



UNIVERSITAS AIRLANGGA
Excellence with Morality



AIRLANGGA GLOBAL ENGAGEMENT

INTERNATIONAL STUDENTS GUIDE BOOK



Greetings from Universitas Airlangga



Dear International Students,

Before getting started your journey at Universitas Airlangga, let us take a moment to congratulate you on being part of Universitas Airlangga's big family. It is an honour for us to have you at the University and we look forward to meeting you soon. Universitas Airlangga is located in Surabaya as the second largest city in Indonesia with its diverse community and rapid infrastructure development. Universitas Airlangga is a home for various study programs ranging from social to health sciences and also a study destination for international students coming from all around the globe.

In order to support teaching and learning activities, Universitas Airlangga offers an excellent academic culture complimented with supportive academic staff and interactive class learning with experienced lecturers in various disciplines. Moreover, Universitas Airlangga also offers a friendly student life environment that can be seen from the various of student clubs and also some facilities that could support a student's life, namely ; integrated libraries, sport center, health facilities and many more. Studying abroad is an exciting and challenging experience at the same time. Living thousand miles away for certain periods of time and dealing with new cultures will definitely be part of students' journey. This guide book is designed to help the students get to know more about living and studying at Universitas Airlangga.



We do hope that the information we provide will be useful to support your journey at Universitas Airlangga. Should you have further questions, do not hesitate to contact us. The last but not least, we wish you a very pleasant trip and we look forward to welcoming you as a part of our big family.

Prof. Dr. Ni Nyoman Tri Puspaningsih, Dra., M.Si
Vice Rector for Academic, Student and Internationalization Affairs



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I. STUDY PERMIT

All international academicians must apply for a Study Permit once they are accepted to study at Universitas Airlangga. Study Permit is issued by the Ministry of Culture and Education of Republic Indonesia. It takes 2-3 weeks to apply for a study permit by submitting the documents via the ministry official site. Study permit is one of the requirements for Student Visa application, Social-Cultural Visa extension and KITAS extension. Below are the documents required for the **new study permit** application:

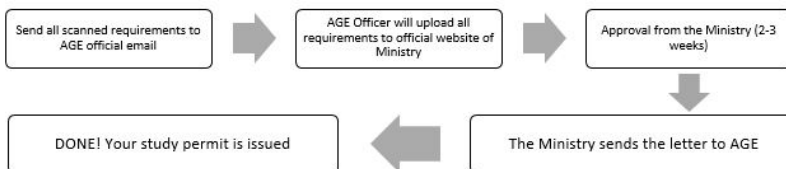
Requirements	Quantity	Note
Scanned Passport Identity page, colored	1	Provided by the students
Scanned photograph Red background	1	
Scanned latest transcript or graduate certificate	1	
Scanned Certificate of Health		
Letter of Acceptance	1	Issued by AGE
Scanned letter of guarantee for not joining political activity	1	Provided by AGE, filled and signed by students
Scanned Letter of Financial Guarantee	1	
International Academician Data	1	



Study Permit Extension

Requirements	Quantity	Notes
Scanned letter of guarantee for not joining political activity	1	Provided by AGE, filled by the students
Scanned Letter of Financial Guarantee	1	
Scanned photograph Red background	1	Provided by the students
Scanned latest transcript	1	
Scanned latest KITAS	1	
Scanned Police Registration Letter (STM)	1	
Scanned Passport Identity page, colored	1	
Scanned Certificate of Health	1	
Scanned of Temporary Residential Card	1	

Procedure:



All documents should be sent in soft-copy, coloured, and less than 300 kb/documents. Study Permits will be valid depending on the length of the specific study program. Thus, if students consider to continue study in

Universitas Airlangga, they will have to submit all of the required documents at least a month before its expires. This is the example of study permit:



**KEMENTERIAN RISET, TEKNOLOGI DAN PENDIDIKAN TINGGI
DIREKTORAT JENDERAL KELEMBAGAAN ILMU PENGETAHUAN,
TEKNOLOGI DAN PENDIDIKAN TINGGI**

Gedung D Lantai 6, Jalan Jenderal Sudirman, Pintu Satu - Senayan,
Jakarta - 10270

Telepon : (021) 57946063 - Fax. (021) 57946062

Nomor : 09 Aug 2019

Perihal : Persetujuan Ijin Belajar Baru mahasiswa asing

a.n

w.n

Yth. Direktur/Rektor/ Ketua
Di Tempat

Merujuk surat dari Sekretaris Eksekutif Airlangga Global Engagement nomor tanggal 01 Agustus 2019 perihal seperti tersebut pada pokok surat, dengan hormat kami sampaikan bahwa dengan ditinjau dari aspek akademik Direktorat Jenderal Kelembagaan Iptek dan Dikti, Kementerian Riset, Teknologi dan Pendidikan Tinggi dapat menyetujui Ijin Belajar Baru mahasiswa asing atas nama:



Nama :
Warga negara :
Paspor :
Tempat / Tgl. Lahir :
Program/Jenjang :
Penyelenggara :
Lama Ijin Belajar :
Pembiayaan :

Surat persetujuan ini diterbitkan dengan ketentuan-ketentuan sebagai berikut: Mematuhi Hukum yang berlaku di Indonesia, Mematuhi Peraturan Perguruan Tinggi, dan Tidak Bekerja selama Belajar di Indonesia

Ditjen Kelembagaan IPTEK-DIKTI mempunyai kewenangan untuk mencabut izin belajar ini apabila yang bersangkutan melakukan penyimpangan atau penyalahgunaan izin. Atas perhatian dan kerja sama yang baik, kami sampaikan terima kasih.



**Balai
Sertifikasi
Elektronik**

Ditandatangani Secara Elektronik Oleh :

a.n. Direktur Pembinaan Kelembagaan Perguruan Tinggi
uh. Kepala Sub Direktorat Kerjasama Perguruan Tinggi
Kepala Seksi Kerjasama Luar Negeri

Adhrial Refaddin

NIP. 197504212008121003

Tembusan: Kantor Imigrasi Terkait

Catatan :

• UU ITE No. 11 Tahun 2008 Pasal 5 ayat 1

• "Informasi Elektronik dan/atau Dokumen Elektronik dan/atau hasil cetaknya merupakan alat bukti hukum yang sah"

• Dokumen ini telah ditandatangani secara elektronik menggunakan **sertifikat elektronik** yang diterbitkan **BSrE**

• Dokumen ini dapat dibuktikan keasliannya dengan memindai QRCode yang telah tersedia menggunakan Aplikasi **Very DS** yang dapat diunduh melalui Google Playstore.



II. TYPE OF VISA

To stay in Indonesia, international students must consider the length of their study program to determine the type of visa they need. There are **three** types of visa, which are:

No.	Visa Type	Validity	Notes
1	Visa on Arrival Index: B 213	30 days	<ul style="list-style-type: none"> • Granted for 69 countries (immigration website) • VoA fee: USD 35 • Extendable 1 time (30 days)
2	Free Visa	30 days	<ul style="list-style-type: none"> • Granted for 169 countries (immigration website) • Non Convertable • Non Extendable
3	Social-Cultural Visa or <i>Visa Kunjungan Sekali Perjalanan</i> Index: B 211A	days	<ul style="list-style-type: none"> • Issuance Fee : ±USD 50 (depend on embassy) • Extendable (4 times) for @30 days <p>Single entry visa</p>
4	Student Visa Index: C 316	30 days	<p>Telex Visa Fee : IDR 200.000</p> <ul style="list-style-type: none"> • Issuance Fee ±USD 55 (6 months) ±USD 105 (1 year) ±USD 185 (2 years) • Must be converted into KITAS if students stay more than 60 days (see below) • Conversion Fee IDR 1.800.000 (6 months) IDR 2.700.000 (1 year) IDR 3.950.000 (2 years)



5	KITAS (<i>Kartu Ijin Tinggal Terbatas/</i> Limited Stay Permit Card)	6 months 1 year 2 years	<ul style="list-style-type: none"> • Multiple Re-entry Permit) • Extendable • Extension Fee IDR 1.800.000 (6 months) IDR 2.700.000 (1 year) IDR 3.950.000 (2 years)
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Please note that:

1. Visa issuance fees are different for each embassy;
2. All of the Student Visa holders have to convert their visa into KITAS (Limited Stay Permit)
 The visa validity follows the validity of Letter of Acceptance and Study Permit.

