ITS Institut Teknologi Sepuluh Nopember

ITS Global Engagement

GUIDE BOOK

For Prospective Student

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Documents Requirements

General Information	
Name of Institution	Institut Teknologi Sepuluh Nopember
Exchange Office	ITS Global Engagement
Mailing Address	ITS Global Engagement Global Kampong Building, Institut Teknologi Sepuluh Nopember Jl. Raya ITS, Sukolilo, Surabaya Indonesia, 60111
Telephone / Fax Number	+62-31-5923411
Website	www.its.ac.id & www.its.ac.id/international
Contact Person	
International Student Admission	Ms. Desy Kurniawati Coordinator for International Admission and Immigration Matters Email: intladmission@its.ac.id
Hospitality Division	Mr. Emharis Gigih Pratama Coordinator for International Hospitality (include Accommodation Services) Email: iss@its.ac.id
Official Email Address	international@its.ac.id
Academic for Full Degree, Student Exchange, and Internship Related Information	
Fall Semester	
Application Deadline	15 April
Announcement	15 May
Courses Registration	—
Academic Period	—
Spring Semester	
Application Deadline	15 October
Announcement	15 November
Courses Registration	—
Academic Period	—
Internship	
Application Deadline	3 months before the proposed date
Duration	1 until 6 months

Others	
Application Procedures	https://www.its.ac.id/international/study-at- its/admission/
Courses Available for Exchange Students	https://www.its.ac.id/international/experiencing-its/prospective-student/academic/courses-in-english/
Restricted Courses	Exchange students could only take courses maximum from 3 departments during the program
GPA Requirement / Language	**GPA:** 2.75 (out of 4.00) **Language:** TOEFL IBT: 64 / IELTS: 5.5 / TOEFL PBT: 510 (not more than 2 years). For applicants from English based school/university, a statement letter from the school/university principle could replace the proficiency certificate
Course Load / Required Credits	**Bachelor:** Maximum 21 SKS **Master & Doctor:** Maximum 15 SKS SKS is referred to Indonesia credits system. 1 SKS = 36 study hours/semester. About the credit equivalence between SKS (Indonesia credits) and ECTS (European Credits System), it can be calculated through the formula: 1 SKS = 1.7 ECTS
Language of Instruction	English (for selected courses and department)
Courses Registration	Course registration is done during the course's registration period. Student still could change the courses before the last day of the 3rd week.
Rule	Student is allowed to absent from the class maximum 3 times/course. More than it, student would be given E.
Grading System	**Grade** | **Mark** | **Point** | **Explanation** A | 86-100 | 4.0 | Excellent AB | 76-85 | 3.5 | Very Good B | 66-75 | 3.0 | Good BC | 61-65 | 2.5 | Sufficient C | 56-60 | 2.0 | Fair D | 41-55 | 2.0 | Poor E | 0-40 | 0.0 | Very Poor
Tuition Fees	Deadlines for paying tuition fees are before the Courses Registration / FRS (Formulir Rencana Studi) week. Please make sure that you pay your tuition fee before the above deadline and if you don't you won't be able to register any classes for the following semester. **Full Degree:** Bachelor: IDR 15.000.000/semester Master: IDR 25.000.000/ semester Doctor: IDR 30.000.000/ semester

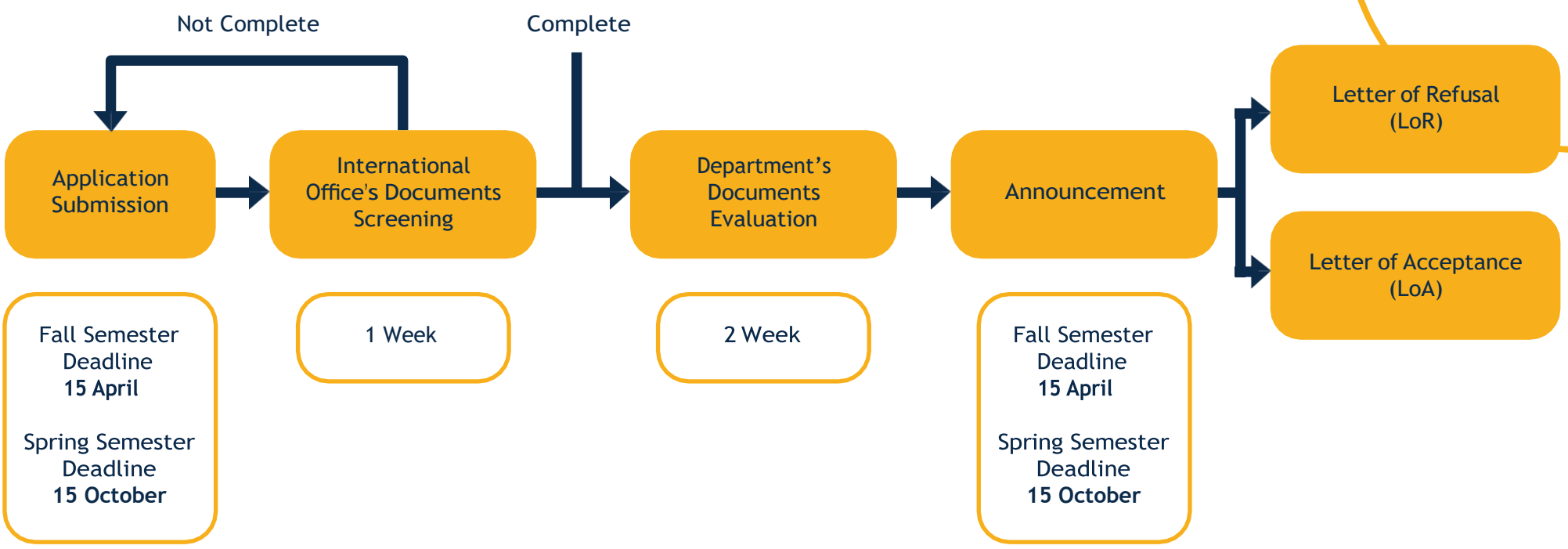
	Exchange & Internship: The tuition fee is waived for the 1st semester, but student must pay the tuition fee for the 2nd semester as stated above.
Facilities & services Available	
Facilities Available	- Libraries - Sport Facilities - Cafeterias - Bike Rental (Deposit is required: IDR 500.000) - Banks - Post Office - Medical Center
Services	- Arrival Pick-up Service - Orientation - Assistance on Securing On-Campus Accommodation - Student Visa Application - Assistance on Course Registration - Buddy
Arrival & Orientation Program	
Suggested Date of Arrival	A week before the study period start
Monitoring System	Every exchange student will assist by the Liaison Officer for internationalization in each department related to the courses and academic matter. A buddy will be appointed to assist an exchange student with campus life and life in Indonesia.
Administration and Immigration Fee (paid to ITS after arrival)	
New Student	$ 170
Temporary Stay Permit (ITAS)	IDR 1.000.000 (Valid for 6 Months)
Multi Re-Entry Permit (MERP)	IDR 600.000 (Validity Period Max. 6 months)
Approximate Living Expenses	
Food/Meals	IDR 30.000 – IDR 90.000 / day
Mobile Phone	IDR 50.000 – IDR 200.000 / month
Local Transportation	Online Transportation (Gojek or Grab): **Motorbike** IDR 5.000 – IDR 75.000/one way (approximately) **Car** IDR 15.000 – IDR 150.000/one way (approximately) **Taxi** IDR 100.000 – IDR 250.000/one way (approximately) **Public Transportation Bus** IDR 5.000 – IDR 45.000/one way (approximately)

