



The 6th International Summer Course on
Tropical Biodiversity & Sustainable Development

July, 17th, 24th, 26th, 31st 2023 (Online)
August, 7th - 12th 2023, Yogyakarta (Offline)

Registration Guidelines

REGISTRATION GUIDELINES

The 6th International Summer Course on Tropical Biodiversity & Sustainable Development

1. Course Timeline

- 12th May 2023 - 10th June 2023 → Registration Period
- 24th June 2023 → Payment due date
- 17th July 2023 → Course Orientation (Online)
- 24th July 2023 → Lecture 1 (Online)
- 26th July 2023 → Lecture 2 (Online)
- 31st July 2023 → Lecture 3 (Online)
- 7th – 12th August 2023 → the 6th ISC in Faculty of Biology UGM, Yogyakarta

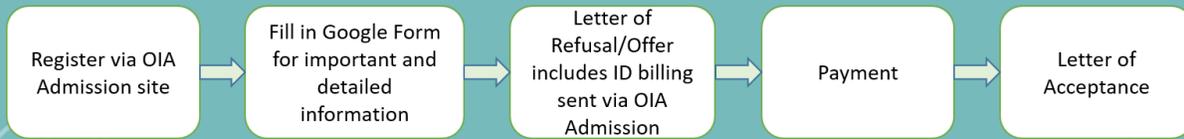
2. Course Packages

Students	Package 1	Package 2	Package 3
International Students	220 USD	300 USD	400 USD
Local Students	1.399.000 IDR	1.999.000 IDR	2.999.000 IDR
Facilities			
Staying accommodation	Not Included	Homestay (quart rooms)	Dormitory (2 person/room)
Transportation	v	v	v
Meals during class and Field Trip	v	v	v
Lecture	v	v	v
Field Trip accommodation	v	v	v
Field Trip tickets (Borobudur, Wanagama Forest, Beach entrance)	v	v	v
Summer course kit	v	v	v

3. Registration Flow

6th ISC on Tropical Biodiversity and Sustainable Development

Registration Flow for International Participants



Registration Flow for Local Participants



- a. International participants **must first** register via OIA (Office of International Affairs) Admission site to get Letter of Offer (includes billing details) and Letter of Acceptance issued by the OIA of Universitas Gadjah Mada.
- b. OIA Admission site can be accessed [here](#). Required documents for registration are:
 - Color scanned Passport or ID Card (.pdf max 2MB)
 - Pass photo (.pdf max 2MB)
- c. Local participants are **only** registering via **Google Form** and the invoice will be sent after the registration via email by the committee.
- d. **All participants** (International and local) are **required** to fill in **Google Form** for important and detailed information. The form consists of:
 - personal information (incl. motivation letter)
 - Health records and Allergy form
 - Terms and Conditions
 - Proof of OIA Admission Registration for International participant (Screen shot of Enrollment History .pdf/.jpeg/.png max 2MB).

5. Registration Steps

1) Click “Sign Up” to create an account.

UGM
Student Admission System
Universitas Gadjah Mada

For the first user, please sign up here using your personal email address.

Sign Up

Log into your account

Email

Password

captcha

085
6

Forgot your password?

SIGN IN

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UGM Framework 3.2

2) Fill in the Registration Form and click “Register”.

