



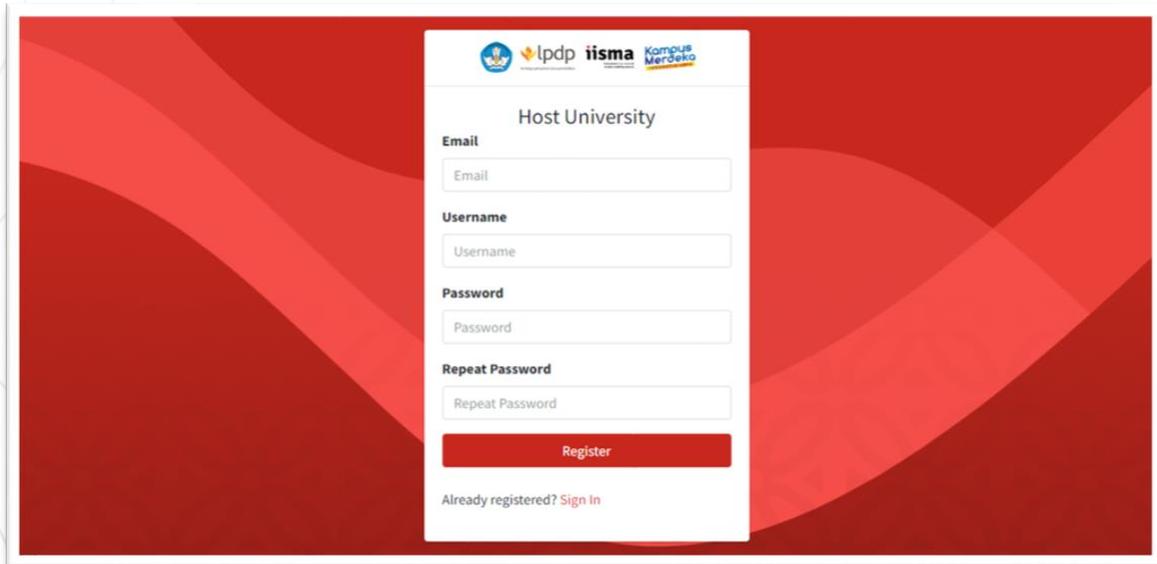
lpdp

iisma
Indonesian International
student mobility awards

**Kampus
Merdeka**
INDONESIA JAYA

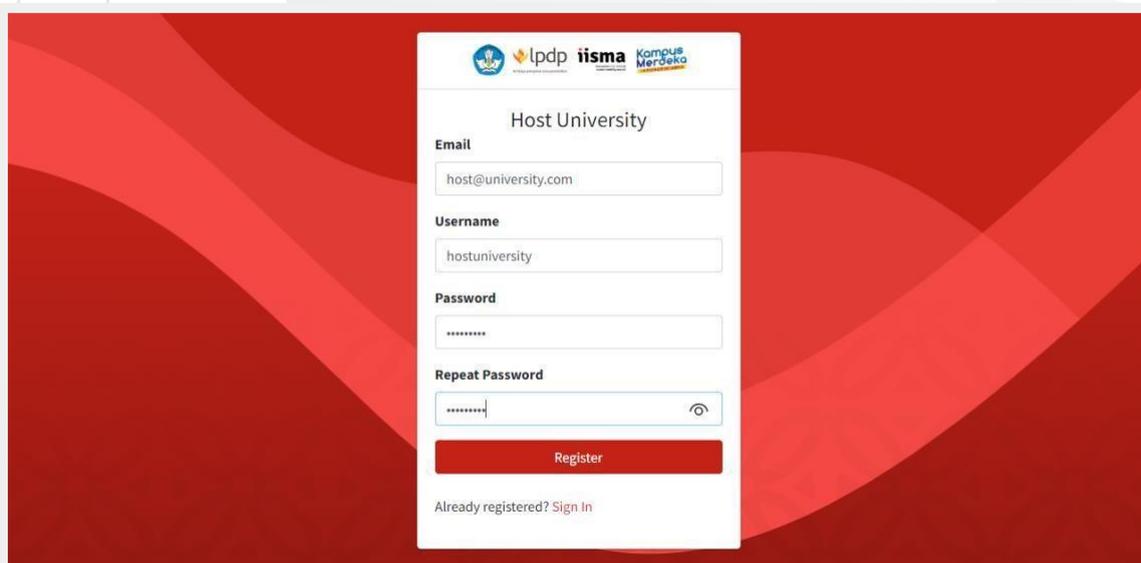
IISMA 2024 Host University Registration Guidelines

