

# Tutorial For Online Application

Directorate Partnership, Alumni  
and International Affairs  
Universitas Gadjah Mada





Oia

Directorate Partnership, Alumni  
and International Affairs  
Universitas Gadjah Mada

Tutorial For  
Online Application  
Non-Degree Programs



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

The screenshot shows a web browser window with the URL <https://admission.ugm.ac.id/> in the address bar. The page header includes navigation links: IT Center, Library, Research, and a search bar labeled 'Pencarian ...'. Below the header is a dark blue navigation bar with the UGM logo and the text 'ADMISSION UNIVERSITAS GADJAH MADA'. The main navigation menu includes: HOME, PROCEDURES AND REQUIREMENTS, PROGRAMS (with a dropdown arrow), LIVING IN YOGYAKARTA, and APPLY. The main content area features a white background with the text 'WELCOME TO INTERNATIONAL STUDENT PROGRAMS' and a paragraph: '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.' A red circle highlights the 'APPLY' button in the navigation menu, with a hand cursor icon pointing to it. Another red circle highlights the URL in the address bar.



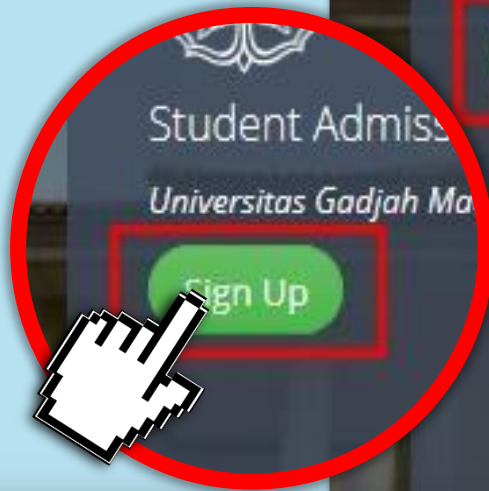
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Non-Degree Programs



Please **click**  
**'Sign Up'** to  
create account.



UGM  
Student Admission System  
Universitas Gadjah Mada

Sign Up

Log into your account

Email

Password

captcha

2  
425

SIGN IN



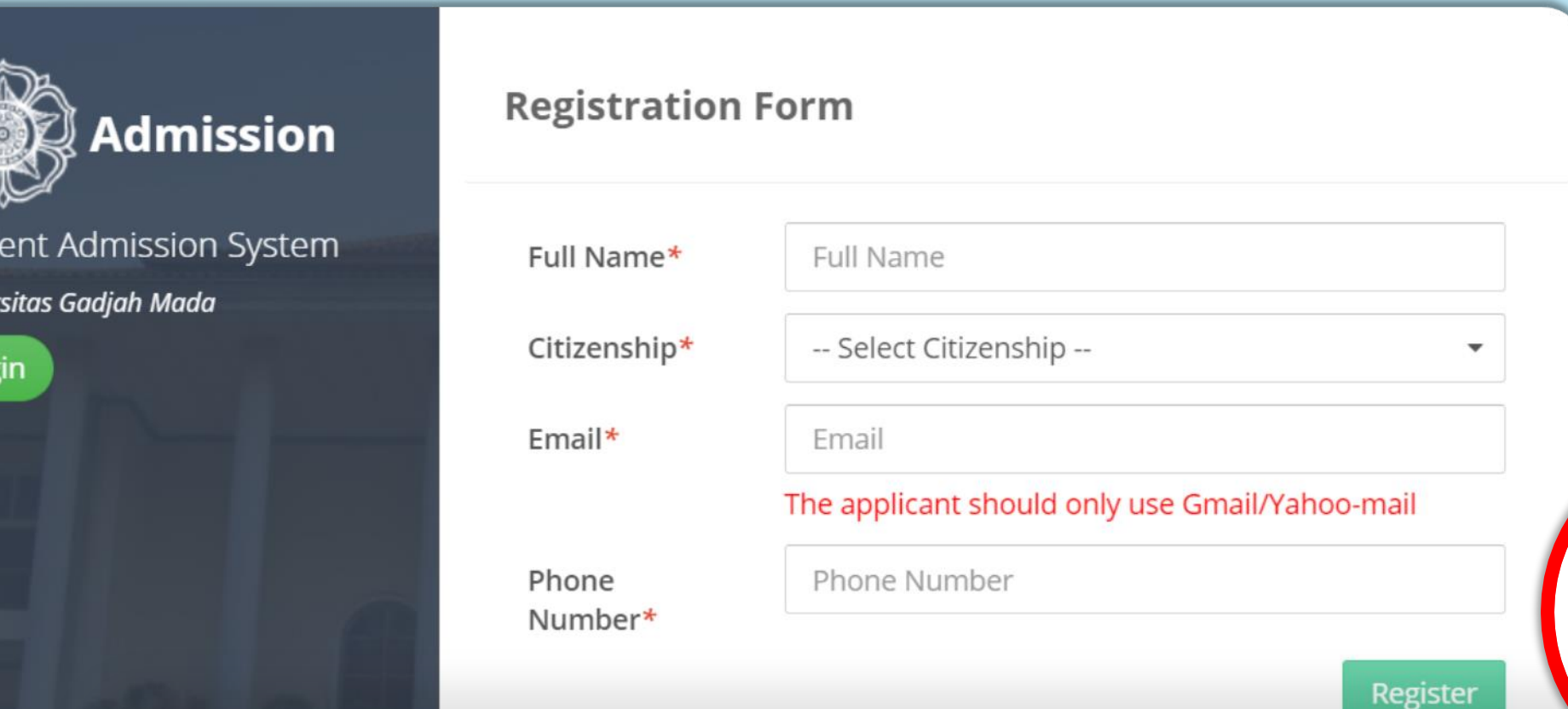
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Directorate Partnership, Alumni  
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Universitas Gadjah Mada

