



**LSPR**

The Leading Graduate School of  
Communication & Business



Faculty of Communi  
Faculty of Business



2024

**LSPR INSTITUTE OF  
COMMUNICATION & BUSINESS  
INTERNATIONAL STUDENTS HANDBOOK  
FALL 2024**

Jakarta - Bekasi - Bali

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# WELCOME MESSAGE

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## **Gesille Sedra Buot, MBA**

Director

International Relations and Partnership Office

Welcome to Our Global Exchange Program!

On behalf of our esteemed faculty and vibrant student community, I extend a warm welcome to you as you embark on your journey with us through our Global Exchange Program. I am thrilled to witness the diverse perspectives and fresh ideas you will bring to our academic and cultural fabric.

Our institution prides itself on fostering an environment of inclusivity, innovation, and excellence. We are committed to providing you with a comprehensive learning experience that goes beyond traditional boundaries. Through this exchange, you will not only gain academic knowledge but also develop invaluable skills in adaptability, cross-cultural communication, and global awareness.

I encourage you to fully immerse yourself in this unique opportunity. Engage with your peers and faculty, participate in our wide array of extracurricular activities, and explore the rich cultural heritage our community has to offer. This journey is a chance for you to grow personally and academically, forging lasting connections across the globe.

We are excited to have you with us and look forward to your contributions to our academic community.

Here's to a successful and memorable exchange experience!

# LIFE ON CAMPUS





# ABOUT LSPR INSTITUTE OF COMMUNICATION & BUSINESS

The London School of Public Relations - Jakarta, established on 1 July 1992, is a private tertiary institution with undergraduate communication programs divided into six concentrations; Public Relations, International Relations, Marketing, Mass Communication, Digital Media Communication & Advertising and Performing Arts Communication, as well as post-graduate programs divided into four concentrations; Corporate Communication, Marketing Communication, International Relations Communication and Mass Media Management. LSPR was transformed into the LSPR Institute of Communication & Business based on the Decree of Ministry of Research, Technology and Higher Education Indonesia Number 1035/KPT/I/2019. LSPR now has two Faculties, the Faculty of Communication and the Faculty of Business. Apart from that, LSPR organizes 6 (seven) Study Programs, namely Communication Science Master's Program, Communication Science Undergraduate Program, Communication Science Distance Education Undergraduate Program held in Bali Province, Visual Communication Design Undergraduate Program, Management Undergraduate Program, Tourism Undergraduate Program.

On October 30 2023, the Ministry of Education through the Higher Education Service Institute (LLDikti) Region III issued a Decree to the London School of Public Relations (LSPR) Institute to organize an international doctoral level higher education program, thus expanding access to standard quality development of Indonesian human resources.

LSPR is accredited A by BAN – PT (National Accreditation Board for Higher Education). In 2019, LSPR was recognized as a campus that practices ethics, becoming a trusted educational institution from the Global Alliance for Public Relations and Communication Management. In 2021, the LSPR Faculty of Communication and Business Faculty received accreditation from the Global Alliance for Public Relations and Communication Management. In 2022, LSPR was accredited by the British Accreditation Council and LSPR was again included in the top 50 of WURI (World's Universities With Real Impact) for the category Entrepreneurial Spirit (rank 41), and Crisis Management (rank 46). In the national category, LSPR is an active participant in the State Defense Awareness Development Program (PKBN), receiving recognition for the 10 Best Social Media Performances at LLDikti Region III. Apart from that, together with Gunadarma University, the Kedai Reka Matching Fund consortium and obtained Higher Education grants for the implementation of the Independent Campus Learning Support System.

# WHO WE ARE

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1. The Leading Graduate School of Communication & Business
2. Premium Education Institution with Affordable Fees
3. Multicultural Environment
4. The First Inclusive (Special Needs Studies) Higher Education Institute in Indonesia
5. Fun Learning and Enjoyable Study Experience
6. Creative and Dynamic Ambiance
7. Centre for ASEAN Public Relations Studies
8. Centre for ASEAN Autism Studies
9. Initiator and Headquarters of ASEAN Public Relations Network
10. Centre for ASEAN Creativepreneur Studies
11. Global Alliance for Public Relations & Communication Management Asia Pacific Regional Office - Jakarta Hub
12. The Institution that prepares students to be competent in their chosen field by equipping students with Knowledge, Skills and Right Attitude

