

TUTORIAL FOR ONLINE APPLICATION NON-DEGREE PROGRAMS

Directorate Partnership, Alumni and International Affairs

Application for International Students Non-Degree Programs

- Application can be conducted through <https://admission.ugm.ac.id/>
- Click **Apply** on the right corner of the web page



WELCOME TO

INTERNATIONAL STUDENT PROGRAMS

Universitas Gadjah Mada welcomes students from around the world to apply and take advantage of the high-quality education that the university has to offer.



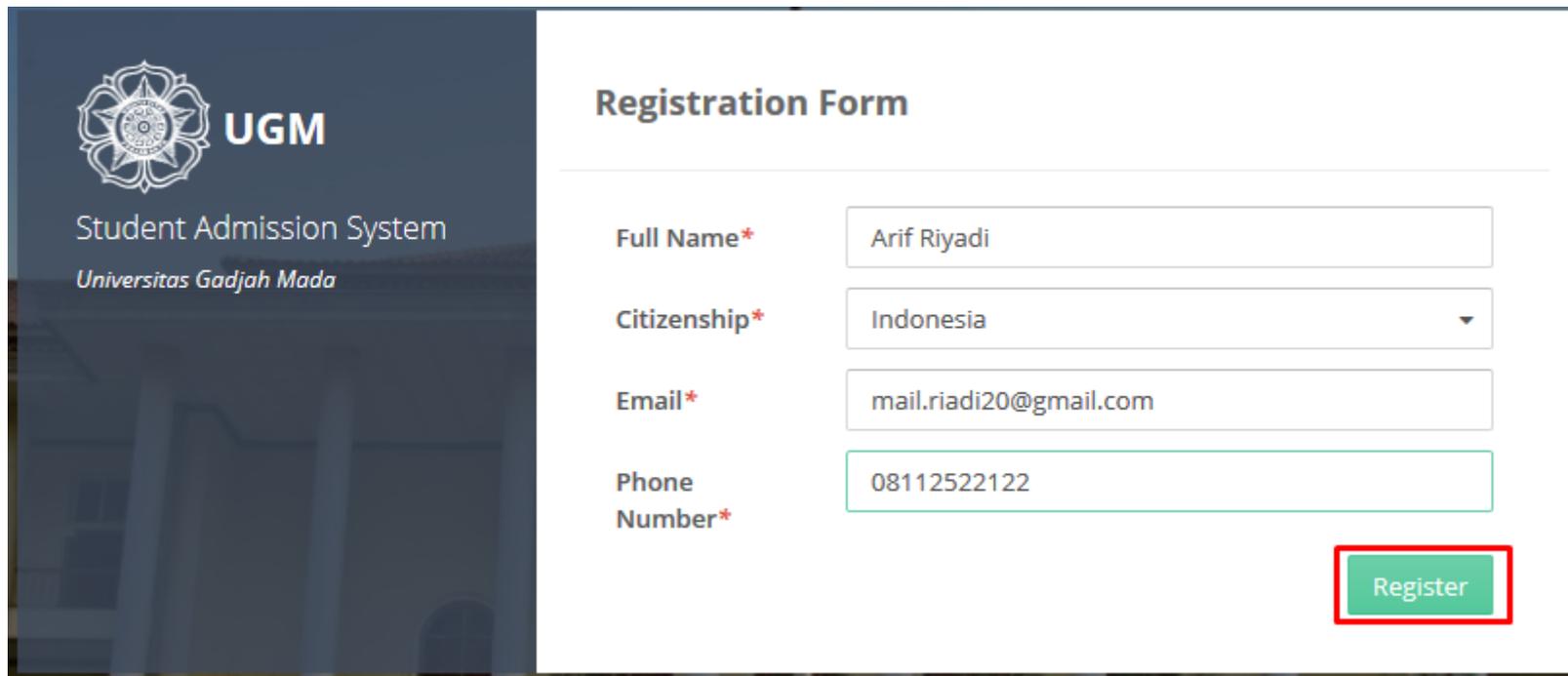
Enrollment

- Participant *sign up* through the web in order to get username and password

The image shows a web interface for the UGM Student Admission System. On the left, there is a dark blue sidebar with the UGM logo, the text 'UGM Student Admission System Universitas Gadjah Mada', and a green 'Sign Up' button highlighted with a red rectangle. On the right, there is a white login form titled 'Log into your account'. It contains three input fields: 'Email', 'Password', and 'captcha'. The 'captcha' field shows a distorted image with the numbers '2' and '425'. There is a refresh button next to the captcha field. At the bottom right of the form is a green 'SIGN IN' button.

