



ANNOUNCEMENT

Number : 94 / UN7.A1/AK / 2022

concerning

ADMINISTRATIVE REGISTRATION AND VERIFICATION  
FOR INTERNATIONAL STUDENTS OF GRADUATE DEGREE  
UNDIP SCHOLARSHIP PROGRAM  
ODD SEMESTER ACADEMIC YEAR 2022/2023

Rector of Universitas Diponegoro hereby states that new international students and required to complete these following procedures.

**A. ONLINE REGISTRATION**

Online registration starts from 23 to 26 August, 2022 at website <https://regonline.undip.ac.id/>

- a. Login using test number as username and date of birth (DDMMYYYY) as password;
- b. Print out and put on signature on registration form and statement letter on obedience to university's regulation ([menu: Cetak Formulir](#));
- c. Upload documents as stated on the attachment ([menu: Upload Berkas](#)).

**B. UPLOAD FILE**

1. Files uploaded by students include:
  - a. ID Card/ Passport
  - b. Registration Documents
  - c. Health Certificate
  - d. Photo
2. Detailed explanation regarding file upload, please click [LINK](#)

**C. VERIFICATION AND TEMPORARY STUDENT CARD ISSUANCE**

1. Documents uploaded will be verified on 27 August, 2022 and the result will be announced on 28 August, 2022;
2. Students can print out temporary student card starts from 28 August, 2022;
3. Temporary student card can be traded with valid student card after the students complete all the requirements as attached.

**D. CREATING SINGLE SIGN ON (SSO) ACCOUNT**

After issuing temporary student card, next step is creating SSO account

1. Login to student's personal email which is registered on registration online platform;
2. Check inbox or spam and open the email sent by Undip;
3. Click link on the email and follow the instruction.

**E. MEMBERSHIP OF JKN-KIS BPJS (HEALTH INSURANCE)**

1. Every student has to be registered as JKN-KIS BPJS member
2. Those who are not yet registered as JKN-KIS BPJS member can apply JKN-KIS BPJS by downloading Mobile JKN apps from Google Playstore.

3. Follow every step and choose 'Klinik Diponegoro I' as health facility.
4. Further information can be reached by contacting BPJS call center at 1500400 or email [kcu-semarang@bpjs-kesehatan.go.id](mailto:kcu-semarang@bpjs-kesehatan.go.id)

#### F. OTHER CONDITIONS

The enrollment will be canceled if the students:

1. Provide the invalid information
2. Do not perform registration and verification on the time scheduled
3. Do not meet the requisite of health state

#### G. INFORMATION

1. Frequently asked questions are detailed at <https://regonline.undip.ac.id/> menu **FAQ**.
2. Other information can be obtained via *online chat* at <https://halo.undip.ac.id/> by mentioning **registration/test number and full name**
3. Questions which are already explained on FAQ will not be considered priority

22 August, 2022

On behalf of Rector,

Vice Rector for Academic and Students Affair



Prof. Faisal, S.E., M.Si., Ph.D.

NIP 197109042001121001

**SCHEDULE OF INTERNATIONAL STUDENTS ADMISSION  
ACADEMIC YEAR 2022/2023**

DATE	ACTIVITY	NOTE
23 – 26 August, 2022	Online registration	Apps Reg Online Menu Data
	- Upload ID Card/ Passport - Upload registration documents - Upload Health Certificate - Upload Photo	Apps Reg Online Menu Upload Berkas
	Print out registration online and statement letter	Apps Reg Online Menu Cetak Formulir & KTM
	Tuition fee payment	5 Banks
27 August, 2022	Documents verification	Apps Reg Online
28 August, 2022	Announcement	Apps Reg Online
28 August, 2022	Print out temporary student card	Apps Reg Online Menu Cetak Formulir & KTM
Informed later	Issuance valid student card and information of lecturing	bak.undip.ac.id

22 August, 2022

On behalf of Rector,

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