Admission
Student Admission System
Universitas Gadjah Mada

Login

Registration Form

Full Name* Salwa Shabria Wafi

Citizenship* Indonesia, Republic of

Email* wafisalwa@gmail.com

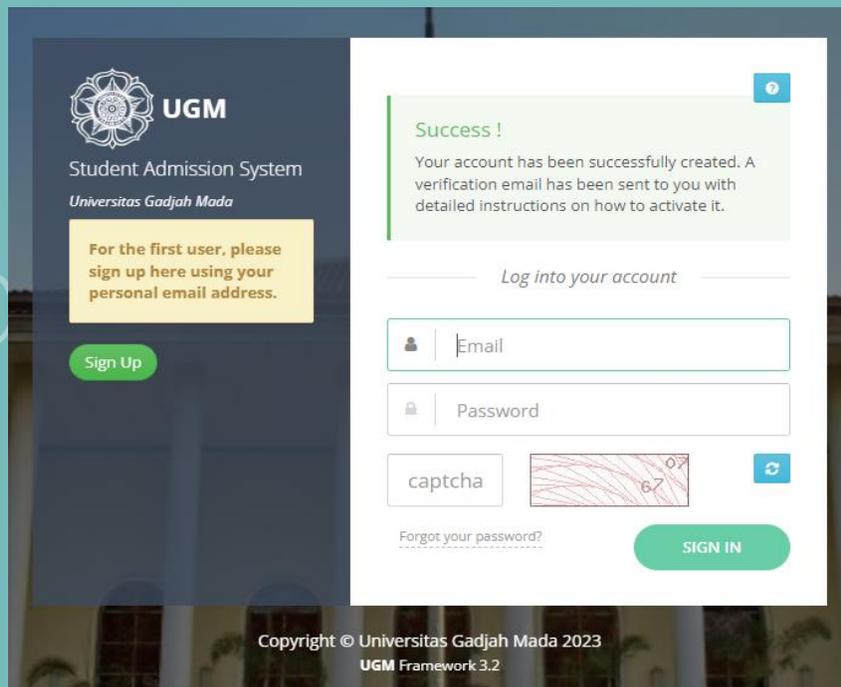
The applicant should only use Gmail/Yahoo-mail

