

# **FISIPOL UGM** **ASEAN+1 Scholarship Program**

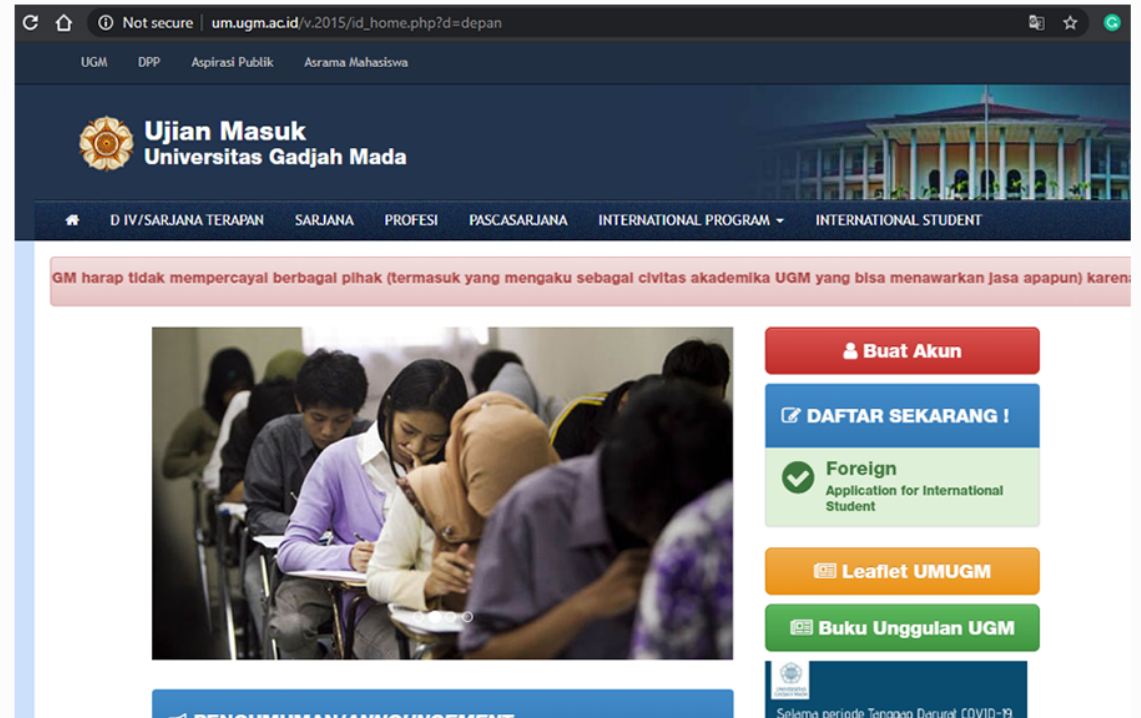
Application Guideline



## Application Guideline

# Accessing the portal

1. Go to **um.ugm.ac.id**
2. Click “Foreign”



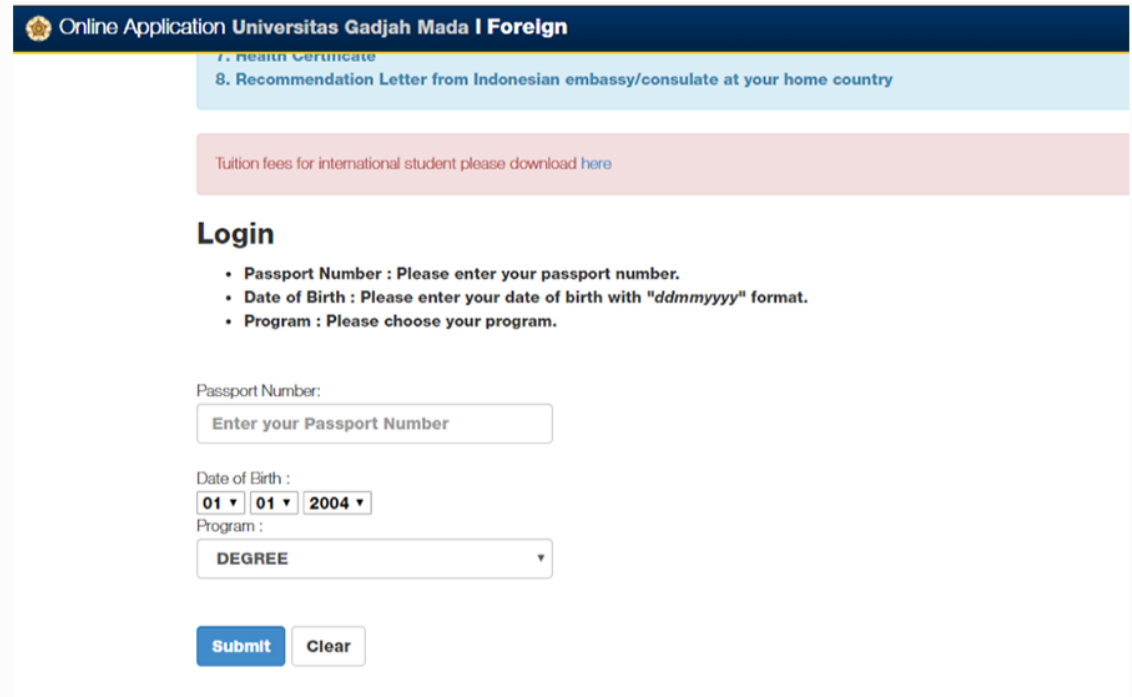
*you will be greeted by this page.*

## Application Guideline

# How to login

3. Scroll down, you will find a **login section**. Fill your passport number and your date of birth. Then, choose **DEGREE** program

4. Click “Submit” and there will be an information page of the documents that you will need during your application process.



The screenshot shows the 'Online Application Universitas Gadjah Mada I Foreign' interface. At the top, there is a dark blue header with the university's name. Below the header, there are two light blue boxes containing links for '7. Health Certificate' and '8. Recommendation Letter from Indonesian embassy/consulate at your home country'. A pink box below these contains a link for 'Tuition fees for international student please download here'. The main section is titled 'Login' and contains three bullet points: 'Passport Number : Please enter your passport number.', 'Date of Birth : Please enter your date of birth with "ddmmyyyy" format.', and 'Program : Please choose your program.'. Below these instructions are three input fields: a text box for the passport number, a date picker for the date of birth (showing 01/01/2004), and a dropdown menu for the program (showing DEGREE). At the bottom of the form are two buttons: 'Submit' and 'Clear'.