2.1 Voa (Visa On Arrival) Index B213

Visa on Arrival is a visa that can buy in International Airport to pass through immigration gate of Indonesia. It is valid for 30 days and can be extended once (another 30 days). The required documents are passport must be valid more than 6 (six) months as from the date entry into Indonesia (have minimum 1 blank pages) and round trip tickets and hotel booking confirmation. It is granted only for certain countries (69 countries) please check the list of Visa on Arrival countries on <http://www.imigrasi.go.id/index.php/en/public-services/visit-visa#voa-countries>

VoA Extension

A Visa on Arrival (VoA) can be extended only once. To **extend the validation time** of the visa for an additional 30 days, you need to **prepare these documents**, which are:

Requirements	Quantity	Notes
Original Passport	1	Provided by student
Return ticket from Indonesia		
Copy of Passport	1	Provided by AGE



Letter of Inquiry to extend visa	1	
Letter of guarantee from sponsor	1	
Copy of sponsor's ID	1	

2.2 Free Visa

Free Visa is a privilege for people from certain nationalities to pass through immigration gate of Indonesia without charge. It is valid for 30 days and cannot be extended. The required documents are passport must be valid more than 6 (six) months as from the date entry into Indonesia (have minimum 1 blank pages), round trip tickets and hotel booking confirmation. It is granted for 169 countries, please kindly check the list of Free Visa countries on <http://www.imigrasi.go.id/index.php/en/layanan-publik/bebas-visa>

2.3 Social-Cultural Visa (Index B 211A)

Social cultural visa is a single entry visa. It means that once the applicants go abroad (outside Indonesia), the visa will be terminated. So, the students have to apply for other visa to enter Indonesia. This visa is valid for 60 days and extendable up to four times (depends on the study period and letter of acceptance). As the required documents, Airlangga Global Engagement will provide:

Requirements	Quantity	Notes
Letter of Inquiry	1	Issued by Airlangga Global Engagement
Letter of Acceptance	1	
Sponsor'id	1	

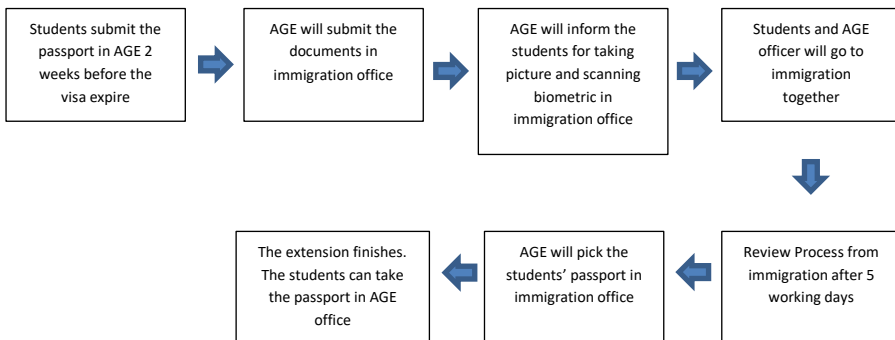
However, students have to check other requirements as the embassy or consulate general required. After completing the required documents, the student can apply the Social Cultural Visa to the nearest Indonesian Embassy or Consulate General. If it is granted, the embassy will give a sticker visa which will be stamped once the student passes through the Indonesian immigration center at the airport. The student can extend the Social-Cultural Visa in



immigration office and get another 30 days of stay. The social-cultural visa extension fee is about IDR 700.000. In the terms of visa extension, there are some required documents, they are:

Requirements	Quantity	Notes
Original Passport	1	Students submit the passport in AGE at least 2 weeks before the visa expires
Copy of Passport	1	Provided by AGE
Copy of Study Permit	1	
Letter of Inquiry	1	
Letter of guarantee	1	
Copy of sponsor's ID	1	
Perdim 23 (Online)	1	
Perdim 23 (Offline)	1	

Procedure:



2.4 Student Visa (Index C316)

For students who stay for more than 6 months, it is recommended to apply for a Student Visa. Student Visa is valid for 30 days after arrival and **must** be converted to KITAS (Limited Stay Permit) upon arrival. Before the visa is converted into KITAS, the status of it is single entry visa. Students are not



allowed to move to another boarding house or apartment and go abroad before they obtain the KITAS. Then, after their KITAS has issued. The visa status becomes Multiple Re-entry Permit. Multiple Re-entry Permit allows applicants to go abroad and back to Indonesia without issuing another visa during the validity of the KITAS itself. The immigration officer at the airport will look at your KITAS or KITAS stamp and they will allow you to enter Indonesia easily. Below are **documents you need to prepare for Student Visa application**:

Requirements	Quantity	Notes
Scanned Passport Identity page, colored (2 sides of identity pages)	1	Provided by the students
Study Permit	1	The students submit all the required documents for Study permit application (look at page 6). Then, AGE will apply it at Ministry's site.
Telex Visa	1	Applied by AGE and will be sent to students after.
Copy of Bank Receipt of Sponsor	1	Provided by AGE
Letter of Acceptance	1	
Letter of Inquiry and Guarantee from Sponsor	2	
Sponsor's id	1	

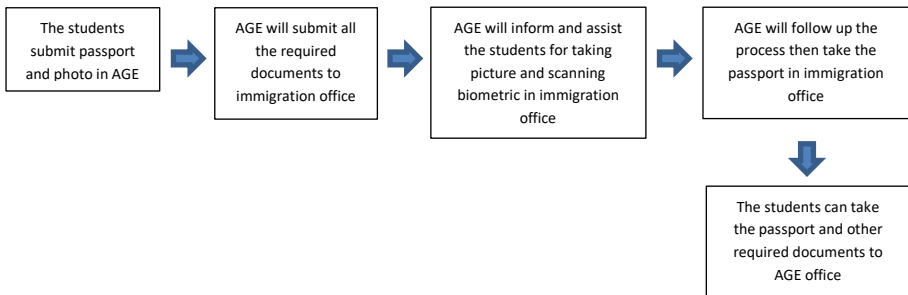
For every program, AGE will attach the google form link in the Letter of Acceptance or Letter of Invitation. So, the students can submit all the required documents related to the study permit and telex visa application. Study permit and telex visa are applied by AGE and may take 4-5 weeks. Once the processes are completed, AGE will send them to the students. In order to issue the Student Visa, student should bring the original passport, letter of acceptance, telex visa, study permit and sponsor's id to the specified Embassy or Consulate General of the Republic of Indonesia as stated on their Telex Visa.



Visa Conversion into KITAS

Once arrive in Indonesia, the student visa holders have to convert the visa into KITAS. The students will be asked to prepare these as follows:

Requirements	Quantity	Notes
Original Passport	1	Provided by the students
3x4 cm photographs Red background	1	
Copy of Passport	1	Provided by AGE
Copy of Study Permit	1	
Letter of Inquiry from sponsor	1	
Letter of guarantee from sponsor	1	Provided by AGE
Copy of sponsor's ID	1	
Letter of report to Immigration Office	1	

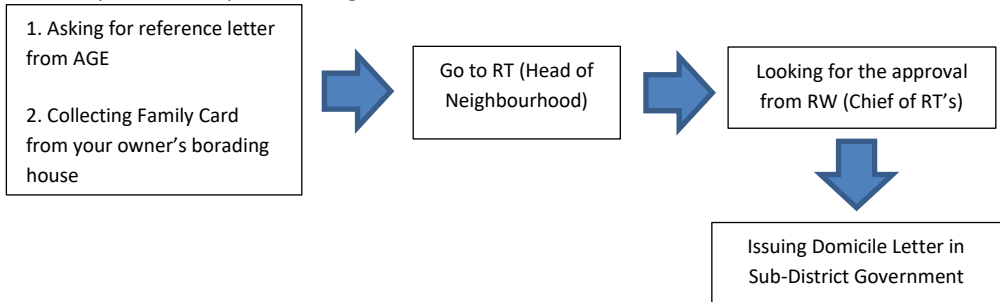


KITAS conversion takes around 2-3 weeks. Once converted, it will be valid for either 6 months, 1 year, or 2 years following the students' study permit. After student visa conversion into KITAS, the students have to proceed through documents. They are domicile letter, police registration report, and temporary residential card.

Domicile Letter



Domicile letter is issued by your local Village (Kelurahan). It is used to proceed a new SKTT or SKTT extension. Before proceed the domicile letter in Kelurahan, you must get an approval from head of Neighborhood Community Unit (RT & RW). Then, you can apply and obtain domicile letter in the Kelurahan. Below are the process of proceeding domicile letter:



Below is the example of domicile letter.





PEMERINTAH KOTA SURABAYA
KELURAHAN MULYOOREJO
KECAMATAN MULYOOREJO
 Jl. Mulyorejo Utara 201. Telp. (031) 3813446 Surabaya

SURAT KETERANGAN

Nomor :

Yang bertanda tangan di bawah ini Lurah Mulyorejo Kecamatan Mulyorejo Kota Surabaya menerangkan bahwa

- Nama :
- Nomor Passport :
- Nomor KITAS :
- Jenis Kelamin :
- Tempat & Tgl Lahir :
- Agama :
- Status Perkawinan :
- Kewarganegaraan :
- Pekerjaan :
- Alamat sesuai KTP :
- Tujuan :
- Keperluan : Kelengkapan Administrasi Pengurusan KITAS
- Keterangan :

Demikian Keterangan ini kami buat dan untuk Instansi yang bersangkutan harap menjadikan maklum serta bantuannya. Apabila dikemudian hari ada permasalahan sepenuhnya menjadi tanggung jawab pemohon dan tidak melibatkan pihak kelurahan.

Tanda Tangan Ybs

Surabaya, 16 Oktober 2018
 LURAH MULYOOREJO



<http://surabaya.go.id> email : kelurahanmulyorejo@yahoo.com

Police Registration Letter

Police Registration Letter (STM) is a letter that is issued by Kepolisian Negara Republik Indonesia (Indonesian National Police) to record foreigners' stay in Indonesia. STM is used to extend study permit, apply for a new SKTT, and extending SKTT.