1. Access [this](#) page to register.
2. Please ensure that the registration box is titled as Host University.



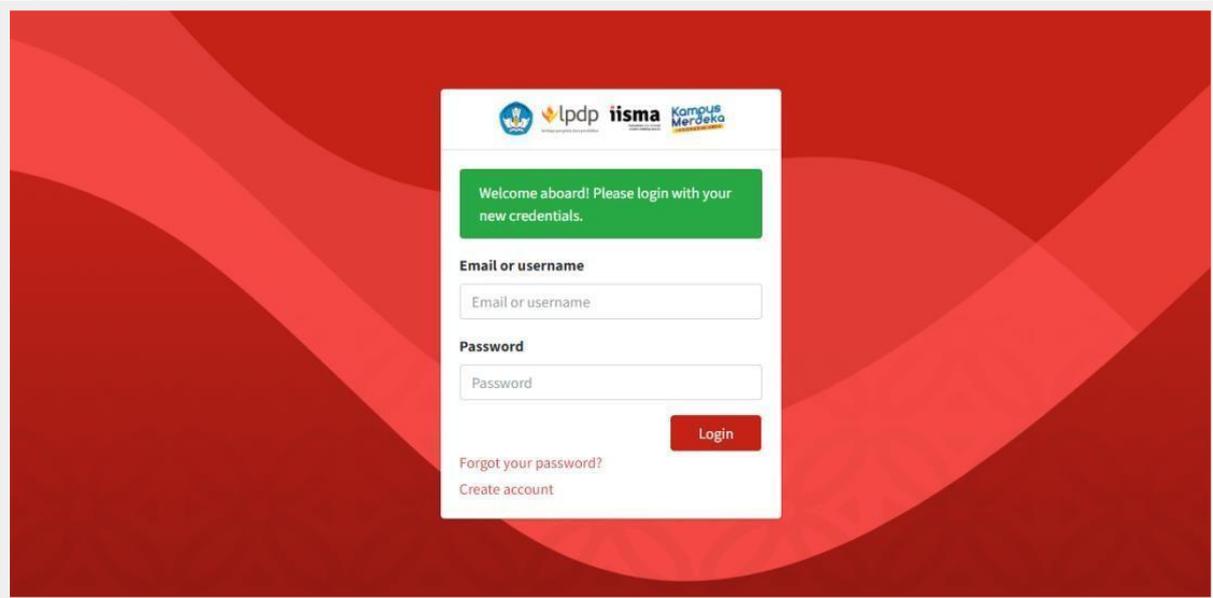
The screenshot shows a registration form titled "Host University" centered on a red background. At the top of the form are logos for "lpdp", "iisma", and "Kampus Merdeka". Below the title, there are four input fields: "Email", "Username", "Password", and "Repeat Password". A red "Register" button is positioned below the "Repeat Password" field. At the bottom of the form, there is a link that says "Already registered? Sign In".

3. Fill in the Email address, Username, Password and Password Confirmation column.



This screenshot shows the same registration form as above, but with the input fields filled. The "Email" field contains "host@university.com", the "Username" field contains "hostuniversity", the "Password" field contains "*****", and the "Repeat Password" field contains "*****" with a visibility icon on the right. The "Register" button and "Sign In" link remain the same.

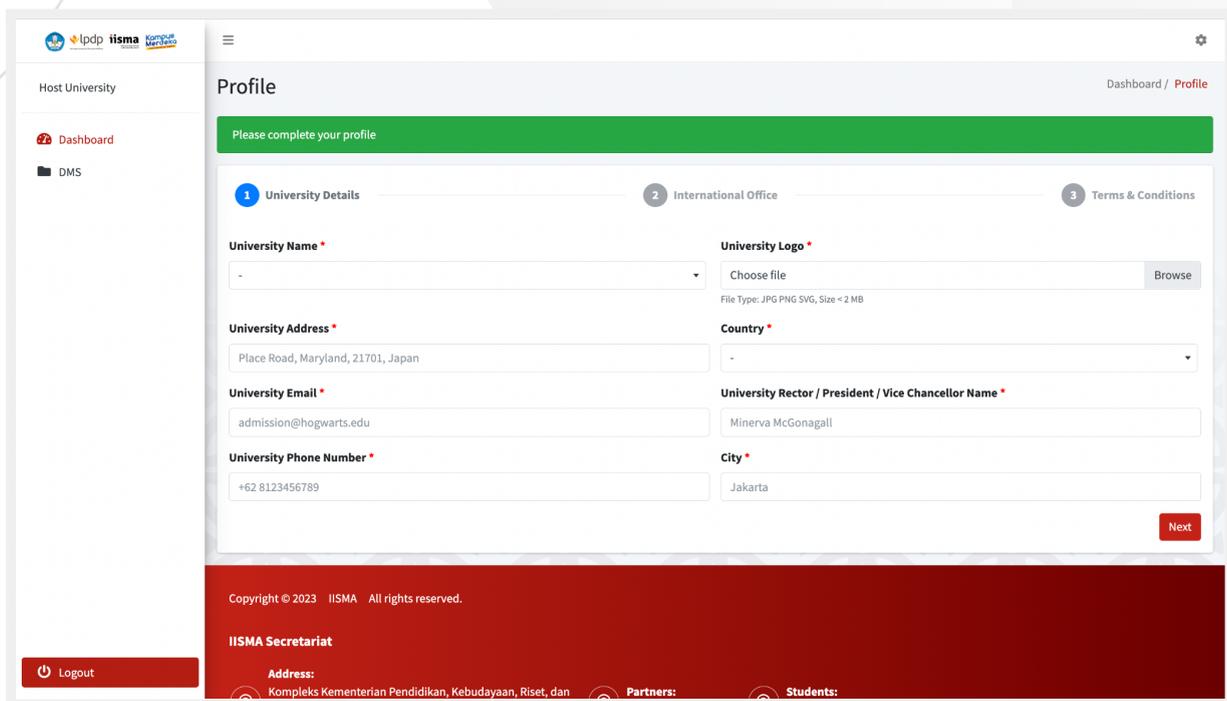
4. If the registration process succeeds, the **Login page** will appear along with a notification.



5. Fill in the registered Email or Username and Password as Host University.

6. If you have already had a university account, please click the **Sign In** button.

7. Once logged in, you are required to complete the details of your institution as requested in the **University Profile**. Then click Next to go to the **International Office profile**.



8. You are requested to fill in the details of the contact person who will coordinate with the IISMA team during the program. Complete and confirm the data of the International Office, then **click next**.

