



Universitas Jember

GUIDE BOOK

for International Student

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INDONESIA

Map



A large, stylized letter 'V' is positioned on the left side of the page. It is composed of two overlapping shapes: a white 'V' and a yellow 'V' that is slightly offset to the right and top, creating a layered effect. The background is a solid orange color.

GUIDE BOOK

FOR INTERNATIONAL STUDENTS



Foreword

This guidebook contains important information of living in Indonesia, especially in Jember. Published by the International Office Universitas Jember, it is intended for the benefit of international students enrolling in Universitas Jember.

Please make use of it whenever you need assistance.

We, International Office, on behalf of Universitas Jember sincerely wish that your life in Jember will be highly fruitful.

Introduction

Studying in Indonesia can provide you with opportunities to learn many things such as the social custom of various ethnic groups and on how to handle lifestyles, beliefs and worldviews which may differ greatly from yours. Whichever universities you pick, you will have an enriching experience, inculcate greater cultural awareness, pick up new life skills and become more independent as you will be living away from home.

Education at Universitas Jember sets strong emphasis on encouraging and stimulating students to be creative and independent thinkers. To promote this attitude, the academic curriculum focuses on greater extends on analysis and problem solving in individual and project groups, as well as on writing report and paper.

As a public university, Universitas Jember seeks to achieve the highest levels of distinction in the discovery and transmission of knowledge and understanding. Running more than 50 study programs in the field of agriculture, engineering, social science and humanities, natural science, medical, and educational, Universitas Jember creates more choices for fulfilling student's interest. Today we have more than 1000 faculty members serving approximately 20.000 undergraduate students and 500 graduate students. The University generous financial aid program ensures that talented students from all economic backgrounds can afford our education.



Universitas Jember

Vision and Mission of Universitas Jember

Vision

The vision of Universitas Jember (UNEJ) is to excel in the development of science, technology and arts that sound on enviromental, business, and industrial agriculture.

Mission

- Organizing and developing qualified education for academic, vocational, and professional with an environmental perspective, business, and industrial agriculture in an international reputation;
- Producing and developing science, technology, and art through creative, innovative and valuable learning, research and community service processes;
- Developing a transparent and accountable university management system based on information technology; and
- Developing a network of cooperation with stakeholders to increase the capacity and capability of Universitas Jember.



International Office (IO) Profile

The International Office (IO) is the international students' first stop in their study abroad experience in Universitas Jember. IO was established in 2010 as the service arm of the Rector's Office. It links the University with some international universities, institutions, and organizations in Asia, Australia, North and South Africa, and Europe.

IO is the office that welcomes and takes care of visiting faculties, research fellows as well as international students from international institutions abroad. IO strives to offer the most memorable study abroad experience in Jember. The following pages provides information that helps students navigate Jember, home away from home in the coming months. These pages contain essential facts about Jember, a checklist of requirements prior to, during and after arrival, information on settling in and how to stay safe, tips on where to go for fun and leisure, and more. Living in Jember is as exciting, fun and memorable as students make it. Be sure to keep this little guidebook handy while soaking in Universitas Jember and experiencing Jember.

Finally, do take note that all universities have an office dedicated to assist international students in areas such as orientation, immigration, visa, counseling, provision of academic and personal advice, liaison within campus department, on-campus working, opportunities and campus extracurricular activities. In other words, do contact the staff of the International Office with any questions you may have. They may not always be able to solve your problems, but they certainly assist you in solving them yourself by referring you to the proper place and person, by instructing you in procedures and regulations, by showing you what alternatives are available and which might be most effective, and by helping you complete any required form or document.

It is important for you to remember not to wait until the last minute to contact the office. Call or visit the staffs as soon as you see a problem developing which you believe you will require some help or guidance with.

Staffs

Adhitya Wardhono, Ph.D., Director of International Office

Sabta Diana, M.A., M. Abd Nasir, M.Sc., Programme Officers

Farid Mardianto, S.H., Administration staff

Office Hour

Monday-Thursday

8.00 a.m. - 12.30 p.m.

1.00 p.m. - 4.00 p.m.

Friday

8.00 a.m. – 11.30 a.m.

1.00 p.m. – 4.30 p.m.

Closed on weekends and public holidays.

