



UNIVERSITY OF HKBP NOMMENSEN

Academic Year

## International Students Application Form

20 /20

\*Please Print

### I. Personal Information

Full name in English

First/Given

Middle

Last/Family

Date of birth  Place of birth

Nationality  Passport No.

Attach one recent passport-size photo here. Write your name on the back of all photos.

Gender  Male  Female

### II. Contact Information

Telephone  Cell Phone  Fax Phone

E-mail  Please do not provide a hotmail account.

Mailing Address

### III. Emergency Contact

Full Name

Relation  Cell Phone

Telephone  Fax Phone

Email

Address

### IV. Study at University of HKBP Nommensen

Level of Study  Undergraduate  Master's

Name of Target Department

### V. Indonesian Language Studies

Do you wish to apply for Indonesian courses in the Indonesian Language Center (free of charge)?

YES  NO

Have you learned Indonesian before?

YES  NO

If yes, for how long and where have you learned it?  year(s)  month(s) in

## VI. Checklist

Please check the items that you have completed and submitted.

- One completed application form with one photo
- Official photocopies of diploma and academic transcripts in English. The official photocopies must bear the original seal/stamp of the issuing institution. Photocopy of diploma without original seal is not accepted for further processing. Final year student who will graduate in this semester may submit certificate of study (enrollment) issued by current university in advance. However, official diploma and authenticated photocopy must be submitted upon registration.
- Study Plan and Motivation Letter in English
- Two recommendation letters in English
- A copy of passport (showing applicant's data)
- Two Color Passport Photos (4x6 cm)
- Color Copy of Passport
- Health certificate from certified physician in English
- Copy of English Language Proficiency Test Result

## VII. Applicant's Declaration

1. I have read and understood the instructions, and I certify that the information on this application form is complete and correct.
2. I understand that University of HKBP Nommensen reserves the right to withdraw any offer it may take, should any statement in this application form prove to be false.
3. I confirm that, if admitted to University of HKBP Nommensen, I will abide by all University Regulations.

## VIII. Scholarship

- I would like to apply UHN International Student Scholarship
- NO

**All of applicants will be offered UHN International Student Scholarship who apply as full-time students. There are two levels of scholarship funded by the university, full scholarship (free tuition and miscellaneous fee + 500.000 IDR for stipend), and partial scholarship (free tuition and miscellaneous fee). Maximum duration of scholarships is four years for undergraduate's students, and two years for master's students. Scholarships are awarded on a per semester basis. Enrolled students have to resubmit applications every semester based on their eligibility criteria. The scholarships are not included dormitory and insurance. You are not acceptable for UHN Scholarship if you already have the scholarship from your government or Indonesian Government.**

Signature: \_\_\_\_\_ Date (yyyy/mm/dd): \_\_\_\_\_

**Please send the scanned files of the documents and this form by email to: Asst. Prof. Mula Sigiro, PhD, Director of Office of International Affairs, University of HKBP Nommensen (UHN), Email: mulasigiro@gmail.com**

**Below is the timeline that you can use as reference for International Student Admission**

Date	Events
<b>Spring Semester</b>	
<b>15 November</b>	Application Deadline for Spring Semester
<b>15 December</b>	Notification of admission for Spring Semester
<b>27 December</b>	Confirmation of intention to attend UHN
<b>4 January</b>	UHN Mailing out registration documents
<b>25 February</b>	Beginning of the Spring semester
<b>Fall Semester</b>	
<b>30 April</b>	Application Deadline for Fall Semester
<b>15 May</b>	Notification of admission for Fall Semester
<b>5 June</b>	Confirmation of intention to attend UHN
<b>12 June</b>	UHN Mailing out registration documents
<b>25 August</b>	Beginning of the Fall semester

**Academic Programs**

- B : Bachelor’s Program  
M : Master’s Program

<b>College of Economics</b>		
<i>Department of Tax Administration (Diploma program)</i>	B	
<i>Department of Accounting</i>	B	
<i>Department of Management</i>	B	M
<i>Department of Economics of Development</i>	B	
<b>College of Law</b>		
<i>Department of Law</i>	B	
<b>College of Teacher Training and Education</b>		
<i>Department of Economics Education</i>	B	
<i>Department of Germany Education</i>	B	
<i>Department of Civic Education</i>	B	
<i>Department of Christian Education</i>	B	
<i>Department of Physics Education</i>	B	
<i>Department of Mathematics Education</i>	B	
<i>Department of Indonesian Language Education</i>	B	
<i>Department of English Education</i>	B	M
<b>College of Agriculture</b>		
<i>Department of Agribusiness</i>	B	
<i>Department of Agro-technology</i>	B	
<i>Department of Agriculture Technology</i>	B	
<b>College of Engineering</b>		
<i>Department of Civil Engineering</i>	B	
<i>Department of Mechanical Engineering</i>	B	
<i>Department of Electrical Engineering</i>	B	
<b>College of Psychology</b>		
<i>Department of Psychology</i>	B	
<b>College of Medicine</b>		
<i>Department of Medical Science</i>	B	

<b>College of Language and Art</b>		
<i>Department of English</i>	B	
<i>Department of Music</i>	B	
<b>College of Social and Political Sciences</b>		
<i>Department of Business Administration</i>	B	
<i>Department of Public Administration</i>	B	
<i>Department of Secretary (Diploma program)</i>	B	
<b>College of Animal Husbandry</b>		
<i>Department of Animal Production</i>	B	

**UHN requires that lecture is delivered in English when there is an international student(s) in the class. However, a mixed language usage should be anticipated**

**Contact Information:**

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