The screenshot shows a web application interface for the IISMA program. The top navigation bar includes three steps: 1. University Details, 2. International Office (current step), and 3. Terms & Conditions. The left sidebar contains 'Host University', 'Dashboard', and 'DMS'. The main content area is titled 'International Office' and contains the following sections:

- General Info**
 - Address ***: Kino Street, Maryland, 21701, Japan
 - Website ***: https://www.hogwarts.edu/contact
 - Head of International Office Name ***: Severus Snape
 - Office Phone ***: (617) 253-2331
 - Head of International Office Email ***: registrar@hogwarts.edu
 - International Office Email ***: info@hogwarts.edu
- Contact Person**
 - Contact Person ***: Albus Dumbledore
 - Contact Person Mobile Phone (optional)**: +1-202-555-0144
 - Contact Person Email ***: johndoe@mail.edu
 - Contact Person Role/Position ***: Senior Liaison
- Alternate Contact Person**
 - Contact Person ***: Albus Dumbledore
 - Contact Person Mobile Phone ***: +1-202-555-0144
 - Contact Person Email ***: johndoe@mail.edu
 - Contact Person (optional)**: Albus Dumbledore
 - Contact Person Mobile Phone (optional)**: +1-202-555-0144
 - Contact Person Email (optional)**: johndoe@mail.edu

At the bottom of the form, there are three buttons: 'Logout' (with a power icon), 'Previous', and 'Next'.

9. Please tick all items in **the terms and conditions page**. The submit button will still be locked if you missed ticking any of the boxes.

The screenshot shows a web interface for the IISMA profile. The page title is "Profile" and it includes a navigation menu with "Dashboard" and "Profile". A green banner at the top says "Please complete your profile". Below this, there are three steps: "1 University Details", "2 International Office", and "3 Terms & Conditions", with the third step being the active one. The main content area contains a list of terms and conditions, each with an unchecked checkbox. The terms include organizing the IISMA program, accepting the awardee list, providing accommodation, offering English courses, providing transcripts, and agreeing to the IISMA contract. At the bottom of the form, there are "Previous" and "Submit" buttons. The footer contains copyright information, the IISMA Secretariat address, and contact information for partners and students.

Host University

Dashboard

DMS

Profile

Dashboard Profile

Please complete your profile

1 University Details 2 International Office 3 Terms & Conditions

In accordance with IISMA regulations, please read the following terms and conditions to be able to proceed with the next procedure. The host university agrees to:

- Organize IISMA program in the university level *
- Accept IISMA awardee list without additional selection *
- Provide weekly/monthly-rent accommodation (on-campus or off-campus) without deposit and meal plan *
- Be flexible in developing the program *
- Offer courses in English for undergraduate level classes with the following requirements:
 - a. Students take 3 – 4 courses for one semester
 - b. The courses must meet IISMA's expected learning outcomes
 - Sensemaking
 - Moral and Academic Excellence
 - c. Students spend one semester (4 – 6 months, 16 meetings per course)
 - d. Students can learn any subjects of their interests beyond their field of study at home university *
- Provide transcript, certificate of participation and student progress report issued upon completion *
- Provide enrollment requirements such as GPA and English Proficiency *
- Accept TOEFL iBT, IELTS and Duolingo Test *
- Assist with the quarantine-related service if your government does not provide it *
- Organize and facilitate cultural events for the students *
- Provide any necessary services for international students. (e.g., pastoral care, airport transportation, student counselling, student buddies/mentors orientation co-curricular/extra-curricular activities, accommodation, travel information and immigration) *
- Avoid disputes resolution through any court and international arbitration and resolve any disputes through mutual consultation *
- Agree to finalize the IISMA contract one month after receiving the draft *
- Committed to providing any updated information related or impacted to IISMA students with IISMA officer *

Previous Submit

Copyright © 2022 IISMA All rights reserved.

IISMA Secretariat

Address:
Kompleks Kementerian Pendidikan, Kebudayaan, Riset, dan Teknologi, Gedung D Lantai 1B, Jalan Jenderal Sudirman, Pintu Satu, Senayan, Jakarta, Indonesia 10270