Emergency Matter (Hospitalization)	Minimum IDR 1.500.000
Personal Expenses	IDR 800.000 – IDR 3.000.000
Accommodation	
On-Campus	**International Student Dormitory** IDR 850.000* – 1.700.000 / month / person (*Capacity: 1 room for 2 person) **Guest House** IDR 275.000 – 700.000 / day / room
Off-Campus Apartment	Exchange student may opt to rent private apartments off-campus; located within 1 to 5 km radius from ITS, as follow, Educity Apartment, Puncak Kertajaya Apartment, and Cosmopolis Apartment. Fee: 4.500.000 – 9.000.000 / month / room
Visa & Insurance	
Visa	All International students who wish to study for 2 – 6 months and more at ITS must apply for a Student Visa (VITAS C316) Visa application in Indonesia Embassy is required Visa Authorization Letter from Indonesia Ministry, the letter must be applied three (3) months prior the arrival. ITS International Office will help students to apply for the Visa Authorization Letter after we received transferred Administration and Immigration Fee. Any information will be updated by email.
Visa extension and conversion fee in Indonesia	**VITAS 316** IDR 1.600.000 for 6 months IDR 2.500.000 for 1 year IDR 3.750.000 for 2 years
Insurance	The student is COMPULSORY to purchase health insurance which covers personal accident, inpatient treatment, repatriation, death and any other additional terms which necessarily while in Indonesia.
Dependents	All incoming students under ITS Inbound Mobility Program are not allowed to bring in your dependent to Indonesia. ITS will only process visa application for student who registered in ITS and not the dependents.
Students from Calling Visa country (Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan)	
Application Deadline	-
Administration and Immigration Fee	Plus $15 for all Administration and Immigration Fee

Application Submission

Exchange and Full Degree Program

Flow of Application



Internship Program

Flow of Application

Documents Application

Full Degree

Requirement	Bachelor (S1)	Master (S2)	Doctor (S3)
Official Certificate/Diplomas	High School	Bachelor	Master
Official Academic Transcript	High School	Bachelor	Master
English/Bahasa Indonesia Proficiency Certificate	✓	✓	✓
Medical Statement	✓	✓	✓
Curriculum Vitae	✓	✓	✓
Motivation Letter	✓	✓	✓
Cover and Biodata Page of Valid Passport	✓	✓	✓
Formal Photo	✓	✓	✓
Latter of Funding Sponsorship	✓	✓	✓
Study Plan	✓	✓	✓
Recommendation Letter (minimum 2)	✓	✓	✓
Filled ITS Health Information Form*	✓	✓	✓
Filled Statement Letter (Behavior and Funding Commitment Form) *	✓	✓	✓
PhD ITS Supervisor Acceptance	—	—	✓
Only for Applicant from Calling Visa country Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan			
Recommendation letter form the Embassy in Indonesia/Ministry of Education or Ministry of Defense from the Applicant's country	✓	✓	✓

*the form could be downloaded on website

Non-Degree (Student Exchange & Internship)

Requirement	Student Exchange	Internship
University Full Academic Transcript	✓	✓
English/Bahasa Indonesia Proficiency Certificate	✓	✓
Medical Statement	✓	✓
Curriculum Vitae	✓	✓
Study Plan	✓	–
Internship Plan	–	✓
Motivation Letter	✓	✓
Cover and Biodata Page of Valid Passport	✓	✓
Formal Photo	✓	✓
Recommendation letter (minimum 2)	✓	✓
Filled ITS Health Information Form*	✓	✓
Filled Statement Letter (Behavior and Funding Commitment Form)*	✓	✓
Filled Student Exchange Course Form*	✓	✓
Only for Applicant from Calling Visa country Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Israel, Pakistan		
Recommendation Letter from the Embassy in Indonesia/ Ministry of Education or Ministry of Defense from the Applicant's country	✓	✓

*the form could be downloaded on website

Documents Requirement Explanation

1. Photo

Correct:

a. Clear Background
b. Formal Clothes
c. Face & Body are Facing Forward
d. No Hat & Glasses

Incorrect:

Non-formal Clothes
Head Cropped
Using Hat

Non-formal Clothes
Head Cropped
Face isn't facing forward

Using Glasses
White Background

White Background
Face & body aren't facing forward
Using Glasses

2. Passport

Must be scanned (not camera photo) properly in colored version. Passport expiry date must be more than 22 months (VITAS 316) and 12 months (VKSB 211A) after you apply the program. Less than those requirements, visa could be issued by the Embassy.

Correct

Scan of Biodata Page

Scan of Cover Page

Incorrect:

Explanation:

a. Not a camera photo
b. Asymmetric
c. Cropped
d. Censorship
e. In frame hand

3. ITS Health Information Form

Notes:
a. Fill every document completely
b. Don’t forget to sign
c. You need to re-fill it again if we found any incomplete data

4. **Medical Statement**

Requirement:
a. Stating that you are health enough to study overseas.
b. There is legal stamp from Hospital/Clinic
c. Name of the doctor is clear
d. Contain of your basic health status such as respiratory organs, digestion, blood pressure, and other status (i.e.: cholesterol, blood sugar, vaccine)
e. Highly recommend to use ITS Health Information Form
f. Issuing date is clear and maximum 1 months before the application
g. Highly recommend to make English version of the Medical Statement, but we will relief if it is very hard to get one

OUH
Odense
Universitetshospital

To whom it may concern

Sdr. Boulevard 29
5000 Odense C
Denmark
Phone +45
Fax +45
Mail:
2018.06.19

Concerning: , **born . of August 1994.**

This is to verify that is healthy and able to stay in Indonesia in connection with a 6 month study.

