



MINISTRY OF EDUCATION AND CULTURE
THE GOVERNMENT OF THE REPUBLIC OF INDONESIA
Jalan Jenderal Sudirman – Senayan, Jakarta
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**DARMASISWA SCHOLARSHIP PROGRAM
APPLICATION FORM**

A. PERSONAL INFORMATION

Family Name: _____

Name: Mr/Mrs/Ms _____

Citizenship: _____

Religion: _____

Place and date of birth: _____

Passport Number: _____ Validity of _____

Mailing Address: _____

_____ ☎ (Home)/Cell-phone: _____

☎ (Office): _____ Fax: _____ Email: _____

Marital status: ☐ Single ☐ Married (approved by copy of marriage certificate)

Do you have a husband/wife or any dependants?

(Please give details of name, relationship and date of birth)

No	Name	Relationship

Where do you prefer for stay?

(If you choose homestay, please fill out the homestay application form)

☐ Homestay ☐ Boarding House ☐ Dormitory

affix photo here
4 X 6 cm

DARMASISWA SCHOLARSHIP APPLICATION FORM

Person to be notified in your country and in Indonesia in case of emergency:

In your country	In Indonesia
Name: _____	Name: _____
Address: _____	Address: _____
Home/Cell Phone: _____	Home/Cell Phone: _____
Relationship: _____	Relationship: _____

B. ACADEMIC BACKGROUND**

University/Institute Attended after High School	Years Attended From To	Degree Obtained/Expected (incl. Field of Study)	GPA
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Academic Referees

Please provide the names and address of at least 2 persons you've asked to forward confidential references to the scholarship office. One of these referees must be either your proposed Chief Supervisor or a member of academic staff at the institution at where you obtained the entry qualification.

Those references (ideally on letterhead paper) must be attached.

Title and Name of Referee 1: _____

Address: _____

Phone: _____ Email: _____

Title and Name of Referee 2: _____

Address: _____

Phone: _____ Email: _____

Language: State proficiency Fair-Good-Advance

No	Language	Skills	Speaking	Understanding	Writing
1	Bahasa Indonesia				
2	English				
3	Other:				

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C. PROPOSED PROGRAM AND FIELD OF STUDY**

(Check one program and subject of study)

1. Put a checklist (√) in the box below with the following description:
 - a. If you choose the first choice and you don't pass the selection, it is not acceptable to follow the Darmasiswa Scholarship Program.
 - b. If you choose the second choice, it means that you would be ready to be placed at any universities in accordance with Ministry of Education and Culture.
 - c. If you choose both choices, the first choice is not pass, and then you would be ready placed at any universities in accordance with Ministry of Education and Culture.

First Choice (Your own choice)

Place of Study : _____

Subject of Study : _____

Second Choice (Ready to be placed to any other university)

2. Outline your proposed field of study and indicate the practical use to be made of this study. If you are acquainted with the possibilities of study offered in Indonesia, list of institutes or projects you propose to study or specific course you wish to attend.

[illegible]

(attach additional pages)

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D. PROFESSIONAL BACKGROUND**

List your work experience since university graduation. Start with the most current one.

Dates (To-From) <i>(indicate month)</i>	Position	Name of Institution	Responsibility
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

E. SOCIAL AND COMMUNITY INVOLVEMENT**

List professional, societal, fraternities or other organizations in which you now hold membership or in which you have been active in the past. (Indicate if you have held an elective office):

Year	Position/Organization	Responsibility
------	-----------------------	----------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you have ever traveled or lived outside Indonesia, please specify dates, countries and purpose**

Dates	Country	Purpose
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. HOW DO YOU LEARN ABOUT DARMASISWA SCHOLARSHIP PROGRAM

☐ Newspaper ads ☐ Friend ☐ Website ☐ Other: _____

If you are currently applying for other scholarship programs, please specify program and status of your application

Name of Program	Type of Program Applied	Time Period
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_____	_____	_____
_____	_____	_____