Phone Number* 62 12345678911

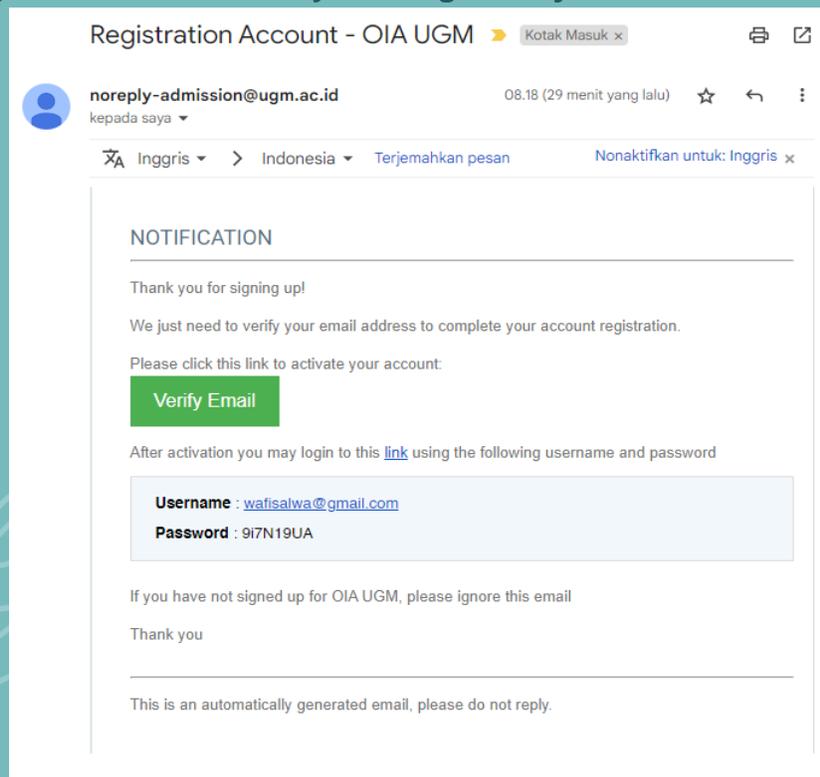
Register

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UGM Framework 3.2

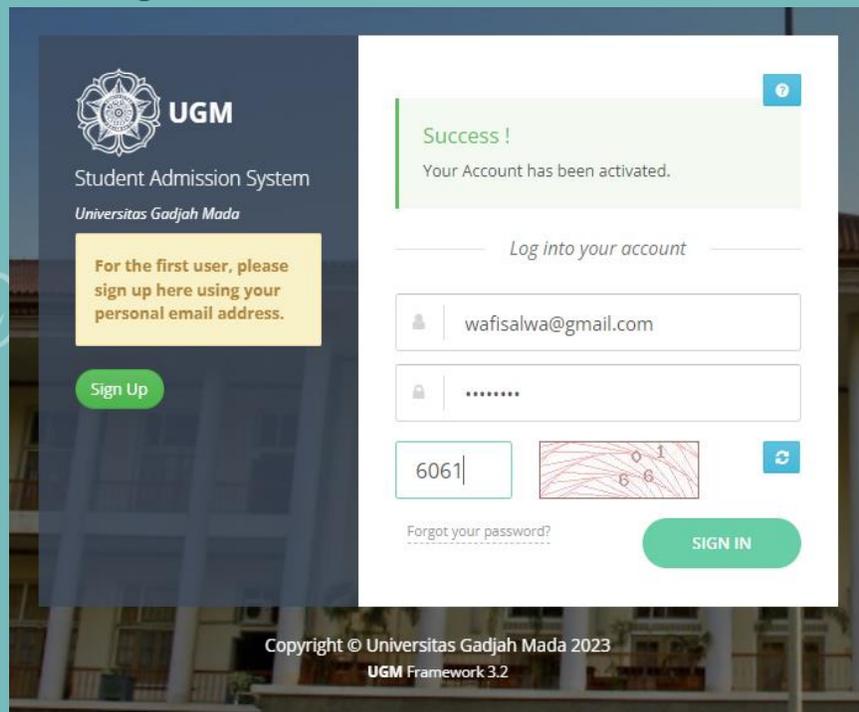
3) The display, if your registration is successful, check your email inbox for verification.



4) Verify your email address by clicking “Verify Email”.



- 5) Once your email has been verified, Log into your account using the email and password given in the email.



- 6) To apply, click “Summer Course” under Non-Degree Programs.



7) Apply the course according to the package that you select. Make sure you click the right package, as you will not be able to change the package once you click “Apply”.

10 Summer Course on Tropical Biodiversity and Sustainable Development - intake July (Package 1: 220 USD) 2023	
Website : iscbiotrop.biologi.ugm.ac.id Registration Period : Wednesday, 10 May 2023 - Saturday, 10 June 2023 Faculty : Biology Length of Study : 0 Month 26 Day (Monday, 17 July 2023 - Saturday, 12 August 2023) Contact Person : Nur Indah Septriani Email : oia.biology@ugm.ac.id Phone : +6282144239028	
11 Summer Course on Tropical Biodiversity and Sustainable Development - intake July 2023 (Package 2: 300 USD)	
Website : iscbiotrop.biologi.ugm.ac.id Registration Period : Wednesday, 10 May 2023 - Saturday, 10 June 2023 Faculty : Biology Length of Study : 0 Month 26 Day (Monday, 17 July 2023 - Saturday, 12 August 2023) Contact Person : Nur Indah Septriani Email : oia.biology@ugm.ac.id Phone : +6282144239028	
12 Summer Course on Tropical Biodiversity and Sustainable Development - intake July 2023 (Packagr 3:400 USD)	
Website : iscbiotrop.biologi.ugm.ac.id Registration Period : Wednesday, 10 May 2023 - Saturday, 10 June 2023 Faculty : Biology Length of Study : 0 Month 26 Day (Monday, 17 July 2023 - Saturday, 12 August 2023) Contact Person : Nur Indah Septriani Email : oia.biology@ugm.ac.id Phone : +6282144239028	

8) Fill in the registration form and click submit.

 Back 

Personal Data

Full Name Salwa Shabria Wafi

Given/First Name

Family/Last/Surname

Gender/Sex* Male Female

Nationality Indonesia, Republic of

Place of Birth*

Date of Birth*

Passport/Personal ID Number*

Passport/Personal ID Issuance Date*

Passport/Personal ID Expiration Date*

Home Address*

9) For the Student Planning and Guarantor section, please fill in according to the picture below. Click “Submit” once you have filled in all the required data.