# THE MANAGEMENT

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- |   |                                    |
|---|------------------------------------|
| Dr. (H.C) Prita Kemal Gani, MBA, MCIPR, APR, FIPR | - CEO & Founder LSPR               |
| Dr. Andre Ikhsano                                 | - Rector                           |
| Dr. Janette M Pinariya                            | - Vice Rector I                    |
| M. Alppy Valdez, MMC                              | - Vice Rector II                   |
| Taufan Teguh Akbari, Phd                          | - Vice Rector III                  |
| Dr. Lestari Nurhajati                             | - Vice Rector IV                   |
| Dr. Rino F Boer                                   | - Director of Postgraduate Program |
| Mikhael Yulius Cobis, M.Si, M.M                   | - Dean of Communication Faculty    |
| Yuliana R. Prasetyawati, M.M                      | - Dean of Business Faculty         |
| Gesille Sedra Buot Zambrano, MBA                  | - Director of LSPR Bali            |

*\*Each student of International Study Program will be provided with a "Student buddy". Please contact the International Office for details.*

# INTERNATIONAL RELATIONS & PARTNERSHIP OFFICE **TEAM**

## **Gesille Sedra Buot, MBA**

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# LSPR CAMPUSES

JAKARTA - BEKASI - BALI



## LSPR Sudirman Park

Jl. K.H. Mas Mansyur No.Kav. 35, Jakarta Pusat, 10220, Indonesia



## LSPR Trans Park Juanda

Jl. Ir. H. Juanda, Duren Jaya, Bekasi Timur, 17113, Indonesia



## LSPR Bali

Jl. Raya Puputan No.140, Sumerta Kelod, Kec. Denpasar Tim., Kota Denpasar, Bali 80234

# LSPR INSITUTE



Prof. Dr. Djajusman Auditorium & Performance Hall



Amani Palladium Theatre



Computer Lab



Library Trans Park



Drama Room



Cafeteria



# FACULTY OF COMMUNICATION

*"To be a communication faculty role model in the development and application of communication in Indonesia and recognized internationally"*

## Communication Programme:

- Public Relations & Digital Communication
- Marketing Communication
- Performing Arts Communication
- International Relations Communication
- Film & Digital Media

## Visual Communication Design:

- Graphic Design Communication

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# FACULTY OF BUSINESS

*"To be a role model of faculty of business in the development and application of business in Indonesia and recognized internationally"*

## Management:

- Entrepreneurship & Leadership
- Digital Business Management

## Tourism:

- Hospitality and Tourism Business (Batch 1-3)
- Hospitality & MICE Management (batch 4)

## Business Service:

- Business Event & Enterprise

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# LSPR BALI

*"After all, This is Bali guys. But your education still No.1"*

- Undergraduate Blended Learning
- Undergraduate E-Learning
- One Year Vocational - Public Relations & Digital Communication

**\*If you wish to study in Bali, You still need to go to Jakarta first to settle down your KITAS**



Stay safe and Matur Suksma!

# ACADEMIC CALENDAR & GRADING SYSTEM

ODD SEMESTER 2024	
Start of Classes	9 September 2024
End of Classes	Early February 2025
Mid Semester Exam	Last October - Early November 2025
Final Exam	January - February 2025

- ***Dates stated may still change without prior notice.***
- Final and detailed Academic calendar will be given during the orientation day.
- Students are allowed to add and drop subjects or classes only during the first two weeks of semester.
- Exchange students are not allowed to take final exams earlier than the first two weeks of the exam period.
- Students who have absences more than 4 times will not be eligible to take the final exam.

## LSPR Grading Composition Grading System

A	90 - 100
A-	85 - <89.90
B+	80 - <84.90
B	75 - <79.90
B-	70 - <74.90
C+	65 - <69.90
C	60 - <64.90
C-	50 - <59.90
D and E	< than 49.90