Enrollment

- Participant fill out the registration form, click **register**
- Participant will get notification through email



The screenshot shows the UGM Student Admission System registration form. On the left, the UGM logo and text "UGM Student Admission System Universitas Gadjah Mada" are displayed. The main form area is titled "Registration Form" and contains four input fields: "Full Name*" with the value "Arif Riyadi", "Citizenship*" with a dropdown menu showing "Indonesia", "Email*" with the value "mail.riadi20@gmail.com", and "Phone Number*" with the value "08112522122". A green "Register" button is located at the bottom right of the form, highlighted with a red border.

Full Name*	Arif Riyadi
Citizenship*	Indonesia
Email*	mail.riadi20@gmail.com
Phone Number*	08112522122

[Register](#)

Enrollment

- Participant verify the registration to activate the account

NOTIFICATION

Thank you for signing up!

We just need to verify your email address to complete your account registration.

Please click this link to activate your account:

[Verify Email](#)

After activation you may login to this [link](#) using the following username and password

Username : mail.riadi20@gmail.com

Password : XXXXXXXXXX

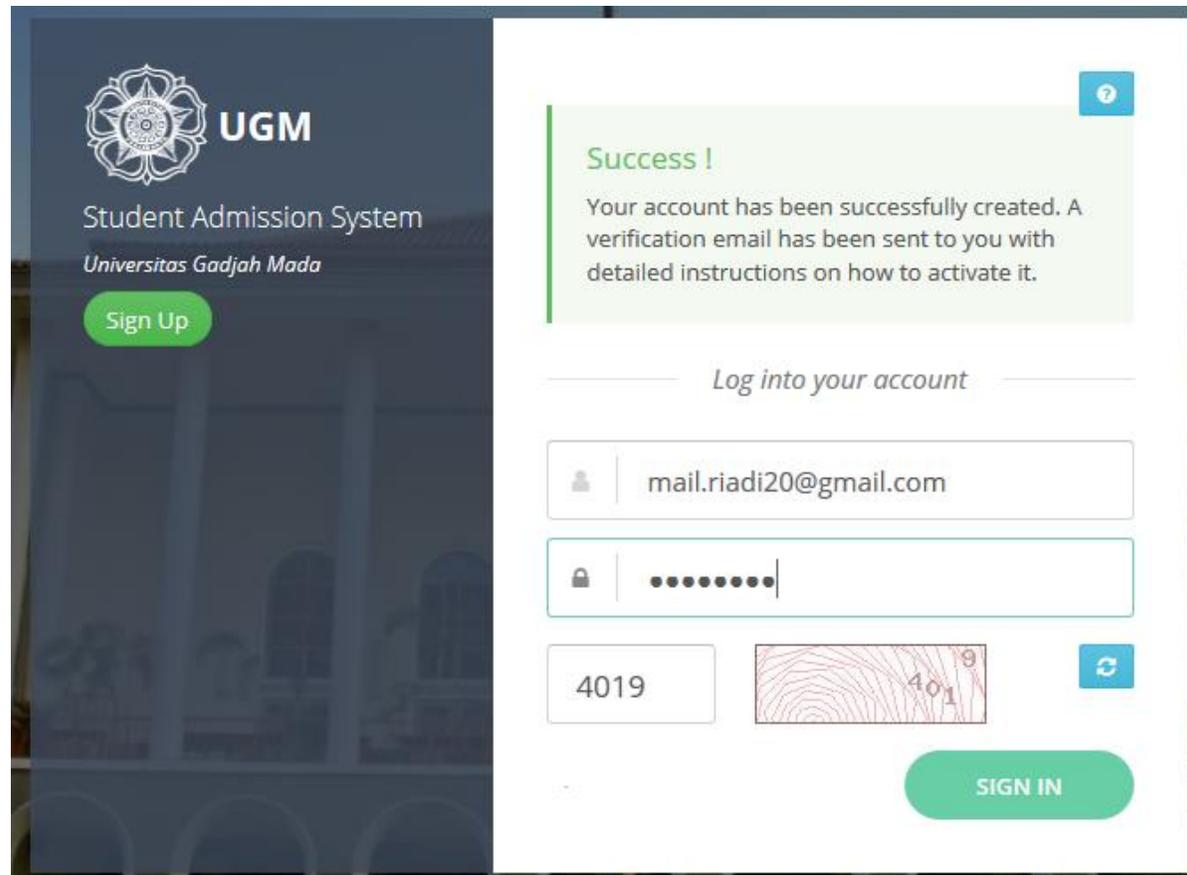
If you have not signed up for OIA UGM, please ignore this email

Thank you

This is an automatically generated email, please do not reply.