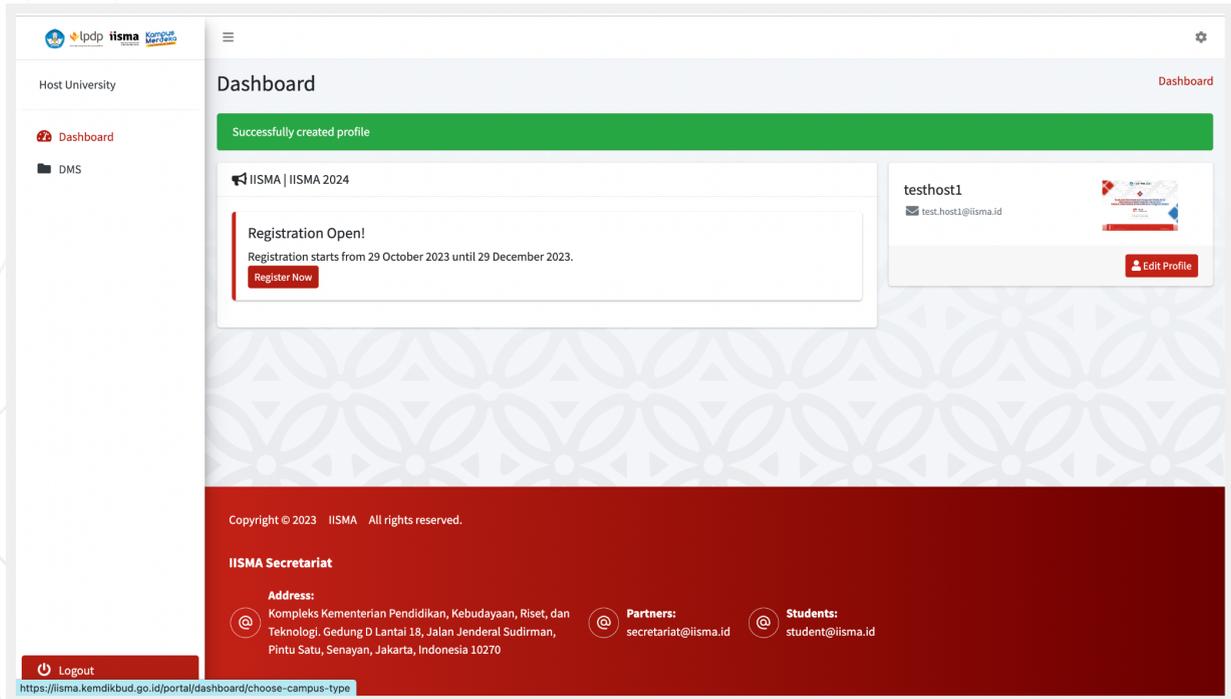
Partners:
secretariat@iisma.id

Students:
student@iisma.id

Logout

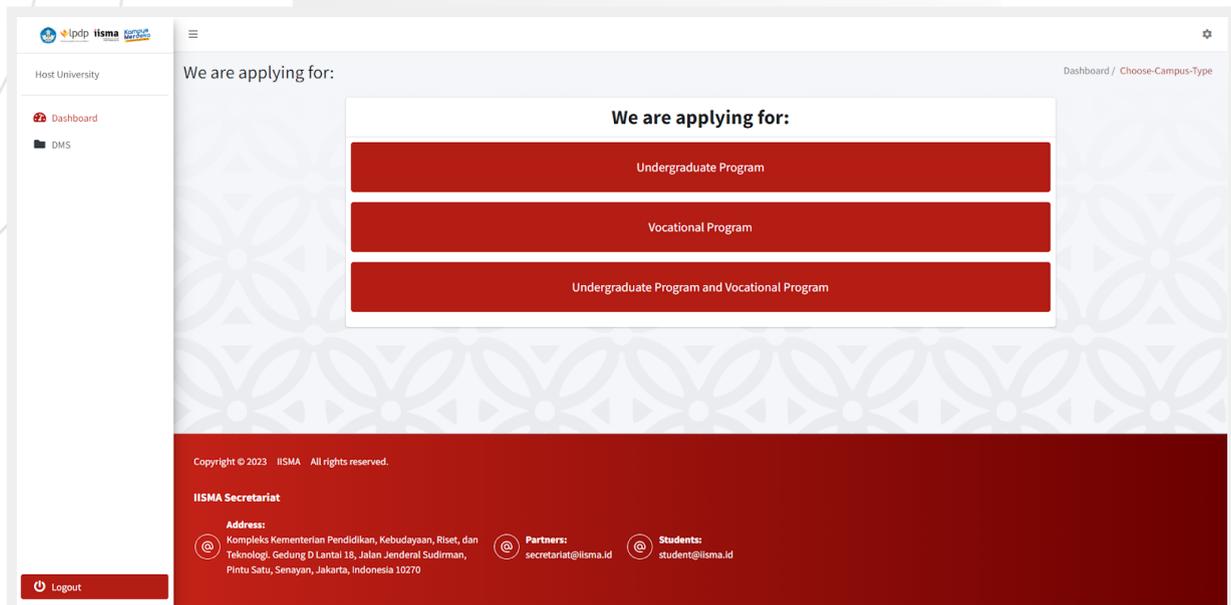
10. After you tick all the boxes, **click the submit button** to save the data.

11. After the profile and terms have been saved and every time you log in, you will be redirected to **the following main page**.



12. Click the **Register Now** button to apply as one of the IISMA's partner universities.

13. After clicking the register button, you will see these three options.



14. Choose the program type (path) that you are applying for. Please note that:

- Each type of the program has specific details that differ from the other paths.

- b. If you choose to apply for both Undergraduate and Vocational Programs (third option), you must fill in the form for the Undergraduate Program first before completing the Vocational Program form.

15. After clicking the selected program type, you will see the **University Profile page**.

The screenshot shows the 'Registration' page for the University Profile. The page has a sidebar on the left with 'Host University', 'Dashboard', and 'DMS' options. The main content area is titled 'Registration' and includes a progress bar with five steps: 1. University Profile (active), 2. Detail Program, 3. Language Requirements, 4. Undergraduate Courses, and 5. Vocational Courses. Below the progress bar, there is a text box with a red border and a 'Here' link. The 'Description' field is a large text area with a '0/100' character count. The 'Video Profile' section has a text input field. Below that are three input fields for 'Total Number of Undergraduate Student', 'Total Number of International Student', and 'Total Number of Student's Home Country', each with a value of '500'. The 'University Ranking in the Country (if available)' field also has a value of '500'. The 'Cover Letter' section has a 'Choose file' button and a 'Browse' button. The 'Gallery' section has a text input field and a 'Browse' button. At the bottom, there are three buttons: '+ Add Files', 'Start upload', and 'Cancel Upload'. A 'Logout' button is in the bottom left, and 'Save Draft' and 'Next' buttons are in the bottom right.