Study Planning in Universitas Gadjah Mada

Program Summer Course on Tropical Biodiversity and Sustainable Development - intake July 2023 (Packagr 3:400 USD)

Faculty Biology

Length of Study 0 Month(s)

Financial Sponsor* Self Support (Yourself/Your Family)

Guarantor

Name of Guarantor* Nur Indah Septriani

Relation to Applicant* Head of Committee

Permanent Address* Faculty of Biology, UGM Jl. Teknika Selatan, Sekip Utara, Yogyakarta, 55281, Indonesia

Office Address* Faculty of Biology, UGM Jl. Teknika Selatan, Sekip Utara, Yogyakarta, 55281, Indonesia

Phone* 6282144239028

Fax Fax

Email* nurindahseptriani@ugm.ac.id

Back Submit

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10) Upload your scanned passport and pass photo. It is advisable to upload your documents based on the format. Click “Next” to finish the step.

Document Management

No (1)	Document Type (2)	Dokumen Ext (3)	Upload (maximum file size allowed is 2MB) (4)
1	Color scan of passport (personal information page) or other ID for online program*	pdf	No file selected... Choose Submit
2	Official passport-sized photograph*	pdf	No file selected... Choose Submit

Next

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11) You will be shown the preview of your filled form. Please review the data that you have filled before you lock it. If you find a mistake in the filled form, click “Back” and click “Input Data” section.

Back

Personal Data

Full Name	Salwa Shabria Wafi
Given/First Name	Trial
Family/Last/Surname	Trial
Gender/Sex	female
Nationality	Indonesia, Republic of
Place of Birth	Tulungagung
Date of Birth	2004-07-01
Passport Number	Fill in your passport/Personal ID Number
Passport Issuance	2019-03-13
Passport Expiration	2024-03-13
Home Address	Fill in your home address
City	Yogyakarta
Province/State	Yogyakarta
Postal Code	55281
Phone Number	6212345678911
Mobile Number	Fill in your Mobile
Emergency Number	6212345678000
Email	wafisalwa@gmail.com
University/Affiliate Institution	Universitas Gadjah Mada

The display if you click “Back”

Information:

- on going process.
- successful process.
- inactive process.

- 1** **Input Data**
Information
In this section, you are required to fill in all the necessary information in order to complete your admission process. Please pay attention to every content of the column to prevent from mistakes
- 2** **Document Upload**
Information
Before uploading the document, make sure the content/text of the document can be seen clearly after the scanning process. Applicants must upload all the supplementary documents in order to get to the next process. Follow each of the instructions and fill in based on your study purpose. Give your files a name that will make it easy to recognize the content.
- 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

12) Lock your data by clicking the term of agreement and click submit.

Terms of Agreement

I have filled in the registration form completely according to the actual conditions and the documents that I uploaded are correct.

[Submit](#)

13) The display of registration results if your application is successful.

Success !

Data submission has been completed.

[Back](#)