Address

International Office

7th Floor CDAST Building

Universitas Jember

Jember, Indonesia

Phone : (+62) 330224 ext. 343

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Email : internationaloffice@unej.ac.id

Website : <http://www.international.unej.ac.id/>





Applying Admission

Generally, application process for international student can be summarized as follow:

The applicant should obtain letter of acceptance by submitting application form and submitting to the University of Jember with the following required documents:


- Photocopy of academic certificate and transcript of senior high school, bachelor, and master
- Photocopy of a valid passports, the validity of passport must at least 1 year.
- Latest passport size (4 x 6 cm) photographs
- Letter of financial guarantee. Self-financing must attach a latest bank statement.
- Letter of health statement from the health authorities.
- Letter of statement that indicated that the student will obey Indonesian regulation and local authorities code of conduct.
- University will issue an acceptance letter for accepted applicant
- Based on the letter of acceptance from the University, foreign students can apply Visa Social and Cultural (VKSB) to the local Indonesian Embassy or the local representative of the Republic of Indonesia.

Obtaining a Social and Cultural Visit Visa entering to Indonesia:

This is only a general guideline obtaining a visa to Indonesia for study/training purpose. Please consult to the local Office of Indonesian Embassy or Representative for the complete guideline. Prospective student must obtain and fill visa application form from the local Indonesia Embassy or Representative. After completing all the necessary documentation/ application forms, the student should come to the Visa Section of the local Embassy to apply for a Social Visit Visa. Why is it a Social Visit Visa and not a Student Visa? Study is the main element of education and that education comes under "Social and Cultural Visits". Furthermore, the Embassy is not authorized to issue Student Visas. All Student Visas should be separately applied for in Indonesia, when students are already in Indonesia.

The following documents should be submitted with an application for a Social Visit Visa:


- A valid passport (minimum validity being 6 months as from the date of entry into Indonesia)
- Completed visa application forms (2 forms per applicant)
- Two colored passport size photographs
- A letter of registration from the University verifying the duration/nature of the applicant's course or letter of acceptance from university
- Evidence that all the necessary fees have been paid in advance. If the applicant is on a scholarship/ award, a statement/letter of confirmation from the sponsor(s)/awardee(s) is required
- Evidence that the applicant has sufficient funds to maintain him/herself for the duration of his/her proposed stay in Indonesia
- Evidence of obligation in the applicant's country of permanent residence (e.g., a letter from the applicant's supervisor/college/school certifying the applicants' intention to return there after the visit to Indonesia)



After obtaining the required visa, students can go to Indonesia, and can start studying once every aspect of their training program is in order. However, the student should be aware that he/she still holds a 4/5-week Social Visit Visa and that this visa must still be converted to a Student Visa and a stay permit obtained from the Immigration Office in Indonesia. The student should therefore finalize their Visa and Stay Permit far before their Social Visit Visa expire

Converting Social and Cultural Visa to Student Visa:

Students should report to/contact the Student Administration/International Office at the University of Jember who may be able to assist them with their documentation and other matters in order to apply for a Student Visa and Stay Permit. With the assistance of the Student Office, students should then submit all the necessary papers and documentation to the Directorate General for Higher Education of the Department of Education and Culture of the Republic of Indonesia in Jakarta, and the Bureau for International Co-operation of the Department of Education and Culture of the Republic of Indonesia in Jakarta, who in co-ordination with other departments, including the Immigration Head Office in Jakarta, will process the applications. This process can take a considerable length of time.



Students should give complete address of their residence in Indonesia or the address of the Student Administration Office where they are studying, so that the University or the Immigration Office can notify them as soon as their application has been successfully granted. If and when the application has been approved, the Immigration Head Office in Indonesia will process the change in visa of the student that is from a Social Visit Visa to a Student Visa/Stay Permit.

The Immigration Head Office in Indonesia will then inform and authorize the Jember Immigration Office to issue the student with a Student Visa and a Limited/Temporary Stay Permit (usually in the form of card) valid for 1 (one) year with the possibility of extension four times, each extension being valid for 1 (one) year. Jember Immigration Office will inform the student either directly or University office that he/she can come to the Immigration Office to be issued with the Student Visa and the Limited/Temporary Stay Permit Card.

Please be advised that there is a fee for the Limited/ Temporary Stay Permit Card and should be paid in cash only. If the student's studies have not yet finished but the Visa/ Stay Permit has already expires or will shortly be expiring, then the student can get an extension. A student can submit his/ her application for an extension at the Jember Immigration Office.

Study and Live in Jember

Facilities

To support education, a number of academic facilities have been established. Currently, there are 11 research centers in Universitas Jember and also other academic facilities, such as library, IT center, language center.

a. Library

Our library has quite complete and up-to-date books, journals, references, films and digital collections equipped with audio-visual facilities. Some collections including journals can be accessed through the Internet. Total collections are more than 215, 974 volumes.

Guidelines:

- ID card is a must. Swipe your ID in the scanner by the entrance
- Drinks and food are not allowed inside. However, bottled mineral water is fine.
- Books from a section cannot be taken out of the area unless being checked out.
- Return all borrowed books on time to avoid daily fines and hold orders.
- Slippers are not allowed inside.

