



Student Exchange Guidebook

 **Telkom University**
International Class Academic Office





Creating the future

| CONTENTS

About the Program

Eligibility Requirements

Application Procedure

Partner University Factsheet

Contact



ABOUT THE PROGRAM

Student exchange is a program where students are given the opportunity to study abroad at one of partner universities. Students will study for a full semester or two at partner universities and the credits they earn may be transferred to their credits at Telkom University. Most of partner universities wave the tuition fee for exchange students.





ELIGIBILITY REQUIREMENTS

Students must meet the requirements set by both Telkom University and the partner university to be eligible to apply for student exchange program.

Requirements set by Telkom University are as follows:

- Telkom University international class students
- Having a passport
- Successfully completed at least the first-year courses (students may apply starting from the 3rd semester)
- GPA ≥ 2.75 for Engineering Programs and ≥ 3.00 for Business Programs
- Good command of both written and spoken English (proven by English test certificate with the score equivalent to TOEFL 500)

For the requirements set by partner universities, please refer to each partner university page in this guidebook.



APPLICATION PROCEDURE



1. Submission of Application Documents

- Check the requirements
- Fill out student exchange online application form. To complete the form, you must login to your Telkom University email account or Gmail account. At the end of the form, students must upload the scanned copy of the following documents:
 - ✓ a. Passport
 - ✓ b. ITP TOEFL/EPiT certificate
 - ✓ c. Academic transcript
 - ✓ d. Financial support letter (the template of financial support letter can be downloaded at

<http://ica.telkomuniversity.ac.id/downloads/>)

Please prepare the scanned copy of those documents in PDF and the maximum size of each document is 1 MB. [Click here to complete the form.](#)

2. Shortlisted Selection

- Application documents will be reviewed and applicants who meet the requirements will be contacted via email for interview. Please check your email inbox (and the spam folder) regularly.

3. Interview

- Applicants will be interviewed by Prodi to see how much they know about the program and how ready they are to participate in the program.

4. Pre-Departure Orientation

- ICAO will hold an orientation to students be prepared for exchange program. All applicants who pass the interview must attend the orientation.

5. External Selection (at Partner University)

- Applicants who pass the interview will be nominated as exchange students to the partner university.
- Applicants apply online and/or submit the documents required by the partner university (check the partner university factsheet for the list of required documents).
- The online application and required documents will be reviewed by the partner university.
- There may be an additional selection process, and/or an interview conducted by partner universities if needed.

Note: Each partner university may have different selection process.

6. Acceptance Letter

- Applicants who pass the selection process will receive an acceptance letter or admission letter from the partner university and officially accepted as exchange student.

7. Flight Tickets and Visa

- Exchange students may arrange their own flight tickets and visa application; however, they must consult with ICAO beforehand. Exchange students must purchase return tickets for this program. Please visit ICAO for more information.

8. Tuition Fee Payment

Tuition Fee at Partner University	Tuition Fee at Telkom University
Waived	50%
Pay Tuition Fee	10%

9. Course Registration

- Exchange students must register for courses at Telkom University for the semester during exchange. However, each Prodi may have different regulation regarding course registration for exchange students. Please consult with Prodi.
- Course registration process at partner university is different from one to another. It will be informed after applicants officially accepted as exchange students.

10. Departure



한양대학교
HANYANG UNIVERSITY



Hanyang University (Seoul Campus), South Korea

Location	International Building #217, 222 Wangsimni-ro, Seongdong-gu, Seoul, 04763, Korea
Eligible Prodi to Apply	IF, TI, TT, ADBIS, MBTI, SI
Required documents <i>(These documents are to be submitted after the applicants pass the interview with Prodi)</i>	<ol style="list-style-type: none"> 1. Official Academic Transcript 2. English Proficiency Test Certificate: IELTS 5.5, TOEIC 785, IBT 72, or ITP TOEFL 543 3. Color ID Photo 4. Copy of Passport 5. Health Insurance Certificate
Study Period	Odd/Fall Semester: September – December Even/Spring Semester: February – June
Tuition Fee	at Partner: 100% Scholarship (waived) at Tel-U: 50% Scholarship (50% of BPP)
Estimated Expenses (±)	Airfare Round Trip: Rp. 8.000.000 ~ 10.000.000 Visa: Rp. 1.385.000 Accommodation: please refer to the information on this link http://www.hanyangexchange.com/seoul/accommodation/
Course List	http://www.hanyangexchange.com/academics/syllabus/
Website	http://www.hanyangexchange.com/seoul/