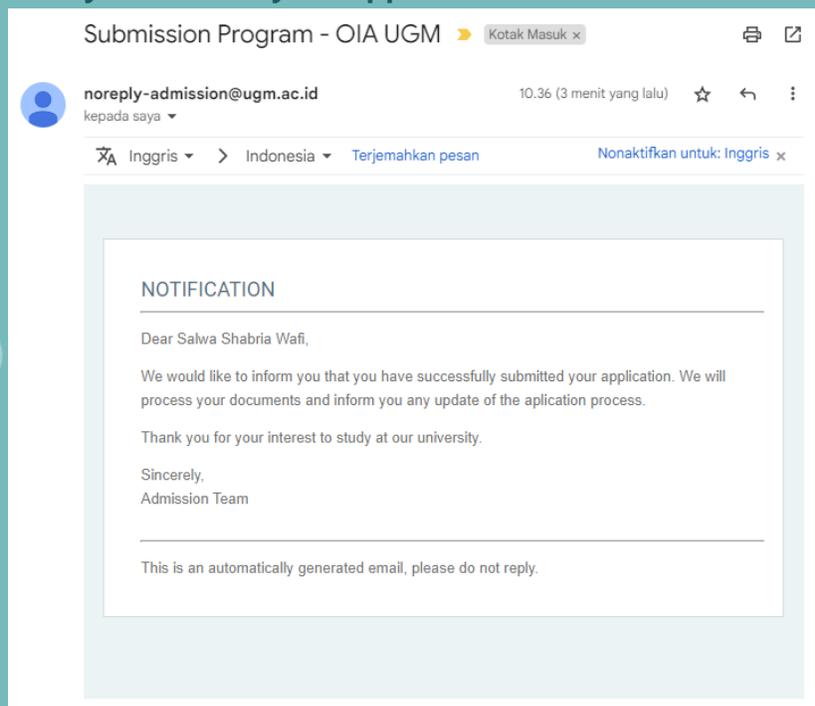
Information

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

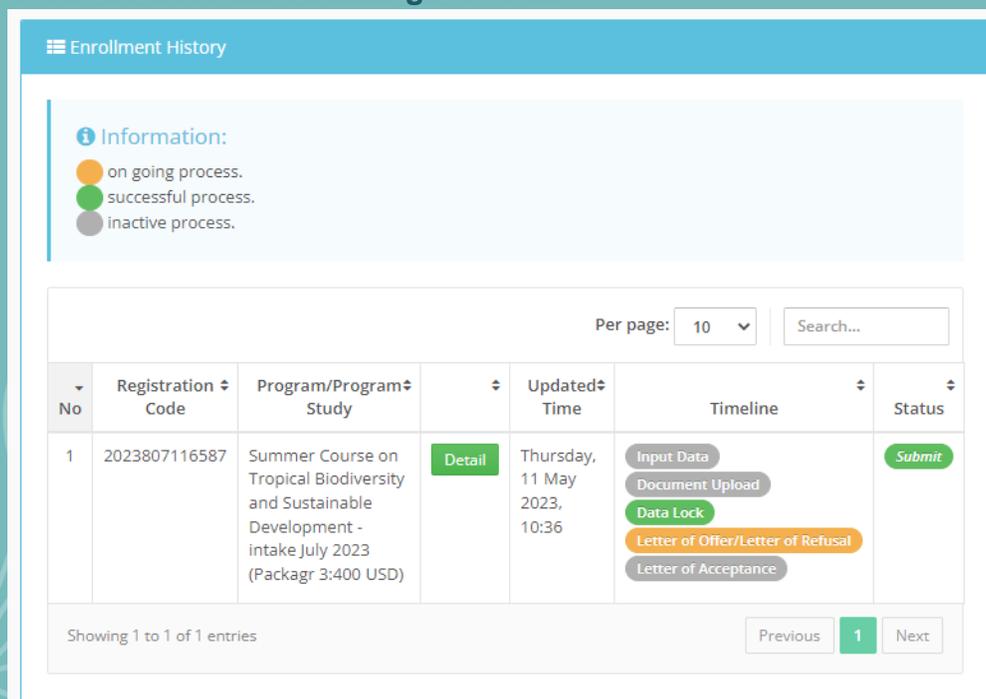
Personal Data

Full Name	Salwa Shabria Wafi
Given/First Name	Trial
Family/Last/Surname	Trial
Gender/Sex	female
Nationality	Indonesia, Republic of
Place of Birth	Tulungagung
Date of Birth	2004-07-01
Passport Number	Fill in your passport/Personal ID Number
Passport Issuance	2019-03-13
Passport Expiration	2024-03-13
Home Address	Fill in your home address
City	Yogyakarta
Province/State	Yogyakarta

14) You will receive notification in your email that informs you have successfully submitted your application.



15) The progress of your application will be shown on your admission page. Screenshot your Enrollment History and upload it to the Google Form for Proof of OIA Admission Registration.



16) International participants must fill in the [Google Form here](#) for more detailed information. Local participants start the registration process from this step. The first section will require you to fill in personal information and Motivation Letter.

Motivation Letter *
Please explain briefly your motivation to join this program (min. 150 words)

Your answer _____

Package Option *

Package 1

Package 2

Package 3

Next Clear form

17) The second section consists of Health records and Allergy form. You can skip this part if you do not have any health records or allergy to be noted.

Health records and Allergy form

The information filled in this section will be used by the committee for the purpose of medical preparation and determining food menu for those with food allergy.

