

POLBAN GUIDE BOOK

FOR INTERNATIONAL STUDENTS



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Politeknik Negeri Bandung

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Office of International Affairs

Kantor Urusan Internasional

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PO Box 1234 Bandung 40012

INDONESIA



MESSAGE FROM DIRECTOR



Dear International Students,

Greetings and welcome to Politeknik Negeri Bandung! We are thrilled to be welcoming you to our community. These are of course anxious times for all of us, and particularly for you as international students.

We are keenly aware of the hardships many of you have had to overcome to get where you are today and applaud the determination and grit that you have shown. In this context, we are working with the Directorate of Student Affairs and Office of International Affairs to ensure that we stay close to the voices and needs of the international student community. I want to emphasize that the university is deeply committed to the success of your studies at Politeknik Negeri Bandung. We will also continue to monitor the regulatory environment to ensure that students comply with their visa enrollment requirements.


I encourage you to write to kui@polban.ac.id if you have questions about your situation. This is not a time to be quiet or shy; if you have questions or are experiencing hardship, we want to hear from you. We are the Politeknik Negeri Bandung family, and together, we will emerge stronger beyond the pandemic, complete with our remarkable international student community.

We once again welcome you, international students, to the family. May this academic year, strange as it is in many respects, be one of learning, discovery, and progress for each of you individually and for us as a community.

Warmly,

Dr. Ir. Rachmad Imbang Tritjahjono, M.T.
Director





*"There are no secrets to
success. It is the result of
preparation, hard work, and
learning from failure."*

-- Colin Powell

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Your journey, starts here...

BEFORE YOUR ARRIVAL



BEFORE YOU LEAVE HOME



Before you leave your home, you can do some essential things to ensure your arrival in Indonesia is smooth as possible.

It would be best if you did some pre-arrival checklists before leaving your home country.



APPLY FOR INDONESIAN STUDY PERMIT

After you are accepted into the Indonesian educational institution, you have to apply for a Study Permit from the Ministry of Education in Indonesia. Since, at this point, you may still be abroad, we will help you with the application process and issue your certificate of acceptance.

After The Ministry of Education issues the study Permit, they will forward it to the Immigration Department Office in Jakarta to issue your visa. The Immigration Department will forward the letter to the Indonesian Embassy/Consulate where you intend to apply for an Indonesia Student Visa (VITAS).

IMPORTANT

Due to the new rule from the immigration office, we need more than two months to process this permit to our ministry. Please make sure you already give us your complete application a maximum of **three months before your departure to Bandung.**

The documents you need to apply for a Study Permit include :

- ✓ A copy of your passport
- ✓ A copy of the recommendation letter issued by your university
- ✓ A copy of your Letter of Acceptance
- ✓ The completed application form
- ✓ A letter of recommendation from the Indonesian Embassy/Consulate in your country of residence
- ✓ A copy of your academic transcript and record
- ✓ Your Curriculum Vitae (CV)
- ✓ A passport-sized photograph
- ✓ A letter of a financial guarantee or a sponsorship certificate that proves you can cover your study and living expenses
- ✓ Health certificate

☐ APPLY FOR AN INDONESIAN STUDENT VISA (VITAS)

When the immigration department sends the visa authorization to the embassy or consulate, you can apply for your VITAS. There may not be an embassy or consulate of Indonesia in your country, in which case, you have to find which one is responsible for your jurisdiction.

Important steps to apply for VITAS:

1. Contact the embassy/consulate or visit their website to learn about the visa application requirements. You can look it up on the internet if you don't know the address or contact of the Indonesian Embassy in your country. You can visit the Indonesian foreign ministry portal on the kemlu.go.id/portal/id/kontak-kami# or email: kontak-kami@kemlu.go.id
2. Collect the required documents for the application.
3. Pay the Indonesia visa fee.
4. Submit the documents at the Indonesian Embassy or consulate by email or in person.
5. You should check your application once they have a decision.

IMPORTANT

The exact process varies from country to country. So the first thing you should do is **contact the Indonesian Embassy or Indonesian Consulate responsible for your jurisdiction.**



GET STUDENT HEALTH INSURANCE



Your visa may require you to prove that you are covered for unexpected medical bills you might incur while studying abroad. Your primary insurance or university-sponsored insurance might not offer coverage abroad. We highly recommend obtaining local Indonesian health insurance upon arrival.

Here's a list of notable local insurance in Indonesia:

- AIG (<https://www.aig.co.id/bisnis>)
- Allianz (<https://www.allianz.co.id/>)
- Chubb (<https://www.chubb.com/id-id/>)
- Prudential (<https://www.prudential.co.id/id/>)



CHECK YOUR FINANCIAL AID FOR YOUR TERM ABROAD



If you plan to receive financial aid (grants, sponsorship, or personal loans), it is your responsibility to make the necessary arrangements before your departure. Check again about your financial aid before you leave your home. Please ensure you arrive in Indonesia with sufficient IDR currency to get you through your first few days.



BOOK YOUR FLIGHT



Start booking your flight. International flights tend to be the most affordable about 3-4 months in advance, Though it's a good idea to start tracking prices early. The longer you wait to buy, the more expensive you can expect your flight to be.

Here's a list of international airports for your arrival:

Nearest Airport :

Bandung - Husein Sastranegara International Airport (8.5 km)

Alternative Airport :

Jakarta - Soekarno-Hatta International Airport (173.4 km)



PACK YOUR ITEMS

Please make a study abroad packing list to help you organize your bags. Pack the following in your carry-on in any case your checked baggage is lost or takes extra time to arrive.

a. Clothes

1. Standard shirts, pants, dresses, skirts, and other go-to clothes. Indonesia is a tropical, hot climate year-round, which means you should choose light, breathable clothing and moisture-wicking abilities. Materials like cotton, linen, and rayon are great choices.
2. You could organize at least one nice outfit and one pair of nice shoes for a special occasion.
3. Jacket for chillier weather.
4. Workout clothes and shoes.
5. Bathing suit (if you need it).
6. More underwear and socks.



b. Toiletries & Medicines

1. Travel-size shampoo, conditioner, body wash (buy more after arriving)
2. Cosmetics and lotions
3. Feminine products
4. Sunscreen
5. Medications or prescriptions



c. Your travel and study abroad documents

- ✓ Passport and VISA
- ✓ Travel medical insurance
- ✓ Student ID, driver's license, and any other identifications
- ✓ Copies of your passport, visa and, IDs
- ✓ All the study abroad documents



d. Electronics

- ✓ Mobile device and charger
- ✓ Laptop, charger, padded case
- ✓ Power adapters
- ✓ Camera
- ✓ Portable power bank



e. Some cash in IDR currency

f. A small gift from your home country

g. A backpack for day trips

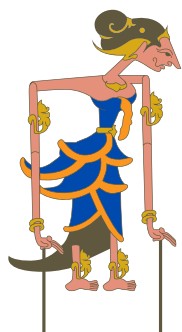
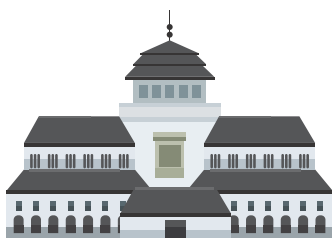


MAKE COPIES OF YOUR TRAVEL DOCUMENTS

You can make a minimum of three copies of your passport, VISA, medical insurance, ID card, and any other important documents. Keep one set of copies in your checked luggage, another group in your carry-on, and the third set of copies with your family. This precaution is vital in some cases your document is lost or stolen.