**Kumoh National
Institute of Technology**



Kumoh National Institute of Technology, South Korea	
Location	Gumi, Gyeongbuk, Korea.
Eligible Prodi to Apply	TI, TT, SI
Required documents <i>(These documents are to be submitted after the applicants pass the interview with Prodi)</i>	<ol style="list-style-type: none"> 1. Application Form 2. Certificate of Enrollment 3. Official Academic Transcript 4. Copy of Passport 5. English Proficiency Test Certificate: EPtT/ITP TOEFL minimum 500 (but students with score <500 are also welcome to apply)
Study Period	Odd/Fall Semester: August – December Even/Spring Semester: February – June
Tuition Fee	at Partner: 100% Scholarship (waived) at Tel-U: 50% Scholarship (50% of BPP)
Estimated Expenses (±)	Airfare Round Trip: Rp. 8.000.000 ~ 10.000.000 Visa: Rp. 1.385.000 Dormitory: KRW 445.050 ~ 455.850 Meal 5 days/week: KRW 429.930 Meal 7 days/week: KRW 531.300
Course List	Electronic Engineering: http://eng.kumoh.ac.kr/e_new/sub02/u-Electronic%20Engineering.php Industrial Engineering: http://eng.kumoh.ac.kr/e_new/sub02/u-Industrial%20Engineering.php Mechanical Engineering: http://eng.kumoh.ac.kr/e_new/sub02/u-Mechanical%20Engineering.php
Website	http://eng.kumoh.ac.kr/e_new/



SolBridge International School of Business (Woosong University), South Korea

Location	Uam-ro 128 (Samsung-dong), Dong-gu, Daejeon, (34613) South Korea.
Eligible Prodi to Apply	MBTI, ADBIS
Required documents <i>(These documents are to be submitted after the applicants pass the interview with Prodi)</i>	<ol style="list-style-type: none"> 1. Application Form 2. English Proficiency Certificate: ITP TOEFL >470, IELTS ≥5.5 3. Copy of Passport 4. Official Academic Transcript 5. Certificate of Enrolment 6. Proof of Medical Insurance (you may opt out this requirement if you plan to apply for Korean Medical Insurance)
Study Period	Odd/Fall Semester: August – December Even/Spring Semester: February – June
Tuition Fee	at Partner: 100% Scholarship (waived) at Tel-U: 50% Scholarship (paying only 50% of BPP) or at Partner: 50% Scholarship (USD 2.519) at Tel-U: 90% Scholarship (paying only 10% of BPP)
Estimated Expenses (±)	Airfare Round Trip: Rp. 8.000.000 ~ 10.000.000 Visa: Rp. 1.385.000 Residence Fee, Breakfasts, Orientation Meals, Student Activity Fees, Health Insurance, Remit Service Charge: USD 1.275
Course List	http://www.solbridge.ac.kr/story/page/index.jsp?code=solbridge0301
Website	http://www.solbridge.ac.kr/



Universiti Tun Hussein Onn Malaysia, Malaysia	
Location	86400 Parit Raja, Batu Pahat, Johor, Malaysia
Eligible Prodi to Apply	TI
Required documents <i>(These documents are to be submitted after the applicants pass the interview with Prodi)</i>	<ol style="list-style-type: none"> 1. Application Form 2. Copy of passport (all pages) 3. Photo Passport Size (white background) 4. Official Academic Transcript 5. Statement Letter from Telkom University 6. Insurance (taking insurance at UTHM is highly recommended)
Study Period	Odd Semester (Semester 1 at UTHM): September – January Even Semester (Semester 2 at UTHM): February – June Condensed Semester (Semester 3 at UTHM): July – August
Tuition Fee	at Partner: 100% Scholarship (waived) at Tel-U: 50% Scholarship (50% of BPP) except for exchange in Condensed Semester
Estimated Expenses (±)	Visa Processing Fee (Visa Approval Letter): MYR 573,95 Visa Application: Rp. 1.350.000 Airfare Round Trip: Rp. 3.000.000
Course List	NA
Website	http://www.uthm.edu.my/v2/index.php?lang=en