# CAMPUS DRESS CODE



**BE COOL AND FOLLOW THE RULES**  
You'll Never Get a Second Chance to Make a First Impression

## PROPER CLOTHES IN CAMPUS



**ALWAYS USE YOUR STUDENT CARD IN THE CAMPUS AREA**

**PROPER DRESSCODE MAN**

**PROPER DRESSCODE WOMEN**

**BUSINESS ATTIRE IS COMPULSORY FROM SEMESTER 6 UNTIL SEMESTER 8**

## STRICTLY PROHIBITED



**BODY PIERCING**

**EXPOSED TATTOO**

**BACKLESS**

**OPEN SHOULDER**

**LOW CLEAVAGE**

**CROP TOP**



**TRANSPARENT CLOTH**

**LEGGING & LEGGINGS STRIPES PANTS**

**JOGGER & TRAINING PANTS**

**RIPPED JEANS**

**SHORT PANTS**

**MINI SKIRT**

**SENSITIVE & PROVOCATIVE PICTURE & WORDING**



**CHUNKY HEELS SANDALS**

**WEDGES SANDALS**

**MULES SANDALS**

**FLAT SANDALS**

**CROCS SANDALS**

**MOUNTAIN SANDALS**

### PROPER CLOTHES IN CAMPUS (DO'S)

Always use your student card in the campus area.



### Daily Look.



### Business Attire is Compulsory from Semester 6 until 8





# DISCOVER YOURSELF

The LSPR Centre for Excellence in English provides Academic and Business English (Year 1&2) and extracurricular (Year 1 to 4) English activities to LSPR students during their communication studies.

For ease of access, the LSPR Centre for "Excellence in English" is located in Sudirman Business Park and has experienced and qualified Native English teachers.

Our English certification of 12 levels is from internationally and locally recognized examination providers.

With classes of 16-20 students in a comfortable learning environment, you will find it easy to make friends and experience college life.

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## CLUB & COMMUNITY BEM LSPR:

- Hima Fakultas Komunikasi
- Hima Fakultas Bisnis
- LSPR Choir Club
- LSPR Teatro Club
- LSPR Dance Club
- Mr & Ms LSPR
- LSPR Martial Arts Club
- LSPR Band Club
- LSPR TV Club
- LSPR Radio Club
- LSPR News Club
- LSPR Modelling Club
- LSPR English Club
- LSPR Public Speaking
- LSPR Youth Diplomacy Community (YDC)
- LSPR Advertising Society Club
- LSPR Climate Change Champions Club (4C)
- LSPR Photography Club
- LSPR Basketball Club
- LSPR Futsal Club
- LSPR Hockey Club
- LSPR Cares Club
- LSPR Federation of Moslem Students
- London School Prayer Group – Kristen
- London School Prayer Group – Katolik
- Komunitas Mahasiswa Buddhist Pramudita LSPR (KMB Pramudita LSPR)
- LSPR Adventure Club
- LSPR Cheerleaders Club
- LSPR Badminton
- London School Gaming

# COST OF LIVING

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Details	Cost in Indonesian Rupiah
Rent: Shared Apartment (for 2 persons)	8,500,000 - 10,000,000 per month
Electricity Water (depends on usage)	1,000,000 - 1,500,000 per month
Food Around Campus (Simple Meal) Fine Dining + Beverages	100,000 (lunch & dinner per day) 250,000 - 300,000 (per outing)
Laundry	10,000 - 15,000 / kilogram
Transportation Busway (near Campus) Taxi - Blue Bird (Preferred)	3,500 (per trip, have to buy the cards for Rp. 40,000 with Rp. 20,000 credits) Starts with 7,500
Internet	100,000 - 450,000 (depends on package / provider)
Mobile Sim Card	20,000 Voucher denominations: 25,000; 50,000; 100,00

We are often asked, particularly by international applicants, to give some indication of the cost of living in Jakarta, Indonesia. This is quite a difficult exercise, as the cost of living depends to some extent on each individual student.

For example, spending on travel and social life can vary widely from student to student. Therefore, the following costs are only approximate estimates of monthly living expenses of a student living away from and at home during the exchange. Please note, these are approximate costs and will vary for individual students.