Library schedule:

- Monday-Thursday: 08.00 a.m. - 08.00 p.m.
- Friday: 08.00 a.m. - 11.00 a.m. re-open: 1.00 p.m. - 08.00 p.m.
- Saturday-Sunday: 08.00 a.m. - 03.30 p.m.

Announcement on special library service schedules are posted in advance at the library entrance, bulletin boards and helpdesk (<http://perpustakaan.unej.ac.id/>).

b. UPT-Bahasa (Language Center)

Overseas students who do not meet our minimum requirements of Bahasa Indonesia proficiency for their study are suggested to follow a free pre-course language program within six months. Language center is also equipped with self-access center, library, as well as videos and Computer Assisted Language Learning (CALL).

c. UPT-TI (IT Center)

Universitas Jember provides free Internet access through easily accessible WIFI found everywhere in the university area. Personal email account for both students and staffs is managed by IT Center. IT Center also provides wide range of software.

d. Photocopying services

The photocopying services are spread inside and outside the campus. Photocopying is important to students and the faculty because most handouts are reproduced and circulated in the stations. There are a number of photocopying areas in the campus. The rates range from Rp. 150, - per page for 70gsm paper weight and Rp. 200, - for 80gsm paper weight.

e. Wi-Fi services

Students of Universitas Jember enjoy state-of-the-art IT infrastructure and services. Each matriculated student is given a lifelong account and a network account which enables them free access to: a high-speed wired and wireless campus network, e-learning and library resources, e-services such as course registration, examination matters and e-billing. Wi-Fi is available all over campus area.

Map of Universitas Jember



Rector of Universitas Jember

Dr. Ir. Iwan Taruna, M.Eng, IPM.



Culture

With around 87.2% of the population belonging to Islam, Indonesia is known to be the largest Muslim country in Asia. Moreover, Christians comprises 6.9% and Catholic 2.9% meanwhile Hindu is found 1.7% and the rest is Buddhist with 0.7%. Confucian is the least with 0.05% of total population.

Habits and Customs

Indonesian has good interpersonal relationship with people around them. They are proud of their hospitality not only to their relatives and friends but also to strangers. It is common for Indonesian to share food and accommodations although they have to borrow, or sleep in the living room just to give comfort to their guests.

Indonesian culture has its own unique features as all the other cultures of the world do. Therefore, things may seem different compared to your own cultural background. Below are few issues that you might come across during your stay.



PROBOLINGGO
REGENCY

BONDOWOSO
REGENCY

LUMAJANG
REGENCY

BANYUWANGI
REGENCY

JEMBER
CITY

JEMBER REGENCY MAP

Waka Banteng Island
Mussabung
Natural Conservation

Mt. Bahr
Bero Bahr
Animal Conservation

INDONESIA OCEAN

Some customs to observe:

DOs

In Campus Life

- Please queue patiently in order to be served by our campus staffs. The staffs have to serve a lot of people and you will be helped as soon as possible.
- Kindly dress semi formally to attend lectures or to visit offices.
- Kindly dress formally if you are invited for events held in campus.

Getting Along

- Be sure to smile when you meet people you know. Indonesian appreciates a 'polite smile'.
- Bending down a bit when passing a group of older people is considered polite.

- In Indonesia, when you address someone, it would be considered more polite if you use these specific terms before mentioning the name: Bapak (Pak) for Mr, Ibu (Bu) for Mrs, Mas for young man, and Mbak for Miss/young woman.
- Introductions are normally acknowledged with a handshake. In the Muslim culture, handshakes are normally between people of the same gender.

DON'Ts

In Campus Life

- Don't smoke in classrooms, offices and public places.
- Don't be involved in political activities.
- Don't work. Your purpose for being here is to study.
- Don't wear sleeveless shirts, T-shirts, short pants and slippers in classrooms and offices.

In Public

- Don't put your hand on your hips during conversation with Indonesians since this is considered impolite or insulting.
- Don't demonstrate affection in public.
- Don't do impolite things in sacred places.
- Don't put your feet up on tables or chairs, or use them to point with.

- Don't be angry when someone on the same sex holds your hands or walks arm to arm, it's the Indonesian way of showing a friendly relationship.
- 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 the question if you don't want to.

Office hour

Our office hours are from 08.00 a.m. - 04.00 p.m. with lunch break from 00.00 p.m. - 01.00 p.m. (Monday to Thursday). For Friday, our working hours are from 08.00 a.m. - 03.00 p.m. with break from 11.00 a.m. - 01.00 p.m.