16. Complete the data in the University Profile correctly, then click Next to go to the **Program Detail page**.

1 University Profile 2 Detail Program 3 Language Requirements 4 Undergraduate Courses 5 Vocational Courses

Please refer to this guidelines to fill the form [Here](#) and please adjust the figures in the following columns based on what applies at your university

Registration Period for Students

Start Date * **End Date ***

25 January 2023 09 November 2023

Fall Semester

Start Date * **End Date ***

26 March 2015 28 March 2015

Currency *

USD - United States dollar

Tuition Fee * **Registration Fee ***

USD 43 USD 2

Cost Period

Monthly

Minimum GPA (out of 4) (optional) **Quota *** **Total Staff for International Mobility ***

3 91 51

Services *

Accommodation	<input checked="" type="checkbox"/> Available	Airport Transportation	<input checked="" type="checkbox"/> Available
Co-curricular/extra-curricular activities	<input checked="" type="checkbox"/> Available	Cultural Program	<input checked="" type="checkbox"/> Available
Orientation Program	<input checked="" type="checkbox"/> Available	Quarantine	<input checked="" type="checkbox"/> Available
Student Buddies/mentors	<input checked="" type="checkbox"/> Available	Student Counseling	<input checked="" type="checkbox"/> Available
Transcript	<input checked="" type="checkbox"/> Available	Travel information and immigration	<input checked="" type="checkbox"/> Available
Additional Class for Local Language	<input type="checkbox"/> Not Available		

Accommodation Details *

On Campus Accommodation Available Include Meal Plan Not Available

Off Campus Accommodation Not Available

Covid-19 related arrangement for the above mentioned accommodation (e.g. quarantining/isolation arrangement, PCR test requirements)

Accommodation/Student Housing related payments

Deposit/Bond payment

Accommodation/housing registration fee

Accommodation payment period (weekly, fortnightly, monthly, semesterly)

Contract period for students' accommodation (weekly, monthly, semesterly)

Covid-19 related arrangement for the above mentioned accommodation (e.g. quarantining/isolation arrangement, PCR test requirements)

Other Cost

All cost must be submitted in this form. We will not accept invoices beyond what is entered in this form

Cost Name

Cost 1

Cost period *

Monthly

USD 100

Registration requirements for IISMA students *

Numquam reprehenderit

17. After completing and confirming that all the details are correct and in line with the program you have designed, click **Next**.

18. In the **Language Requirement** page, fill in the details of the minimum requirement for English proficiency at your university. If you do not accept certain language proficiency tests, tick the **"Not Accepted"** box.

You can fill in the subscore column if there is a minimum score; otherwise, please insert 0 in the column. However, you are required to fill in the minimum overall score that your university accepts.

Then, click Next to go to the next section.

Registration Dashboard / Registration

1 University Profile | 2 Detail Program | **3 Language Requirements** | 4 Undergraduate Courses | 5 Vocational Courses

Please refer to this guidelines to fill the form [Here](#)

IELTS
Please check the not accepted checkbox if you do not accept IELTS as a condition of registration.

Not Accepted

Overall *	Reading *	Writing *	Listening *	Speaking *
<input type="text" value="7.5"/>				

TOEFL IBT
Please check the not accepted checkbox if you do not accept TOEFL IBT as a condition of registration.

Not Accepted

Overall *	Reading *	Writing *	Listening *	Speaking *
<input type="text" value="30"/>				

Duolingo
Please check the not accepted checkbox if you do not accept Duolingo as a condition of registration.

Not Accepted

Overall *	Reading *	Writing *	Listening *	Speaking *
<input type="text" value="30"/>				

[Logout](#)

If you tick the **“Not Accepted”** option, the score columns will disappear as shown below.

TOEFL IBT
Please check the not accepted checkbox if you do not accept TOEFL IBT as a condition of registration.

Not Accepted

Overall *	Reading *	Writing *	Listening *	Speaking *
<input type="text" value="30"/>				

Duolingo
Please check the not accepted checkbox if you do not accept Duolingo as a condition of registration.

Not Accepted

TOEIC
Please check the not accepted checkbox if you do not accept TOEIC as a condition of registration.

Not Accepted

Overall *	Reading *	Writing *	Listening *	Speaking *
<input type="text" value="0"/>				

[Back](#) [Save Draft](#) [Next](#)

Copyright © 2023 IISMA All rights reserved.

IISMA Sekretariat

Address:
Kompleks Kementerian Pendidikan, Kebudayaan, Riset, dan Teknologi, Gedung D Lantai 18, Jalan Jenderal Sudirman, Pintu Satu, Senayan, Jakarta, Indonesia 10270

Partners:
secretariat@iisma.id

Students:
student@iisma.id

[Logout](#)

19. On this page, you are required to complete the course details that you will offer.

a. For Undergraduate Program application:

- i. Click the Add Course button to fill in the details of each course you offer.
- ii. Write the course code, the subject (title) of the course, and a short description of the course (around 50-100 words).
- iii. Fill in the expected competencies of each course. You can pick more than one competency.

Example:

Course Title: Understanding Culture

Competencies: Sense-making, Social Intelligence, and Cross Cultural Understanding

- iv. Fill in the course credits (in accordance with the credit system applicable in your country).