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## ACCOMMODATION

### SUBJECT TO CHANGE

Semi Furnished Apartment with 2 rooms (Sudirman Park)

Location : Beside LSPR

Cost : Rp. 8,500,000 /month/2-bedroom apartment

Security deposit : up to 1 month rental fee (will be given back a month after the rental agreement is over)

Additional Cost : Electricity and Water (depending on usage)

Payment Method : The total rent cost for 6 months and deposit need to be paid in advance for most of available accommodation units. Please kindly note that accommodation unit with monthly payment or once in three months payment is rarely available and would usually cost more

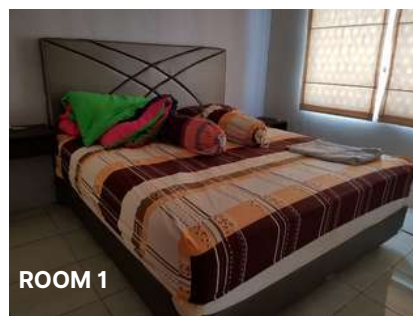
**APARTMENT VARIANT 1**



Not in Photo: Toilet Room with Wasing Machine & Small terrace

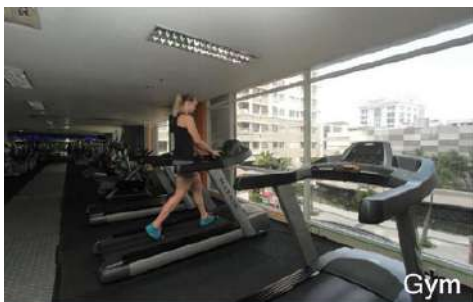


**APARTMENT VARIANT 2**



Not in Photo: Room 2, Bathroom Small terrace

**SUDIRMAN PARK APARTMENT FACILITIES**



Not in photo: 2 Convenient Stores, FamilyMart, Mini Mart, Coffee Shop, Japanese and Indonesian Restaurants, Laundry services, 24-hr security, Carpark

# VISA SERVICES

To process the student visa, the following are the set of documents which need to be provided to LSPR:

- Completed Online Application form (PDF file, received upon filling the online form)
- Passport Scanned copy (with minimum of validity of 18 months)
- Curriculum Vitae (CV)
- Insurance Copies (valid & covered in Indonesia)
- Latest Academic Transcript (Semester 1 – current) in English
- Colored pass photograph (4 cm x 6 cm) \*should be in professional attire with plain red background
- Financial Statement - Confirmation letter to be signed by parents over stamp (format is attached in Microsoft Word file)
- Statement Confirmation letter to be signed by students over stamp (format is attached in Microsoft Word file)
- Medical Statement
- Statement Letter: Fully vaccinated + 2 Doses of Vaccine with the COVID-19 Vaccine (Vaccine Card)
- Acknowledgement for Indonesian Student Visa, Regulations for International Arrival during COVID-19, and Accommodation procedure (format is attached)
- Parental Consent Form (format is attached)

Particulars	
Vailidty Period	6 months
Fee + administration fee, including: <ul style="list-style-type: none"><li>• Recommendation letter by Ministry of Education</li><li>• Clearing House letter</li><li>• VITAS</li><li>• KITAS</li><li>• Local Police Registration</li><li>• Population Registration Certificate</li><li>• Multiple Re-Entry</li><li>• EPO (Exit Permit)</li></ul>	<b>IDR 6.500.000</b>
Process Time	2-3 months

On completion of processing the student visa from Indonesia, a copy of the telex will be sent to you.

## E-Visa Fee: 150 USD

Therefore, You **don't need** to submit your passports and telex copy to the Indonesian Embassy to obtain the visa on your passport.

## Grand Total: IDR 6.500.000 + USD 150

*will be transferred to LSPR Bank Account*

## REGULATIONS DURING THE PANDEMIC COVID-19 FOR INTERNATIONAL ARRIVAL

*\*Update per 9 May 2022*

1. All foreign who come in to Indonesia need to have 2 Doses of Vaccine
  - If you not yet fully vaccinated due the medical reason, you need to attached the letter of confirmation from your respective hospital

# GENERAL INFORMATION

## Time Zones

Indonesia has three time zones—Western Indonesia Time which is GMT +7 (covering Sumatra, Java, Madura, West Kalimantan, Central Kalimantan), Central Indonesia Time which is GMT +8 (covering East and South Kalimantan, Sulawesi, Bali, Nusa Tenggara) and the last is Eastern Indonesia Time which is GMT +9 (covering Maluku and Irian Jaya).

The capital Jakarta is GMT + 7 or 16 hours ahead of US Pacific Standard Time.

## Office hours

Office hours start from 8 AM to 4 PM, or 9 AM to 5 PM. Lunch break occurs between 12 noon to 1 PM. Usually offices are closed on Saturdays, including government offices.

Government office hours start at 8 AM and end at 4 PM.