He has no medical history of any illness.

Odense Universitetshospital/Svendborg Sygehus
J. B. Winsløws Vej 4, Indgang 17 stuen
DK-5000 Odense C

Sincerely yours

Odense University Hospital
5000 Odense C
Denmark

Example 2 (using ITS Health Information Form):

1. Fill the doctor's data completely
2. Stamp of Hospital/Clinic
3. Doctor need to fill any health status of the applicants that needed on the form (page 1 & Page 2)
4. Signature
5. Fill the date of issuing

KEMENTERIAN RISET, TEKNOLOGI, DAN PENDIDIKAN TINGGI
INSTITUT TEKNOLOGI SEPULUH NOPEMBER
INTERNATIONAL OFFICE
Rectorate Building 1st Floor
Kampus ITS – Sukolilo, Surabaya 60111
Telp. +62 31 5923411, +62 31 5994251-54 Ex. 1224 Fax. +62 31 5923411
http://www.its.ac.id

Health Information Form

Thank you for your interest to have an academic experience at ITS. It is important that we be aware of any past or current medical issues, including mental health conditions, which might affect your study. This information will be kept confidential to protect student privacy. Disclosure of such information may be made to appropriate individuals (including program staff and resident directors) and to provide you with assistance should the need arise during your study. Health tests, certifications, or other actions may also be required prior to departure in certain circumstances.

ITS International Office is committed to enabling participation in its programs for all qualified individuals. If you have questions, need assistance, or wish to discuss accommodations for health problems, please contact your buddy and/or the office. Accommodations may require extensive planning and communications with foreign contacts, so adequate lead time is critical. Contact should accordingly be initiated as soon as possible.

PART A: GENERAL INSTRUCTIONS:

Completing and having this is a condition of study in ITS programs
Please complete this form in English either by typing or by hand, using black ink and in capital letters.
- ✓ You must notify ITS IO of any relevant changes to the information that may occur prior to the program.
- ✓ The information in this form is confidential.
- ✓ Please take the signed original of this form plus any supporting documents.

1.

PART B: HEALTH HISTORY

In case of hospitalization by ITS, student's medical records are available from:

Physician / Hospital:	Dr. SAM SAMANARY PHNOM PENH MUNICIPAL REFERRAL HOSPITAL
Telephone Number:	(855) 12 844 018
Address:	# 127 ST 163 SIHOUK VONG NGAN 7 MAKARA PHNOM PENH

2.

Has the student ever had any infectious diseases? ☑ No ☐ Yes. If yes, please tick ☐ any that apply:

☐ Measles (Rubeola)	☐ Encephalitis	☐ Hepatitis (specify)	☐ Frequent tonsillitis
☐ Rubella (German measles)	☐ Pneumococcal infection	☐ Yellow fever	☐ Bronchitis
☐ Staphylococcal infection	☐ Streptococcal infection	☐ Other, please specify:	

Please provide a brief history/explanation regarding above and whether they have left any lasting complications:

Does the student have any recurring medical problems or chronic conditions? ☑ No ☐ Yes. If yes, please tick ☐ any that apply:

PART E: CERTIFICATION

I certify that all responses made on this form are true, accurate and complete, and I will notify ITS IO of any relevant changes that may occur prior to or during my study program. I have included in this form, advised the ITS IO Staff of any special needs or assistance that I/the student may have relating to my/the student's physical and mental health. I am aware that if I do not provide complete information, this may cause hardship and concern to others and may affect my/the student's own welfare. I understand that if I do not provide complete information, ITS IO may decide to send me/the student home from the study program at my/the student's own expense.

I consent to the release of medical information to ITS IO or its agents so that they may provide me with needed assistance. I further agree that ITS IO or its agents may release information to other persons who may need this information to assist me/the student or to assist others in my study. I understand and agree that this form may be released to the ITS IO staffs for such purposes.

I am aware that I am responsible for my/the student's physical and mental health and will cover any medical expenses that may occur during my/the student's study at ITS.

If my parents or guardians have not signed this form, I represent and certify that I am not a minor according to the laws of my country.

Tick if this is the case ☐

Signature of Student: Thanh 4.
Date: 11-July-2018 5.

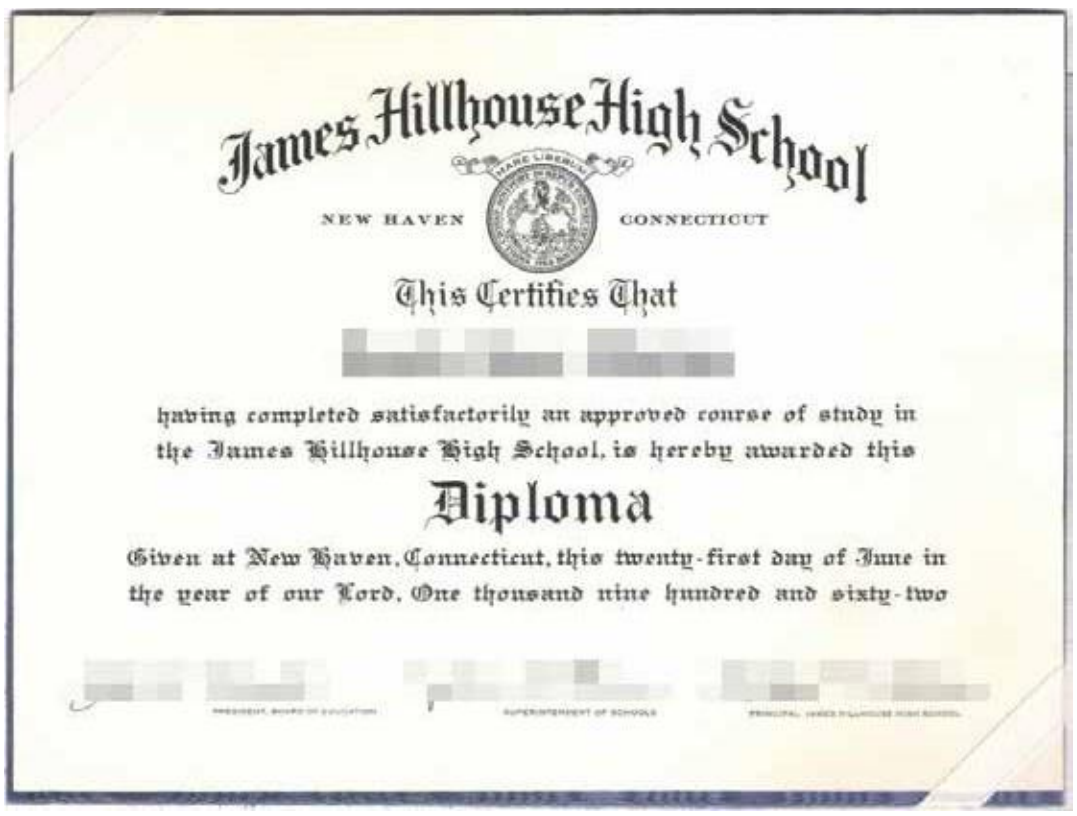
Signature of Parent/Guardian of student: Hom

