



ANNOUNCEMENT

Number : 57 / UN7.P1/PENG/2021

of

ADMINISTRATIVE REGISTRATION AND VERIFICATION
FOR INTERNATIONAL STUDENTS ON UNDERGRADUATE
AND POSTGRADUATE PROGRAM
UNIVERSITAS DIPONEGORO
ODD SEMESTER ACADEMIC YEAR 2021/2022

Rector of Universitas Diponegoro hereby states that new international students are required to complete these following procedures.

A. ONLINE REGISTRATION

Online registration starts from 20 to 24 August, 2021 at website <https://regonline.undip.ac.id/>

- a. Login using test number as username and date of birth (DDMMYYYY) as password;
- b. Print out and put on signature on registration form and statement letter on obedience to university's regulation ([menu: Cetak Formulir](#));
- c. Upload documents as stated on the attachment ([menu: Upload Berkas](#)).

B. TUITION FEE PAYMENT

1. Tuition fee payment starts from 20 to 24 August, 2020;
2. The amount of tuition fee
 - For undergraduate program:
SK Rektor nomor 210/UN7.P/HK/2021 tentang Penetapan Besaran Uang Kuliah Tunggal (UKT) dan Sumbangan Pengembangan Institusi (SPI) Program Sarjana/ Diploma Universitas Diponegoro Tahun 2021, can be downloaded [LINK 1](#) or stated in your Letter of Acceptance.
 - For postgraduate program
SK Rektor nomor 348/UN7.P/HK/2021 tentang Penetapan Besaran Biaya Pendidikan Program Pascasarjana Universitas Diponegoro Tahun Akademik 2021/2022, can be downloaded [LINK 2](#) or stated in your Letter of Acceptance
3. Students pay the tuition fee by Bank Transfer using these credentials:

Account Name	: Bendahara Penerimaan Undip
Account Number	: 136-00-0559904-5
Name of Bank	: PT. Bank Mandiri (Persero) Tbk
Bank branch/address	: Jl. Prof. Soedarto, SH Tembalang Semarang
SWIFT BIC	: BMRIIDJA

Payment receipt (scanned) then submitted to keuangan@live.undip.ac.id with the subject "UKT International Students". This will notify our payment system to activate your account via Undip's online registration platform.

4. Students with scholarships disbursement must submit letter of guarantee /sponsorship or any other relevant documents signed by the scholarship provider. Undip scholarships' awardees can obtain this document through study programs.

5. Paid tuition fee cannot be withdrawn

C. UPLOAD FILE

1. Files uploaded by students include:
 - a. ID Card/ Passport
 - b. Registration Files
 - c. Photo
2. Detailed explanation regarding file upload, please click [LINK 3](#)

D. VERIFICATION AND TEMPORARY STUDENT CARD ISSUANCE

1. Documents uploaded will be verified [from 25 August, 2021](#) and the result will be announced [on 26 August, 2021](#);
2. If the file is declared NOT PASSED for verification because it does not meet the requirements, students can re-upload it on the [26 to 27 August 2021](#).
3. The re-uploaded file will be re-verified on [28 August, 2021](#) and will be announced on [29 August, 2021](#).
4. Students can print out temporary student card starts from [29 August, 2021](#);
5. Temporary student card can be traded with valid student card after the students complete all the requirements as attached.

E. CREATING SINGLE SIGN ON (SSO) ACCOUNT

After issuing temporary student card, next step is creating SSO account

1. Login to student's personal email which is registered on registration online platform;
2. Check inbox or spam and open the email sent by Undip;
3. Click link on the email and follow the instruction.

F. OTHER CONDITIONS

The enrollment will be canceled if the students:

1. Provide the invalid information
2. Do not perform registration and verification on the time scheduled
3. Do not meet the requisite of health state

G. INFORMATION

1. Frequently asked questions are detailed at <https://regonline.undip.ac.id/> menu **FAQ**.
2. Other information can be obtained via *online chat* at <https://halo.undip.ac.id/> by mentioning *registration/test number and full name*
3. Questions which are already explained on FAQ will not be considered priority

Semarang, 20 August, 2021

On behalf of Rector,

Vice Rector for Academic and Students Affair



Prof. Budi Setiyono, S.Sos., M.Pol.Admin., Ph.D
NIP. 197110111997021001

**SCHEDULE OF INTERNATIONAL STUDENTS ADMISSION
ACADEMIC YEAR 2021/2022**

DATE	ACTIVITY	NOTE
20 – 24 August, 2021	Online registration	Apps Reg Online Menu Data
	- Upload ID Card/ Passport - Upload registration documents - Upload Health Certificate - Upload Photo	Apps Reg Online Menu Upload Berkas
	Print out registration online and statement letter	Apps Reg Online Menu Cetak Formulir & KTM
	Tuition fee payment	Bank Transfer
25 August, 2021	Documents verification	Apps Reg Online
26 August, 2021	Announcement (phase 1)	Apps Reg Online
26 – 27 August, 2021	Re-upload for the NOT PASSED file	Apps Reg Online Menu Upload Berkas
28 August, 2021	Documents verification	
29 August, 2021	Announcement (phase 2)	Apps Reg Online
29 August, 2021	Print out temporary student card	Apps Reg Online Menu Cetak Formulir & KTM
20 August 2021 (passed)	Diponegoro International Orientation Day 2021	io.undip.ac.id
To be confirmed	Class Commencement	io.undip.ac.id

Semarang, 20 August, 2021

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