The screenshot shows a web interface for course registration. The page title is "Registration" and it includes a breadcrumb trail: "Dashboard / Registration". A progress indicator at the top shows five steps: 1. University Profile, 2. Detail Program, 3. Language Requirements, 4. Undergraduate Courses (current step), and 5. Vocational Courses. Below the progress indicator, there is a message: "Please refer to this guidelines to fill the form" with a "Here" link. The main content area is titled "For Undergraduate Program" and contains two "1. Course Detail" sections. Each section has a red delete button in the top right corner. The first section shows the following fields: "Course Code" (C-1234), "Subject" (Computer Vision), "Description" (Learning about...), "Expected Competencies" (empty), and "Number of credits/points/ECTS" (1). The second section shows the same fields with "Course Code" (C-1234) and "Subject" (Computer Vision) filled in. A "Logout" button is visible in the bottom left corner of the interface.

- v. There will be **10 courses that you can insert by default**. You can edit the course list by clicking on the delete button and add button at the end of the page respectively.

b. For Vocational Program application:

- i. You are required to fill in the specialization section with Area of Study, Field of Study, Specialization, Industrial Exposure, and Industrial Partners.

The screenshot shows the 'Registration' page for Vocational Courses. The navigation bar includes: 1 University Profile, 2 Detail Program, 3 Language Requirements, 4 Undergraduate Courses, and 5 Vocational Courses. A message states: 'Please refer to this guidelines to fill the form [Here](#)'. Below this, the section 'For Vocational Program' contains a dashed box with an 'Add Specialization' button. Underneath, there are input fields for 'Course Credit' (with a sub-label 'ECTS/Credit Units/Others') and 'Description about course credit'. A second dashed box contains an 'Add Course' button. At the bottom, there are 'Logout', 'Back', 'Save Draft', and 'Submit' buttons.

- ii. Click the **Add Specialization** button and complete the details as requested. You can add more than one specialization.

This screenshot shows the '1. Specialization Detail' form. It includes several dropdown menus: 'Area of Study' (placeholder: 'Select area of study'), 'Field of Study' (placeholder: 'Select Field of study'), 'Specialization' (placeholder: 'Select Specialization'), and 'Industrial Exposure' (placeholder: 'Select Industrial Exposure'). There is a text input field for 'Mention your Industrial Partners' with a clear button. A radio button is selected for 'Industrial exposure have additional cost'. Below this is an input field for 'Industrial Exposure Additional Cost' with a value of '\$ 0'. At the bottom of the form is an 'Add Specialization' button.

- iii. Click the **Add Course** button to fill in the details of each course you offer.
- iv. Write the course code, specialization (as written in the previous form), subject (title) of the course, and a short description of the course (around 50-100 words).

- v. **Complete the expected competencies of each course. You can pick more than one competency.**

Example:

Course Title: Understanding Culture

Competencies: Sense-making, Social Intelligence, and Cross Cultural Understanding

- vi. **Fill in the course credits (in accordance with the credit system applicable in your country).**

1. Course Detail

Course Code * C-1234

Specialization * Click to select

Subject * Computer Vision

Description * Learning about...

Expected Competencies * Click to select

Number of credits/points/ECTS * 1

Add Course

Back Save Draft Submit

Copyright © 2023 IISMA All rights reserved.

IISMA Secretariat

Address: Kompleks Kementerian Pendidikan, Kebudayaan, Riset, dan Teknologi, Gedung D Lantai 18, Jalan Jenderal Sudirman, Biru Satu, Senayan - Jakarta, Indonesia 10270