Date: 11-July-2018

5. Certificate and Transcript of Latest Education

Transcript and certificate of Senior High School / Diploma (for Bachelor applicant) or Bachelor (for Master applicant) or Master (for Doctoral applicant) where the applicant has taken previous courses, which certified by the government official from the applicant's country of origin.

Certificate/Diplomas:



James Hillhouse High School

NEW HAVEN CONNECTICUT

This Certifies That

[redacted]

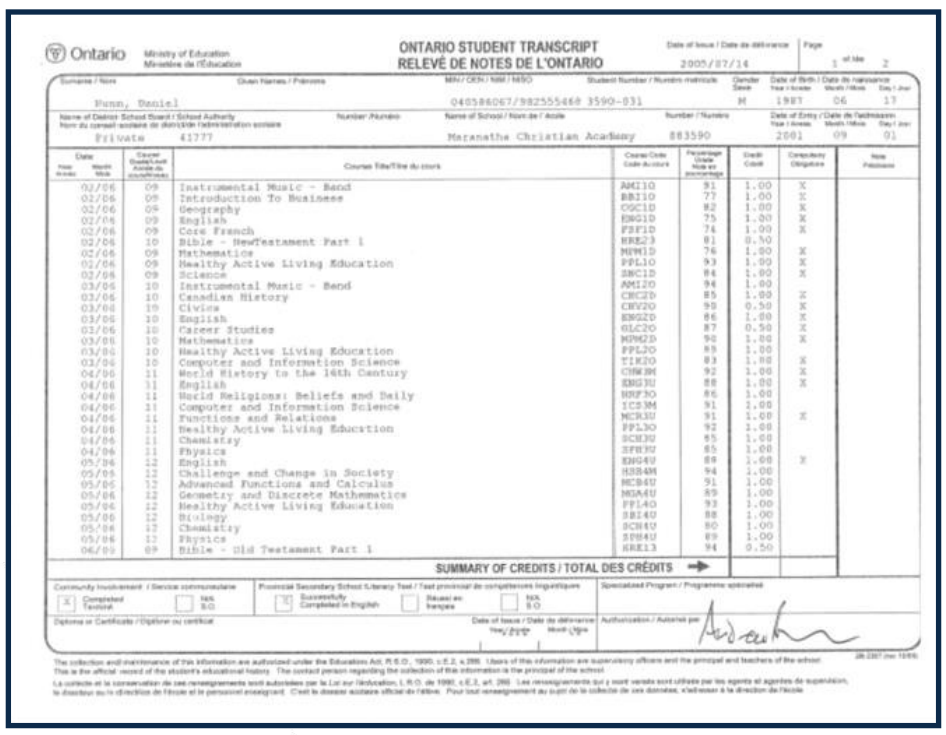
having completed satisfactorily an approved course of study in the James Hillhouse High School, is hereby awarded this

Diploma

Given at New Haven, Connecticut, this twenty-first day of June in the year of our Lord, One thousand nine hundred and sixty-two

[redacted]

Transcript:



Ontario Ministry of Education / Ministère de l'Éducation

ONTARIO STUDENT TRANSCRIPT
RELEVÉ DE NOTES DE L'ONTARIO

Date of Issue / Date de délivrance: 2005/07/14 | Page 1 of / de 2

Surname / Nom	Given Name(s) / Prénom(s)	MIN / OEN / NIM / NEO	Student Number / Numéro matricule	Gender / Sexe	Date of Birth / Date de naissance (Year / Année, Month / Mois, Day / Jour)
Munn,	Daniel	040586067/982555460 3590-031		M	1987 06 17

Name of District School Board / School Authority / Nom du conseil scolaire de district/de l'administration scolaire	Number / Numéro	Name of School / Nom de l'école	Number / Numéro	Date of Entry / Date de l'admission (Year / Année, Month / Mois, Day / Jour)
Private	41777	Maranatha Christian Academy	883590	2001 09 01