Requirements:

Requirements	Quantity	Notes
Copy of Passport	1	Identity page
Copy of latest KITAS	1	Provided by the students



Copy of Domicile Letter	1	
Letter of inquiry for Police Registration Letter	1	Provided by AGE

Procedures:



Below is the example of police registration report:

KEPOLISIAN NEGARA REPUBLIK INDONESIA
 DAERAH JAWA TIMUR
 RESORT KOTA BESAR SURABAYA

**SURAT TANDA MELAPOR
 CERTIFICATE OF POLICE REGISTRATION**

Nomor :

Nama :	Alamat :
Name :	Address :
Pekerjaan :	Pada hari :
Profession :	Day :
Tanggal :	Jam :
Date :	Hour :

Telah melaporkan tentang tamu - tamu WNA menginap di rumah kediamannya sebagai berikut
 Has reported his foreign guest staying in his house as follows

1. Nama :	10. Datang dari Negara :
Name :	Arrival From Country :
2. Alamat :	11. Maksud Kunjungan :
Address :	Purpose of Visit :
3. Kebangsaan :	12. Tanggal Keberangkatan :
Nationality :	Departure Date :
4. Tempat/Tgl. Lahir :	13. Tujuan selanjutnya :
Place And The Birth :	Next Destination :
5. Pekerjaan :	a. Negara :
Occupation :	Country :
6. Paspor :	b. Kota di Indonesia :
Passport No. :	City in Indonesia :
7. Dikeluarkan oleh :	
issued By :	
8. Jenis Visa :	
Type Of Visa :	
9. Tanggal kedatangan :	
Arrival Date :	

FOR YOUR CONVENIENCE, PLEASE KEEP THIS LETTER WITH YOU

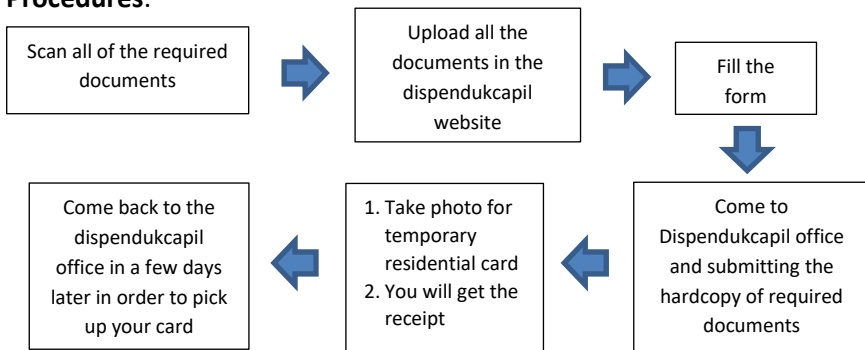


Temporary Residential Card

Temporary residential card or *Surat Keterangan Tempat Tinggal* is used as an Identification Card for foreigners in Indonesia. Submission is to be made in the Department of Population and Civil Registration (*Dispendukcapil*), Surabaya. This card is used to extend KITAS. Belows are the requirements of applying SKTT:

Requirements	Quantity	Notes
Scanned Passport	1	Provided by the students
Scanned 3x4 cm photographs	1	
Scanned latest KITAS	1	
Scanned KITAS stamp	1	
Scanned Police Registration Letter	1	
Scanned Certificate of Neighbourhood Community Unit (RT & RW)	1	
Scanned Domicile Letter	1	Provided by Immigration Office
Scanned payment receipt of Immigration Scan (Pick Up Passport)	1	
Scanned Letter of Inquiry	1	Provided by AGE

Procedures:



The example of SKTT:



2.5 Kitas Extension

For students who plan to study for longer periods, they have to proceed KITAS extension. KITAS extension lengths vary between 6 months, 1 year, and 2 years. Before extending the KITAS, the students have to extend the study permit (the stay permit validity follows the validity of letter of acceptance and study permit). In order to extend the study permit and KITAS, the students have to submit all of these documents below to AGE:

Requirements	Quantity	Notes
Original passport	1	Provided by the students
Scanned of health certificate	1	
Scanned of police registration report	1	
Scanned of temporary residential card (SKTT)	1	
Photo in red background	1	
Scanned of latest transcript	1	Provided by AGE
Inquiry and guarantee letter	1	
Copy of passport	1	

Copy of KITAS	1	
Sponsor's id	1	

III. EXIT PERMIT (FOR KITAS HOLDER)

Before leaving Indonesia (after finish the study) all the KITAS holder have to deactivate the KITAS by applying Exit Permit Only or Exit Re-entry Permit.

3.1 Exit Permit Only (Epo)

For KITAS holder, they need to proceed Exit Permit Only (EPO) before leaving Indonesia for the last time. It takes IDR 100.000. This process is to deactivate the KITAS. Students who wish to disable their KITAS must report to AGE office 15 days before their departure and prepare the documents as follows:

Requirements	Quantity	Notes
Original Passport	1	Provided by the students
Return ticket to origin country	1	
Copy of Passport	1	Provided by AGE
Copy of KITAS	1	
Letter of Inquiry from sponsor	1	
Letter of guarantee from sponsor	1	
Copy of sponsor's ID	1	

3.2 Exit Re-Entry Permit

Similar to the Exit Permit Only, the Exit Re-entry Permit (ERP) also use to disable your KITAS, but after your departure from Indonesia. It takes IDR 100.000. AGE will provide assistance to process the ERP, and send the ERP letter once its finish. To apply ERP, these are required documents as follows:



Requirements	Quantity	Notes
Original Passport	1	
Scan of Passport	1	Identity and visa stamp side
Copy of KITAS	1	Both sides
Letter of Inquiry for EPO	1	Provided by AGE
Letter of guarantee from sponsor	1	Provided by AGE
Copy of sponsor's ID	1	Provided by AGE
Scan Return ticket to origin country	1	By the student
Scan of Departure stamp	1	By the student
Scan of Boarding pass	1	By the student

IV. DATA MUTATION

4.1 Passport Mutation

The students are required to proceed this matter if they have new passport due to the passport renewal or extension. Passport mutation is changing the personal data (new passport) to the KITAS database in immigration office. It is about IDR 100.000 Here are the required documents of applying passport mutation.

Requirements	Quantity	Notes
Old Passport	1	Provided by the students
New Passport	1	
Copy of KITAS	1	Provided by AGE
Copy of sponsor's id	1	
Inquiry letter	1	
Guarantee letter	1	

4.2 Address Mutation

Address mutation is changing address information on KITAS database in immigration office. The students are required to proceed this when they



move to other boarding house. It is about IDR 100.000. Belows are the required documents for address mutation:

Requirements	Quantity	Notes
Original Passport	1	Provided by the students
Copy of Temporary Residential Card (SKTT)	1	
Copy of KITAS	1	Provided by AGE
Copy of sponsor's id	1	
Inquiry letter	1	
Guarantee letter	1	

OTHER INFORMATION

Overstay is a condition when the foreigners still stay in Indonesia when their visa or stay permit have already expired. The fine for overstay is IDR 1.000.000 each day each person. The consequence of this matter is the visa will be revoked or the worst case will be deportated.

TRAVELLING TO OTHER COUNTRIES

All international students who wish to travel out of Indonesia have to inform Airlangga Global Engagement in order to check their



STUDYING AT UNIVERSITAS AIRLANGGA

5.1 Academic Year

In Indonesia and more specifically at Universitas Airlangga, the academic year is divided into two terms, an Odd/First Semester (from August/September until January/February) and Even/Second Semester (from February/March until July/August). Each semester consists of around 13 or 14 meetings and 2 weeks of midterm and final examination periods.

National Holidays in Indonesia :

Events
New Year
Chinese New Year
Saka New Year
Good Friday
Regional Elections (Province and City/County)
National Elections (held every 5 years)
Isra Miraj
World Labor Day
Vesak Day
Ascension Day
Pancasila Day
Eid Al-Fitr
Independence Day
Eid Al-Adha
Islamic New Year
Mawlid Al-Nabi



5.2 Academic Guidelines

a. Tuition Fee

All international students are required to pay a tuition fee per semester along with additional fees set by the respected faculty. For the students who receive scholarship from the Government of Indonesia, the tuition fee is covered by the Directorate of Academic Affairs.

PROGRAM	TUITION FEE
AMERTA	Universitas Airlangga
DARMASISWA	Government of Indonesia
KNB	Government of Indonesia
WCU / ADS	Universitas Airlangga
REGULAR	Self Funded

b. Orientation

A special orientation program will be held for all international students who come to study at Universitas Airlangga. This orientation is organized by AGE. The program serves as an introduction for international students to academic and non-academic affairs at Universitas Airlangga. Orientation is usually conducted within the first week of students' arrival.

c. Important Websites

Universitas Airlangga	: http://unair.ac.id/
Cybercampus	: http://cybercampus.unair.ac.id/
AGE	: http://international.unair.ac.id/
Library	: http://lib.unair.ac.id/
Student Admission Center	: http://ppmb.unair.ac.id



d. Graduation

All international students undertaking a degree program are entitled to join the graduation ceremony at Universitas Airlangga. Before the graduation all students must perform “yudisium” (Latin citation on a diploma). Graduation ceremonies are held around three times in a year around April, July, and October.

e. Grading system

Universitas Airlangga’s grading system is the Grade Point Average (GPA), with a scale of 4.00. This grading is based on the accumulation of all grades received after the semester is finished which then divided by the number of credits taken (SKS).

Grades

- A = 4 points (86 - 100)
- AB = 3,5 points (78 - <86)
- B = 3 points (70 - <78)
- BC = 2,5 points (62 - <70)
- C = 2 points (54 - <62)
- D = 1 points (40 - <54)
- E = failed (<40)



GPA

- 3.51 – 4.00 = cumlaude
- 3.01 – 3.50 = very satisfactory
- 2.51 – 3.00 = satisfactory

f. Credit System

Universitas Airlangga uses the sks or Satuan Kredit Semester as the standard measurement of the courses. One (1) sks is equal to 50 minutes of class meeting, 50 minutes of self learning, and 50 minutes of assignment work. The value of sks directly influences the grades (after multiplied by the grade obtained in each course).



g. Language Center

International students can develop and improve their Indonesian proficiency by attending courses at Pusat Bahasa (Language Center), in the Faculty of Humanities. In addition, international students can attend courses on other foreign languages at PUSBA or other private language centers in Surabaya. PUSBA is located in Campus B, Universitas Airlangga and open from 08.00 – 16.00.