LEARN ABOUT YOUR NEW HOME



Terima kasih

Tolong

Maaf

Learning about your destination is also important, especially about language and culture. Getting a basic grasp of the Indonesian language will help when you arrive in Indonesia. You also can pick up a phrasebook with the most useful phrases you will need to know to get around and communicate with locals.

Don't forget to learn about the culture like the rules and traditions, food, etc. Being aware of the culture before you go will ease culture shock and help you appreciate your new country.

The latter part of this guidebook will help you learn some of the important cultures and daily language.



DOWNLOAD USEFUL APPS

Apps on smartphones can help you translate, get around, and connect with locals or other travelers. You can download these applications on Google Play for Android and App Store for iOS beforehand.

Useful applications you may need to download:

a. eHAC Indonesia

Since the COVID-19 pandemic swept across the world, the Indonesian government has used eHAC to monitor the tracing of the virus. Therefore you must download this app before you enter Indonesia.



b. Online Communication App

- WhatsApp
- Line
- Telegram



c. Online Transportation App

- Gojek
- Grab



d. Ticketing and Accommodation App

- Traveloka
- Mamikos
- Travelio



DOCUMENT CHECKLIST



A copy of your passport	<input type="checkbox"/>
A copy of the recommendation letter issued by your university	<input type="checkbox"/>
A copy of your Letter of Acceptance	<input type="checkbox"/>
A completed Study Permit application form	<input type="checkbox"/>
A letter of recommendation from the Indonesian Embassy/Consulate in your country of residence	<input type="checkbox"/>
A copy of your academic transcript and record	<input type="checkbox"/>
Your Curriculum Vitae (CV)	<input type="checkbox"/>
A passport-sized photograph	<input type="checkbox"/>
A letter of a financial guarantee or a sponsorship certificate that proves you can cover your study and living expenses	<input type="checkbox"/>
Health certificate	<input type="checkbox"/>
Send all of the above documents to OIA three months prior to your departure	<input type="checkbox"/>

PACKING CHECKLIST



a. All your travel and study abroad documents

- Passport and visa
- Travel medical insurance
- Student ID, driver's license, and any other identifications
- Copies of your passport, visa, and IDs
- All the study abroad documents

b. Clothes to pack

- Standard shirts, pants, dresses, skirts, and other go-to clothes
- A nice outfit and one pair of nice shoes for a special occasion
- Jacket for chillier weather
- Workout clothes and shoes
- Underwear and socks
- Bathing suit (if you need)

c. Toiletries & Medicines

- Travel-sizes shampoo, conditioner, body wash
- Cosmetics and lotion
- Feminine products
- Sunscreen
- Medications or prescriptions

d. Electronics

- Mobile device and charger
- Laptop, charger, padded case
- Power Adapters
- Camera
- Portable power bank

e. Some cash in IDR currency

f. A small gift from your home

g. A backpack for day trips

PREPARATION CHECKLIST

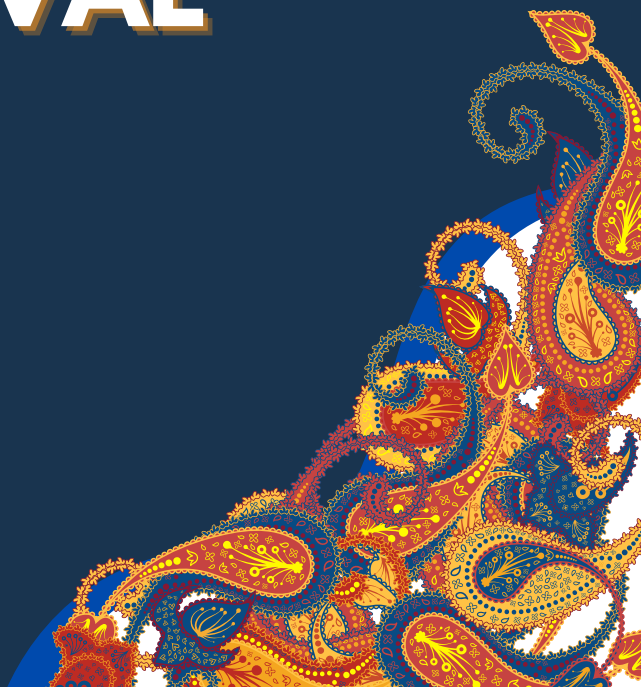


Apply for Indonesian Student Permit	<input type="checkbox"/>
Apply for Indonesian Student Visa (VITAS)	<input type="checkbox"/>
Get Student Health Insurance	<input type="checkbox"/>
Check financial aid for your term abroad	<input type="checkbox"/>
Book your flights	<input type="checkbox"/>
Pack your items	<input type="checkbox"/>
Make copies of your travel documents	<input type="checkbox"/>
Learn about your new home	<input type="checkbox"/>
Download useful apps	<input type="checkbox"/>

ARRIVALS



FIRST STEPS AFTER YOUR ARRIVAL



UPPON YOUR ARRIVAL



FIGURE OUT HOW YOU WILL COMMUNICATE ABROAD



The smartest choice for communication while studying abroad is to either purchase a temporary phone when you arrive in Indonesia or buy a local SIM card if your phone is unlocked.

Temporarily, you can use public wifi provided in public areas. In the airport, you can use their free wifi access. You can use Bandung Juara wifi in certain public places such as city parks, sports facilities, places of worship, and other public places in Bandung. Bandung Juara is a free wireless internet service provided by the Bandung city government.

Purchase a local SIM card :

There are five mobile internet providers in Indonesia: **Telkomsel**, **XL**, **Indosat IM3**, **3 (Tri)**, or **Smartfren**. The first four operators are the main ones with an extensive network in Indonesia. However, we recommend you to buy a **Telkomsel** Prepaid SIM card because this provider has the best coverage, especially if you are traveling to the outer islands.

It is easy to buy a local SIM card In Indonesia. You can find it on a retail kiosk, convenience store, gas station, mobile phone shop, official retail store, or the airport. The airport kiosk usually offers tourists traveler packages and helps you with the registration process. Buying at airports is convenient if you don't mind paying a higher price.

Going to kiosks is also a popular way to buy a SIM card. You can easily spot a booth by noticing a signboard. They offer SIM cards from a variety of internet providers. Registration can be done at the kiosks. However, you need to ask your Indonesian buddy to accompany you since all sellers are usually locals who do not understand English. Don't forget to bring your passport whenever you want to buy a SIM card.

5 easy steps to connect with Bandung Juara wifi:

1. Turn on wifi on your phone and connect to **Bandung Juara wifi**.
2. Download **Bandung Juara app** from Google Play Store for Android or App store for iOS.
3. Run **Bandung Juara app**.
4. Manually register to the application or login using social media accounts such as Instagram, Twitter, Facebook, Google account, or LinkedIn.
5. Click the wifi icon on your phone to connect with **Bandung Juara**.



LET YOUR FAMILY KNOW YOU'VE ARRIVED

Don't keep your family worrying about you. Call or send a message to let them know you've arrived.



FIGURE OUT HOW YOU WILL PROCEED FROM THE AIRPORT



Husein Sastranegara International Airport (Bandung)



We will pick you up if your arrival airport is Husein Sastranegara International Airport, Bandung.

IMPORTANT

Please send your flight schedule and information to our representative **at least three days before your departure**, especially if you need a pick-up service.