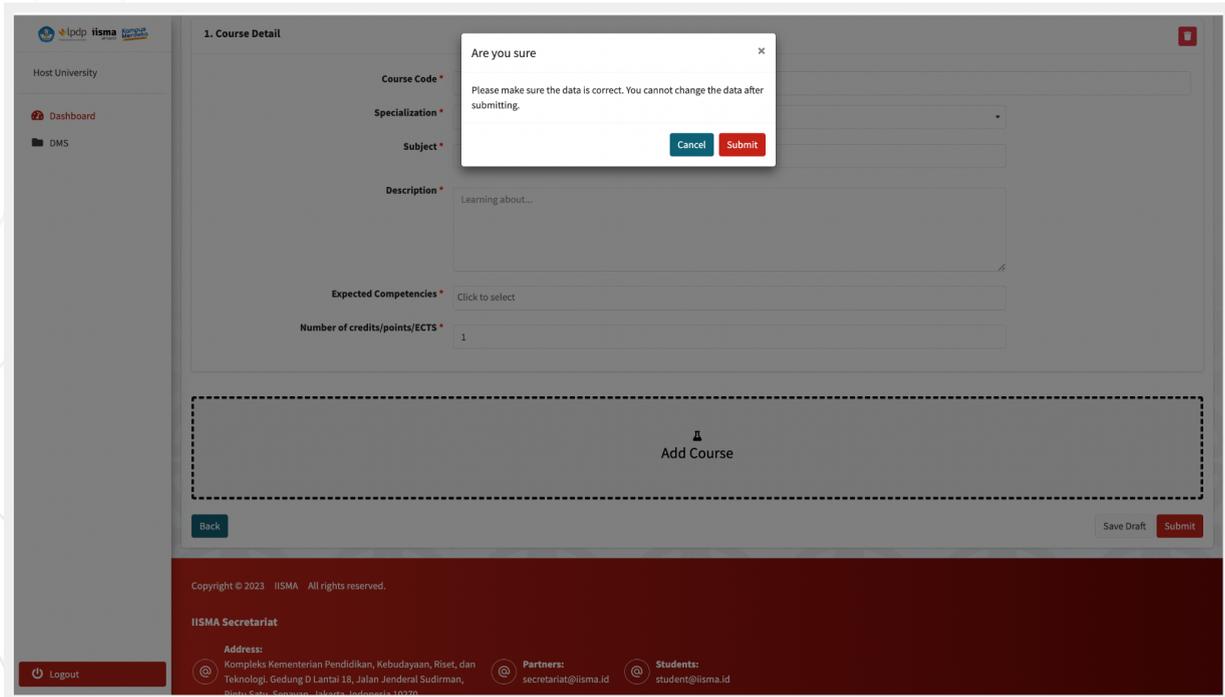
Partners: sekretariat@iisma.id

Students: student@iisma.id

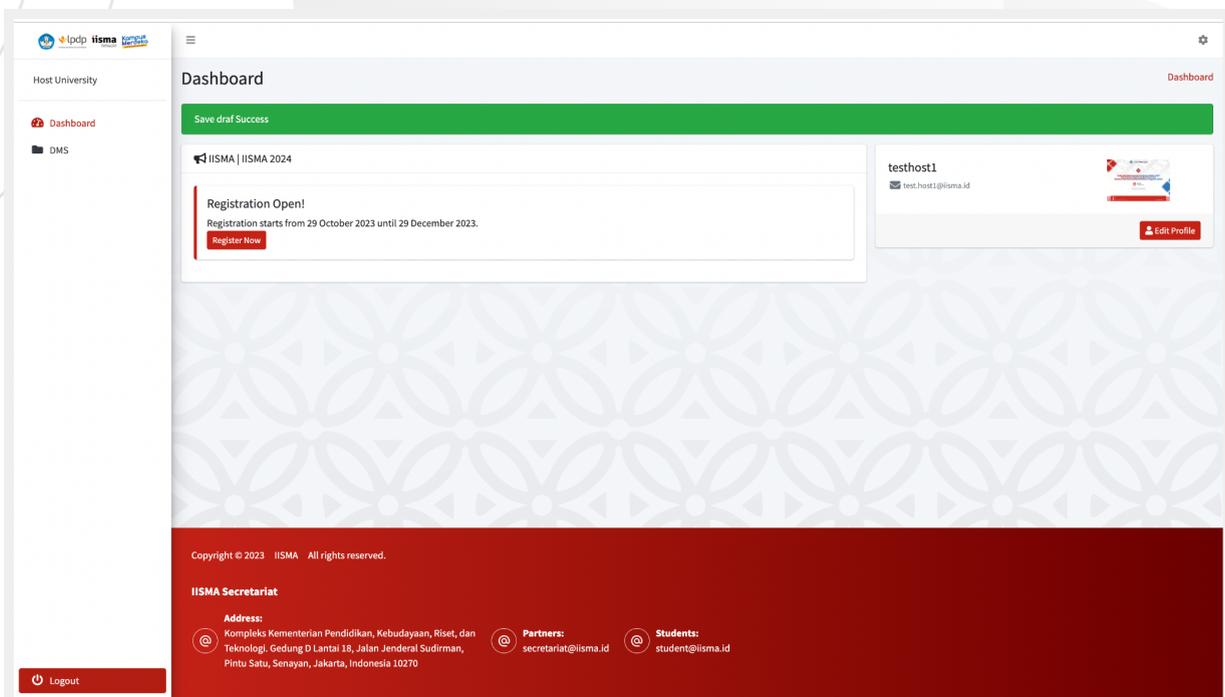
Logout

- c. **If you are applying for both Undergraduate and Vocational programs you must fill in the details as shown both in point a and point b.**

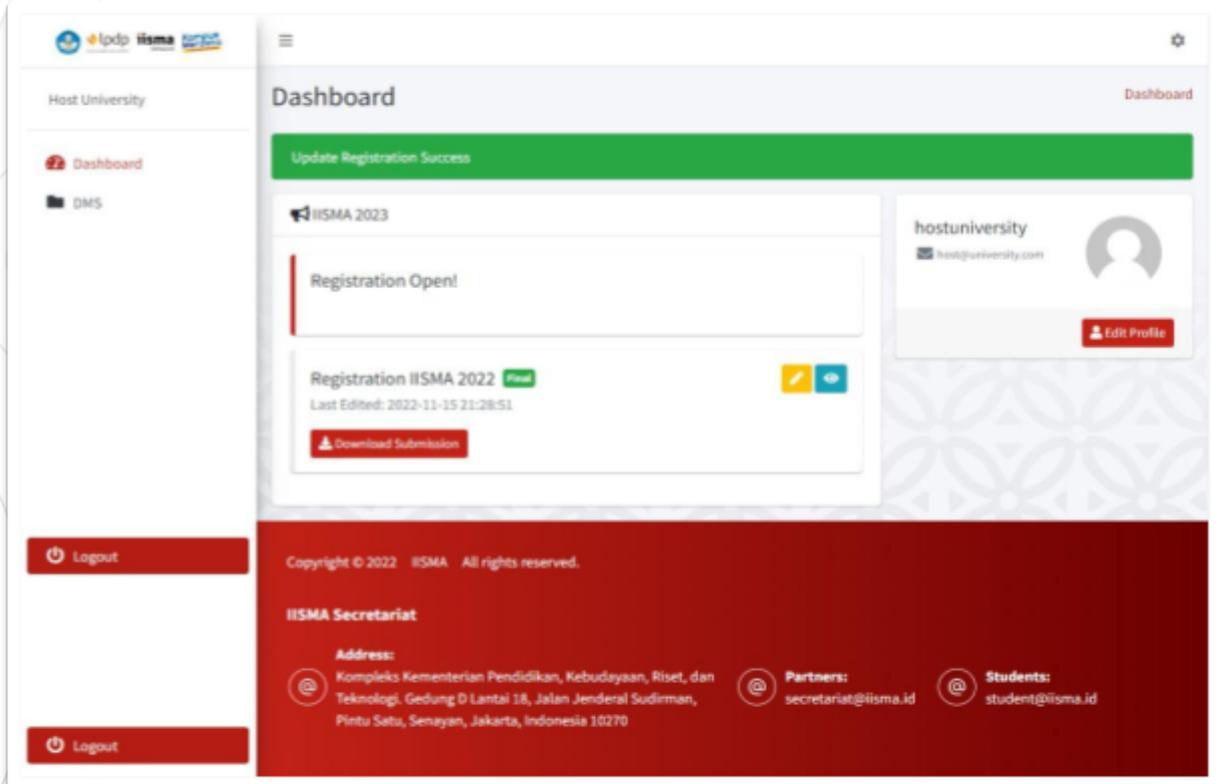
18. To finalize your application, you must complete every column on the **University Profile, Program Detail, and Language Requirement and Courses. Then, you can click the submit button. Bear in mind that the submit button will still be locked if you have not filled all the columns.**