5.3 Academic Terms

Kampus (Campus)	The land on which the buildings of a college or university are located
Departemen (Department)	An administrative subdivision of a school, college, or university.
Dekan (Dean)	A director and the highest authority within the university's schools or faculties.
Dosen (Lecturer / Faculty)	A member of teaching staffs of the university. <i>Dosen</i> is responsible for designing, maintaining, and teaching the courses offered.
Dosen Wali (Academic Advisor)	A member of a faculties who helps and advises students solely on academic matters
Dosen Pembimbing (Thesis Supervisor)	A lecturer who works closely with students in advising and supervising the student's thesis
Dosen Pembimbing Riset (Major Professor/ Thesis Adviser)	For research degrees, the professor who works closely with a student in planning and choosing, conducting research, and presenting its results. The major professor serves as the head of a committee of faculty members who review progress and results.
Asisten Dosen (Teaching Assistant)	Graduate students who assist lecturers in delivering the lessons.
Sarjana (Graduates)	A student who has completed a course of study (Bachelor Degree) at the university level. Usually



	refers to the students who have already obtained a Bachelor's Degree.
S1 (Bachelor's degree)	Degree awarded upon a completion of an approximately the first- four years of full-time study at the university.
Gelar (Degree)	Diploma or title conferred by a college, university or professional school upon a completion of a prescribed study program.
Skripsi (Thesis)	A written work containing the results of a research project on a specific topic. Conducted by Bachelor or Master students to complete their study.
BIPA (Bahasa Indonesia Untuk Penutur Asing)	A program designed to teach Bahasa Indonesian to the foreign speakers.
Kegiatan Ekstrakurikuler (Extracurricular activities)	Non-academic activities undertaken outside university courses organized by UKM (Unit Kegiatan Mahasiswa/Student Club).
Plagiat (Plagiarism)	The act of using another person' words or ideas as your own.
Belajar Mandiri (Independent study)	Official coursework undertaken outside a classroom setting, usually be monitored by a professor.
Magang (Internship)	A placement of students in a particular working environments in order to acquire professional experiences.
Semester	A basic study period lasting approximately 13 to 14 weeks, or half an academic year.
Ujian Tengah Semester (UTS) / Midterm Examination	An exam administered at the mid-semester that covers all lessons/materials studied until that point.
Ujian Akhir Semester (UAS)/ Final examination	An exam administered at the end of the semester.



Mata Kuliah (Courses)	Regularly scheduled lessons which are conducted for between one and five hours (or more) per week during the ongoing semester.
Mata Kuliah Wajib (Compulsory Courses)	Obligatory courses that must be taken by the students to complete their intended degree.
Mata Kuliah Pilihan (Electives Courses)	A set of courses that students may choose to take for credits toward their intended degree, as distinguished from the compulsory courses.
Program/Mata Kuliah yang Perlu Diambil (Prerequisite Courses/Programs)	Programs/ courses that are required to take in order to be able to enroll in more advanced programs or courses.
Kuliah (Lectures/Lessons)	Teaching by giving a discourse on particular subjects (typically to a class)
Indeks Prestasi Kumulatif (IPK) / (GPA)	A system that records the average score of individual student's grades attained in each semester.
Pendaftaran (Registration)	A process through which students register themselves as a candidate for the university entrance.
Mahasiswa Baru (Maba) (Freshman)	A first-year university student.
SOP – Sumbangan Operasional Pendidikan (Tuition Fee)	A fee paid to the university in every semester for educational services.
Fellowship	A form of financial assistance, usually awarded to fund the advanced study or research.
Beasiswa (Scholarship)	Financial aid provided to a student on the basis of academic merit.
Kartu Rencana Studi (KRS)/ (Study Plan)	A list of planned courses which are selected through Cybercampus and needs to be approved by the Academic Advisor. Once it is

	approved, it must be submitted to the Academic Office in each faculty.
Pengisian KRS (Add/Drop Period)	The period where students can select or change courses for the incoming semester. This period last for 10 days at the beginning of each semester.
Kartu Hasil Studi (KHS) / (Report Card)	A certified copy of a student's academic record which is given in every semester. It can be obtained through Cybercampus.
Transkrip (Transcript)	A certified copy of a student's academic record.
Sistem Kredit Semester (SKS)/ Credit	Credit Hour take by the students.

5.4 Campus Facilities

A. Library (Perpustakaan)

Universitas Airlangga's libraries are located on each campus. Most faculties and departments also have their own library. All students may benefit from their facilities by showing KTM (Kartu Tanda Mahasiswa/Student Card) or Library Card which can be used for borrowing books at the faculty.

B. ICT (Information Communication Technology)

Each faculty provides internet access for its students. Internet access is also available at the main library. All faculties provide free Wi-Fi facility, and you can use your student account to log in.

C. On Campus Accommodation


Living on campus allows you to be close to university facilities and can be great for students who have never lived out home before. Universitas Airlangga provides dormitories which are really close to campus.



D. Intercampus Bus




Universitas Airlangga provides mini buses, known as *Flash* (Fast Local Area Shuttle), as campus shuttle buses. The route is along Campus A, B, and C. All students may use the facilities freely when they display their student ID upon entry. The bus schedule is as follows:



JADWAL BUS FLASH

Keberangkatan	Kedatangan		Keberangkatan	Kedatangan	
Kampus B	Kampus A	Kampus C	Kampus C	Kampus B	
06.00	06.10	06.30	06.00	06.30	
06.20	06.30	06.50	06.20	06.50	
07.00	07.10	07.30	07.00	07.30	
07.20	07.30	07.50	07.20	07.50	
08.00	08.10	08.30	08.00	08.30	
08.20	08.30	08.50	08.20	08.50	
09.00	09.10	09.30	09.00	09.30	
09.20	09.30	09.50	09.20	09.50	
10.00	10.10	10.30	10.00	10.30	
10.20	10.30	10.50	10.20	10.50	
11.00	11.10	11.30	11.00	11.30	
13.00	13.10	13.30	13.00	13.30	
14.00	14.10	14.30	14.00	14.30	
15.00	15.10	15.30	15.00	15.30	
16.00	16.10	16.30	16.00	16.30	
17.00	17.10	17.30	17.00	17.30	
18.00	18.10	18.30	18.00	18.30	
19.00	19.10	19.30	19.00	19.30	
20.00	20.10	20.30	20.00	20.30	





E. Health Facilities

Universitas Airlangga provides health services at PLK (Pusat Layanan Kesehatan) Health Care Center along with a medical officer and pharmacy open for students, employees, or public. The Health Care Center is available at Campus B and Campus C.

Campus B

Jl. Airlangga No. 4-6 Surabaya
Ph. +62 31 5015016

Campus C

Student Center
Ph. +62 31 5966463

F. Sport and Recreation Facilities

The sport and recreation facilities including a mini soccer field, volleyball court, basket ball court, are provided at Campus C. There is also a lake and mini gardens open for visitors and students.

G. Photo Copy and Printing Booth

A photo copy and printing booth is available in the campus surrounding and some faculties affiliated to photo copy shop have charges applied.

H. Student- Organization

In addition to academic activities, each student has opportunities to develop their social skills during their time in Universitas Airlangga. There are many Student Communities in Universitas Airlangga for students to get involved in.



BEM UNAIR (Executive Council of Student)

UKM (Student Club)

BEM Fakultas (Executive Council of Student in Faculty Level)

HIMA (Student Organization)

5.6 Student Clubs & Societies (Unit Kegiatan Mahasiswa)

On top of its academic facilities and activities Universitas Airlangga also has a rich community of student clubs and societies. These clubs and societies cater to non-academic interests for students including sports, culture, religion and the arts. There are several such societies and activities that the students are able to join including but not limited to: sports, martial arts, arts, religion and special student activities.



Joining a student club is a good way to help you to adapt to university life and a new city by meeting new friends, especially the local ones. Student clubs usually conduct their activities in the afternoon or evening. Some activities have special fees while others are free. Most of their base camps are located at Student Center, Campus C. As student life on campus is dynamic and always changing, it is best to discover through speaking with other students what opportunities there are for further engaging with life on campus.

Special UKM

- *Resimen Mahasiswa* (Students Regiment)
- *Pramuka Gudep 622634* (Scout)
- *Penalaran* (Activities include journalism, research, and making papers)



- *Mapanza* (Socializing about HIV/AIDS and the danger of drugs)
- *Pecinta Alam*.
Increase knowledge and activities in the wild, such as mountain climbing and canoeing.
- *KSR PMI*
Educate and empower students in the spirit of Red Cross through constructive trainings and effective leadership. Also provide opportunities for directing and harnessing their energy and idealism into worthwhile humanitarian activities.

Religion

In Indonesia, religion plays a central part in daily life. Therefore, Universitas Airlangga also provides extracurricular activities to integrate spirituality.

- *Kerohanian Islam*
- *Kerohanian Kristen (Christianity)*
- *Kerohanian Katolik (Catholicism)*
- *Kerohanian Hindu Dharma (Hinduism)*
- *Kerohanian Budha (Buddhism)*

Sports

Below are list of student clubs related to sports where students can explore their physical interests with like-minded students.