● Soekarno-Hatta International Airport (Jakarta)



We can't pick you up from Soekarno-Hatta International Airport, Jakarta. Therefore you have to take a shuttle from the airport to Bandung.

You can use one of the many shuttle services such as Citi Trans, XTrans, or Lintas located on Shelter Bus in Terminal 1, Terminal 2F, and Terminal 3. We will pick you up from the shuttle pool in Bandung. Please send your shuttle schedule to our representative before you depart from Jakarta.

□ CHANGE YOUR INDONESIA STUDENT VISA (VITAS) TO TEMPORARY RESIDENCE PERMIT (KITAS)



After you arrive in Indonesia with your VITAS, you have to go to the Immigration Department within 30 days to receive your temporary residence permit (KITAS).

Documents required when you apply for a student KITAS:

- 1.Passport
- 2.The letter of acceptance
- 3.The letter of recommendation or the certificate of sponsorship from your university
- 4.A copy of the visa
- 5.A copy of the study permit
- 6.Your CV
- 7.Your academic reports
- 8.Proof of financial responsibility from your parents, legal guardians, or a sponsor during your studies



REGISTER YOUR RESIDENCY

After receiving your KITAS, you have to get the Registration for Temporary Resident (SKPPS). First, go to the local police department and get a Police Report Letter (STM), register your STM in the local municipality's population office, and receive your certificate of SKPPS.

To register your residency, you need the following documents:



1. Letter of request for STM from Politeknik Negeri Bandung
2. The letter of recommendation or the certificate of sponsorship from Politeknik Negeri Bandung
3. A copy of your passport and your KITAS
4. Passport-size pictures

OFFICE INTERNATIONAL AFFAIRS

International students and candidates in Politeknik Negeri Bandung will receive assistance from the Office of International Affairs (OIA). Whether you have problems applying for a student VISA or you would like to contact other students, an OIA staff will assist you.

The OIA also manages The International Study Buddy Programme, a community of local students who helps international students to adapt to student life in Bandung even before arrival. A buddy student can help to answer any questions you may have concerning campus life, formalities, or studies. You can ask the OIA staff to connect you with a student buddy.

Welcome Reception

The OIA organizes Welcome Reception for all new international students. During the Welcome Reception, we provide important information on studying at Politeknik Negeri Bandung, and you can consult your problem in transition if any. You will also have the chance to meet your student buddy in person, participate in a campus tour, Bandung city tour, and much more.



You can find more information about
Office of International Affairs at
kui-polban.wixsite.com/home

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03

POLBAN CAMPUS



DEPARTMENT & PROGRAM

Politeknik Negeri Bandung offers degrees in Diploma, Applied Bachelor, and Applied Master. The study time varied between 2 to 4 years. The total of 38 programs consists of 19 Diploma programs, 17 Applied Bachelor programs, and 2 Applied Master programs.



Department:

- Department of Civil Engineering
- Department of Energy Conversion
- Department of Refrigeration and Air Condition Engineering
- Department of Mechanical Engineering
- Department of Chemical Engineering
- Department of Computer and Information Engineering
- Department of Electrical Engineering
- Department of Accounting
- Department of Commerce
- Department of English
- Postgraduate Program

According to your field of studies at Politeknik Negeri Bandung, you will be allocated to one departmental coordinator who can help you with all questions concerning your studies.

STUDENT LIFE





As a student, you will typically live in a dorm or boarding house. Usually, you will cook, clean, and do everything else by yourself, and then commute (by bike, on foot, or public transportation) to campus, where you have your classes.

There are so many activities when you are entering your class. Most lecturers explain the material often using slides or examples, interactive sessions with discussion, and presentations by students in several objects. As a student, a lot of your work will be based on individual assignments or in groups. To optimize the use of information technology to support learning activities, Politeknik Negeri Bandung has provided an e-learning system implemented with an integrated online learning paradigm using an LMS (Learning Management System), namely **Moodle**.

As a student in Politeknik Negeri Bandung, you are not limited to only activities in class and homework. Politeknik Negeri Bandung indeed suggests their student develop soft skills, expand the network and find their hobbies and talents. There are many clubs and organizations that you have to join based on your interest. All students have equal chances to join the club and organization. They can participate in some research, volunteering, scholarship, and competition.

DIVERSITY ON CAMPUS



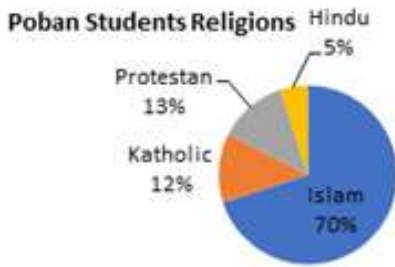
Politeknik Negeri Bandung is one of the best vocational colleges in Indonesia. Students and lecturers come from across Indonesia with different races, ethnicities, cultures, and religions. Diversity at Politeknik Negeri Bandung also includes gender, age, interest, and social-economic status.

However, the majority of students came from West Java and embraced Islam. Therefore, most women on campus wear hijab as their Muslim identity. But still, there is no campus regulation about that, so even Muslim women are appropriate if they are not wearing hijab in Politeknik Negeri Bandung.

What is Hijab?

Hijab is the head covering worn by Muslim women as a form of adherence to Islam





As a whole, Politeknik Negeri Bandung people live in harmony and high tolerance. There have never been any issues and conflicts related to diversity on campus.

Source: Survey Result by Metagama Polban, 2019

STAFF & SERVICES

1. Academic

The academic department has a role in providing services related to educational activities in Politeknik Negeri Bandung, such as monitoring academic calendars, curriculum, teaching and learning process, examinations, certification and competency tests, processing grades, and others.

If you need documents or certificates related to academics, you can reach them by accessing akademik.polban.ac.id, or send your request and question by email at akademik@polban.ac.id

2. Student Affairs

The student affairs department has a role in student activities such as managing scholarships, student organization, student events and student competitions at the Politeknik Negeri Bandung, and other related services to student activities.

For more details, you can visit
kemahasiswaan.polban.ac.id,
@kemahasiswaanpolbanofficial (Instagram) or send
your request and question by email at
kemahasiswaan@polban.ac.id

3. Job Placement and Assessment Centre (JPAC)

Like we can understand by its name, JPAC is Politeknik Negeri Bandung's career center. Students can get information about careers and job vacancies and even get access to the industry. JPAC also regularly holds annual job fairs that job seekers can participate. The event is open to the public, not only students or alumni.

You can reach JPAC at **jpac.polban.ac.id**,
@jpacpolban (Instagram) or contact
+62 813-2031-2550 (Mulyono)

4. Investment Gallery of Indonesia Stock Exchange (*Galeri Investasi Bursa Efek Indonesia* - GIBEI)

There is an investment gallery of the Indonesian Stock Exchange on the first floor of the B Building (Business Administration Department). GIBEI facilitates both students and the general public who want to start investing in the Indonesian Stock Exchange.

For more information, you can reach **@poltracom**
(Instagram account) or contact GIBEI representative
at **+62 812-2125-705 (Mukaram)**

5. Business Incubator

Yes, Politeknik Negeri Bandung has a business incubator. You can start and develop your business with professional mentorship and business funding through Entrepreneurial Student Program (Program Mahasiswa Wirausaha).