DARMASISWA SCHOLARSHIP APPLICATION FORM

DECLARATION

- I hereby certify that the information I have provided on this application form and in any attached materials is accurate and true to the best of my knowledge and belief, and I agree to notify Ministry of Education and Culture (MoEC) of any change in the above information or of any further information that might affect my eligibility for consideration as a prospective recipient of the Darmasiswa Scholarship award.
- I understand that by completing this application form there is no assurance that I will be awarded a grant.
- I understand that grant funds are not sufficient to cover travel or support for my family and I will make necessary arrangements for the living expenses in Indonesia.
- I will not change either subject or place of study prior or upon arrival in Indonesia.
- I will not involve myself in any political activities or doing criminals during my study in Indonesia.
- I will not undertake any work for profit or earn living during my study in Indonesia.
- I will not involve with any drug traffic: active user or drug-seller.
- I will not do and perform immoral acts.
- I will not travel out of Indonesia during the academic period and not travel out of Indonesia more than once.
- I will not allowed to bring the family during the study period even though at my own expense
- I will not allow performing activities of a certain ideologies or indoctrination.
- I fully responsible for my own luggage/goods if its lost prior or upon arrival in Indonesia. Have them in my hands custody.
- I have to refrain myself from being pregnant and being involved in drug traffic and abuses.
- I accept to be sent back to my country if I violate the said regulations and the stay permit regulation in Indonesia.
- I have to abide by the regulation of the government of Indonesia and as well as the Host University.

Signature: _____ **Date:** _____

Note:

****Please attach additional pages if necessary.**

**THIS FORM IS TO BE FILLED OUT COMPLETELY AND ACCURATELY.
WE REGRET INCOMPLETE APPLICATION WILL NOT BE CONSIDERED.**



DARMASISWA SCHOLARSHIP CONTRACT

**BUREAU OF PLANNING AND INTERNATIONAL COOPERATION
MINISTRY OF EDUCATION AND CULTURE
REPUBLIC OF INDONESIA
2015**

I. RIGHTS AND OBLIGATIONS

Rights

1. Students will get monthly stipend every month for Rp. 2.000.000 (two million rupiah) as details: Living cost (Rp. 1.200.000); Book allowance (Rp. 200.000); Local transport (Rp. 200.000), Medical/Health care (Rp. 200.000); Pocket money (Rp. 200.000).
2. Students will be provided with accommodation and transportation during the Orientation Program if time arrival in time with the schedule from the Ministry of Education and Culture.
3. Students will get settlement allowance when attending the Orientation Program.
4. Students legal permit arrangement with the help of the Host University will be supported by Ministry of Education and Culture.
5. Students may seek assistance from Host University in finding a house/room to rent which is included in monthly stipend.

Obligations

1. Students must sign a statement letter provided by the Indonesian Embassy/Consulate General.
2. Students are requested to inform the Bureau of Planning and International Cooperation, Ministry of Education and Culture regarding date and time of arrivals to Indonesia for pick up arrangement.
3. Students must arrive in Indonesia a day before the Orientation Program.
4. Students will responsible for the accommodation arrangement and immigration expenses if time arrival is not in time with the schedule arranged by Ministry of Education and Culture.
5. Students must follow the study until the end of the program.
6. Students must write final report to the Host University and Ministry of Education and Culture after finishing the study in Indonesia.
7. Students must have International Insurance, in this case Ministry of Education and Culture provides medical/health care for Rp. 200.000,-/month/student (two hundred rupiah), which is included in the monthly stipend.

II. ACADEMIC REGULATIONS

1. CLASSROOM RULES

- a. Students must dress courteously and with decency during their study in classroom and on campus (sleeveless tops, shorts and sandals are prohibited)
- b. Cell phones are to be turned off during study in the classroom.
- c. The allowable maximum lateness is 15 minutes.

2. CLASSROOM ATTENDANCE

- a. The minimum class attendance is 75% of the total class sessions per month. Any students who fail to meet the attendance requirement in a certain month are not entitled to the monthly allowance for the subsequent month.
- b. Only students with a minimum class attendance of 75% of the total class sessions for a semester are eligible to sit for the Final/Achievement test.
- c. Permission for not attending a class session are given to the DRI participants only for the following conditions:
 - illness (a doctor's written statement must be presented)
 - Parents/Family visit (allowable maximum class absence is 1 week)
 - Immigration matters
 - On duties assigned by the Host University
 - Other acceptable excuses.

3. ACADEMIC ACTIVITIES

- a. Altering the selected field of study or host university is not permitted
- b. Scholarship Program is granted to each participant only for 1 (one) time and therefore no extension of study at the same or different university is applicable.