- *Sepak Bola (Soccer)*
- *Bola Basket (Basket Ball)*
- *Bola Voli (Volley Ball)*
- *Tenis Lapangan (Tennis)*
- *Bulu Tangkis (Badminton)*
- *Bridge*
- *Softball*



Martial Arts



This student club introduces students to basic principles of self defense and the technical basis of it. Martial arts training enables students to possess an effective method of self-defense and the confidence to handle any situation. *Tae-kwondo, Merpati Putih, Kempo, Tapak Suci Perisai Diri, PSH Terate, Ju-jitsu.*

Arts

- *Tari dan Karawitan* (Traditional Dance and Musical)
- *Paduan Suara* (Choir)
- *Seni Fotografi* (Photography)
- *Sinematografi* (Cinematography)
- *Teater* (Theater)



For more information about Student Club activities, please visit <http://ukm.unair.ac.id/>

G. Student Counseling

Every student is assigned an academic supervisor by their respected faculty, who may act as the supervisor and provide advice for non-academic activities as well.

PROGRAM	SUPERVISOR
AMERTA	The Coordinator of International Program – Airlangga Global



	Engagement (assisted by Amerta Coordinator)
DARMASISWA	The Coordinator of International Program – Airlangga Global Engagement (assisted by BIPA Coordinator)
KNB	1st year: The Coordinator of International Program – Airlangga Global Engagement (assisted by BIPA Coordinator)
	2nd & 3rd year: The Academic Advisor at Each Faculty
ADS & REGULAR INTERNATIONAL PROGRAM	The Academic Advisor at Each Faculty

H. Rules and Regulations

Students are expected to wear appropriate clothing in the campus. The consumption of addictive substances and alcoholic drinks are prohibited in campus areas. Each faculty applies additional rules concerning this matter. Public Displays of Affection are not allowed permitted within the campus grounds.

I. Student Security (On & Off Campus Emergency Contact Details)

Each campus is equipped with 24-hours security system in a case of emergency. Students are able to contact nearby police or hospital (the emergency contact number attached).

J. Universitas Airlangga Hospital (*Rumah Sakit UNAIR*)

Universitas Airlangga Hospital is one of the biggest hospitals in Surabaya. It has complete equipment for treating and taking care the patients. Students may visit the University hospital which located in Campus C



Mulyorejo, Surabaya, in case the students require health examination. Students are required to provide a health insurance for any health examination. This hospital provides various services such as:

- Inpatient Treatment
- Outpatient Treatment
- Laboratory Examination
- Radiology
- Physical Medicine and Rehabilitation
- 24 hours Pharmacy
- Medical Check Up
- 24 hours Emergency Room

Important number

Ambulance	119
Accident Ambulance	118
Fire Department	113
International Access	101
Local Information	108
Time Information	103
Police	110
UNAIR Hospital031-59173993	
AGE +6281133302525	



5.7 Accommodation



Before arrival, students are advised to indicate their accommodation preferences, especially if they want to stay in the university's dormitory. Following this, AGE will provide assistance to best accommodate all international students. With only limited rooms available in dormitories, priority will

be given to students who apply as soon as possible.

Most of boarding house/accommodation offer non-ensuite room with shared bathroom. Laundry services are available around campus, however there are no laundry rooms in the dormitory buildings. For additional use of electricity (laptop, rice cooker, fan, etc.), students may be required to pay additional fee.

ON CAMPUS DORMITORY FEES	V.A.T. Included
Shared room – 2 or 4 person (one month)	IDR 500.000
Single Room (one month)	IDR 850.000
Deposit* (once, during first entrance)	IDR 100.000

*Deposit fee is a sum of money which students pay on first entrance, the money will be returned if the students do not make any damage of amenities at the end of the stay (pillow, door, wall, bed, etc.)

Dormintories are located at Universitas Airlangga Campus C (Male & Female Dormitories). Below is the address of the dormitories:

Dormitories:

Asrama Mahasiswa Kompleks Kampus C Univesitas Airlangga
Jl. Mulyorejo Surabaya



During their stay, students are expected to maintain the highest courtesy. Any damage to the amenities or the dormitory management could justify dormitory management to charge from the deposit.

If the students wish to terminate their contract of stay in the dormitory, they must provide one month notice to AGE and dormitory management. The Dormitory management will check the condition of room and all the amenities, they will have right to charge additional fee from the deposit if they found the students broke the amenities.

Overnight Visitors

Students **are not permitted** to have guests to sleepover at the dormitory especially those with different gender. If students are caught having overnight visitors, they could face serious punishment. Visitors are only permitted to visit on the terrace of the dormitory.

Repairs

If something small needs to be changed or repaired on the room, students can reach the Dormitory Officer within office hours (9.00 AM – 5 PM):

Agus – Male Dormitory

Risma – Female Dormitory

NOTE: If you lose your dormitory key a fee of around IDR 50.000 will apply.



ACCOMODATION OUTSIDE THE UNIVERSITY

While there are dormitories available on and around campus, most domestical and international students tend to prefer living off campus either in a Kos, house or apartment. If students intend to stay somewhere other than on campus dormitories, AGE can also provide assistance. Students can either rent a room (called Kos) or rent a house or apartment and share the cost with other local or international students. It is recommended as well speaking to other similar students to find what are the best options available.

Off campus accommodation may vary in terms of facilities and prices. For many local students, an IDR 700.000/month is already suitable. Below is the range of price of Kos in Surabaya:

PRICES (per month)	FACILITIES
IDR 450.000 – 600.000	Single room, shared bathroom, electricity*
>IDR 600.000 - 750.000	Single room, shared bathroom, electricity*, shared kitchen
>IDR 750.000 – 900.000	Single room, inside bathroom, electricity*, fan provided, kitchen, wifi
>IDR 900.000 – 1.050.000	Single room, inside bathroom, AC, shared kitchen, electricity not included, shared washing machine, wifi.
> IDR 1.050.000	Single room, inside bathroom, AC, shared kitchen, electricity not included, shared washing machine, wifi, parking lot

**For the electricity included mostly only for lamp and fan (you have to provide your own fan). If you consider bringing laptop / rice cooker you have to pay additional± IDR 25.000 – 100.000*



As might seem the case, the quality of the room improves as the price increases. However, for international students to have a decent room the cost for renting a room can range between IDR 1.000.000 – 2.000.000.

Universitas Airlangga's Ethics

1. At Universitas Airlangga all forms of behaviour that can be described as bullying, sexual harassment, and any other disrespected behaviors are condemned are no condoned or accepted.
2. The university fully supports any investigatory and disciplinary actions addressing bullying, sexual harassment, and any other disrespectful behaviors.
3. The university recommends students immediately report any disrespected actions to AGE or respective faculties.



DOs and DON'Ts

DOs

In Campus Life

- Students must be on time for classes and other activities.
- Students must show respect by keeping silent and attentive throughout the lecture.
- Students should complete all meet all deadlines and complete assignments to given criteria.
- Students have the responsibility to respect the rights and property of others, including other students, the faculty and the administration.
- Students have the responsibility to be fully acquainted with the published student's rules and to comply with them and the laws of the land.

General Behavior: Tips & Tricks

- Students should smile when meeting people. More than most Javanese people appreciate a 'polite smile'.
- Bend head down a bit when passing a group of older people is considered polite in Javanese culture.
- Student should use these specific terms before mentioning the name when addressing someone to be considered more polite:
 - Bapak (Pak) for Mr.
 - Mas for young man
 - Mbak for young woman / Miss
 - Ibu (Bu) for Mrs.
- Students should remove shoes when entering houses, mosques, and temples.
- Students should only use their right hand for giving and receiving things. Using the left will consider as impolite and rude.



When Bargaining

- It is best to ask taxi drivers to use **Argo Meter** before getting in and when drivers suggest a specific tariff make sure to know the standard price before agreeing to the lift. Taxi driver will expect to round-up the fare up to the closest thousands of Rupiahs. For example, the Argo Meter is IDR 19.230, so the students have to pay IDR 20.000.
- Sometimes tipping is expected for certain special services \geq IDR 20.000 (luggage only) that are received from someone. Hotel porters for example expect a few thousands rupiah per bag. While tipping is not a normal practice in Indonesia, but it is often expected for any special services. If someone guides the students around tourist attractions, they need to give them tips as well, even if they do not say the price.
- If the students are going to purchase something without any predetermined price, the students should bargain for 50%-75% of the initial price mentioned by the seller.



Public Restroom & WC

- Consider bringing your own tissues before entering restroom in someone's house, malls, restaurants, or other public places.
- Students should bring their own hand-sanitizer wherever they go, as some places might run out of soap.



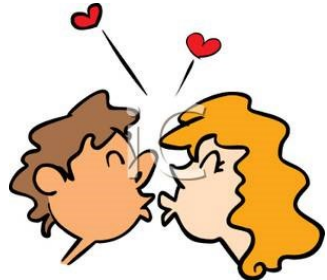


DON'Ts In Campus Life

- * Students are not allowed to wear inappropriate clothes when within campus grounds. Wearing shorts, tank-tops, miniskirts, and sandals are considered impolite.
- * Spitting is prohibited on and off the campus.
- * Students are not allowed to commit any form of plagiarism, fabrication, and falsification.
- * Do not smoke and drink alcohol in offices, classrooms, and public places.

General Behavior

- * Do not put hand on the hip when talk to Indonesian. It will be considered impolite attitude, especially if talk to the elderly.
- * Do not demonstrate affection (kissing, hugging, etc.) in public places.
- * Refrain from putting feet on the tables or chairs.
- * Do not be noisy when entering a mosque, temple or any other sacred places.