History of Present Illness

Your answer _____

Food Allergy

Your answer _____

Natural Seasonal Allergy

Your answer _____

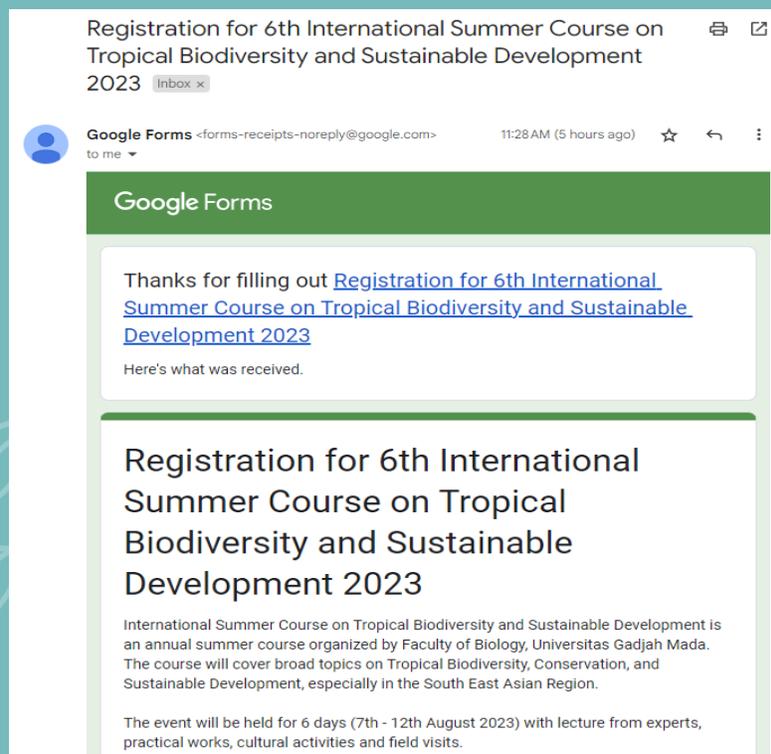
18) Read the Terms and Conditions and click the check box to confirm your agreement. Lastly, upload your OIA Admission Enrollment History and click “Submit”.

The screenshot shows a registration form with the following sections:

- Terms and Condition:** A green header bar. Below it, a white box contains the text: "Please ensure that you have read and understand the terms and conditions of this program. Find the detailed terms and condition [here](#)."
- Agreement *:** A white box containing a checked checkbox and the text: "By checking this box, I confirm that I have read, understood, and accept all the Terms and Condition of this summer course and do accept full responsibility as outlined there."
- Reminder!:** A white box containing the text: "All participants must register via [SIMASTER](#) first to get the Letter of Acceptance issued by Office of International Affairs of UGM and invoice of payment. SIMASTER Registration's guidelines can be accessed in [here](#)."
- Proof of SIMASTER Registration (screenshot of Enrollment History) *:** A white box containing a blue "Add file" button with a file upload icon.

At the bottom of the form, there is a note: "A copy of your responses will be emailed to the address you provided." Below this are three buttons: "Back", "Submit", and "Clear form".

19) A copy of your responses will be sent to your email address. Local participants will receive ID Billing via email and the registration step is finished. International participants can oversee their registration progress on OIA Admission site.



20) For international participants, if the color of Letter of Offer/Letter of Refusal section on the OIA Admission site has changed into green, means that step is done and you can click to see the result.

4 Letter of Offer/Letter of Refusal [Click to enter this step](#)

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.

21) You will receive the details of the billing and click “Download Letter of Offer” to see the details of the letter.

Information

Congratulations! On behalf of Universitas Gadjah Mada, we are pleased to inform that you:

Letter Number : 1409/UN1/DKA/Dit-KAUI/TM.00.08/2023
Registration Code : 2023807116587
Name : Salwa Shabria Wafi
Sex : Female
Date of Birth : July 1, 2004
Nationality : Indonesia, Republic of
Passport Number : Fill in your passport/Personal ID Number

have passed the application selection conducted by Biology, Universitas Gadjah Mada, where you applied for Summer Course on Tropical Biodiversity and Sustainable Development - intake July 2023 (Packagr 3:400 USD) for 0 month 7 day, starting from August, 2023 .

In order to continue the process, please transfer the following fees.