인하대학교
INHA UNIVERSITY



Inha University, South Korea

Location	100 Inharo, Nam-gu Incheon 22212, Korea
Eligible Prodi to Apply	TI, SI, ICT Business, IF, TT, ADBIS
Required documents <i>(These documents are to be submitted after the applicants pass the interview with Prodi)</i>	<ol style="list-style-type: none"> 1) One Photo in a JPG file for application 2) A Letter of Recommendation (designated form or form prepared by host university - both are acceptable) 3) Housing Application Form (using designated form) 4) Official Academic Transcript of Records issued by home University (in English) 5) A copy of Passport (Please check the validity of the passport) 6) Bank Statement with Deposit of more than USD5,500 7) Family Relations Certificate (The account holder's name on the bank statement must be identical to your passport name. If the bank account belongs to someone else, you must submit a relationship certificate to prove your relationship with the bank account holder.) 8) Language Certificate (ex. TOEFL, TOEIC, IELTS, TOPIK etc.) <p>Once you have submitted those documents, Inha International Center will review your application. If you have received a certificate of admission from Inha, you can then proceed to the next step which is to upload copies of additional documents.</p> <ol style="list-style-type: none"> 1) A copy of Tuberculosis test with an official hospital (medical) stamp (only required for students applying for school dormitory.) 2) Copy of the Insurance policy (Applicants who have not submitted the insurance policy online should purchase designated insurance upon arrival.)
Study Period	Odd/Fall Semester: August – December Even/Spring Semester: February – June

Tuition Fee	at Partner: 100% Scholarship (tuition fee waived) at Tel-U: 50% Scholarship (50% of BPP)
Estimated Expenses (±)	<p>Airfare Round Trip: Rp. 8.000.000 ~ 10.000.000</p> <p>Visa: Rp. 1.385.000</p> <p>On-Campus Dormitory: USD 860 (Early Check-In Fee USD 40).</p> <p>Off-Campus Housing (Around Inha University):</p> <ul style="list-style-type: none"> - Rent on average: approx. USD 300 ~ 550/per month - Deposit on average: approx. USD 3,000 ~ 5,000 <p>*International Center provides help for students who wishes to stay in a studio-type(1-room) accommodation near the school.</p> <p>*International Center cannot introduce off-campus housing other than the type mentioned above. Students willing to find apartments for share need to find on their own upon early arrival.</p> <p>Estimated Living Expenses: USD 600~800/per month (including room and meals; if not staying at the University Dormitory)</p> <p>Miscellaneous (including transportation, text books etc): USD 100/month</p>
Course List	<ol style="list-style-type: none"> 1. Go to http://sugang.inha.ac.kr/sugang/ and click 'English' on the upper right side menu. 2. Click 'Course Schedule' on 'Curriculum' on the left side menu. Once you click it, a pop up screen shows up. 3. Select 'foreign language' on the 'etc' bar on the newly pop up window. 4. Please check the Note column on the course table to see the instruction language. <p>Note: Course list for spring semester 2019 will be available at the end of January or early February.</p>
Website	https://www.inha.ac.kr/mbs/home/mbs/eng/subview.do?id=eng_010503010000



Chitkara University, India	
Location	Chandigarh-Patiala National Highway, Punjab 140 401, India
Eligible Prodi to Apply	ICT Business, ADBIS, IF, TT, IKOM
Required Documents (These documents are to be submitted after the applicants pass the interview with Prodi)	<ol style="list-style-type: none"> 1) Application form 2) Passport Size Picture 3) Home Institutional Transcript/Grade Card 4) Copy of Passport (information pages) 5) Resume/CV 6) Statement of Purpose
Study Period	Odd/Fall Semester: July – December Even/Spring Semester: January – May
Tuition Fee	at Partner: 100% Scholarship (tuition fee waived) at Tel-U: 50% Scholarship (50% of BPP)
Estimated Expenses (±)	Airfare Round Trip: Rp. 8.000.000 ~ 10.000.000 Visa: TBC Living Expenses: USD 2100 per Semester (i.e. including accommodation, beds & bedding, all meals, Tea/Coffee, (breakfast, lunch and dinner), Wi-fi, Electricity and university transportation from the guest house) and Laundry machine. (Please note that food is included in housing fee and it is mandatory for all the students to take food along with room as there is no segregation) Cost of Study Material: USD 30 per month Cost of Uniform: Approx. 6500- 8500 INR (125-130 USD) (depending on different schools) Transport from Delhi to Chandigarh (by train): ~INR 600-1200
Course List	Please search on each major page on Chitkara University's website for courses reference.
Website	https://www.chitkara.edu.in/

CONTACT

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