Enrollment

- Participant *sign in* using username and password from the email sent



The screenshot displays the UGM Student Admission System interface. On the left, the UGM logo and text 'UGM Student Admission System Universitas Gadjah Mada' are visible, along with a 'Sign Up' button. The main content area features a green success message: 'Success! Your account has been successfully created. A verification email has been sent to you with detailed instructions on how to activate it.' Below this is a 'Log into your account' section with input fields for email (mail.riadi20@gmail.com) and password (masked with dots). A CAPTCHA image with the number '4019' is shown, along with a fingerprint scanner icon and a 'SIGN IN' button.

Enrollment

- Click **Apply** and choose the program

Non-Degree Programs

Summer Courses

1 **Summer Course on Tropical Agricultural Technology** Apply

Status : **Open**

Website : **rce.ugm.ac.id**

Registration Period : **Tuesday, 1 May 2018 - Friday, 31 August 2018**

Administrator: **University**

Length of Study : **0 Month(s)**

Contact Person : **Arif**

Email : **arif.riyadi@ugm.ac.id**

Phone : **+628112522334**

Language Course (INCULS)

Student Exchange

Internship

Enrollment

- Fill out the registration form (**red stars** indicated that it has to be filled out, click submit)

Office Address*

Jogja

Field Office Address is required.

Phone*

089652

Field Guarantor Phone is required.

Fax

0872321

Email*

puji_astuti@ugm.ac.id

Field Guarantor Email is required.

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 Submit

Enrollment

- Upload documents, click submit

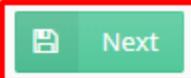
Document Management 

No (1)	Document Type (2)	Dokumen Ext (3)	Upload (<i>maximum file size allowed is 2MB</i>) (4)
1	Color scan of passport*	pdf	<input type="text" value="No file selected..."/> <input type="button" value="Choose"/> <input type="button" value="Submit"/>
2	Curriculum vitae (resume/personal data)*	pdf	<input type="text" value="No file selected..."/> <input type="button" value="Choose"/> <input type="button" value="Submit"/>
3	Financial support statement* (Download financial support statement)	pdf	<input type="text" value="No file selected..."/> <input type="button" value="Choose"/> <input type="button" value="Submit"/>
4	Personal statement* (Download personal statement)	pdf	<input type="text" value="No file selected..."/> <input type="button" value="Choose"/> <input type="button" value="Submit"/>
5	Recommendation/nomination letter from home university*	pdf	<input type="text" value="No file selected..."/> <input type="button" value="Choose"/> <input type="button" value="Submit"/>
6	Diplomas	pdf	<input type="text" value="No file selected..."/> <input type="button" value="Choose"/> <input type="button" value="Submit"/>
7	Academics records*	pdf	<input type="text" value="No file selected..."/> <input type="button" value="Choose"/> <input type="button" value="Submit"/>
8	Official passport size photograph*	pdf	<input type="text" value="No file selected..."/> <input type="button" value="Choose"/> <input type="button" value="Submit"/>
9	Good health statements from applicant's doctor (any format is acceptable)*	img	<input type="text" value="No file selected..."/> <input type="button" value="Choose"/> <input type="button" value="Submit"/>
10	IELTS/TOEFL Sertificate	pdf	<input type="text" value="No file selected..."/> <input type="button" value="Choose"/> <input type="button" value="Submit"/>

Enrollment

- Click **next** for the next steps

6	Diplomas	pdf	175_6_02052018110801.pdf	preview	delete
7	Academics records*	pdf	175_7_02052018110809.pdf	preview	delete
8	Official passport size photograph*	pdf	175_8_02052018110817.pdf	preview	delete
9	Good health statements from applicant's doctor (any format is acceptable)*	img	175_9_02052018110825.pdf	preview	delete
10	IELTS/TOEFL Certificate	pdf	175_16_02052018110834.pdf	preview	delete

A green button with a white document icon and the text "Next". The button is highlighted with a red rectangular border.

Enrollment

- Thicken out the Terms of Agreement and click submit

Terms of Agreement



hereby certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement may disqualify me for benefits.

Submit

Enrollment

- Display of successful registration

Success !
Data submission has been completed.

[Back](#)

Information

Your data has been locked and waiting for verification from Office of International Affairs.

Personal Data

Full Name	Arif Riyadi
Given/First Name	Arif
Family/Last/Surname	Riyadi
Gender/Sex	male
Nationality	Indonesia
Place of Birth	Sleman
Date of Birth	2010-06-15

QA - Correspondence

- Further inquiries of the programs could be conducted through menu **Correspondence**

Information

Please kindly clarify your plan of study through the following form.
Choose the category that match your preferences.

Correspondence



Please write your questions

No file selected...

*.pdf, *.doc, *.jpeg file format only (maximum file size 2MB)

Thank You