All about that can be reached **@pmwpolban**
(Instagram), and special for business incubators, you
can contact **+62 878-2565-6582 (Sulistia)**

ACADEMIC RESOURCES

1. Laboratories



There are dozens of labs in Politeknik Negeri Bandung that can be used for courses that need practical work. Every department and program has many labs.

2. Library



You can find the main library on the first floor of the H Building. There are many kinds of books here, from books related to courses to fiction novels are here.

You can visit **elib.polban.ac.id** to know if the book you are searching for is still available for loan, **digilib.polban.ac.id** to access ebook, and **library.polban.ac.id** for the news from POLBAN library

3. Language Centre (*UPT Bahasa*)



UPT Bahasa provides English courses and certifications (English Proficiency Test and TOEIC). The location is on the third floor of the P2T Building.

4. Computing & Technical Services



Here you can get and fix all related to computing and technical services, such as get your student email, e-learning account, free software license, etc. The location is on the third floor of the P2T building. There are also computer labs for students enrolled in computer-related courses.

SCHOLARSHIPS & FINANCE

Scholarship

You can try to apply for several scholarships to reduce the costs related to study in Politeknik Negeri Bandung. For example, is Darmasiswa scholarship, Darmasiswa is a scholarship program offered to all international students from countries that have diplomatic relationships with Indonesia to study the Indonesian language (Bahasa Indonesia), art, and culture. You can find more information for Darmasiswa at darmasiswa.kemdikbud.go.id.

Single Tuition Fee (UKT)

Politeknik Negeri Bandung applies a single tuition fee or UKT per semester for its students so that you won't get any added cost to study in Politeknik Negeri Bandung. But you still have to pay for your own assignment or project that you do. UKT is determined at the time of admission, but if you have trouble paying for paying UKT, you can apply to lower or delay the payment after that.



CAMPUS & SERVICES

1. Canteen and Minimarket



There is one main canteen called *Pujasera* located behind Aeronautical Hangar (*Hanggar Aeronautika*). You can find many stands that sell foods and drinks here. There are also tables you can use to eat and drink.

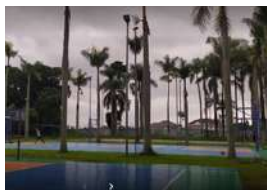
In general, the canteens only accept cash payments. Therefore it is highly recommended that you always have cash on hand. The minimarkets at Politeknik Negeri Bandung, such as Labbis Mart at B Building and KWP at A Building, usually accept payments via cash, e-money, or debit cards.

2. Praying Room



If you are Muslim, you can find a praying room almost in all the buildings. Polban also has a mosque located on the front side of Politeknik Negeri Bandung, named Luqmanul Hakim Mosque.

3. Sport Fields



The location is near the back gate. Here, you can do sports like football, volleyball, badminton, or probably just stretch body.

4. All in One Student Service (*Unit Layanan Terpadu - ULT*)

Here you can fix all your study problems and ask for everything you need. ULT is like the door that connects you to all, from academic, finance, and student affairs. The location is on the left side of the Directorate Building, near the main gate.

ACADEMIC ACCOMMODATIONS



Dormitory

There are 3 dormitories in Politeknik Negeri Bandung, that is A, B, and C Dorm

A-Dorm

A-Dorm is a dorm for female students who get Bidikmisi scholarships or female students applying for the dorm when first accepted into Politeknik Negeri Bandung. The dormitory is only available for the first year of college.

B-Dorm

B-Dorm is similar to A-Dorm but for male students.

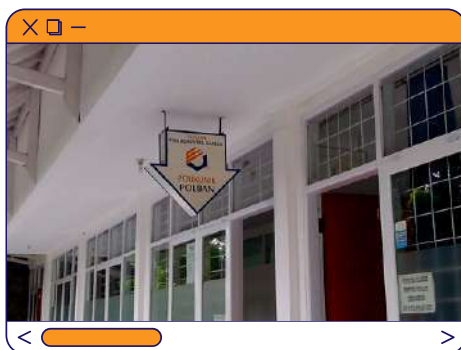
C-Dorm

C-Dorm is especially for students who get ADik scholarships from Papua province, and they can use the dorm as long as they're Politeknik Negeri Bandung students.

WELLNESS & COUNSELLING

Peer Counselor - BKP

For the wellness of students, BKP work to be able to guide, counsel, and assist students when students experience problems. If you have a problem and don't know where to go, you can go to BKP. BKP has peer counsellor program so you can get help from fellow students. You can find BKP on P2T Building or social media, **LINE: @449tgqdw** and **Instagram: @peerbkp_polban.**



Poliklinik

If you are sick or have a medical problem, Politeknik Negeri Bandung has a polyclinic that you can visit during work hours. You can access primary care to dental care. This polyclinic serves the public in general but is free for students. You can find Politeknik Negeri Bandung Polyclinic next to the main campus.

STUDENT ASSOCIATION



Student activities in Politeknik Negeri Bandung were programs to hone the soft skill aims for a quality graduate student. Students learn to become men of character, wholesome, helpful, and patriotic learners through student activities. Politeknik Negeri Bandung has more than 300 activities in the student association, student activity units, student executive board, and student representative assembly.

STUDENT ACTIVITY UNIT

1. ROBOTIKA



ROBOTIKA is a student activity center consisting of students from various majors to sharpen their hobbies, talents, and interests in robotics. ROBOTIKA has various activities like robotic competitions, robotic contests, robotic workshops, training for members, and seminars.

For more information or register, you can contact them on their official instagram [@robotikapolban](#)

2. OTOMOTIF



OTOMOTIF has three departments to accommodate the talents of students in automotive. The first is Go-Kart (Karting) Division, the second is Energy-Efficient Car Division, and the third is Electric Car Division. OTOMOTIF has various activities like lectures, Go-Kart (Karting) Competitions, Energy-Efficient Car Competitions, and Electric Car Competitions.

For more information or register, you can contact them on their official instagram [@polykart_bandung](#)

3. KEWIRAUSAHAAN



KEWIRAUSAHAAN is an organization that accommodates students to deliver their talents in entrepreneurship and business. KEWIRAUSAHAAN is a member of the Indonesian Young Entrepreneurs Association (HIPMI) - Bandung Chapter. They hold various activities such as business discussions, business training, bazaar, comparative studies, and other entrepreneurship programs.

For more information or register, you can contact them on their official instagram [@wirus_polban](#)

4. ELTRAS RADIO



The main activity at ELTRAS is radio broadcasting in the 107.9 FM frequency range. In addition to broadcasts, ELTRAS also often holds public speaking activities such as in-house master of ceremony (MC) training and other training in collaboration with other commercial radios.

For more information or register, you can contact them on their official instagram [@eltrasradio1079](#)

5. FELLAS



FELLAS is an organization that focuses on English linguistics that often holds various activities such as brainstorming, educational games, training, and preparation for competitions.

For more information or register, you can contact them on their official instagram [@fellaspolban](https://www.instagram.com/fellaspolban)

6. UBSU



UBSU is a student organization that brings students to know the arts and culture of North Sumatra. They hold various activities like traditional music and dance routine, cross country, anniversary party, and gathering of North Sumatran arts and culture units from other universities in Bandung.

For more information or register, you can contact them on their official instagram [@ubsupolban](https://www.instagram.com/ubsupolban)

7. ASSALAM



ASSALAM is a student organization in the Islamic field. They have several programs like Islamic mentoring, Polban Islamic Fair, Ramadhan Fair, Polban Jilbab Fair, inspirational studies, and other positive activities.