## Banking Hours

Standard banking hours are from 8 AM to 3 PM from Monday to Friday. However several banks open their branches in hotels (and some in malls) longer than office hour, a few are open on Saturdays so you might want to check first. Jakarta has a number of international banks, even though you can also exchange currencies in some hotel cashiers and official money changers.

## Currency

The Indonesia Rupiah is also called IDR. Information of daily exchange rate can be found in newspapers or from the net. Some Indonesia banks provide this on their websites. IDR and US\$ are the most acceptable currencies.

Most tourism resorts have money changer facilities. When you are traveling to remote areas it is advisable to exchange your money and clear your check. Credit cards are only acceptable in big hotels, restaurants, shops and traveling agencies.

## Electricity

Electric power supply is 220 volts in all regions. So be careful with your 110-volt electronic equipment. The sockets will only fit with with two pins rounded-tip plugs (technically known as Type C, E, and F) or use adaptors. Most hotels and many restaurants in large cities provide internet connections or free WiFi





# GENERAL INFORMATION

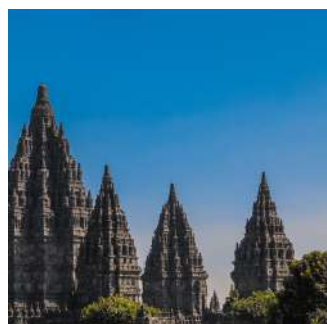
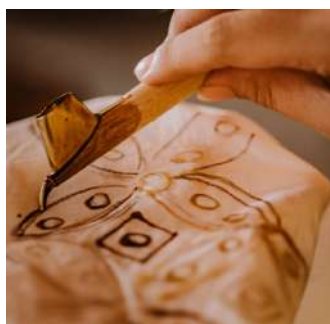
## Do's and Dont's

Indonesia has several traditions and customs and it is best if you know them beforehand. Some of them are:

- Traditionally, when you greet someone, both hands are used when shaking, without grasping.
- It is considered polite to make a phone call first before visiting.
- Shoes must be taken off before entering a house or place of worship like mosques.
- Usually drinks are offered to guests. It is polite to accept.
- When eating, receiving or giving something, always use your right hand. Right index finger should not be used to point a place, items or people. Use the right hand thumb and fold the remaining fingers to be more polite.
- Taking photographs of houses of worships is allowed, however permission should be asked first whenever possible, especially if you want to take pictures of the interior.
- Most Indonesian Muslims do not consume alcoholic drinks and pork.
- Hence, the tradition of proposing a toast to honor someone is not generally known.

## Travel Tips

- Plan your budget and choose your destination carefully. Indonesia is vast— each region has its own quirks and possibilities. For instance, if you plan to have some adventure in rugged terrains, it's advisable to come on dry season for rains might make your paths muddy.
- Make sure you find as many information as possible concerning Indonesia, especially about the visa.
- Have sufficient cash ready, usually US\$ is preferred. It can easily be exchanged in airports, hotels, banks or reputable money changers. Customs might ask you to show how much money you bring.
- Dress sufficiently. If you are female, make sure you dress accordingly. Skimpy clothing in public area, save from beaches and pools, might warrant unwanted attention.





# GENERAL INFORMATION

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## A. Indonesian Phrases

Bahasa Indonesia is relatively simple and by using a few phrases or sentences, you'll be more appreciated and respected. You can find Indonesian phrase books in good book shops. But these few pointers below can help. Try slipping a few of them in daily conversations and ask whether you get it right. It'll be a great ice breaker.

### English

How do you do?  
Good morning  
Good afternoon  
Goodbye  
Bon voyage  
Fine  
Welcome

### Indonesia

Apa kabar?  
Selamat pagi  
Selamat siang  
Selamat tinggal  
Selamat jalan  
Baik  
Selamat datang

### Question

Can you help me?  
How do i get there?  
How far?  
How long will it make?  
How much (price)?  
What is this/that?  
What is your name?  
When?  
Where?  
Why?

Dapatkah Anda membantu/menolong saya  
Bagaimana cara untuk ke sana?  
Seberapa jauh?  
Seberapa lama?  
Berapa harganya?  
Apa ini/itu?  
Siapa nama Anda?  
Kapan?  
Di mana?  
Kenapa / Mengapa?

