



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 (2026-2027)

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 Inbound General Information	
Exchange Period	Odd / Fall Semester: 7th September 2026 - February 2027 Even / Spring Semester: March 2027 - August 2027
Faculty/Departments at LSPR Institute	1. Faculty of Communication 2. Faculty of Business 3. Postgraduate Programme (Master Degree)
Medium of Teaching	Onsite & Online in English
How many credits are equivalent to full time studies per semester?	24 SKS / Credits in LSPR (UGP) 18 SKS / Credits in LSPR (PGP Master)
Nomination Process (Coordinator Only)	To submit the details of nominated students for the Spring 2026/2027 program. Coordinators are required to send the nomination details via email.

	Email Recipients: Inbound Program Officer: meviola.g@lspr.edu LSPR International Office: internationaloffice@lspr.edu Subject Line: "Student Nomination for Spring 2026/2027 from <University Name>" Please include the following details for each nominated student: 1. Full Name of the Student 2. Email Address 3. Other Contact Details a. Mobile Number b. WhatsApp c. LINE ID (if relevant) 4. Faculty/Department (in which the student is currently studying at their home institution) Important Notes: Passports must be valid for a minimum of 18 months from the commencement of the exchange programme. Accordingly, students participating in the Spring Semester 2027 (March–August 2027) must hold a passport that remains valid until at least September 2028.
Application Periods and Deadlines	Fall Semester - Calling for nominations: 14th March 2026 Deadline: - Nomination: 22nd April 2026 - Registration & Document Submission: 16th May 2026 - Payment Visa: 26th May 2026 Spring Semester 2027-2027 - Calling for nominations: 23th September 2026 Deadline: - Nomination: 31th October 2026 - Registration & Document Submission: 15th November 2026 - Payment Visa: 28th November 2026

Application Requirements	Once we receive the complete nomination details, students must register using the following link: https://forms.gle/o8WDNb26SiM22EtL8 Please note: Each nomination should be submitted separately.
Application Procedures	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.
Visa Application Procedures	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> 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> 6. Financial Statement - Confirmation letter to be signed by parents over stamp (format is attached in Microsoft Word file) 7. Statement Confirmation letter to be signed by students over stamp (format is attached in Microsoft Word file) 8. Medical Statement 9. Parental Consent Form (format is attached)

	10. Insurance copy (covering the entire duration of your stay here in Jakarta) 11. Study Permit Application Form
Pre-Departure Procedures	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. 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.
Upon Arrival	LSPR will pick up students from the airport and transport them to their accommodation.
Orientation Date	Orientation will be held one week before the first class starts. <i>Spring Semester: March 22, 2027*</i> <i>Please note that the schedule is tentative and may be subject to change.</i>
Accommodation	Detailed accommodation information will be provided in the Student Handbook upon acceptance. LSPR does not provide on-campus housing. However, exchange students are encouraged to stay at one of the recommended apartment residences located near the LSPR Jakarta Campus, including: 1. Sudirman Park Apartment 2. Thamrin Residence 3. Thamrin Executive Residence These accommodations are within a convenient commuting distance to campus and offer various room types and facilities to suit different budgets. LSPR will be pleased to provide recommendations and assist students in connecting with trusted accommodation agents upon request.

Medical Coverage	All exchange students must obtain health and medical insurance that is valid in Indonesia for the full duration of their exchange programme. The insurance should cover medical treatment, hospitalization, and emergency care.
Distance from Airport	The distance from the airport to LSPR Sudirman Park is approximately 32 km.
Latest Reporting in Date	1. Call for Nominations: 23 September 2026* 2. Nomination Deadline: 31 October 2026* 3. Application & Document Submission Deadline: 15 November 2026* 4. Visa Payment Deadline: 28 November 2026* 5. Visa Processing Time: Approximately one month
Issuance of Student Academic Record	3-4 weeks after Final Exam