For more information or register, you can contact them on their official instagram [@assalampolban](https://www.instagram.com/assalampolban)

8. KABAYAN



KABAYAN is a student organization that focuses on Sundanese cultural arts. The activities include dance lessons, musical instrument training, and other Sundanese culture lessons. KABAYAN also often participates in various cultural competitions, both at the national and international levels.

For more information or register, you can contact them on their official instagram [@kabayanpolban](https://www.instagram.com/kabayanpolban)

9. PSM (STUDENT CHOIR)



PSM are often involved in formal and ceremonial activities at Politeknik Negeri Bandung and also participates in various choral competitions both in Indonesia and abroad.

For more information or register, you can contact them on their official instagram [@polbanchoir](https://www.instagram.com/polbanchoir)

10. BASKET (BASKETBALL)



The purpose of BASKET is to facilitate students in developing their interests and talents in basketball. There are several activities such as routine training, basketball matches, and tournaments.

For more information or register, you can contact them on their official instagram [@polban_basketball](https://www.instagram.com/polban_basketball)

11. VOLI (VOLLEY)



VOLI aims to facilitate students in developing their interests and talents in volleyball. There are several activities such as routine training, volleyball matches, and tournaments.

For more information or register, you can contact them on their official instagram [@ukmvolipolban](https://www.instagram.com/ukmvolipolban)

12. UKBM



UKBM is an organization for students who are interested in Minang (West Sumatran) arts and culture. The activities include dance training, musical instruments course, and seminar about Minang's culture itself.

For more information or register, you can contact them on their official instagram [@ukbmpolban](https://www.instagram.com/ukbmpolban)

13. USF



USF aims to facilitate students in developing their interests and talents in football and futsal. There are several activities such as routine training, participation in matches or tournaments.

For more information or register, you can contact them on their official instagram [@usfpolban](https://www.instagram.com/usfpolban)

14. BADMINTON



BADMINTON aims to facilitate students in developing their interests and talents in badminton. There are several activities such as routine training, participation in matches or tournaments.

For more information or register, you can contact them on their official instagram [@badmintonpolban](https://www.instagram.com/badmintonpolban)

15. CATUR (CHESS)



CATUR aims to facilitate students in developing their interests and talents in chess. Several activities include routine training, participation in matches or tournaments, and holding a national-level chess championship.

For more information or register, you can contact them on their official instagram [@ukmcaturpolban](#)

16. BELA DIRI (MARTIAL ARTS)



BELA DIRI aims to facilitate students in developing their interests, talents, and creativity in karate and taekwondo. There are several activities such as routine training, participation in matches or tournaments.

For more information or register, you can contact them on their official instagram [@beladiripolban](#)

17. FLAG FOOTBALL



FLAG FOOTBALL aims to facilitate students in developing their interests and talents in flag football. There are several activities such as routine training, matches, and tournaments.

For more information or register, you can contact them on their official instagram [@ffpolban](#)

18. KMK (CATHOLIC STUDENT FAMILY)



KMK is an organization that aims to foster spirituality and establish brotherly ties between Catholic students studying at Politeknik Negeri Bandung. With the tagline "KMK ISTIMEWA" or "SPECIAL KMK", it is hoped that even as a minority, members understand that they are unique and special.

For more information or register, you can contact them on their official instagram [**@polbankmk**](#)

19. PMK (CHRISTIAN STUDENT FAMILY)



PMK is an organization based on Christianity spiritual activities such as the Bible class, training on worship, musical instruments, and dancing.

For more information or register, you can contact them on their official instagram [**@pmkpolban**](#)

20. TENIS MEJA (TABLE TENNIS)



TENIS MEJA aims to facilitate students in developing their interests and talents in table tennis. They have several activities such as routine training, participation in matches or tournaments.

For more information or register, you can contact them on their official instagram [@polban.tenismeja](https://www.instagram.com/polban.tenismeja)

21. SAGA



SAGA is an organization focused on nature activities such as fun rafting, navigation training at the foot of the mountain, mountain climbing, rafting training, and other outdoor activities. This organization aims to facilitate students in developing their interests and talents in nature activities.

For more information or register, you can contact them on their official instagram [@pprpgsaga](https://www.instagram.com/pprpgsaga)

22. KSR



KSR is a unit of the Indonesian Red Cross (called PMI). The activities held by KSR are lectures from PMI about first aid, family care, disaster management, restoring & family links, water & sanitation. KSR organizes blood donation activities every six months.

For more information or register, you can contact them on their official instagram [@ksrpmiunitpolban](https://www.instagram.com/ksrpmiunitpolban)

23. PRAMUKA



PRAMUKA is a student scouting unit that focuses on the spiritual, emotional, social, intellectual, and physical fields based on *Tri Satya* and *Dasa Dharma*.

For more information or register, you can contact them on their official instagram [@pramukapolban](https://www.instagram.com/pramukapolban)

24. MUSIKINGDOM



MUSIKINGDOM is a student community that focuses on music and event organizers and holds cinematography and visual art activities.

For more information or register, you can contact them on their official instagram [@musikindomofficial](https://www.instagram.com/musikindomofficial)

STUDYING IN INDONESIA



WELCOME TO INDONESIA



source : canva.com

Dear Students, Welcome to Indonesia.

We want to extend a sincere and warm welcome to you. We are delighted that you have chosen Politeknik Negeri Bandung for your education. We hope that you will benefit greatly both academically and personally while you stay here with us.

We know that acclimatizing to a new country and a new city can be complicated. Politeknik Negeri Bandung looks forward to the intellectual and cultural contribution that you will give and share with us. In return, we will do everything possible to make you stay comfortable, most memorable, and rewarding. This book will assist you in preparation during your period of stay, give you some tips and information on how to experience the best possible student life in Bandung, Indonesia.

CULTURE SHOCK

Living abroad can be an exhilarating experience that encourages new world views, increase cultural curiosity, and supports a willingness to explore the unfamiliar culture. Indonesia's culture and habits may surprise you. But remember, you never walk alone.

Research shows that the students experienced culture shock in varying levels, initial euphoria, irritation, gradual adjustment, acceptance, and integration. The study revealed that language was the most problematic aspect experienced by the students.

Tips: How to Handle Culture Shock?

- ✓ Keep interacting with others, both students or people you meet
- ✓ Consulting with the lecturer, academic advisor, or counselor
- ✓ Tolerating with cultural differences
- ✓ Having a positive attitude to culture shock
- ✓ Writing journal
- ✓ Keeping physically and mentally health



LIVING IN BANDUNG



source : canva.com

Bandung, the capital of West Java province, is the third-largest city in Indonesia and is surrounded by mountains. Located approximately 140 kilometers from the capital of Indonesia, Jakarta, Bandung has cooler year-round temperatures than most other Indonesian cities. Situated at 768m and surrounded by the lush and beautiful Parahyangan mountains, the climate is mild and pleasant.

The city has been well known for its universities, creative industries, and a great place for gastronomic adventure. The Dutch nicknamed ***Parijs van Java*** (Paris of Java) for its resemblance to Paris and the European atmosphere back in colonial times.



Talking about the natural beauty and weather of the city, Bandung is always on the list. History writes that the **Flower City** (a well-known name for Bandung, in Bahasa, called **Kota Kembang**) witnesses several national historical stories. This city has recorded Indonesia's great history, such as Jalan Asia Afrika, where the Asian-African Conference was held in Bandung in 1955.