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Online Application  
Non-Degree Programs



**Fill out** the registration form (make sure you fill in the data correctly), **click 'Register'**.



The screenshot shows a web interface for a registration form. On the left, there is a dark sidebar with the text "Admission" and "ent Admission System" and "sitas Gadjah Mada". The main content area is titled "Registration Form" and contains the following fields:

- Full Name\***: A text input field with the placeholder "Full Name".
- Citizenship\***: A dropdown menu with the placeholder "-- Select Citizenship --".
- Email\***: A text input field with the placeholder "Email". Below this field, a red note states: "The applicant should only use Gmail/Yahoo-mail".
- Phone Number\***: A text input field with the placeholder "Phone Number".

At the bottom right of the form, there is a green button labeled "Register".

You will **receive** notification and information about the **username & password** in your email.





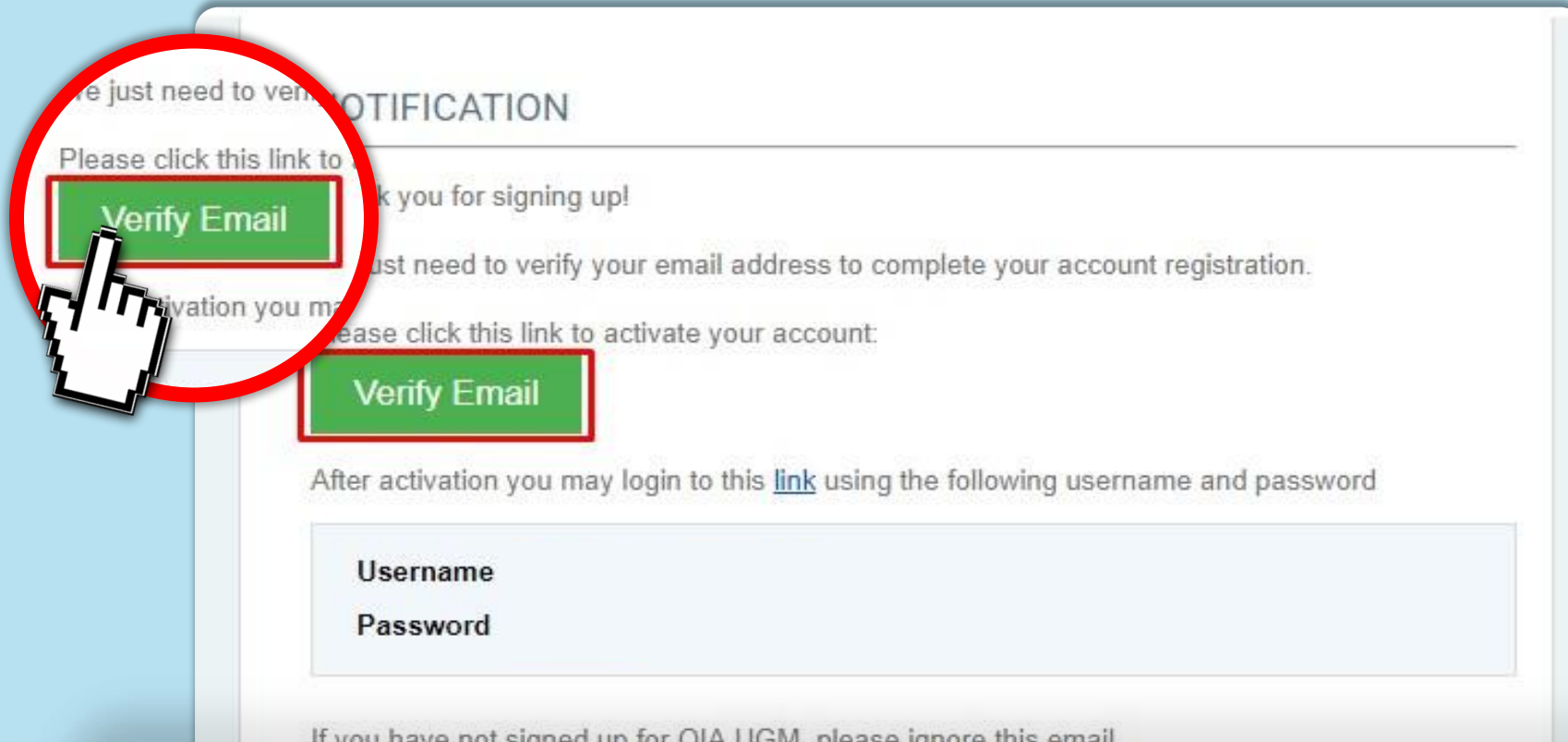
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and International Affairs  
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Non-Degree Programs



Please **sign in** into your personal email and check email from UGM.  
**Verify** the registration to activate the account by click **'Verify Email'**.



Your **username & password** for login into Student Admission System UGM.

You can change your password too.  
***If you won't change your password, we strongly suggest you to save this email.***



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and International Affairs  
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Non-Degree Programs



UGM

Student Admission System

Universitas Gadjah Mada