Climate and Clothing

a. Indonesian Climate

- Average year-round temperature is between 23° C and 33° C (and 15° C to 25° C in the highlands).
- Average rainfall is between 2.000mm – 2.500mm per year.
- Sunny, hot and humid weather is predominant throughout the year.

b. Suitable clothing

- Bring apparel suitable for warm and humid weather
- Linen, light cotton and cotton blend clothing for good choices.
- Slippers are for informal occasions.
- Covered leather shoes are commonly worn for more formal situations.

- For men, long suits or shirts with a jacket are perfect for occasions that call for formality outside school.
- For women, modest dresses work well.

Note!

During the rainy season, which lasts from October-March, jackets and your trusty umbrella are definitely a must. But whatever clothes you choose to wear, the basic rule is: dress comfortably but decently.

Accommodation

There are a number of accommodations available around Universitas Jember. The availability of room varies each year. If you request for reservations in a temporary housing, the IO will reserve a room in the different accommodations nearby. For those without prior reservations in the university accommodations, a slot may be reserved in the transient dormitory near campus.

A. On campus residence halls

Below are some of the accommodations available to students:

University dormitory

Universitas Jember provides accommodation/halls for students (RUSUNAWA) but the room availability is limited. Female and male students are accommodated separately in different dorm. Please contact our International Office if you plan to stay at university dormitory.

Note!

The halls strictly adheres to certain rules and regulations such as prohibition of smoking, alcoholic drinks, pornographic materials, and a curfew hour of 12 o'clock midnight.

B. Off-campus housing

Boarding houses

Boarding houses range from fairly large commercial properties to average sized houses managed by private citizens. You can expect to pay for \$20-\$30 per month for a single or shared room including water and electricity.

Other Things to Note:

- Hot water is not a standard feature in boarding house and all Indonesian homes. If you require this facility, please check if your rental accommodation is equipped with a water heater.
- Rented premises may not be equipped with a washing machine, you may send your dirty laundry to the neighborhood laundry shop. For greater savings, you may do your laundry by hand. Drying clothes is easy. Just hang them out on the clothes line provided and the hot Indonesian weather will dry them in no time.
- As a common rule, it is the best to boil tap water before consumption.

Currency

Rupiah (Rp.) is the currency of Indonesia. Bank notes vary from: 1.000, 2.000, 5.000, 10.000, 20.000, 50.000 and 100.000 rupiahs. Meanwhile coins are available in: 100, 200, 500, and 1.000 rupiahs.

Exchanging foreign currency is generally safe in banks and authorized money changing shops. Never change your money in the black market as this is illegal.

For those who prefer credit cards to cash, major credit cards such as Visa and MasterCard are accepted in most department stores, malls, restaurants, hotels and resorts.

Automated Teller Machines (ATM) are easily found around Jember. Visa, MasterCard, Cirrus are widely accepted. Within Universitas Jember, there are ATMs located at Campus Center and off.

Languages

Indonesia has an impressive linguistic diversity. Due to the numerous islands, most provinces in Indonesia have their own dialect. There are more than 100 local languages. It is common for Indonesian to speak two languages or more. It is usually their local language and Bahasa Indonesia. Bahasa Indonesia is the national language. In case one cannot speak Bahasa Indonesia, do not worry since English is a medium for teaching in schools nowadays. Here are some local words and phrases to help you get started:

Greetings and Civilities

Good Morning	Selamat Pagi
Good Afternoon	Selamat Siang
Good Night	Selamat Malam
Goodbye	Selamat tinggal
Thank you	Terima kasih
I am sorry	Maafkan saya
Nice to meet you	Senang bertemu denganmu
How are you?	Apa kabar?

Times

What time is it?	Pukul/jam berapa sekarang?
Now	Sekarang
Today	Hari ini
Tomorrow	Besok
Yesterday	Kemarin
Last Night	Tadi malam
Wait a moment	Tunggu sebentar

Pronouns

I	Saya (formal)
You	Anda (formal)
He, She	Dia
It	Itu
We/Us	Kami, Kita
You (plural)	Kalian
They,them	Mereka

Questions:

Who?	Siapa?
What?	Apa?
When?	Kapan?
Where?	Dimana?
How?	Bagaimana?
How much? (price)	Berapa?

Numbers

1	Satu	100	Seratus
2	Dua	200	Dua ratus
3	Tiga	500	Lima ratus
4	Empat	1000	Seribu
5	Lima	2000	Dua ribu
6	Enam	5000	Lima ribu
7	Tujuh	10.000	Sepuluh ribu
8	Delapan	20.000	Dua puluh ribu
9	Sembilan	50.000	Lima puluh ribu
10	Sepuluh	100.000	Seratus ribu

Small Talk

How are you?	Apa kabar?
Fine	Kabar baik
My name is.....	Nama saya
How much is this?	Berapa harga ini?
Please take me to.....	Tolong antarkan saya ...
Where is the clinic?	Dimana klinik?

ENGLISH