Date (Year / Month)	Course Grade/Level / Année du cours/niveau	Course Title / Titre du cours	Course Code / Code du cours	Percentage Grade / Note en pourcentage	Credit / Crédit	Compulsory / Obligatoire	Note / Mention
02/06	09	Instrumental Music - Band	AMI1O	91	1.00	X	
02/06	09	Introduction To Business	BBI1O	77	1.00	X	
02/06	09	Geography	CGC1D	82	1.00	X	
02/06	09	English	ENG1D	75	1.00	X	
02/06	09	Core French	FSF1D	74	1.00	X	
02/06	10	Bible - NewTestament Part 1	RRE23	81	0.50		
02/06	09	Mathematics	MPM1D	76	1.00	X	
02/06	09	Healthy Active Living Education	PPL1O	93	1.00	X	
02/06	09	Science	SNC1D	84	1.00	X	
03/06	10	Instrumental Music - Band	AMI2O	94	1.00		
03/06	10	Canadian History	CHC2D	85	1.00	X	
03/06	10	Civics	CHV2O	90	0.50	X	
03/06	10	English	ENG2D	86	1.00	X	
03/06	10	Career Studies	GLC2O	87	0.50	X	
03/06	10	Mathematics	MPM2D	90	1.00	X	
03/06	10	Healthy Active Living Education	PPL2O	89	1.00		
03/06	10	Computer and Information Science	TIK2O	83	1.00	X	
04/06	11	World History to the 14th Century	CHW3M	92	1.00	X	
04/06	11	English	ENG3U	88	1.00	X	
04/06	11	World Religions: Beliefs and Daily	HRF3O	86	1.00		
04/06	11	Computer and Information Science	ICS3M	91	1.00		
04/06	11	Functions and Relations	MCR3U	91	1.00	X	
04/06	11	Healthy Active Living Education	PPL3O	92	1.00		
04/06	11	Chemistry	SCH3U	85	1.00		
04/06	11	Physics	SPH3U	85	1.00		
05/06	12	English	ENG4U	88	1.00	X	
05/06	12	Challenge and Change in Society	HSB4M	94	1.00		
05/06	12	Advanced Functions and Calculus	MCB4U	91	1.00		
05/06	12	Geometry and Discrete Mathematics	MGA4U	89	1.00		
05/06	12	Healthy Active Living Education	PPL4O	93	1.00		
05/06	12	Biology	SBI4U	88	1.00		
05/06	12	Chemistry	SCH4U	80	1.00		
05/06	12	Physics	SPH4U	89	1.00		
06/05	09	Bible - Old Testament Part 1	RRE13	94	0.50		
		SUMMARY OF CREDITS / TOTAL DES CRÉDITS →					

Community Involvement / Service communautaire: [X] Completed / Terminé [ ] N/A [ ] R.O.

Provincial Secondary School Literacy Test / Test provincial de compétences linguistiques: [X] Successfully Completed in English / Réussi en français [ ] N/A [ ] R.O.

Specialized Program / Programme spécialisé

Diploma or Certificate / Diplôme ou certificat

Date of Issue / Date de délivrance (Year / Année, Month / Mois): 2005 07

Authorization / Autorisé par

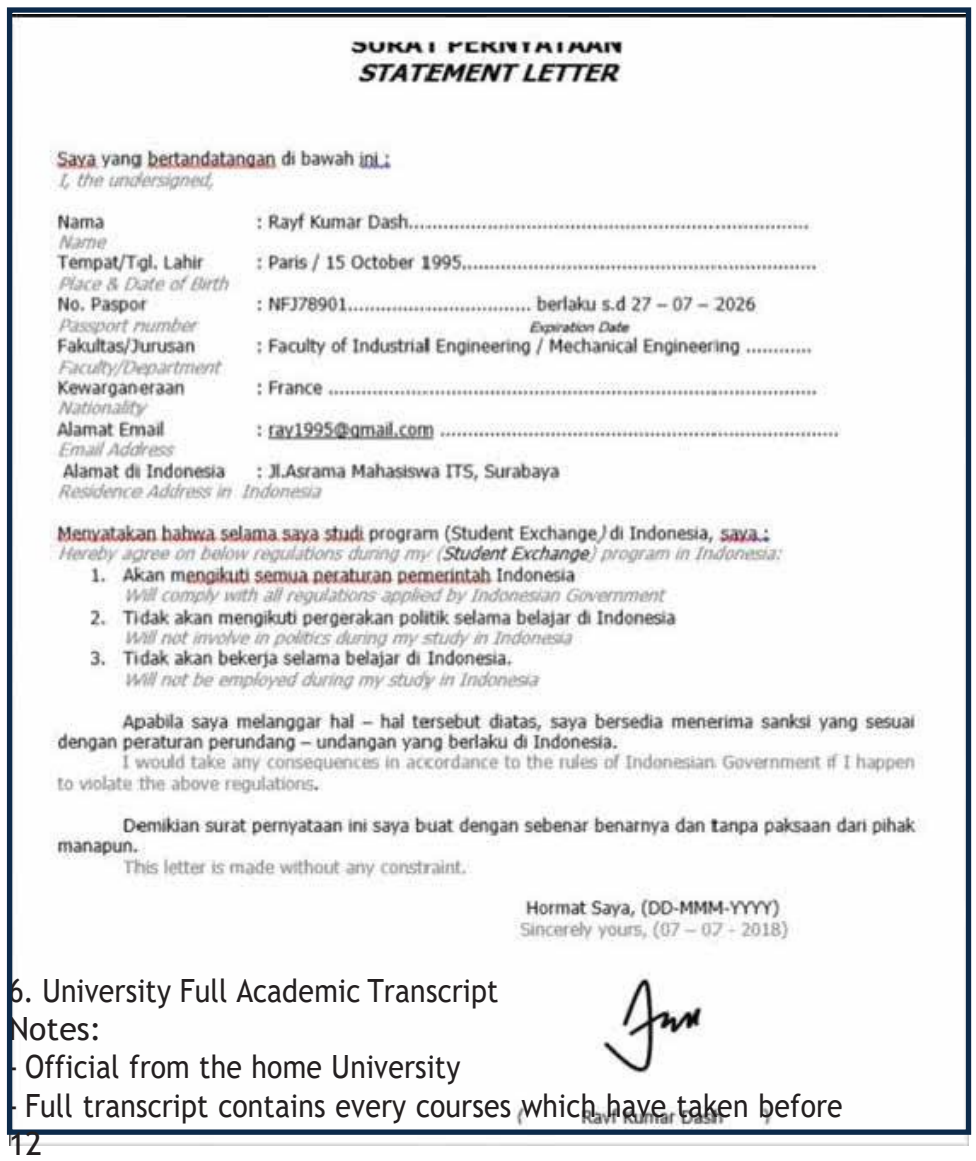
The collection and maintenance of this information are authorized under the Education Act, R.S.O., 1990, c.E.2, s.266. Users of this information are supervisory officers and the principal and teachers of the school. This is the official record of the student's educational history. The contact person regarding the collection of this information is the principal of the school.

La collecte et la conservation de ces renseignements sont autorisées par la Loi sur l'éducation, L.R.O. de 1990, c.E.2, art. 266. Les renseignements qui y sont versés sont utilisés par les agents et agentes de supervision, le directeur ou la directrice de l'école et le personnel enseignant. C'est le dossier scolaire officiel de l'élève. Pour tout renseignement au sujet de la collecte de ces données, s'adresser à la direction de l'école.