Online Application Universitas Gadjah Mada I Foreign

7. Health Certificate

8. Recommendation Letter from Indonesian embassy/consulate at your home country

Tuition fees for international student please download [here](#)

### Login

- Passport Number : Please enter your passport number.
- Date of Birth : Please enter your date of birth with "ddmmyyyy" format.
- Program : Please choose your program.

Passport Number:

Enter your Passport Number

Date of Birth :

01 ▼ 01 ▼ 2004 ▼

Program :

DEGREE ▼

Submit Clear

*you will find this page.*



## Application Guideline

# Please pay attention!

All of the submitted information, **cannot be changed**. Incomplete application will not be processed. Before you start to do the online application, make sure that you have all required information as follows.

### Personal Information

- Degree Preferences\*
- First Major Preference\*
- Second Major Preference\*
- First Name\*
- Last Name\*
- Nationality\*
- Country of Origin\*
- Place of Birth\*
- Date of Birth \*
- Passport Number
- Permanent Resident Address\*
- Phone Number\*
- Alternate Phone Number
- Gender\*
- Email\*

### Family Information

- Father's Name
- Mother's Maiden Name\*
- Father's Date of Birth
- Mother's Date of Birth
- Father's Education Background
- Mother's Education Background
- Father's Occupation
- Mother's Occupation