People in Bandung are usually polite & friendly.

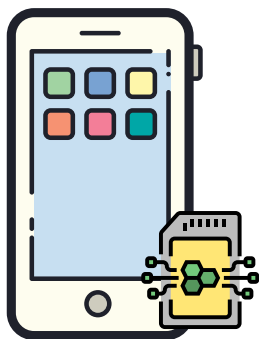
You will meet traffic jam at certain times, like in the morning when workers go to work.



The price of culinary in Bandung is affordable.
The culinary taste is good.

You can find food stalls or *warung* everywhere.
Cafes are also everywhere.

PHONE & INTERNET



If you carry your phone from your country, you may need to register your IMEI number at the Indonesian Customs Office to use an Indonesian SIM card in your phone. But you can also buy a new phone locally to use an Indonesian SIM card, or if that's too much, you can buy Indonesian modem wifi so you can still use the internet.

☐ SIM PHONE CARD

People usually buy SIM phone cards at the nearest mobile operator outlets. You can register your SIM card with your passport or KITAS.

☐ PHONE & MODEM WIFI

You can buy phone & modem wifi online through an Indonesian marketplace like **Tokopedia** or **Shopee**. But if you like to buy it offline, it is recommended to buy it in **BEC** (Bandung Electronic Center). You can find any electronics that you need in BEC.



If you're in Bandung, as long as you're not too far from the city center, you can expect you'll get an internet signal. Phone signals usually cover a larger area. The price of mobile data is pretty affordable. Depending on the provider being used, you can get 75 GB of data for IDR 150.000.

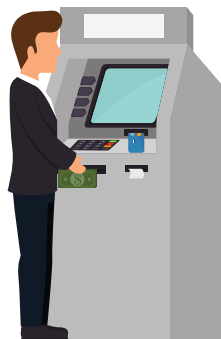
BANKING



There are many banks in Indonesia, but we recommend you make an account at a state-owned bank like BRI (Bank Rakyat Indonesia) because they have the most ATM networks. However, Politeknik Negeri Bandung's student card has been bundled with the BRI account.

If you want to use a private bank, we recommend using major banks like **BCA** (Bank Central Asia) or digital banks like **Jenius** from Bank BTPN and **Jago** from Bank Jago because it's convenient.

If you want to get IDR with your ATM from your own country, you can use an ATM with the same logos on your ATM cards, like Visa or Mastercard. Keep in mind that the withdrawal limit per transaction in an ATM is IDR 2 million to 3 million depending on the machines (IDR 100.000 or IDR 50.000 banknote machines). And also, the fee that charges to your account depends on your bank and the ATM you use.



ACCOMODATION



☐ BOARDING HOUSE

The boarding house is the best deal if you only need a bedroom because it's the cheapest one compared to others. You can try to find a boarding house with an app called **Mamikos**. The rent cost for a boarding house is around several hundred thousand rupiahs, up to millions of rupiahs per month. Depending on the provided facility, you may find a better deal if you pay the rent yearly.

☐ RENTED HOUSE

A rented house is better if you want facilities like a kitchen. It can be the best deal if you manage to find people willing to share the rented house with you. Some rented houses may not have furniture ready to use, so you must check it before signing the contract. You can also look for a rented house at the **Mamikos** app, usually rented annually.

☐ APARTMENT

If you want better security and privacy and do not mind the cost, an apartment is the best option. You can get a complete facility such as a swimming pool and gym. You can find apartments at the **Travelio** app, and you can rent them daily, monthly, or yearly.

TRANSPORTATION

Usually, people in Bandung use motorcycles to travel. But if you don't have a motorcycle, you can use many kinds of public transportation, like an online taxi or regular taxi. You can also use public transportation such as *angkot* (angkutan kota) or bus if the angkot or bus route is available. However, angkot or bus takes more time. Therefore you have to make sure you are not in a rush. Another public transportation is an online motorcycle taxi. This alternative is more expensive than angkot or the bus but a lot faster. You can use the **Gojek** app or **Grab** app on your smartphone.

☐ ANGKOT

Price rates for Angkot are IDR 2.000 - Rp7.000 depending on the distance traveled. You can find the angkot route at dishub.jabarprov.go.id/angkutan/kabkota/301.html or use try to use Google Maps from your phone to find out which angkot route is available

☐ TRANS METRO BANDUNG (TMB)

TMB is a bus rapid transit that's operated in Bandung. The price is fixed wherever you depart and arrive at an average of IDR 5.000. You can find the route in id.wikipedia.org/wiki/Trans_Metro_Bandung

☐ BUS DAMRI

DAMRI is a state-owned company in the transportation sector. You can find the DAMRI route in www.jadwalbis.info/2019/02/daftar-rute-bus-damri-bandung-jalan.html DAMRI tariff in Bandung is IDR 4.000 - 10.000 depending on the route

SHOPPING

You can find many small grocers or supermarkets in Bandung. However, the most recommended one is **Toserba Borma** because this supermarket is usually cheaper than others with many products offered. If you are comfortable, you can also try to go to a traditional market because here you can haggle the product's price to get the best price. You can also find pop-up markets or *pasar kaget* on certain days in some places.

☐ PARIS VAN JAVA (PVJ)



Paris Van Java Mall is located on Sukajadi street. If you like to hang out with friends and relatives, visiting Paris Van Java Mall is a great place to be. Because this mall has an outdoor concept featured by various amusements and cafes, you will find tons of restaurants and cafes.

☐ BANDUNG INDAH PLAZA (BIP)



Students usually prefer to hang out at Bandung Indah Plaza (BIP). Because this mall is located in the middle of the city, the location is very strategic, and it stands side-by-side with other shopping centers, such as Bandung Elektronik Center (BEC). In addition to that, Gramedia, as the largest book shop, is also located next to BIP.

CIHAMPÉLAS WALK (CIWALK)



CIWALK is located on Cihampelas street. The concept of the mall is outdoor and very friendly for pedestrians. In the beginning, this mall is a shopping center. However, as time goes by, CIWALK turns into a hangout place by the tourists and the locals because it often holds off-air events by some event organizers and TV stations.

TRANS STUDIO MALL (TSM)



Trans Studio Mall is formerly known as Bandung Supermall. It is located on Gatot Subroto street. This mall is built in the same area as Trans Studio Bandung, one of Indonesia's biggest indoor theme parks. It is also close to Trans Luxury Hotel, which is one of the best hotels in Bandung. You can feel like being spoiled if you come to this mall. Because you can shop, play at the theme park, and then stay at the hotel on the same day.



BRAGA CITY WALK



Braga City Walk is located on the legendary street, Braga. Braga City Walk adapts to the concept of mixed-use development. It means the mall consists of a shopping mall, condominium, and hotel. The thing that makes this mall look unique is the old historic buildings around the mall. You can also walk to Asia Afrika street, where Gedung Merdeka and Alun-Alun are located.