6. University Full Academic Transcript

Notes:
- Official from the home University
- Full transcript contains every courses which have taken before

7. Statement Letter of Behavior



SURAT PERNYATAAN
STATEMENT LETTER

Saya yang bertandatangan di bawah ini :
I, the undersigned,

Nama : Rayf Kumar Dash.....
Name
Tempat/Tgl. Lahir : Paris / 15 October 1995.....
Place & Date of Birth
No. Paspor : NFJ78901..... berlaku s.d 27 – 07 – 2026
Passport number *Expiration Date*
Fakultas/Jurusan : Faculty of Industrial Engineering / Mechanical Engineering .....
Faculty/Department
Kewarganeraan : France .....
Nationality
Alamat Email : ray1995@gmail.com .....
Email Address
Alamat di Indonesia : Jl.Asrama Mahasiswa ITS, Surabaya
Residence Address in Indonesia

Menyatakan bahwa selama saya studi program (Student Exchange) di Indonesia, saya :
Hereby agree on below regulations during my (Student Exchange) program in Indonesia:

1. Akan mengikuti semua peraturan pemerintah Indonesia
   Will comply with all regulations applied by Indonesian Government
2. Tidak akan mengikuti pergerakan politik selama belajar di Indonesia
   Will not involve in politics during my study in Indonesia
3. Tidak akan bekerja selama belajar di Indonesia.
   Will not be employed during my study in Indonesia

Apabila saya melanggar hal – hal tersebut diatas, saya bersedia menerima sanksi yang sesuai dengan peraturan perundang – undangan yang berlaku di Indonesia.
I would take any consequences in accordance to the rules of Indonesian Government if I happen to violate the above regulations.

Demikian surat pernyataan ini saya buat dengan sebenar benarnya dan tanpa paksaan dari pihak manapun.
This letter is made without any constraint.

Hormat Saya, (DD-MMM-YYYY)
Sincerely yours, (07 – 07 - 2018)

Rayf Kumar Dash

6. University Full Academic Transcript

Notes:
- Official from the home University
- Full transcript contains every courses which have taken before

Notes:
- Fill the blank section correctly
- Name is similar with full name in passport
- Do not change "*Alamat di Indonesia*"
- Insert the date
- Sign
- Fill the full name

Why this form state that I am Student Exchange Program?

This is the regulation of our institution.

8. Statement Letter of Funding

SURAT PERNYATAAN
STATEMENT LETTER

Saya yang bertanda tangan di bawah ini :
I, the undersigned,

Nama : Rayf Kumar Dash.....
Name
Tempat/Tgl. Lahir : Paris / 15 October 1995.....
Place & Date of Birth
No. Paspor : NFJ78901..... berlaku s.d 27 – 07 – 2026
Passport number *Expiration Date*
Fakultas/Jurusan : Faculty of Industrial Engineering / Mechanical Engineering .....
Faculty/Department
Kewarganeraan : France .....
Nationality
Alamat Email : ray1995@gmail.com .....
Email Address
Alamat di Indonesia : Jl.Asrama Mahasiswa ITS, Surabaya
Residence Address in Indonesia

Menyatakan bahwa, selama menempuh pendidikan di Indonesia, seluruh biaya pendidikan dan biaya hidup saya adalah tanggungan saya pribadi/keluarga. Saya bukan penerima beasiswa dari pemerintah atau donor lain.
Hereby declare that, during my study in Indonesia, I will cover the tuition fee and living costs with own finance. I am not a scholarship holder from any scholarship providers.

Demikian surat pernyataan ini saya buat dengan sebenar – benarnya dan tanpa paksaan dari pihak manapun.
This letter is made without any constraint.

Hormat Saya, (DD-MMM-YYYY)
Sincerely yours, (07 – 07 - 2018)

(Rayf Kumar Dash)

Notes:
1. Fill the blank section correctly
   - Name is similar with full name in passport
   - Do not change "*Alamat di Indonesia*"
2. Insert the date
3. Sign
4. Fill the full name

How if I get scholarship from Mevlana/Erasmus+/other? Do I need to fill this form as well?

Yes, you do! Because Mevlana/Erasmus+ not Indonesia Government Scholarship

8. Curriculum Vitae (CV)

Example:

MILAN CHUDOBA
Freelance Graphic Designer

11.3.1985 (26) | SLOVAK | BE A BEST DESIGNER | SLOVAK (NATIVE), ENGLISH (INTERMEDIATE)

CONTACT

+421 907 347 852 | chudoba.milan1@gmail.com | www.kennymax.sk

EDUCATION

2000 - 2004 SPŠ IG TVRDOŠÍN HIGH SCHOOL
2005 - 2008 ŽILINSKÁ UNIVERZITA V ŽILINE
2008 - 2011 ŽILINSKÁ UNIVERZITA V ŽILINE

WORK EXPERIENCE

2005 - present kennymax.sk
Freelance designer
2009 - 2010 MB Entertainment
Graphic webdesigner

SKILLS

3D Studio Max
Adobe Photoshop
Adobe Illustrator
Adobe InDesign
Photography
Creativity

TRAVELLING CHELSEA FC WEBDESIGN READING PRINTDESIGN PHOTOGRAPHY BASKETBALL TYPOGRAPHY MAC OS FRIENDS IDENTITY COLOURS CLEAN ILLUSTRATION

Tyler Vader

Personal information

10 Manchester street N21, Madison, WI 53703
(999) 999-9999

Tyler Vader
www.kickresume.com/cv/tyler
hello@kickresume.com

Profile

Hardworking business-management graduate with proven leadership, organisational, and product-development skills seeking to apply my abilities to the position of [position] at [company name].

