.3	SIB BU (Beasiswa Unggulan)	Before arrival	1,000,000	
4.4	SIB BU Extention	2 months before expired date	200,000	
4.5	SIB KNB (Kemitraan Negara Berkembang)	Before arrival	300,000	
4.6	SIB KNB Extention	2 months before expired date	200,000	
4.7	SIB for Timor Leste	Before arrival	100,000	
5 Insurance				
5.1	Male Insurance	First week after arrival	300,100	Faisal
				(081232559281)
5.2	Female Insurance	First week after arrival	381,000	Ferry
				(083874531371)
6 ITS International Office				
6.1	Application Cost	First week after arrival	50,000	Faisal
				(081232559281)
6.2	Fotocopy for Archives	First week after arrival	2,000	Ferry
				(083874531371)

Arrival Checklist

- [] Check-in report to the ITS International Office
- [] Accommodation Arrangement
- [] Police Report (go to the Resort Police Office nearest your residence or go to ITS International Office for assistance)
- [] Open a Bank Account

Police Report

Within the first 24-hours of your arrival in Indonesia, you must get the :

1) STM / STMD

Within the first 24-hours of your arrival in Indonesia, you must get the STM/STMD (Surat Tanda Melapor Diri). STM/STMD is a resort report acknowledging your residence from the POA (*Pengawasan Orang Asing*-Foreigners' Surveillance) of the resort police office nearest your residence.

Here are the requirements :

- A copy of your passport
- A copy of the KTP (Indonesian ID Card) of the host

Note :

Failure to do this within 3 days will probably constitute a violation of a legal hassle that can only be overcome through the payment of IDR 5,000,000 fine and a maximum of 1 year in jail. Please come to International Office for assistance.

2) SKLD Yellow Card

Students holding KITAS card must register with the National Police within 30 days of the issuance of the Stay Permit. The Police Department (*Direktorat Intelpam, Sub Direktorat Pengawasan Orang Asing*) will issue an SKLD (*Surat Keterangan Lapor Diri*/Certificate of Police Registration), which is an important document that you must keep.

Here are the requirements :

- A letter of recommendation from ITS International Office
- A copy of your passport
- A copy of your KITAS Card and Bluebook
- A police finger print report
- A completed application form (provided by the Police Headquarters)
- 3 sheets of 3x4 size photos (red background)

Note :

Failure to report exposes you to harsh punishment. Article 61 of the Immigration Law, number 9 year 1992 says failure to report would expose you to a maximum of IDR 5,000,000 fine and a maximum of 1 year in jail.

"Orang asing sudah mempunyai izin tinggal (KITAS) yang tidak melapor kepada kantor Kepolisian Negara Republik Indonesia di tempat kediamannya dalam waktu 30 hari terhitung sejak diperolehnya izin tinggal, dipidana dengan pidana kurungan paling lama 1 tahun atau denda paling banyak Rp 5.000.000,-".

This Yellow Card and your EPO (Exit Permit Only) must be returned to the ITS International Office before you return home.

Extension Procedure

VKSB

The extension for VKSB or Index B-211 Visa can be applied up to 4 times and only in the same district. The first-three extension will be granted by Immigration Office, while the last will require a prior approval from the **Kantor Wilayah Hukum dan HAM** (Regional Office of Laws and Human Rights) before the issuance by the Immigration Office. Each extension has a legal fee of IDR 250,000, and you have to get the application forms in the Immigration Office and buy a red file folder at the Warung Imigrasi for anything but IDR 10,000. Though this last fee has no legal basis, it is customary.

The following are the requirements to apply for the visa extension :

- A letter of recommendation from ITS International Office
- A letter of sponsor (**Surat Jaminan** – a blank one provided by Immigration Office)
- A copy of KTP (Indonesian ID Card) of the sponsor
- Application forms
- A copy of Arrival Card (for the first extension)

Please come to International Office for assistance

KITAS

Your KITAS must be extended 2 months before the expired date. The documents you should prepare are nearly the same as those when applying :

- A letter of recommendation from the Faculty / School or Study Program addressed to the ITS International Office
- A letter of recommendation issued by the ITS International Office and addressed to the Head of the Immigration Office in Surabaya
- Immigration application forms
- A form of sponsorship
- A letter of Study Permit

Please come to International Office for assistance

YELLOW CARD

After the KITAS extension, you should also extend your Yellow Card (30 days after you get the KITAS at the latest). For this, you should prepare :

- A letter of recommendation from ITS International Office addressed to the Head of the Regional Police Department in Surabaya
- An application form issued by the Police Department
- The original Yellow Card
- A letter of Study Permit
- A copy of STM/STMD
- A copy of a valid passport
- A copy of KITAS
- A copy of a Blue Book
- A copy of sponsorship
- Two sheets of 3x4 size with a red background photographs

Please come to International Office for assistance

Important Things Before Leaving

Temporary Return

When international students return to their home countries and go abroad for travelling or doing research, you must tell about the detail of your itinerary to the ITS International Office and your faculty at least a week before your departure.

Please also apply for Re-Entry Permit to Immigration Office Surabaya seven (7) days before your travel. Re-Entry Permit enables you to maintain your current residential status when you go abroad and come back to Indonesia again. If you do not obtain Re-Entry Permit and leave Indonesia, your residential status will be cancelled and you must apply for a new visa from the beginning. Please keep in mind about this.

The following are documents you should prepare:

- 1) A letter of recommendation from the Faculty/School addressed to the Director of Partnership and ITS International Office
- 2) A letter of recommendation issued by the ITS International Office and addressed to the Head of Immigration Office in Surabaya
- 3) Application forms
- 4) A copy of a valid passport

Exit Permit Only

When international students return to their home countries, the documents that should be prepared are:

- 1) A letter of recommendation from the Faculty/School addressed to the Director of Partnership and ITS International Office
- 2) A letter of recommendation issued by the ITS International Office and addressed to the Head of Immigration Office in Surabaya
- 3) Application forms
- 4) A copy of a valid passport
- 5) A copy of a return ticket

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