

REGISTRATION PROCEDURES FOR THE INTERNATIONAL CLASS CANDIDATES
INTERNATIONAL CLASS STIKOM LSPR – Jakarta

Overview of the International Class

The International Class of LSPR Jakarta is a Bachelor Programme in Communication Studies majoring in Public Relations and Marketing Communication. This Programme is designed based on the principles of the education system of Indonesia which is a process of developing individuals in elements of knowledge, intellectual and practical skills, managerial skills as well as attitude and behavior. It provides appropriate education to the Expatriate Community and Indonesian citizens who are proficient in English so that they can be more effective and efficient in learning the key elements and those who prioritise an applicable education structure, by the use of a dynamic system of teaching and English as the medium of language in the delivery method.

1. ADMISSION REQUIREMENTS:

A. All applicants are required to provide and fulfill the following:

1. Visit the LSPR website at www.lspr.edu click on “Online Registration” and fill in the online form accordingly.
2. After submitting the form, a BCA Virtual Account shall appear where you will need to transfer or deposit **Rp. 250,000,-** for the payment of the Registration form.
3. Bring the original proof of payment along with the following requirements:

B. Submission of Academic, Legal Visa and others:

1. Provide Academic Records: Three (3) Photocopies of high school diploma (certified true copies legalized by previous school principal).
2. One (1) copy of National Examination Result (SKHUN) legalized by the school principal or equivalent examination conducted by your country. If not, you may submit a photocopy of your legalized PAKET C results.
3. **For Foreigners:** Provide Information about Citizenship and Legal Visa: photocopy of passport and valid visa for the period of time necessary to study in Indonesia.
4. **For Indonesians:** a photocopy of your Personal Identity Card / Indonesian Driver License / Passport.
5. A legalized letter from the office of Ministry of Education for overseas graduates or International school.
6. 4 copies of latest (3x4) colored photograph wearing a collared shirt. (Any plain background).
7. Health certificate from a doctor stating that the candidate is free from infectious diseases for foreign students.

After all the requirements are completed, you will be informed of the date to take the entry test (Written & Interview). The test material will cover General Knowledge/Math Logic and English Proficiency.

Reminders:

- All documents that are not in either Indonesian or English must be translated into English through legitimate institutions (sworn translator).
- For students who graduated from an International School / Overseas: You must proceed to process equalization (penyetaraan) of the High School diploma and/or other diplomas to be submitted to LSPR.

2. Secure a passing grade in the General Entry Test

Entry Test Categories:	Time:
A. General Knowledge Test (in English)	10:00 AM – 10:30 AM
B. Math and Logic Test (in English)	10:30 AM – 11:00 AM
English Proficiency Test	
C. Writing	11:15 AM - 11:45 AM
D. Listening	1:30 PM - 2:05 PM
E. Grammar	2:05 PM - 2:30 PM
F. Reading	2:30 pm - 3:25 PM
G. *Interview (in English)	*to be scheduled

- The test is scheduled on a **Friday**, every month from **10:00 AM to 4:30 PM** and are subject to change with or without notice.
- You are expected to confirm of your attendance **at least a day** before the exam.
- International Class Candidates are expected to have at least a TOEFL score of **500**. For prospective students who still need to improve their English Proficiency, TOEFL classes will be conducted by LSPR English Division.
- If a student passes the entry exam, he/she will be scheduled for an interview conducted in English.
- For students residing outside of Jakarta, a separate schedule can be arranged upon request.

3. The English Proficiency Test

- As part of the process to be eligible to join the LSPR International Class Programme, prospective candidates are required to have a minimum TOEFL score of 500 in listening, grammar and reading and a score of **4 or above** in the writing section.
- The TOEFL paper-based test will be conducted during the recruitment process as follows:

Part 1 - Writing	30 minutes	} Score calculated towards the 500
Part 2 - Listening	35 minutes	
Part 3 - Grammar	25 minutes	
Part 4 - Reading	55 minutes	
Total time required	2 hours 25 minutes	