Locations and Facilities of Universitas Airlangga

➤ Locations

- Universitas Airlangga (UNAIR) was established on November 10th, 1954.
- UNAIR has three campuses which are located in three strategic locations in Surabaya, Indonesia.



A. FACULTY OF MEDICINE
B. CAMPUS A LIBRARY
C. MICROBIOLOGY DEPARTMENT
D. PHYSIOLOGY DEPARTMENT
E. GRAHA BIK IPTEKDOK

F. MEDICAL EDUCATION BUILDING
G. MEDICAL EDUCATION BUILDING
H. MEDICAL EDUCATION BUILDING

I. DENTAL LABORATORIUM
J. GARUDA MUKA BUILDING
K. CANTEEN
L. FACULTY OF DENTISTRY
M. DENTAL HOSPITAL

- Campus A is consist of Faculty of Medicine, Faculty of Dental Medicine, Dental Hospital and Library. The picture below is the map of campus A.



- Campus B is consist of social science-based faculties, for instance Faculty of Law, Faculty of Economics & Business, Faculty of Psychology, Faculty of Social and Political Science, Faculty of Humanities, Faculty of Vocational, School of Postgraduate, Main Library, and Language Center.
- Campus C is consists of life-science faculties, for instance Faculty of Public Health, Faculty of Science and Technology, Faculty of Pharmacy , Faculty of Nursing, Faculty of Veterinary Medicine, Faculty of Fisheries & Marine. UNAIR also has Airlangga University Press, UNAIR Hospital, Institute of Tropical Diseases, Infectious Diseases Hospital, Veterinary Hospital, Student Dormitory, and Library Campus C.
- UNAIR also has Studies Outside Main Campus (PSDKU) Banyuwangi. PSDKU Banyuwangi has seven programs, such as Aquaculture Undergraduate Program, Veterinary Undergraduate Program, Accounting Undergraduate Program, Public Health Undergraduate Program, Public Policy Master Program, Community Resources Master Program, Law Master Program.





CAMPUS B

Campus B is located in
Jl. Airlangga No. 4-6 Surabaya

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> A. SYARIAH TOWER B. FACULTY OF SOCIAL AND POLITICAL SCIENCES C. STUDENT ORGANIZATION OFFICES D. OF SOCIAL AND POLITICAL SCIENCES E. POSTGRADUATE MANAGEMENT | <ul style="list-style-type: none"> F. FACULTY OF PHARMACY G. FACULTY OF ECONOMICS AND BUSINESS H. ABC BUILDING FACULTY OF ECONOMICS AND BUSINESS I. NURUZZAMAN MOSQUE J. BANK K. STAFF HOUSING L. ATM CENTER | <ul style="list-style-type: none"> M. HOUSING LECTURER N. FACULTY OF LAW O. FACULTY OF LAW P. UNAIR LANGUAGE CENTER Q. CAMPUS B LIBRARY R. FACULTY OF VOCATIONS S. FACULTY OF PSYCHOLOGY T. FACULTY OF HUMANITIES U. AUDIO VISUAL LABORATORY V. MANAGEMENT AND BUSINESS DEVELOPMENT LABORATORY |
|---|---|--|



V. LIVING IN SURABAYA



LIVING IN THE 'CITY OF HEROES'

As Indonesia's second largest city, Surabaya is known for its hot weather and the frank and straight forward nature of its people. As the city played host to some of the fierce Independence struggles, Surabaya is also known as "the City of Heroes". The Battle of Surabaya in 1945 played an important role in galvanizing independence movements and gaining international support for Indonesian Independence.

The name Surabaya, is believed by locals to be derived from the words *sura* or *suro* (shark) and *baya* or *boyo* (crocodile). In the local myth and Jayabaya prophecy (an ancient Javanese belief), a giant white shark and a giant crocodile were believed to have fought against each other in order to gain the title "the strongest and most powerful animal" in the area. Now the two animals are used as the city's emblem, the two facing each other while circling, as depicted in a statue appropriately located near the zoo's entrance.



MODERN SURABAYA

As the main seaport and commercial center in the eastern region of Indonesia, Surabaya has developed into one of the largest and most dynamic cities in Southeast Asia. Today, Surabaya's population is around 3 million. Surabaya is also characterized by the major ethnicities that inhabit the city, namely the Javanese, Maduranese, Chinese Indonesian, and Arab Indonesian. Furthermore, it is characterized by a high level of religiosity as well as a strong feeling of solidarity within the community.

In contrast, modern Surabaya is a destination for many foreigners. Clubs, discotheques and pubs, are scattered throughout the city. Much of Surabaya's youth are familiar with western culture which is increasingly present in the shops and life of the city. In order to preserve the local culture, the City Government centralized cultural events in Balai Pemuda and promotes and encourages cultural festivals. Shopping malls will be filled with youths for various activities from business meeting to exercising.



The building of Suramadu (Surabaya-Madura) Bridge (2009) that connects Surabaya with Madura Island is another significant landmark in modern Surabaya. With the construction of Suramadu, Surabayanese have helped the Maduranese to modernize their living and island. It is currently the longest bridge in the country as well.

Previously, the island of Madura, famous for its *Karapan Sapi* (cow race), could only be accessed by a ferry service that operates regularly from Surabaya's port, Tanjung Perak. With the construction of Suramadu, business activity from and to Madura has increased dramatically in recent years.

Surabaya is also the home to the Eastern Armada, one of the two armadas composing Indonesian Navy. Its rich maritime heritage is also reflected with



the Submarine Monument – a Russian-made submarine – called Pasopati, which has been converted into a museum in the city center.

Things to do in and around Surabaya

- Cross Indonesia’s longest bridge, the Suramadu Bridge and experience the rich and interesting culture and people on Madura Island.
- Visit the beautiful and historical art deco Majapahit Hotel in the cities centre.
- Visit the Heroes Monument (*Tugu Pahlawan*) learn about the Battle of Surabaya and Indonesia’s War of Independence.
- Learn about the history of tobacco in Indonesia at the House of Sampoerna.
- Appreciate Surabaya and Indonesia’s rich naval history at the Surabaya Submarine Monument.
- Look at the beautiful heritage Dutch architecture in Surabaya’s centre and surrounds.
- Visit the many popular and comprehensive malls Surabaya has to offer such as Tunjungan Plaza (TP).
- Explore many of Surabaya’s lush parks such as Taman Bungkul, whose emphasis in recent years has contributed to Surabaya’s recognition as a Green City (*Kota Hijau*).



TOURISM PLACE IN EAST JAVA

- The stunning Lake Ranukumbolo is located in Lumajang, East Java, near the base of mount Mahameru. It provides visitors spectacular views and a camping area for those who want to stay over night. The



price of tickets to enter this area is IDR 210.000 on weekdays per person per day and IDR 310.000 on weekends per person per day.

- Mount Bromo is an active volcano located in Tengger, East Java. From a ourists can enjoy views across the different mountains mount Batok, Widodaren, and



Semeru. It is also one of the most popular tourist attractions in Java as one of the most iconic and spectacular spots to view the sunrise. Moreover, peering into Bromo's crater never fails amaze viewers with the beauty of nature. The cost of tickets to enter this place is IDR 217.500 on weekdays and 317.500 for the weekend.



- Located in Malang, East Java, Kampung Jodipan is also known as the 'Rainbow Village'. Originally a slum area, this place



was painted and developed by locals to look clean and beautiful, attracting tourists and raising the standard of living for the people who live there. To enter this village the tourist has to pay fee 30 US cents.

- Tumpak Sewu offers possibly one of the most stunning waterfall sights in Indonesia. It is located in Sidomulyo, Pronojiwo, Lumajang, and well known because of its many different waterfalls cascading around one single, semi-circular area. Tourists can swim or enjoy the view by lying in hammock provided in here. The ticket for this tourist place is IDR 10.000.



LANGUAGE

Generally, Indonesians speak the national Indonesian language (*Bahasa Indonesia*) to communicate with each other. In addition, in Indonesia there exists hundreds of different ethnicities with their own languages and dialects. Surabayanese also have their own language and dialect. As part of Java Island, Surabayanese speak Javanese (*Bahasa Jawa*) with their own dialect called *Suroboyoan*.

TIME

The Indonesian archipelago, double the distance between London and Moscow, is divided into three different time zones. Surabaya and East Java follow the Western Indonesian Time (*Waktu Indonesia Barat/WIB*) (GMT +7). Time is often also accounted for in a 24 hour format. If you have to attend formal meetings please make sure you arrive on time. While attending informal meetings however, Indonesians often arrive 10 to 15 minutes later than the scheduled time. Reflecting this, Indonesians often use the term *jam karet*, or 'rubber time' highlighting a belief that time is flexible.

TRANSPORTATION

Surabaya and its surrounds enjoy a wealth of local, regional and international transport options, supported by infrastructure on land, sea and air. Visitors to Surabaya can find a variety of public transportation including taxi, bemo, becak, bus and of course new technology transport models, namely Gojek and Grab.