Sign Up

Success !

Your account has been successfully created. A verification email has been sent to you with detailed instructions on how to activate it.

Log into your account

4019

4019

SIGN IN

Then please **'sign in'** using  
username and password in  
**[admission.ugm.ac.id/registration](https://admission.ugm.ac.id/registration)**.



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In Degree/Non-Degree Programs, you may **choose** the program that you want to apply. Then **click 'Apply'** in the right side.

The screenshot shows a web interface for 'Non-Degree Programs'. At the top, there is a blue header with a calendar icon and the text 'Non-Degree Programs'. Below this, there is a section titled 'Summer Courses'. The first course listed is 'Summer Course on Tropical Agricultural Technology'. The status is 'Open'. The details provided are: Website: [rce.ugm.ac.id](http://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](mailto:arif.riyadi@ugm.ac.id), and Phone: +628112522334. To the right of the course details is a green 'Apply' button with a checkmark icon. A red circle highlights this button, and a hand cursor is shown clicking it. Below the 'Summer Courses' section, there is a section for 'Language Course (INCULS)'. The text 'This is only the example' is overlaid on the left side of the screenshot.

*This is  
only the  
example*



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Fill out the registration form then click **'Submit'**.

ADMISSION

kui cobacoba

Guarantor

Name of Guarantor\*

Relation to Applicant\*

Permanent Address\*

Office Address\*

Phone\*

Fax

Email\*

Submit

Back

Submit





**Upload** documents with  
click **'Choose'**, **choose**  
your document from your  
computer then **click**  
**'Submit'** one by one.