- c. Participants arriving 1 week after the program has commenced in their host university are not entitled to their monthly allowance for the month of their arrival.
- d. Travelling out of Indonesia during academic period of study is not permitted, except for emergency, such as: unexpected death or severe illness of parents and completion of study/graduation ceremony in the origin country
- e. Travelling out of Indonesia is only permitted for 1 (one) time during the academic holidays (allowable maximum leave is 2 weeks)
- f. DRI participants must submit a written final report to the Host University and Ministry of Education and Culture upon their completion of study in Indonesia.

4. ISSUANCE OF CERTIFICATES OR STATEMENTS OF STUDY COMPLETION

Only participants who meet the academic requirements and sit for the achievement test of their study are awarded a certificate of study or a statement of study completion by the Host University.

5. SANCTIONS

DRI participants are subject to imposition of sanctions under the following conditions:

- a. Any participants who fail to meet the minimum attendance requirement of 75% of the total class sessions in the previous month are not entitled to the monthly allowance for the subsequent month
- b. Any participants who fail to meet the minimum attendance requirement of 75% of the total class sessions in 1 semester are not eligible to sit for an achievement test and/or receive a certificate.
- c. Any participants who commit a violation against the other academic regulations (exclusive of classroom attendance) for the first time will be given a spoken reprimand by the authority of the Host University. Upon the second violation, the participants will be given a Letter of Reprimand 1 (SP1). Upon the third violation, the participants will be given a Letter of Reprimand 2 (SP2). Upon issuance of Letter of Reprimand 2 (SP2), the scholarship is terminated and the participants

are not eligible to sit for the achievement test of the study and deportation.

- d. Host Universities with the approval from BPKLN may revoke the sponsorship letter and residential/stay permit for any participants upon any violation of regulations or upon the completion of term of study. The participants whose sponsorship letter and residential permit are revoked must return to their origin country at their own expense.

III. NON- ACADEMIC REGULATIONS

1. LEGAL

- a. Must comply with the prevailing laws and regulations of the Republic of Indonesia
- b. Must comply with the the existing regulations of the Host University
- c. Must not work/earn a living while studying in Indonesia.
- d. Must not engage in political and criminal activities
- e. Must not get involved with drug trafficking (either as a drug abuser or trafficker)

2. SOCIAL

- a. Must not bring along any family members even if it is at their own expense during the study
- b. Must not perform immoral acts
- c. Must not in a state of pregnancy
- d. Must be able to adapt and interact with the surrounding people and culture
- e. Must not perform any activities related to certain indoctrination

3. SANCTIONS

- a. Any participants who commit a violation against the prevailing laws and regulation of the Republic of Indonesia are subject to imposition

of sanctions in accordance with the prevailing laws and regulations of the Republic of Indonesia.

- b. Any participants who commit a violation against the existing regulations of the Host University are subject to imposition of sanctions in accordance with the prevailing regulations of the Host University and/or Letter of Reprimand issued by the authority. Host University with the approval from BPKLN may repatriate any participants for their commission of a violation.
- c. Any participants who commit a violation against any social norms and values will be given a Letter of Reprimand. The second violation results in the student being deported.

IV. ADMINISTRATIVE AND FINANCIAL REGULATIONS

- 1. The scholarship granted to the participants conforms with the length of study program. For 6-month program, the scholarship is granted to the participants for a maximum of 6 months and a maximum of 12 months scholarship is granted to the participants of the 12-month program.
- 2. Any participants who intend to terminate their term of study before the program in the university ends are only entitled to the allowance for the month they are to leave for their origin country.
- 3. DRI participants receive their monthly allowance in the first week of each month providing that the participants meet the minimum attendance requirement of 75 % of the total class sessions in the previous month.
- 4. DRI participants will receive their monthly allowance providing that they remain in Indonesia during their academic period of study and academic holidays.
- 5. DRI participants must submit their original passport and other immigration documents upon their arrival in Indonesia to the Host University for safekeeping. The participants will be provided with a copy of the documents and a statement of document safekeeping by the Host University.

Statement of Confirmation

I, the undersigned:

Name : _____
Citizenship : _____
Address : _____
Phone/Email : _____

Confirm to participate in Darmasiswa Scholarship Program of the Republic of Indonesia, academic year 2015/2016, in:

University : _____
Subject : _____
Program : _____

Date, _____

Student,

(Name.....)

Approved by,
Education Attaché/ Official in Charge

Coordinator,
Darmasiswa Scholarship Program

(Name.....)

Irwan Luswandi