



STUDENT EXCHANGE PROGRAM APPLICATION FORM 2017



General Requirements

- Registered as an Active Law Faculty Student either Regular or International Program.
- Copy of Student Card and Identity Card
- Minimum First Year Student
- Must Have a Minimum GPA 3.0.
- English Proficiency
- Approval Letter from Parent

General Application Instructions

- Submit completed original application with signature on the last page.
- Please answer ALL questions on the application in English. Do NOT leave a space blank. If a question does not apply to you, write NONE (if not applicable)
- Applicants must attach all supporting documents required. Completed application forms missing one or more supporting documents required will not be included in the selection process. For the list of supporting documents, please refer to the DOCUMENT CHECKLIST section.
- Submit application by the deadline (**April 7, 2017**)

DOCUMENT CHECKLIST

PLEASE ARRANGE THESE DOCUMENTS IN THIS ORDER.

❖ REQUIRED DOCUMENTS

1. Completed and signed **application form**.
2. 1 (one) color **photograph 3 x 4 cm** for the last 6 month – affix it in the provided box.
3. 1 (one) certified copy of TOEFL or IELTS.
4. An **official letter of enrollment** from university, stating that you are still an active student and have not graduated yet/not completed any graduation process, (including *sidang skripsi dan tutup teori*)
5. 1 (one) **legalized copy of your university transcript records** from the 1st semester to the last semester prior to the semester you are currently in.
6. 1 (one) copy of student card
7. 1 (one) copy of **valid Identification Card (KTP)**. Do not cut into KTP size. (*does not have to be translated*)
8. Approval letter from parent

❖ RECOMMENDED DOCUMENTS

1. Copies of certificates or awards received

Please send the application package to
IP Office 3rd Floor
Jl. Taman Siswa No. 158 Yogyakarta

Application Deadline: **April 7, 2017**

For additional information, contact: IP Office:
087739398450 (0274) 379178 ext 227/229.

We do not accept email applications. Hard copies must be sent or delivered to IP Office Faculty of Law.



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Personal Information

Name of applicant :

Mr. Ms.

Last Name :

First Name :

Middle Name(s) :

*Affix your recent self
color photograph
(3X4) in this box*

Home Address:

Home Phone:

Mobile Phone:

E-mail:

Place of birth :

City of birth :

Country :

Date of birth :

Month of birth :

Year of birth :

Gender:

Male Female

Marital status:

Single
 Married

Do you have a passport?

yes no

Knowledge of languages: Rate yourself *Excellent, Good, Fair, or Poor*. Include all languages that you speak or have studied, including English. List your native language also.

Language	Reading	Writing	Speaking	Listening

Language proficiency If you have taken any standard test of English language proficiency (for example TOEFL or IELTS) please identify the type of test taken, give the results, and provide a copy of the test results.

Test Taken:

Date Taken:

Results (*attach copy*):

Educational Information

Type of Program : Regular International Program

Entrance Year :

Current Semester :

Accumulative GPA :

ACADEMIC/NON-ACADEMIC ACHIEVEMENTS OR PRIZES *(attach evidence if any) Write NONE if you don't have any)*

Achievement	Place (city)	Year	Description

Below, provide the names, addresses and telephone numbers of individuals to be notified in case of emergency.

Name of individual	Location & address of individual	Indicate relation to individual (relative, friend, etc.)	Languages this person speaks

STUDENT EXCHANGE PROGRAM APPLICATION CERTIFICATION STATEMENT

CERTIFICATION: I certify that I completed this application myself, without aid or assistance, that the information given in this application is complete and accurate, and that I have carefully read and understand it.

I understand that program administrators reserve the right to verify all the information listed in the application. I understand that giving false or misleading information in the application will eliminate me from the competition or cause my dismissal from the Student Exchange Program.

Also, I acknowledge that I am aware of the following program requirements:

- I must follow all program rules and regulations and observe all the laws of Malaysia during my stay there.
- At the end of the year program, I will return to my home country. I understand that I may not extend my stay in Malaysia.

Signature of applicant

Date (month/day/year)