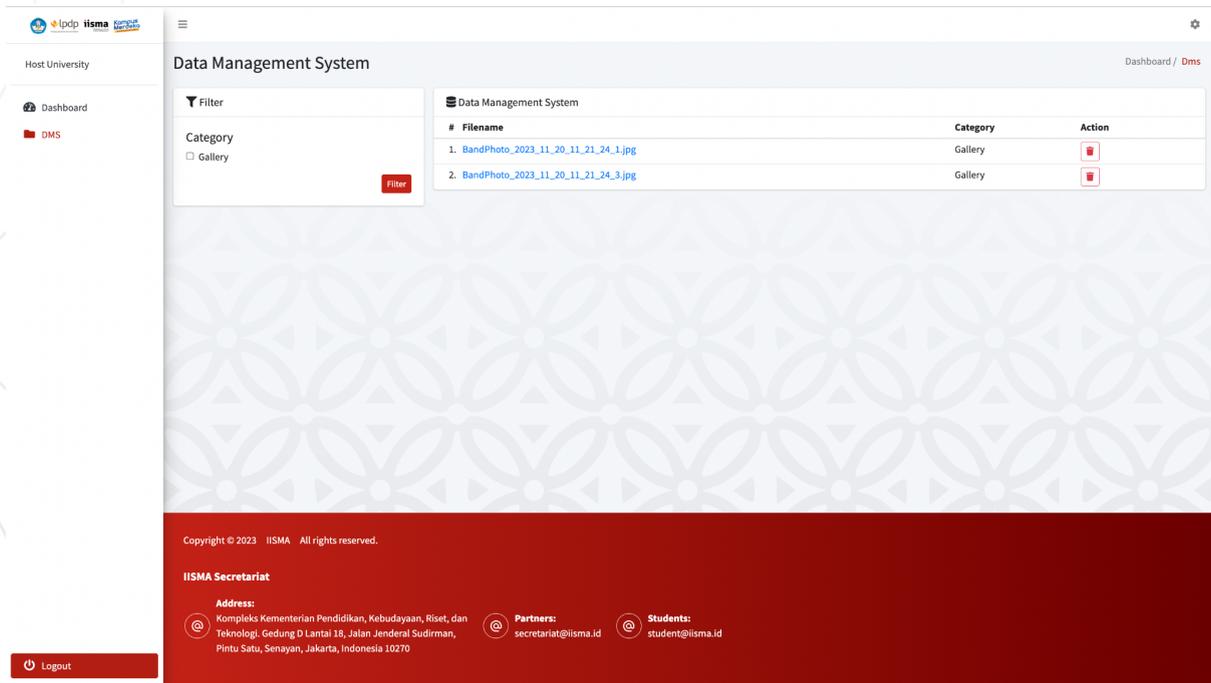
19. You can save your registration draft before submitting. This will direct you to the homepage where a draft label is visible. Be noted that, we will only count submitted applications. Saved drafts will be considered as a **NO APPLICATION.**



20. You can click the **Submit** button at any time you are ready for your application submission. After clicking the submit button, you will be directed to the homepage. Your application is successfully submitted if you can see a Final label on the homepage.



21. One important feature of our registration portal is the **DMS** (on the left side of the page). You can delete any picture that you have mistakenly uploaded on the University Profile section here.



The screenshot displays the 'Data Management System' interface. On the left, there is a sidebar with navigation options: 'Host University', 'Dashboard', and 'DMS' (highlighted in red). The main content area shows a table of uploaded images. The table has columns for '#', 'Filename', 'Category', and 'Action'. Two items are listed, both categorized as 'Gallery' and having a red delete button in the 'Action' column.

#	Filename	Category	Action
1.	BandPhoto_2023_11_20_11_21_24_1.jpg	Gallery	
2.	BandPhoto_2023_11_20_11_21_24_3.jpg	Gallery	

Copyright © 2023 IISMA All rights reserved.

IISMA Secretariat

Address:
Kompleks Kementerian Pendidikan, Kebudayaan, Riset, dan Teknologi, Gedung D Lantai 18, Jalan Jenderal Sudirman, Pintu Satu, Senayan, Jakarta, Indonesia 10270

Partners:  secretariat@iisma.id

Students:  student@iisma.id





lpdp

iisma

Indonesian International
student mobility awards

Kampus
Merdeka

INDONESIA JAYA