### Educational Background Information

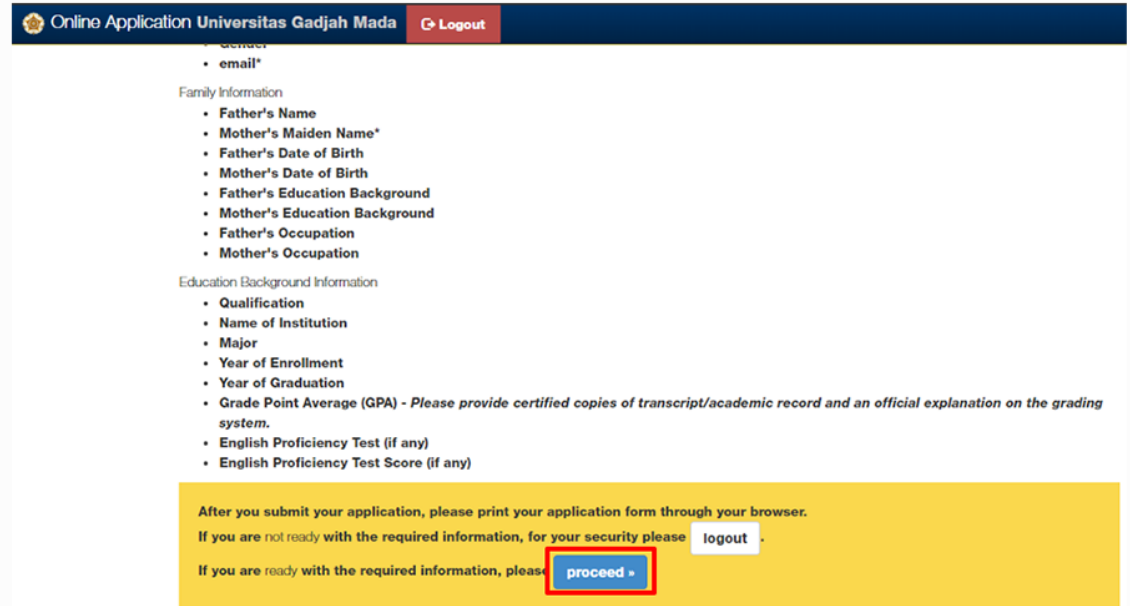
- Qualification
- Name of Institution
- Major
- Year of Enrollment
- Year of Graduation
- Grade Point Average (GPA) - Please provide certified copies of transcript/ academic record and an official explanation on the grading system.
- English Proficiency Test (required for the scholarship)
- English Proficiency Test Score (required for the scholarship)

*\*field with asterisk must be completed*

## Application Guideline

# Register yourself

5. Once you have all the required documents ready, click “**Proceed**”



Online Application Universitas Gadjah Mada Logout

• email\*

Family Information

- Father's Name
- Mother's Maiden Name\*
- Father's Date of Birth
- Mother's Date of Birth
- Father's Education Background
- Mother's Education Background
- Father's Occupation
- Mother's Occupation

Education Background Information

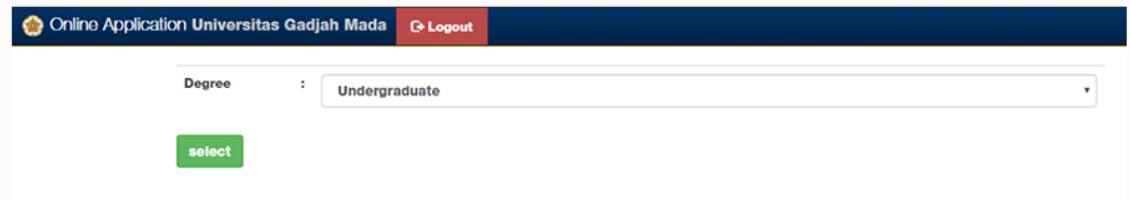
- Qualification
- Name of Institution
- Major
- Year of Enrollment
- Year of Graduation
- Grade Point Average (GPA) - Please provide certified copies of transcript/academic record and an official explanation on the grading system.
- English Proficiency Test (if any)
- English Proficiency Test Score (if any)

After you submit your application, please print your application form through your browser.

If you are not ready with the required information, for your security please [logout](#).

If you are ready with the required information, please [proceed](#).