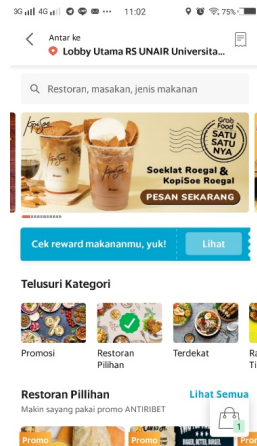
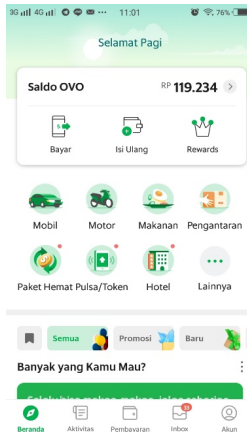
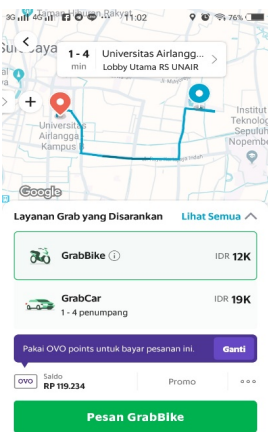
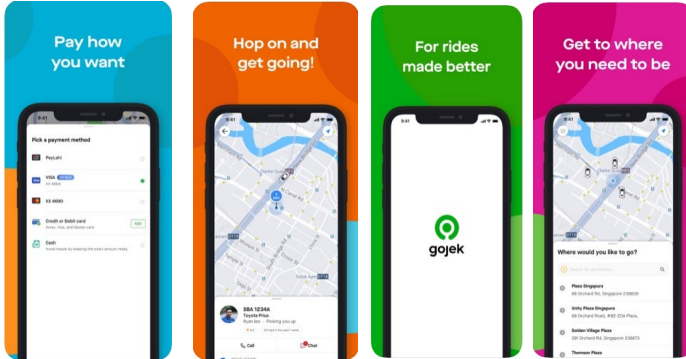
GOJEK & GRAB

While many older forms of public transport, including bejaks, taxis and buses are available in Surabaya, newer forms of online transportation are increasingly becoming the most convenient and effect choice. There are two well-known online transportation in Surabaya, namely Gojek and Grab. They offer convenience and many other services on top of the more well known Go-



jek (motorcycle taxi), for instance Go-car (similar to taxi service), Go-Send (a courier service) and Go-Food (food delivery) and more.

Students can choose either going by bike or car. Before using this kind of transportation, make sure to install the application and register it with your Indonesian phone number. You can download Go-Jek and Grab application through AppStore (Apple) or PlayStore (Android).



TAXIS

There are numerous taxi companies operating in Surabaya. Most of them will use Argo Meter for calculating fees. However, there are some that prefer not to use the Meter. If this happens, you will need to bargain with the driver. We recommend you to use these taxi companies below:

Bluebird	(031) 3721234
O-Renz	(031) 8799999
Gold	(031) 8545555
Silver	(031) 5600055

BUSES

There are four bus terminals that connect different parts of Surabaya:

1. Bungurasih/Purabaya Terminal

Located in the South of Surabaya, Bungurasih is the busiest terminal in Surabaya, both for its Surabaya routes and inter-city and inter-province routes. Its route also goes to the Juanda International Airport. This terminal serves buses and bemo.

2. Bratang Terminal

Located in the East of Surabaya, Bratang Terminal mostly services bemo. The only bus that starts from this terminal is DAMRI bus that goes to Bungurasih Terminal.

3. Wonokromo/Joyoboyo Terminal

Located in the South of Surabaya, Wonokromo Terminal mostly services bemo. The only bus that starts from this terminal is DAMRI bus that goes to Bungurasih Terminal.

4. Tambak Oso Wilangun Terminal

Located in the North-West of Surabaya, Tambak Oso Wilangun Terminal is close to the border of Gresik. It services mostly bemo. The only bus that starts from this terminal is DAMRI bus that goes to Bungurasih Terminal.



BEMO ANGKOT (Angkutan Kota)

Bemos or Angkot are the van-like public transportation that can be seen operating all across Surabaya. The tariff is IDR 5.000/individual for one way. If you want to go to from one Campus another, below are the Bemos that operate between the Campuses:

Campus A	T2, E, W
Campus B	P, E, T2, WB, O, W, WK
Campus C	T2



BECAK

Becak, tricycle/rickshaw/pedicab, is the mode of transportation that is very popular in Asian countries. It is traditionally human-powered, although nowadays there is another type of Becak called “Becak Motor” which is combination of motorcycle and becak. You have to bargain to use the service.



AIRPLANES



Juanda International Airport operates both domestic and international flights. Mostly flights service the Eastern part of Indonesia, and flights to Australia and the Pacific also depart from this airport.



TRAINS

For travelling to other cities or provinces in Java, trains are a convenient and cheaper option. Many local and foreign travelers prefer to train when visiting cities like Yogyakarta or Malang, and there exist a variety of passenger class options and time choices. If you want to check the schedule, you can visit www.kereta-api.co.id. Below is the address of the train stations in Surabaya:

- **Gubeng Station**
Address: Jl. Gubeng Masjid 1, Pacarkeling, Surabaya Pusat
Phone: 031 5033115
- **Surabaya Kota Station (Semut Station)**
Address: Jl. Stasiun 9, Bongkaran - Surabaya
Phone: 031 3521465
- **Surabaya Pasar Turi Station**
Address: Jl. Semarang 1, Alun-alun Contong, Bubutan, Surabaya
Phone: 031 5345014
- **Wonokromo Station**
Address: Jl. Stasiun Wonokromo 1, Surabaya Selatan
Phone: 031 8410649

TOUR AND TRAVEL AGENCIES

Airlangga Global Travel

Gedung Airlangga Corner 2nd FL
Kampus B Universitas Airlangga
Jl. Dharmawangsa No. 1 Gubeng
Surabaya
Ph. 031 – 990224233 (office)

Matrix Tour

Jl. Dharmahasada 112 Surabaya
Ph.+62 31 5925009

KAHA Tour

Jl. KH. Mas Mansyur 119-121
Ph.+62 31 3536000-07

Wita Tour

Jl. Sulawesi 45 Surabaya
Ph.+62 31 5032777

Monas Tour

Jl. Dharmahasada Utara 6
Surabaya
Ph.+62 31 5965696

Pasopati

Jl. Raya Darmo 1A Surabaya
Ph.+62 31 5675000

MONEY CHANGERS



Lanina Money Changer

Jl. Dharmahusada No. 201
Ph. +62 31 59461+62 / 5942825

PT. Eraska Valutama

Jl. Sumatera 87, Surabaya
Ph. +62-31 5039817/3536000-07
Fax. +62 31 3536005

PT. Indra Forexindo

Jl. Walikota Mustajab 37
Ph. +62-31 5324700

PT. Prima TangguhartaInvestment

Jl. Sumatera 35, Surabaya
Ph. +62-31 5025101

Pasopati

Jl. Raya Darmo 1A Surabaya
Ph.+62 31 5675000
Fax. +62 31 5673000

2 Sisi Money Changer

Tunjungan Plaza 2,
Jl. Jend. Basuki Rachmad 2-12
Ph. +62 31 5468185

Valas Indah

Jl. Embong Malang 69 E,Surabaya
Ph. +62-31 5461013

PT. Gatra Mega Utama

Jl. Embong Malang 85-89
Ph. +62-31 5347888

HOSPITALS AROUND CAMPUS

- 1) Dr. Soetomo Public Hospital
Jl. Dr. Moestopo 6-8
Ph.+62 31 5501111-12
- 2) Universitas Airlangga Hospital (RSUA)
Kampus C Mulyorejo
Ph. +62 31 5916290
- 3) Siloam Hospital
Jl. Raya Gubeng 70
Ph.+62 31562 31 333
- 4) Mitra Keluarga Hospital
Jl. Kenjeran No.506, Kalijudan,
Mulyorejo, Kota SBY, Jawa Timur 60134
Ph. +62 31 99000880
- 5) Adi Husada
Jl. Kapasari 97-101
Ph.+62 31 3764555
- 6) Husada Utama
Jl. Mayj. Prof. Dr. Moestopo
33-35 Surabaya
Ph.+62 31 5017975



BANKS (AROUND CAMPUS)

In Surabaya there are many banks and ATMs available, so international students will have no difficulties in conducting financial transactions. Universitas Airlangga hosts several banks and ATMs campus A, B, and C. Banks operate daily from 08.00 to 15.00 on working days (Mondays-Fridays) while ATMs are available 24 hours.



1. Bank JATIM
Dr. Soetomo Hospital
Jl. Prof. Mustopo 6-8 Surabaya
2. Bank Negara Indonesia (BNI 46)
UNAIR Campus B (Next to Masjid Nuruzzaman)
3. Bank Rakyat Indonesia (BRI)
UA Campus B (next to Dharmawangsa gate)
4. Bank Central Asia (BCA)
 - a. (Branch) KCU Galaxy
Jl. Kertajaya Indah Timur
No.37-39 Surabaya
 - b. (Branch) KCU Dharmahusada
Jl. Dharmahusada Surabaya
5. Bank Mandiri
 - a. UNAIR Campus B
(next to Griya Tamu UNAIR)
 - b. UNAIR Campus C (RS UNAIR)
6. Bank International Indonesia (BII)
Jl. Pemuda 60-70 (Wisma BII)
7. Bank Mega
Jl. Kertajaya No. 65
8. CIMB NIAGA
UNAIR Campus A
(Faculty of Medicine)
9. ABN AMRO
Jl. Pemuda 54 SURABAYA
10. Deutsche Bank
Jl. Panglima Sudirman 101-103
(Intiland Tower)
11. HSBC
Jl. Jend Basuki Rachmad 106-108
12. Standard Charter Bank
Menara Standard Charter
Jl. Jend Basuki Rachmad 63-65