### Personal Pronoun & Title

I	Saya
You	Kamu/Anda
We	Kami
He/ She	Ia/Dia (both are genderless)
They	Mereka
Mr.	Tuan
Miss	Nona
Mrs	Nyonya

### Directon

Go up	Naik
Go dow	Turun
Turn	Berputar
Right	Kanan
Left Front	Kiri
	Depan

### Mobile Phone Provider

- simPATI by Telkomsel
- KartuASbyTelkomsel
- Mentari by Indosat
- IM3 by Indosat
- XLbyXL
- Axis by XL
- Tri by Hutchison Three

# GENERAL INFORMATION

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## Problems on the Toll Roads

1. General Toll Road Information (801-1735)
2. Jaya I Cawang - Grogol - Airport (082 198 1166)
3. Jaya II Cawang - Priok - Pluit (430 - 0601 psw. 151 )
4. Jaya III Cikunir - Cakung (082 198 1196)
5. Jaya IV Pd. Pinang - Kp. Rambutan (082 198 1169)
6. Jaya V dan VI Jagorarawi - Cikampek - Tangerang (798 - 9702)
7. PT. Jasa Marga (801 1735; 800 7736; 08 002 1997)

## Jakarta Pusat

1. Fire Department (384 - 1216 ; 344 -1494)
2. Flood Control (384 - 6608 ; 380 - 3302)
3. RS. Cipto Mangunkusumo (330 - 808 ; 337 -507)
4. RS. Cikini DGI 336 -961 ; 310 - 7792)
5. RS. ST. Carolus (390 - 4441)
6. RS. Islam Jakarta (424 - 4308)

## Other Important Emergency Numbers

Jakarta - DKI Jaya - 113  
Report Phone Outage/Repairs - 117  
Postal Information - 161  
PLN - electricity repairs - 123  
HIV/AIDS information - 163  
Natural Disasters - 129  
Ambulance - 118

## Emergency Numbers in Jakarta

Below are listings for police, fire, flood control, hospitals and other important emergency phone numbers in Jakarta.

Fire - 113  
Police - 110  
Ambulance - 118

National Police HQ 021-721-8006  
Flood Centre 021- 819-6945  
Blue Bird Taxi - 021-794-1234 / 021-7917-1234

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## Grocery Purchase:

- Carrefour, ITC Kuningan (10 minutes by taxi)
- Papaya - Citywalk Sudirman (3 minutes walk)
- Giant Supermarket - Plaza Semanggi (15 minutes taxi)
- Ranch Market - Grand Indonesia
- Lotte Mart - Kuningan City (10 minutes by taxi)
- Hypermart - Thamrin City (15 minutes by taxi)



## Restaurants inside Sudirman Park:

- Saji
- Loka Padang
- The Lucy's
- Sederhana

**Citywalk Sudirman Ground Floor 9,  
Jl. K.H. Mas Mansyur, RT.01/RW.11,  
Karet Tengsin Daerah Khusus Ibukota Jakarta, 10220**

# LSPR STUDENT EXCHANGE

**#LSPRExploresTheWorld**

**Your International Journey Starts Here at LSPR!**



**"I expected the Indonesian cultures will be very different from Europe and that's what I really got. The LSPR atmosphere is really lively, energetic, and a lot more open toward new students. The lecturer is helpful to accommodate us and also the friends in LSPR."**

**Johanna Pinn - Student Exchange From Hanze University of Applied Science, Netherlands 2019**

**Soon Mi van Dijk - Student Exchange  
From Breda University of Applied Science, Netherlands 2020**

I chose the exchange program mainly because I knew that it would be fun and nice to work together with Indonesian people and learn more about their culture. Since I've been to Indonesia before, I already know that Indonesians are super friendly so that's definitely one of the reasons that I chose it because that way I knew for sure I would feel good at school. I really like the people of Indonesia and I think any country could be fun as long as the people are nice because making friends is the best. I can say that I did like working together with the people in my class!

**STORY  
REVEAL**

**#LSPRExploresTheWorld  
Your International Journey  
Starts Here at LSPR!**



# LSPR


The Leading Graduate School of  
Communication & Business

## INTERNATIONAL RELATIONS & PARTNERSHIP OFFICE

**Opening Hours and Contact Details:**  
Monday – Friday: 10:00 – 18:00

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## LSPR COMMUNICATION & BUSINESS INSTITUTE

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T: (+62) 021 – 8269 1720

LSPR Renon – Bali Campus  
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