ISTANA PLAZA (IP)

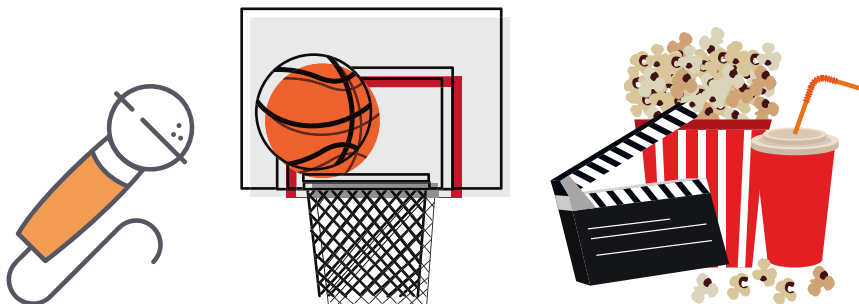


Istana Plaza is located on Pasirkaliki street. The location is very strategic, near Husein Sastranegara Airport and Bandung Train Station. Istana Plaza is one of the malls with a complete facility and is full of people on the weekend. The concept of Istana Plaza mall is a family mall, where almost all of the family needs are available here.

There also others malls in Bandung like:

- 23 Paskal
- Living Plaza
- Bandung Trade Center (BTC)
- Bandung Electronic Center (BEC)
- Festival Citylink
- Lucky Square

ENTERTAINMENT



If you're going to the mall, usually there'll be some entertainment there like:

- Cinema (CGV, XXI, Cinapolis)
- Game center (Game Master, Time Zone, Story Land, Fun World)
- Karaoke

In addition to that, Bandung also has several interesting recreational spots which are located on the outskirts of Bandung, like:

Tebing Keraton

Tebing Keraton is one of the natural attractions in Bandung. This tourist destination has an exotic natural panorama; a green expanse of forest covered with fog can be seen from the top of the cliff. The refreshing air makes the Tebing Keraton is a good choice for walking or cycling track. Sunrise and sunset become a phenomenon that you can enjoy in the Tebing Keraton.



Orchid Forest

Open daily from 9 a.m. to 6 p.m. The Orchid Forest features the Horse Ranch as its main attraction. You can ride horses while enjoying the forest's scenery. Afterward, you can enjoy picnics with a package worth IDR 180,000 for four people, including picnic equipment and food.



Nu Art Sculpture Park

Opened for the public in 2000, Nu Art Sculpture Park was built as a home to Nyoman Nuarta's most notable artworks since the beginning of his career. Several years later, Nu Art Sculpture Park evolved into a more prominent art institution. It now becomes a home for many modern and contemporary arts from Indonesia's most talented artists. Fun fact, Nu Art Sculpture Park is also the very place where Nyoman Nuarta built his famous Garuda Wisnu Kencana statue piece by piece.

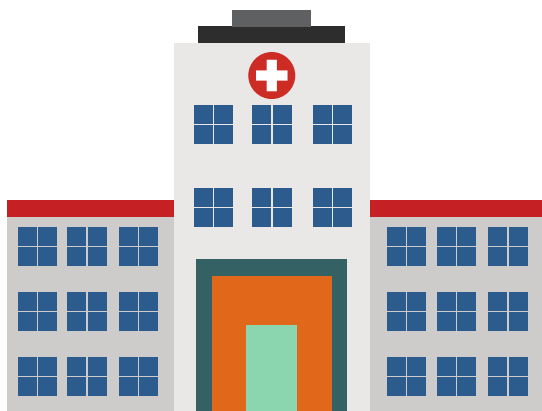


Floating Market Lembang

Open from 9 a.m. to 6 p.m. The Floating Market offers boats and paddle boats for visitors to rent. Mini pedicabs are also available, though only one visitor per pedicab is allowed for now. Other attractions include Mini City and an outbound facility. You can also rent traditional Japanese costumes. The entry fee for Floating Market is IDR 30.000 per person.




HEALTH & SAFETY



Bandung also has dozen of hospitals and public health centers. You can find a public health center or **Puskesmas** at least one in each sub-district. The closest Puskesmas from Politeknik Negeri Bandung is Puskesmas Sarijadi and the second closest one is Puskesmas Sukarasa.

If you're a student in Politeknik Negeri Bandung, you can get free health services in Poliklinik Politeknik Negeri Bandung, located beside the main campus. Poliklinik is open from 9.00 to 15.00 on Monday, Wednesday, Friday and up to 14.00 on Tuesday & Thursday.



Emergency hotline:

- Ambulance (118 or 119)
- Firefighter (113)
- Police (110)
- SAR/BASARNAS (115)
- State electricity company (123)

HOW TO MAKE FRIEND



MEETING URANG SUNDA

Introduction to Urang Sunda



Are you ready to meet *Urang Sunda*?

Urang Sunda means Sundanese People. It refers to people from the Sundanese ethnic (West Java), a native of most students and residents around Politeknik Negeri Bandung campus.

Urang Sunda are sincere and friendly people. They are very welcome to guests or new persons, and it will not be difficult for you to start a friendship with them. Despite that, most of them tend to be demure. You have to be the one who makes the initiative.

How To Be Friend with *Urang Sunda*

- Show that you're friendly, don't hesitate to smile, nod, or say "hi" to new people.
- Be curious, ask questions, but don't look for similarities. You can share your different hobbies or mindset instead.
- Join a student club or create friendships with friends of friends. Besides expanding your circle, you can find a new friend who shares similar characteristics in this way.

CULTURE

CULTURE CODE OF MANNER



Sundanese culture also establishes a reasonably obvious manner, especially inter-age interactions. Young people should respect and not argue with older people. The language used must also be polite, and it is not good to look into the older person's eyes when being counseled. It is a must for the younger to put the hands of older people on their forehead as a way to greet them.

CULTURE "PUNTEN" AND "MANGGA"

Two words that will be very familiar to your ears when with Sundanese people are "**punten**" and "**mangga**".

Don't be surprised if the Sundanese people pass you by, and then they will bow the head and upper body and say **punten**. It is the informal greeting they use to everybody they meet. And the answer to **punten** is **mangga**. This culture shows that Sundanese values respect for people by following an unwritten code of behavior.



source : beritabaik.id

CULTURE NGALIWET

It is called **Liwet**.

Liwet is a traditional Sundanese food. Rice is cooked in coconut milk, chicken broth, and various seasonings such as bay leaves and lemongrass using a special pan called **kastrol**.

This dish can be served alongside many side dishes like chicken, egg, tempeh, and vegetable. Traditionally, *liwet* is served on banana leaves.



Eating *liwet* tradition called **ngaliwet** or **botram**. On this occasion, *liwet* will be laid out on banana leaves, and people sit surrounding the dish. They eat *liwet* together using their right hand. *Urang Sunda* likes to celebrate togetherness with family or friends in this way, which creates a beautiful culture that maintains a long-lasting relationship. They also welcome to invite guests to join them.



BATIK

If you go to a formal meeting that requires someone to wear neat clothes in Indonesia, you will most likely see people wearing batik clothes. Batik is an Indonesian technique of wax resisting dyeing applied on fabric, resulting in a beautiful and unique pattern.

UNESCO has officially recognized batik as the Masterpiece of Oral and Intangible Heritage of Humanity from Indonesia since October 2, 2009. Since this, Indonesians have also celebrated National Batik Day on October 2 every year. Therefore it is encouraged people, especially in Indonesia, to use and develop the craftsmanship of batik.

There are three types of batik if distinguished from the technique of making it: **stamped batik** (*batik cap*), **written batik** (*batik tulis*), and **painted batik** (*batik lukis*).



Batik Cap



Batik Tulis



Batik Lukis

There are many types of batik if you distinguished it from the patterns and motif, for example *batik megamendung* from Cirebon area, *batik tujuh rupa* from Pekalongan area, dan *batik parang*.