*If you're not click submit, your  
documents won't be recorded.*

**Red Dots ●**  
**Mandatory**  
**requirements**  
**to upload.**

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	No file selected... Choose Submit
2 ●	Curriculum vitae (resume/personal data)*	pdf	No file selected... Choose Submit
3	Financial support statement* (Download financial support statement)	pdf	No file selected... Choose Submit
4	Personal statement* (Download personal statement)	pdf	No file selected... Choose Submit
5	Recommendation/nomination letter from home university*	pdf	No file selected... Choose Submit
6	Diplomas	pdf	No file selected... Choose Submit
7	Academics records*	pdf	No file selected... Choose Submit
8 ●	Official passport size photograph*	pdf	No file selected... Choose Submit
9	Good health statements from applicant's doctor (any format is acceptable)*	img	No file selected... Choose Submit
10	IELTS/TOEFL Sertificate	pdf	No file selected... Choose Submit



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Tutorial For  
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After you finish upload your documents, then Click **'Next'** for the next steps.

ADMISSION

kui cobacoba

Back

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 (personal information page)*	img	3580_1_20042020140650.PDF	<a href="#">preview</a> <a href="#">delete</a>
2	Official passport-sized photograph*	pdf	3580_8_20042020140712.jpg	<a href="#">preview</a> <a href="#">delete</a>
3	Color scan of passport cover*	img	3580_21_20042020140831.PDF	<a href="#">preview</a> <a href="#">delete</a>

[Next](#)

[Next](#)

UGM Framework 3.2

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### 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



Please **check** the Terms of Agreement and **click** ***Submit***.



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You will **receive** notification **“Success!”** and we are ready to **check** your application.

Success !

Data submission has been completed.

Back

Information

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

Personal Data



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You can **check** the  
application process.  
**'Data Lock'** means your  
application ready to  
reviewed.

After that you will  
**receive Letter of  
Offer/Letter of  
Refusal** and then  
Letter of Acceptance.

3

### Data Lock

#### Information

This section requires applicants to do double-check for all documents that has been provided. Once applicants uploaded their documents and clicking the final submission, they are not able to change or delete them. The documents will be automatically locked and could only be opened by OIA officer. Please do pay attention before any action made.

4

### Letter of Offer/Letter of Refusal

#### Information

The applicants will receive the Letter of Offer or Letter of Refuse as the result of the selection process from the Faculty they have chosen. For those who received the Letter of Offer should proceed to the next process of the payment.

5

### Letter of Acceptance

#### Information

For the final process, Letter of Acceptance from Universitas Gadjah Mada will be given after the applicants done the payment.



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The screenshot shows the Oia web application interface. At the top, there is a dark blue navigation bar with a hamburger menu icon, the word 'ADMISSION', and a user profile icon labeled 'kui cobacoba'. Below this is a light blue header with a 'Enrollment History' menu item highlighted by a red rounded rectangle. The main content area has a light blue header with 'Enrollment History' and a settings gear icon. Below the header is an 'Information' section with a legend: an orange circle for 'on going process.', a green circle for 'successful process.', and a grey circle for 'inactive process.'. The main part of the page is a table with columns: No, Registration Code, Program/Program Study, Updated Time, Timeline, and Status. The table contains two rows of data. The first row has a registration code of 2020183143364, program 'International Undergraduate Program in Animal Science and Industry', updated on Monday, 19 October 2020 at 14:31, and a status of 'Draft'. The second row has the same registration code and program, updated on Monday, 13 July 2020, and a status of 'Draft'. A sidebar on the left contains navigation options: Admission, Correspondence, and Logout, along with 'UGM Framework 3.2'.

No	Registration Code	Program/Program Study	Updated Time	Timeline	Status
1	2020183143364	International Undergraduate Program in Animal Science and Industry	Monday, 19 October 2020, 14:31	<ul style="list-style-type: none"> <li>Input Data11</li> <li>Document Upload20</li> <li>Data Lock30</li> <li>Letter of Offer/Letter of Refusal40</li> <li>Letter of Acceptance50</li> </ul>	Draft
2	2020183143364	International Undergraduate Program in Animal Science and Industry	Monday, 13 July 2020, 14:31	<ul style="list-style-type: none"> <li>Input Data11</li> <li>Document Upload20</li> </ul>	Draft

In your account home page, if you scroll it down, you may see your application or ***'Enrollment History'***



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### **Notes:**

You will **received** notification through your email about the progress of your application.

To get soft file of letter document, you **need to download** from your account in ***admission.ugm.ac.id***.

After you received the **Letter of Acceptance (if you accepted)**, the **faculty administrator will contact** you for course administration via email.



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If you have any question,  
please **email** us in  
***admission@ugm.ac.id***,

**Thank You.**