



LSPR Institute of Communication & Business

The Leading Graduate School of Communication & Business | ASEAN Global Campus

International Academic Study Program Factsheet LSPR Institute of Communication & Business Information Sheet (2025-2026)

General Information	
Name of University	LSPR Institute of Communication & Business
City, Country	Jakarta, Indonesia Bekasi, Indonesia Bali, Indonesia
Website	https://www.lspr.ac.id

International Relations & Partnership Office		
Official Email	internationaloffice@lspr.edu	
Student Inbound Program Officer	Name	Meviola Grachiella
	Position	Student Inbound Program Officer
	Email	meviola.g@lspr.edu
	Phone No.	+62 877 8556 1717
Student Outbound Program Officer	Name	Yosephin Sandy Christy
	Position	Student Outbound Program Officer
	Email	yosephin.sc@lspr.edu
	Phone No.	+62 812 6371 8539

Student Inbound General Information	
Exchange Period	Even / Spring Semester: 10th March 2025 - 4th August 2025 Odd / Fall Semester: 8th September 2025 - 2nd February 2026
Faculty/Departments at LSPR Institute	Faculty of Communication Faculty of Business
Medium of Teaching	Onsite & Online in English
How many credits are equivalent to full time studies per semester?	24 SKS / Credits in LSPR

<p>Nomination Process (Coordinator Only)</p>	<p>To submit the details of nominated students for the Spring 2025 program.</p> <p>Coordinators are required to send the nomination details via email.</p> <p>Email Recipients: Inbound Program Officer: meviola.g@lspr.edu LSPR International Office: internationaloffice@lspr.edu</p> <p>Subject Line: "Student Nomination for Spring 2025 from <University Name>"</p> <p>Please include the following details for each nominated student:</p> <ol style="list-style-type: none"> 1. Full Name of the Student 2. Email Address 3. Other Contact Details <ol style="list-style-type: none"> a. Mobile Number b. WhatsApp c. LINE ID (if relevant) 4. Faculty/Department (in which the student is currently studying at their home institution) <p>Important Notes:</p> <p>Passports must be valid for at least 6 months after the end of the exchange program. This means the passport should remain valid for at least 6 months before August 4, 2025, for the Spring Semester and February 2, 2026, for the Fall Semester.</p>
<p>Application Periods and Deadlines</p>	<p>Fall Semester</p> <ul style="list-style-type: none"> - Calling for nominations: 14th March 2025 <p>Deadline:</p> <ul style="list-style-type: none"> - Nomination: 21st April 2025 - Registration & Document Submission: 16th May 2025 - Payment Visa: 26th May 2025 <p>Spring Semester 2025-2025</p> <ul style="list-style-type: none"> - Calling for nominations: 12th September 2025

	<p>Deadline:</p> <ul style="list-style-type: none"> - Nomination: 24st October 2025 - Registration & Document Submission: 14th November 2025 - Payment Visa: 28th November 2025
<p>Application Requirements</p>	<p>Once we receive the complete nomination details, students must register using the following link: https://forms.gle/o8WDNb26SiM22EtL8</p> <p>Please note: Each nomination should be submitted separately.</p>
<p>Application Procedures</p>	<ol style="list-style-type: none"> 1. Coordinator Submission: Coordinators send student nominations. 2. Online Registration: Students complete their registration online. 3. Visa Document Submission: Required documents for visa processing. 4. Confirmation of Acceptance (LOA): Receive your Letter of Acceptance. 5. Visa Payment: Process the necessary visa fees. 6. Learning Agreement: Complete and submit your learning agreement. 7. Exit Permit Only (EPO) Requirement: Needed upon finishing your studies.
<p>Visa Application Procedures</p>	<p>In addition to the online registration, students should send clear copies of the following required documents to internationaloffice@lspr.edu with subject title: <u>"Online Registration of <Insert Student's Name and University>"</u></p> <ol style="list-style-type: none"> 1. Completed Online Application form (PDF file, received upon filling the online form) 2. Passport Scanned copy (with minimum of validity of 18 months) 3. Curriculum Vitae (CV) 4. Latest Academic Transcript (Semester 1 – current) in English 5. Colored pass photograph (4 cm x 6 cm) <i>*should be in professional attire with plain red background</i>

	<p>6. Financial Statement - Confirmation letter to be signed by parents over stamp (format is attached in Microsoft Word file)</p> <p>7. Statement Confirmation letter to be signed by students over stamp (format is attached in Microsoft Word file)</p> <p>8. Medical Statement</p> <p>9. Parental Consent Form (format is attached)</p> <p>10. Insurance copy (covering the entire duration of your stay here in Jakarta)</p> <p>11. Study Permit Application Form</p>
Pre-Departure Procedures	<p>Visa and Documents Students will receive their VISA, ITAS, and IMK upon completing the necessary procedures. These documents are essential for students staying in Indonesia.</p> <p>Accommodation Details Please ensure that students will provide their accommodation address in Jakarta. This information is crucial for coordination purposes and helps us facilitate a smooth transition for them upon arrival.</p>
Upon Arrival	LSPR will pick up students from the airport and transport them to their accommodation.
Orientation Date	<p>Orientation will be held one week before the first class starts.</p> <p>Spring Semester: September 8, 2025*</p>
Accommodation	*Details will be included in the handbook.
Medical Coverage	Students must have health insurance that is valid in Indonesia.
Distance from Airport	The distance from the airport to LSPR Sudirman Park is approximately 32 km.
Latest Reporting in Date	<ol style="list-style-type: none"> 1. Nomination Deadline Registration from partners: April 21, 2025 2. Registration and Document Submission Deadline for Students: May 16, 2025 3. Visa Processing Time: Allow 1 month for visa processing.
Issuance of Student Academic Record	3-4 weeks after Final Exam

Student Outbound General Information	
Exchange Period	Even / Spring Semester: March 2025 - August 2025 Odd / Fall Semester: September 2025 - January 2026
Level of Student	Year 3 and Year 4
Faculty/Departments at LSPR Institute	Faculty of Communication and Faculty of Business
How many credits are equivalent to full time studies per semester?	20 - 24 SKS
Application Requirements	<p>Students must register using the following link:</p> <p>Link IASP Fall Intake : https://docs.google.com/forms/d/e/1FAIpQLScUsTjoNn9gwtQFYJiKIXK-S3LSJ3AHsk399zisju9EStbn7A/viewform?usp=sf_link</p> <p>Link IASP Spring Intake : https://docs.google.com/forms/d/e/1FAIpQLSdM6mUX1fNguJGQYh4DPUrpnrM_2pwTXVkJYMz_hKIri111UbQ/viewform?usp=sf_link</p> <p>Link Joint or Double Degree : https://tinyurl.com/Joint-or-Doubl-Degree-Regist</p>
Academic Requirement (Minimum GPA)	3.25 from 4.0
Accommodation	*Details will be send by the Host University
Medical Coverage	Students must have health insurance that is valid in the Country that they are living in.
Latest Reporting in Date	<ul style="list-style-type: none"> ● Registration Deadline Fall : December 2025 ● Registration Deadline Spring: July 2025 ● Visa Processing Time: Once they get the Letter of Acceptance from Host University