6. Choose **Undergraduate** and click “Select”



Online Application Universitas Gadjah Mada Logout

Degree : Undergraduate

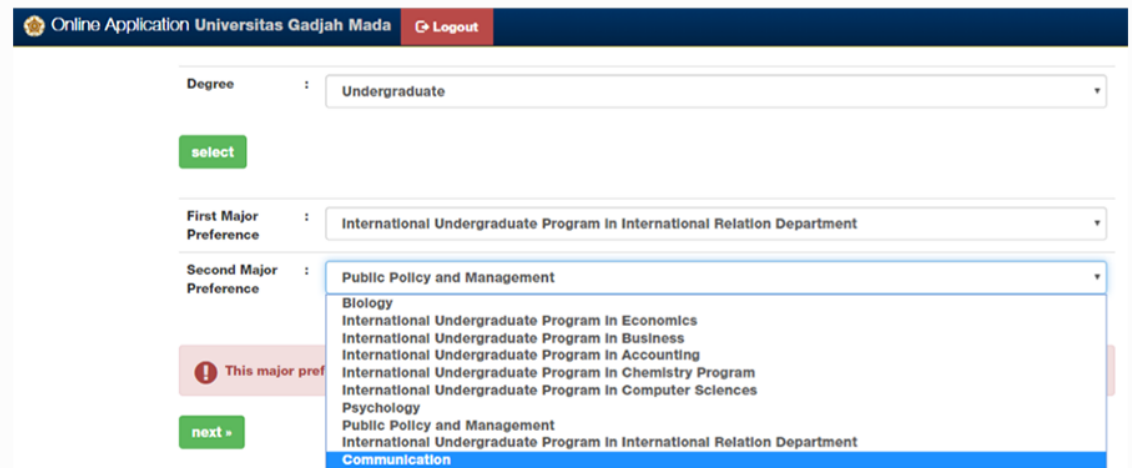
[select](#)

*you will find this.*

## Application Guideline

# Choose your preferred major

7. Choose your preferred major. To apply in the Faculty of Social and Political Sciences, please choose between:
- International Undergraduate Program in International Relation Department
  - Public Policy and Management
  - Communication



The screenshot shows the 'Online Application Universitas Gadjah Mada' interface. At the top, there is a header with the university name and a 'Logout' button. Below the header, the 'Degree' is set to 'Undergraduate'. A green 'select' button is visible. The 'First Major Preference' is set to 'International Undergraduate Program in International Relation Department'. The 'Second Major Preference' is set to 'Public Policy and Management'. A dropdown menu is open, showing a list of majors: Biology, International Undergraduate Program in Economics, International Undergraduate Program in Business, International Undergraduate Program in Accounting, International Undergraduate Program in Chemistry Program, International Undergraduate Program in Computer Sciences, Psychology, Public Policy and Management, International Undergraduate Program in International Relation Department, and Communication. A red warning box with an exclamation mark and the text 'This major pref' is visible next to the dropdown. A green 'next »' button is at the bottom.

*you will find this.*

8. Click “Next”

## Application Guideline

# Fill your personal information

9. Fill the Personal Information form with your correct information and click “Next”
10. **IMPORTANT!** You are required to fill all of the Education Background Information in order to be selected for the scholarship.
11. For Financial Statement, please fill with **FISIPOL ASEAN+1 Scholarship**
12. Upload the required documents, and click “Next” or ”Lanjut”

The screenshot shows the 'Online Application Universitas Gadjah Mada' interface. At the top, there is a header with the university name and a 'Logout' button. The main form area is titled 'Personal Information' and contains several fields: 'Name\*' (text input), 'Mother's Date of Birth' (date picker), 'Mother's Education Background' (dropdown menu), 'Mother's Occupation' (dropdown menu), 'Family Income' (text input), and 'Sibling(s)' (text input). Below these fields is a section titled 'Emergency Contact' with fields for 'Name\*', 'Phone Number\*', and 'Relationship\*'. At the bottom of the form are two buttons: 'cancel' and 'next »'.

The screenshot shows the 'Financial Statement' section of the application form. It has a title bar 'Financial Statement'. Below it, there is a label 'Self-paying/Sponsored' followed by a text input field containing 'FISIPOL ASEAN+1 Scholarship'. A small orange warning box below the input field states 'Guarantee letter must be uploaded after receiving LO'. At the bottom are two buttons: '« back' and 'next »'.

If you have any questions,  
please do not hesitate to contact us by email at [geo.fisipol@ugm.ac.id](mailto:geo.fisipol@ugm.ac.id)  
or WhatsApp messages at **+62 813 3827 7459**