Batik Megamendung



Batik Tujuh Rupa



Batik Parang

TRADITIONAL CLOTHES



Kebaya is one of the traditional clothes that comes from the culture of the Javanese. In general, kebaya is worn at certain celebration parties, from formal parties with business associates, weddings, traditional celebrations, independence events, and school celebrations such as graduation.



Pangsi is a clothing suit for men in the form of a plain shirt that is a bit loose-fitting and pants that are also loose, and the length does not exceed the ankles. This clothing is typical of several ethnic groups, especially Betawi and Sundanese. Pangsi generally looks like black clothes from top to bottom, used to protect the body.

LANGUAGE

The original language of *Urang Sunda* is **Sundanese Language**, even though most Sundanese are bilingual. Generally, Sundanese is used among family members and friends daily, while Indonesian is used in public. When they speak in Indonesia, you can still hear the Sundanese preposition like “mah” or “teh”, and it is becoming the unique characteristic of *Urang Sunda* in speaking.

Sundanese is exceptionally diverse, with various regional dialects. All have different levels of formality depending on the interlocutors' social status. However, Sundanese used daily is an everyday language variant and does not pay much attention to formality.

**Here are some example of an expression
that you can use in your daily speaking in
Indonesian and Sundanese**

English	Indonesian	Sundanese
I need this. How much it costs?	Saya mau beli ini. Berapa harganya?	Abdi hoyong ieu, sabarahaan?
May I please go to the restroom? Where is it?	Mohon maaf, saya izin ke toilet. Toiletnya dimana ya?	Punten, abdi ka pengker heula. Di palih mana nya?
Where is (mention your destination)? How can I get there?	Kalau (mention your destination) dimana ya? Bagaimana caranya kesana?	Upami (mention your destination) jalana kamana nya?
Please stop here	Say "Kiri" in the point you want to be dropped	Say "Kiri" in the point you want to be dropped
Thank you	Terima kasih	Hatur nuhun
Good morning	Selamat pagi	Wilujeng enjing

English	Indonesian	Sundanese
My name is 'X'	Nama saya 'X'	Nami abdi 'X'
I came from 'Y'	Saya berasal dari 'Y'	Abdi asalna ti 'Y'
I'm sorry	Saya mohon maaf	Punten/hapunten abdi*
You are very nice	Kamu sangat baik	(His/her name) bageur pisan
I am hungry/thirsty	Saya lapar/haus	Abdi lapar/haus
I need your help to..	Saya minta bantuan untuk...	Nyuhunkeun bantosana kanggo..
Let's go	Ayo	Hayu
It is so delicious	Makanannya sangat enak	Ieu raos pisan
I forget	Aku lupa	Abdi hilap
What are you doing?	Kamu sedang apa?	Nuju naon?

* Footnote

1. Punten have two meanings, apologizing and greeting
2. You can say 'Saya' or 'Aku' for 'I'. 'Saya' is formal language, and 'Aku' is informal language.
3. To say 'I' in Sundanese, you can say 'Abdi' or 'Abi'.

FINISHING YOUR PROGRAM



BEFORE YOU LEAVE CAMPUS

It's time to get moving, but don't let the end of your study abroad experience slip away. You can try to fit as much as you can into the time you have left. There's a lot you can do with your remaining time. Here are a few recommendations :



Book your flights



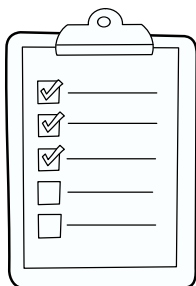
Start booking your flight. International flights tend to be the most affordable about 3-4 months in advance, though it's a good idea to start tracking prices early. The longer you wait to buy, the more expensive you can expect your flight to be.

Nearest airport :

Husein Sastranegara International Airport.



Finish up your last assignments



The end of the semester is usually packed with many paper assignments and exams. So, you have to balance your time wisely. Try to get your tasks done as early as you can.



Take a look at your bucket list



One of the reasons studying abroad is beneficial is that you have lots of time in your host country. You can visit certain places in Indonesia, especially in Bandung City, before you leave Indonesia.



Exchange contact detail with your professors and lecturer



Staying in contact with your professor and lecturer keeps you connected to your home country and allows you to continue learning. The other benefit is getting international references for your resume, especially in your field of study.



Keep in touch with your new friends



Going home after studying abroad is tough when you can't bring all your friends with you. Making connections is one of the best parts of studying abroad.

But there are lots of other ways to keep them in your life. You can connect with them through Skype, FaceTime, Instagram, Whatsapp, and other social media apps. Before you all part ways, make sure you know how you'll contact each other.

☐ Buy any souvenir



Sometimes giving some souvenirs from your country is a good thing to do before coming back. So, make sure if you have enough budget and luggage space, buy some souvenirs to give to your new friends and lecturer. That way, we can show our respect and appreciation towards the people that contribute or are part of our exchange program.

It's nice to have something to remind you of your study abroad experience. Buy some souvenirs from the traditional market or store that can become a memorable thing for you. You can bring souvenirs for your family, friends in your hometown and it is also essential to get souvenirs for people who helped you go abroad such as your lecturer.

☐ Donate any items that you can't bring home with you



Going home after studying abroad is a great excuse to cut down on things you don't need. You can donate them, give them to your local friends or bring them to a donation center.

☐ Last but not least



After finishing the exchange program, there are also essential things we need to prepare. Every exchange program usually has its way before ending program. It could be an awarding night, closing ceremony, dinner, etc. It will be good to wear traditional clothes from your country since we need to leave a good impression on your culture.

UPON YOUR DEPARTURE

☐ Get your transcript



After finishing all the events, prepare all the documents before leaving. We can ask for a transcript of the class that we took while joining the exchange program. If it is not a student exchange program, ask for a certificate or letter showing we have participated in the program. Usually, the college or organization has already prepared it for us.

☐ Departure day

☒ Check Everything



Once the departure time arrives, make sure you have already packed everything, including the essential documents, before going to the airport. Check all your documents such as your passport, flight ticket again. Your flight departure time and also don't forget to bring all the student documents.

☒ Go to the Airport



After arriving at the airport, immediately transfer your luggage to the airlines that you choose so you can walk freely or stroll around the airport while waiting for your flight.

While waiting, you can use your time to eat breakfast or lunch or maybe shopping. But remember always to check the time so you will not be late. Do not forget to check your flight's transit time if you need to transit before continuing the flight.

UPON YOUR ARRIVAL



Upon your arrival in your country, contact your family, friends, or university and the people from the exchange program and tell them that you have already arrived safely. Take your luggage and go to the immigration counter, so you can immediately meet your family or friends who wait for your arrival. If you bought much stuff, sometimes you will need to go to the tax counter to pay for your purchase tax after coming out from the immigration counter.

CHECKLIST

YOUR PROGRESS HERE

What to Do

Done (Checklist)

Book your flight

☐

Finish up your last assignments

☐

Take a look at your bucket list

☐

Exchange contact detail with your professors and lecturer

☐

Exchange contact detail with your new friends

☐

Buy any souvenir

☐

Donate any items that you can't bring home with you

☐

Prepare all the important documents

☐

Other administrative preparation (ex. KITAS)

☐

Check passport, flight ticket and flight departure time again

☐

Transfer luggage to the airline (check-in)

☐

Contact family, friends, university upon the arrival

☐

" If You're
Brave Enough
to *Start*, You're
Strong Enough
to *Finish* "

Gary Ryan Blair



**ASSURING
YOUR FUTURE**

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