Invoice Number : **ADM2023807116587** [Download Letter of Offer](#)

Fee (non-refundable)	Amount (IDR/person)
Registration Fee	Rp. 5.880.000,00
Total	Rp. 5.880.000,00
Payment due date	24 June 2023
PAYMENT STATUS	Awaiting Payment

You can choose to complete the payment through one of the following methods:

Credit Card

VISA Mastercard JCB

Bank Transfer (Virtual Account)

🏦 ↔ 🏦

Display Letter of Offer with details of billing and payment details.



UNIVERSITAS GADJAH MADA

Bulaksumur, Yogyakarta 55281, Phone.+62274562011, 588688, Fax.+62274 562011, 565223
http://ugm.ac.id, E-mail: setr@ugm.ac.id

Letter of Offer

No. 1409/UN1/DKA/Dit-KAUI/TM.00.08/2023

Congratulations! On behalf of Universitas Gadjah Mada, we are pleased to inform that you:

Registration Code : 2023807116587
Name : Salwa Shabria Wafi
Sex : Female
Date of Birth : July 1, 2004
Country of Origin : Indonesia, Republic of
Passport : Fill in your passport/Personal ID Number

have passed the application selection conducted by Faculty Biology, Universitas Gadjah Mada, where you applied for Summer Course on Tropical Biodiversity and Sustainable Development - intake July 2023 (Packagr 3:400 USD) for 0 month 7 day, starting from August, 2023 .

In order to continue the process, please transfer the following fees.
Invoice Number : **ADM2023807116587**

Fee (non-refundable)	Amount (IDR/person)	Due Date
Registration Fee	Rp. 5.880.000,00	24 June 2023
Total	Rp. 5.880.000,00	24 June 2023

NOTE : The payment can be made online through UGM Admission System. Kindly follow the instruction on the system. Please proceed through the payment option in the online admission system (<https://admission.ugm.ac.id/registration/>).

Yogyakarta, 12 May 2023
Sincerely Yours,

Dr. Puji Astuti, S.Si., M.Sc., Apt.
Director

You can choose to complete the payment through one of the following methods:

1. ID BILLING
 1. select menu enrolment
 2. click the detail button on enrollment history
 3. select menu "Letter of Offer/Letter of Refusal" on time line enrollment
 4. select Bank Transfer (virtual account) on payment method
 5. click button "PAY" to payment code
 6. check email (inbox/spam) detail payment
2. CREDIT CARD
 1. select menu enrolment
 2. click the detail button on enrollment history
 3. select menu "Letter of Offer/Letter of Refusal" on time line enrollment
 4. select Credit Card on payment method
 5. click button "Pay Now"
 6. Please make the payment using Mastercard or Visa credit card that is supported by 3D-Secure (3D-Secure or 3DS) is a security protocol supplementing online transactions made using cards by authenticating cardholders with one time password (OTP).

22) After the OIA reviewing your payment. You will receiver Letter of Acceptance which can be seen in Letter of Acceptance section.

5

Letter of Acceptance [Click to enter this step](#)

Information

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

Display Letter of Acceptance.



UNIVERSITAS GADJAH MADA

Bulaksumur, Yogyakarta 55281, Phone.+62274562011, 588688, Fax.+62274 562011, 565223
<http://ugm.ac.id>, E-mail: setr@ugm.ac.id

Letter of Acceptance

No. 1409/UN1/DKA/Dit-
KAUI/TM.00.08/2023

This is to certify that the person whose particulars appear below:

Name : Salwa Shabria Wafi
Sex : Female
Country of Origin : Indonesia, Republic of
Register Number : 2023807116587

has been admitted as a student at Summer Course on Tropical Biodiversity and Sustainable Development - intake July 2023 (Packagr 3:400 USD), Biology Universitas Gadjah Mada for , starting from August 2023 .

We do hope this document will sufficiently serve its intended use.
Thank you very much.

Yogyakarta, 12 May 2023
Sincerely Yours,

Director

23) Further details of the course will be sent through email after your registration has completed.

If you have any questions or difficulties, please contact us at oia.biology@ugm.ac.id or <http://wa.me/6281578471115> (Sekar)