Experience

09/2013 – present **Associate Sourcing Manager**
Lands' End, Dodgeville
- Manage the product-development process, from concept through introduction to market, ensuring design intention, merchant pricing and assortment strategies are achieved
- Primary interface for design group, merchandising and vendors through all stages in the product-development cycle (concept to customer)
- Responsible for overall costing of each component of the product so as to attain year-on-year increase in gross profit
- Negotiate pricing, quantity and lead-time delivery terms for key product inputs from factories, producers and suppliers
- Verify that data documented within internal software systems is entered accurately and in a timely manner by team members
- Designed reporting format, leveraging multiple database systems, to streamline data used by members of global product team

10/2007 – 01/2013 **Rental Office Assistant Manager**
Concours Motors, Milwaukee, WI
- Responsible for logistic management of a multi-site 75+ car rental fleet
- Developed understanding of customer service and relations

Education

07/2013 **Supply Chain and Operations Management**
University of Wisconsin – Milwaukee
- Study abroad – Australia
- Dean's List

Achievements

- Manage category driving over $40 million annually
- Lead costing negotiations to increase gross margin by 15% on key products
- Excellent reporting and presentation skills
- Highly proficient with MS Excel, MS Access, PLM (product lifecycle management) software
- Completed course work in ERP software implementation

Interests

Technology | Sciences | Literature | Film | Camping | Hiking | Tennis | Woodworking

europass

Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)	**Jasmin Jasarevic**
Address	Rizaha Stelica 15 76100 Brcko (Bosnia and Herzegovina)
Telephone(s)	+387 65 758 591
Fax(es)	+387 49 217 695
E-mail(s)	jasarevic@gmail.com
Nationality	Bosnian-Herzegovinian
Date of birth	05/12/1976

Work experience

Dates	01/11/2008 →
Occupation or position held	**General manager**
Main activities and responsibilities	Staff management (7 full time) & budget management for entire project, Establishing contacts with municipalities and other NGO-s, Trainings for staff and volunteers, Support students and volunteers, Fundraising, Administrative coordination of USAID funded project Youth building futures in Brcko district BiH
Name and address of employer	**PRONI Center for youth development** Bosne Srebrene 16, 76100 Brcko (Bosnia and Herzegovina)
Type of business or sector	Non profit – NGO
Dates	01/10/2002 - 31/10/2008
Occupation or position held	**Youth club manager**
Main activities and responsibilities	Opening and development of Youth clubs in Brcko District and Bijeljina area, Supervise and support youth workers (9 full time) and volunteers, Establishing contacts with municipalities and other NGO-s, Financial management of Youth work budget and volunteers budget, Trainings for staff and volunteers, Support students "A"&"B" level practical placement in Youth clubs
Name and address of employer	**PRONI Center for youth development** Bosne Srebrene 16, 76100 Brcko (Bosnia and Herzegovina)
Type of business or sector	Non profit – NGO
Dates	01/01/2002 - 30/09/2002
Occupation or position held	**Senior Youth worker**
Main activities and responsibilities	Supervise students & youth workers practical placements, Organize and run youth work indoor and outdoor, activities
Name and address of employer	**PRONI Center for youth development** Bosne Srebrene 16, 76100 Brcko (Bosnia and Herzegovina)
Type of business or sector	Non profit – NGO
Dates	01/03/2001 - 31/12/2001
Occupation or position held	**Mine awareness project coordinator**
Main activities and responsibilities	Coordinate and support PRONI Mine awareness group to achieve their aims & objectives, Organize Mine awareness presentations, Develop links with other local and international NGO-s and GO-s , Chair and organize Mine awareness meetings, Creating Mine awareness manual, posters, brochures, and other PR staff, Fundraising
Name and address of employer	**PRONI Center for youth development** Bosne Srebrene 16, 76100 Brcko (Bosnia and Herzegovina)
Type of business or sector	Non profit – NGO
Dates	01/01/2000 - 31/12/2001

10. Study Plan / Internship Plan

Must contain:
- Minimum 300 words
- Educational background and interest
- Elaborate your educational/research plan during the program

11. Motivation Letter

Must contain:
- Minimum 300 words
- Detailing the applicant's interest to have the program at ITS

12. English Proficiency Certificate

For Bahasa Indonesia Program
The applicant has to pass an internal Indonesian language tests (written and oral) organized by ITS's Center for Language and Culture

For English Program
Minimum score:
- TOEFL IBT 64; IELTS 5.5; TOEFL ITP 500; TOEIC: 700

It could be replaced by statement letter by University/School principle which stating that English is used as the medium of instruction.

Vlissingen, 21 November 2017

To whom it may concern

This is to confirm that [redacted], date of birth [redacted], is a bona fide third year student in the [redacted] programme at HZ University [redacted], [redacted], the Netherlands.

[redacted] has studied the [redacted] in the Netherlands for 2,5 years and has proved to be very successful. The [redacted] programme is taught in English.

He has a fine personality and is helpful and cooperative, works very hard and with good results.

His current level of English is: C1.

Yours faithfully,

[redacted]

13. Recommendation Letter from Home University/High School

[redacted]

Postbus 3037 9701 DA Groningen

To Universitas Teknologi Sepuluh Nopember

Kampus ITS

Surabaya

Subject:
Recommendation

Dear Sir/Madame,

With this I want to recommend Mr. [redacted] for attending a study period at Universitas Institut Teknologi Sepuluh Nopember in Surabaya, Indonesia. The subjects our student intends to take contribute highly to the study program at his home university in the Netherlands. Beside that I highly value the international experience he will gain in your country.

Yours sincerely,

[redacted]

School of Architecture, Built Environment and Civil Engineering

[redacted]

[redacted]

Our Ref. MOE.5801/8918

October 10th, 2018

Dr. Maria Anityasari, S.T., M.E.,
Director of International Office,
Institut Teknologi Sepuluh Nopember (ITS),
International Office of ITS,
Rectorate Building 1st Floor,
Campus ITS Sukolilo,
Surabaya 60111, Indonesia.

Dear Dr. Maria Anityasari,

Subject: Nomination of student exchange program at Institut Teknologi Sepuluh Nopember (ITS), Indonesia

With reference to the Agreement on Academic Cooperation between [redacted] and Institut Teknologi Sepuluh Nopember (ITS), we would like to nominate Mr. [redacted] a Bachelor's Degree student from School of [redacted] to participate an exchange program in the spring semester (February – June 2019)

The complete application form and related document are enclosed herewith.

Your kind consideration on the application is highly appreciated.

Yours sincerely,

[redacted]

Acting for Vice President for Internationalisation

14. Student Exchange Courses Form

Please fill “Name”, “Department”, choose “Program” and “Exchange Period”, Fill the “Mandatory Credits from Home University” and choose the unit either ECTS/SKS.