SPORTS CENTERS

- 1) KONI Public Court (swimming pool, jogging track, basket)
Jl. Kertajaya Indah Timur
- 2) GOR Kertajaya (badminton)
Jl. Kertajaya Indah Timur No. 8
Ph.+62 31 5997543, 5997544
- 3) Celebrity Fitness
(Tunjungan Plaza, Galaxy Mall, Supermall Pakuwon)
- 4) Primus Dive Centre
Jl. Gayungsari Barat V/19
Ph.+62 31 8292391
- 5) KONI (Swimming pool, jogging track, basket ball court)
Jl. Kertajaya Indah Timur IV/5
- 6) Atlas Sports Club (gyms and swimming pool)
Jl. Dharmahusada Indah Barat III/64-66
Ph.+62 31 5945466
- 7) Songa Incredible Rafting
Wisma SIER 4th Floor
Jl. Rungkut Industri Raya 10
Ph.+62 31 8482233, 8484455
- 8) Perbakin JaTim – International Sport Shooting Federation
Jl. Gajah Mada 1 Surabaya
Ph.+62 31 5617501
- 9) Metro Pool Mulyosari
Jl. Mulyosari No. 157
Ph.+62 31 599 2129



CONSULATES AND FOREIGN REPRESENTATIVES IN SURABAYA

Australia

Jl. Dr.Ir. H. Soekarno No. 198
Klampis Ngasem, Sukolilo,
Surabaya
Ph. (031) 99203200

Belgium

Jl. Darmo Baru Barat I/22 Surabaya
Ph. (031) 7315062

China

Jl. Mayjend Sungkono No. 105
Ph. (031) 5675825

Denmark

Jl. Sambas No. 10 Surabaya
Ph. (031) 5687201

France (CCCL)

Jl. Darmokali 10-12 Surabaya
Ph. (031) 5675529

Germany

Jl. Wahidin No. 29 Surabaya
Ph. (031) 5631871

Hungary

JW Marriot Hotel 3rd Floor
Jl. Embong Malang No. 85
Surabaya
Ph. (031) 5316000

Sweden

Jl. Sambas No. 10 Surabaya
Ph. (031)5676754

Thailand

Jl. Perak Timur No. 52 Surabaya
Ph. (031) 3578001

India

Jl. Pahlawan 17 – 19 Surabaya
Ph. (031) 5341566

Japan

Jl. Sumatera No. 93 Surabaya
Ph. (031)5030008

Poland

Jl. Embong Ploso No. 12
Surabaya
Ph. (031) 5471540

Russia Federation

Jl. Sumatera No. 116-118
Surabaya
Ph. (031) 5022091

Slovakia

Jl. Sikatan No. 39 Surabaya
Ph. (031)3521516

Srilanka

Jl. Teuku Umar No. 37 Surabaya
Ph. (031) 5671868

The Netherlands

Jl. Imam Bonjol No. 36
Surabaya
Ph. (031) 5687485

U.S.A.

Jl. Citra Raya Niaga No. 2
Surabaya
Ph. (031)2975300



POST OFFICE

There is a post office located at Jl. Prof. Dr. Moestopo No. 47 Surabaya, near Faculty of Dentistry (Campus A). It opens from Monday to Saturday.

Monday-Thursday	: 08.00 – 12.00	and	13.00 – 16.00
Friday	: 08.00 – 11.00	and	13.00 – 15.00
Saturday	: 08.00 – 12.00	and	13.00 – 15.00

CULTURE & ETIQUETTE

Generally speaking, Indonesians are courteous, softly-spoken and conservative in dress and behavior. Similar to other Asian countries, personal appearance is very important in Indonesian culture. Most Indonesians dress modestly. Trousers or jeans are common clothing for both men and women. Women will most likely wear pants, jeans or long skirts and prefer to wear clothing with sleeves. Many Muslim women can be seen wearing head scarves (hijab or jilbab) as well.



When having conversations with an Indonesian, please be aware that raising voice or be confrontational to someone in public may be construed as a grave insult. Younger people should speak in a polite language to the elderly and using an informal language (such as pronouns *aku* or *kamu*) to speak to the elderly will consider as inappropriate. Please consider to use specific terms (see page 35) while addressing and/or speaking to the elderly.

FOOD & DRINK

Indonesians are proud of their rich gastronomy, which varies enormously within between regions, ethnic and religious communities. As visitors often quickly discover, food plays a very important part in Indonesia culture and daily life. Surabaya and East Java have their own unique dishes and foods which can



be found in warungs and restaurants across the city, alongside the delicacies and foods from other regions in Indonesia and around the world.

Foreigners can find Indonesian foods both extremely spicy (*pedas*), like in the case of the omnipresent sambal sauce, and also very sweet (*manis*). It can take a while those who have recently arrived in Indonesia, from places like Australia, Europe or the America's, to adjust to the food and some stomach discomfort is normal and temporary. If affected, avoiding excessively spicy, oily and sweet foods can help reduce symptoms, and if students experience more serious symptoms they should approach a relevant health professional, AGE Airlangga, and keep up their fluids.



In many Muslim societies, the left hand is considered unclean, so it is respectful to receive and present things with the right hand, especially food. Pork and alcohol are considered prohibited to consume by most Muslims. Also having a meal while standing or walking can be seen as inappropriate to some, particularly for females, so it is better to find a place to sit before have your meal.

HELPFUL BAHASA WORDS & PHRASES

Greetings

Welcome	Selamat datang
Good morning	Selamat pagi
Good day	Selamat siang
Good afternoon	Selamat sore
Good night	Selamat malam
Good night	Selamat tidur



Short Answers

Please	Silahkan, Tolong
Thank you (very much)	Terima kasih (banyak)
Sorry	Maaf
Maybe	Mungkin
Excuse me	Permisi
Another, one more	Satu lagi
Good	Bagus
Good, fine, OK	Baik

Chit Chat

How are you?	Apa kabar?
I'm fine	Saya baik-baik saja
What is your name?	Siapa nama Anda ?
My name is	Nama saya
Are you married?	Apakah Anda sudah menikah?
Not yet	Belum
How old are you?	Berapa umur Anda ?
I'm years old	Umur saya tahun
I don't understand	Saya tidak mengerti
Do you speak English?	Apakah Anda bisa berbicara Bahasa Inggris?
Please speak slowly	Tolong bicara pelan-pelan
I can't speak Indonesian	Saya tidak bisa berbicara Bahasa Indonesia

Travelling

I want to go to	Saya mau ke
How many km?	Berapa kilometer ?
Where is?	Dimana ...?
Bus	Bus
Train	Kereta api
Ship	Kapal



Bicycle	Sepeda
Motorcycle	Sepeda motor
Station	Stasiun
Ticket	Karcis

Time

When?	Kapan?
What time?	Jam berapa?
How many hours?	Berapa jam?
7 o'clock	Jam tujuh
Tomorrow/ Yesterday	Besok/ kemarin
Hour	Jam
Day	Hari
Week	Minggu
Month	Bulan
Year	Tahun

Days

Monday	Hari Senin
Tuesday	Hari Selasa
Wednesday	Hari Rabu
Thursday	Hari Kamis
Friday	Hari Jum'at
Saturday	Hari Sabtu
Sunday	Hari Minggu

Directions

Which way?	Arah yang mana?
Go straight ahead	Jalan terus
Turn left/right	Belok kiri/kanan
Here	Di sini
North	Utara
South	Selatan



East	Timur
West	Barat
Stop	Berhenti

Finding a Place to Stay

Is There Any Available Room?	Apakah ada kamar yang kosong?
How Much Does It Cost Per Day?	Berapakah biaya per harinya?
Does the Price Include Breakfast?	Apa harganya termasuk makan pagi/sarapan?
One Night	Satu malam
One Person	Satu orang
Bed	Tempat tidur
Room	Kamar
Bathroom	Kamar mandi
Soap	Sabun

Health & Medical

Doctor	Dokter
Hospital	Rumah Sakit
Chemist/Pharmacy	Apotek
I'm Allergic	Saya alergi
Help!	Tolong!
I'm Lost	Saya kesasar
I am ill	Saya sakit
Call a doctor!	Panggilkan dokter!
Call an ambulance!	Panggilkan ambulans!

Public Offices

Bank	Bank
Immigration	Imigrasi
Market	Pasar
Police Station	Kantor polisi
Post Office	Kantor pos



Public Telephone	Telepon umum
Where can I cash a traveler's cheque?	Dimana saya bisa menguangkan cek perjalanan?

Numeric System

One	Satu
Two	Dua
Three	Tiga
Four	Empat
Five	Lima
Six	Enam
Seven	Tujuh
Eight	Delapan
Nine	Sembilan
Ten	Sepuluh
Twenty	Dua puluh
Thirty	Tiga puluh
One hundred	Seratus
Two hundred	Dua ratus
One thousand	Seribu
Two thousands, etc.	Dua ribu
Million	Juta
Two million	Dua juta

Food & Shopping

What is this?	Apa ini?
How much? (money)	Berapa? (harga)
Expensive	Mahal
This/that	Ini/itu
Big/small	Besar/kecil
Restaurant	Rumah makan
Food stall	Warung
Menu	Daftar makanan



Bill	Bon
Glass of water	Segelas air putih
Fruit	Buah
Vegetables	Sayur
Rice	Nasi
Bread	Roti tawar
Noodles	Mie
Meat	Daging
Seafood	Masakan laut (ikan, udang, cumi, dll.)
Milk	Susu
Public Toilet	WC ('wé-sé')
What is this?	Apa ini ?
Street	Jalan
Town	Kota
Village	Desa
What time does it open/close?	Jam berapa buka/tutup?
May I take photographs?	Boleh saya ambil foto?





AIRLANGGA GLOBAL ENGAGEMENT

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Universitas Airlangga, Campus C,
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