English courses list could be accessed on https://www.its.ac.id/international/experiencing-its/prospective-student/academic/courses-in-english/ and Syllabus could be accessed on https://www.its.ac.id/international/experiencing-its/prospective-student/academic/study-programs/

STUDENT EXCHANGE PROGRAM
INSTITUT TEKNOLOGI SEPULUH NOPEMBER (ITS) SURABAYA, INDONESIA

Name :
Department :
Program : Diploma/Undergraduate/Master/Doctoral (choose one)
Exchange Period : February – June/September – January (choose one)
Mandatory Credits from Home University : ECTS / SKS
List of course selection:

No	Course	Department at ITS that offers the course	Credit
[E.g.]	[Engineering Economics]	[Industrial Engineering]	[3]
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
		Total Credit	

Page 1

Date:
Approval of the Host Institution:
Academic Advisor | Head of Department | International Office

Maximum SKS for Bachelor program is 21 SKS

Maximum SKS for Master program is 15 SKS

The credit equivalence between SKS (Indonesian credits system) and ECTS (European Credits Transfer System), may refer to the following calculation formulation:

1 SKS = 1.7 ECTS

i.e., to calculate 3 SKS (common SKS quantity per courses)

ECTS = 3 SKS x 1.7
ECTS = 5,1

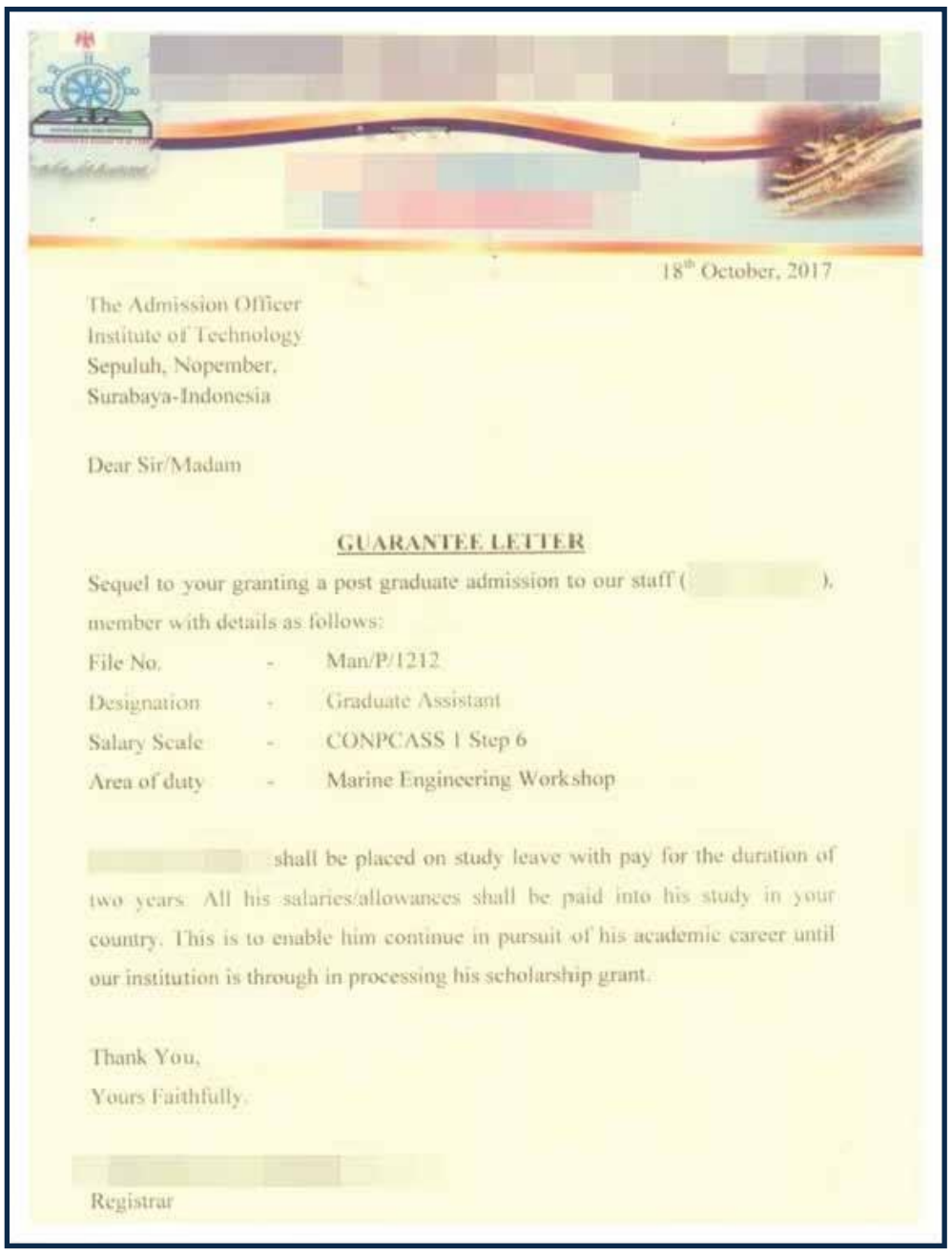
i.e., to calculate 30 ECTS

SKS = 30 ECTS / 1.7
SKS = 18

15. Letter of Funding Sponsorship

Must Contain:
- Made by guarantor (parent/corporation/institution/scholarship)
- Stating about duration of sponsorship and amount of guarantee
- Enclosed with official salary slip

Example:



18th October, 2017

The Admission Officer
Institute of Technology
Sepuluh, Nopember,
Surabaya-Indonesia

Dear Sir/Madam

GUARANTEE LETTER

Sequel to your granting a post graduate admission to our staff ( ), member with details as follows:

File No. - Man/P/1212
Designation - Graduate Assistant
Salary Scale - CONPCASS 1 Step 6
Area of duty - Marine Engineering Workshop

shall be placed on study leave with pay for the duration of two years. All his salaries/allowances shall be paid into his study in your country. This is to enable him continue in pursuit of his academic career until our institution is through in processing his scholarship grant.

Thank You,
Yours Faithfully,

Registrar

16. PhD's research proposal & PhD's supervisor acceptance

Before the admission process, you must contact the Professor from respected department at ITS to get the sponsorship of your admission. You can check contact of the Professor on https://www.its.ac.id.

Information about:
Visa, Stay Limited Permit and ITS Administration Fee

Please kindly refer to the:
Guidebook of Immigration & City Government Rules Guidebook For International Students
(https://www.its.ac.id/international/wp-content/uploads/sites/66/2022/05/Immigration-Guidebook-Updated-May-2022.pdf)

THANK YOU

Should you still have any query, please do not hesitate to let ITS GE know!

intladmission@its.ac.id