



DIKUYAINTEK
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Welcome



UPN "VETERAN" JAKARTA



POCKET BOOK FOR INTERNATIONAL STUDENTS



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UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAKARTA (UPNVJ)

Universitas Pembangunan Nasional "Veteran" Jakarta (UPNVJ) is a public university located in South Jakarta and Depok, Indonesia. Its origins trace back to the post-independence period when freedom fighters in Yogyakarta established the "Akademi Pembangunan Nasional Veteran," which later became the "Perguruan Tinggi Pembangunan Nasional" branch in Jakarta.

Founded on February 21, 1967, UPNVJ initially operated as a government-affiliated university under the Ministry of Defense and Security of the Republic of Indonesia. In 1993, it became an independent private institution, officially separating from UPN Yogyakarta. Subsequently, in 2014, UPNVJ was granted public university status through Presidential Decree No. 120. UPNVJ's main campus is located on RS Fatmawati Street, Pondok Labu, South Jakarta, with an additional campus situated in Limo, Depok, West Java.





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The leadership structure of Universitas Pembangunan Nasional "Veteran" Jakarta (UPNVJ)

Rector:

The leadership structure of Universitas Pembangunan Nasional "Veteran" Jakarta (UPNVJ) comprises several key figures responsible for managing various aspects of the university. At the top is Prof. Dr. Anter Venus, MA, Comm, who serves as the Rector. He leads the university's overall administration, including education, research, community service, and institutional management. Prof. Venus, who has a background in Communication Studies, has held this position since 2022.



**Prof. Dr. Anter Venus, MA,
Comm**

supporting the Rector are three Vice Rectors with specific areas of responsibility:

Vice Rector for
Academic Affairs:



**Dr. Henry Binsar
Hamonangan Sitorus, S.T.,
M.T.**

Vice Rector for
Planning, Finance, and
General Affairs:



**Prof. Dr. Ir. Netti
Herawati, M.Si.**

Vice Rector for Student
Affairs, Cooperation, and
Information Systems:



**Dr. dr. Ria Maria
Theresa, Sp.KJ., M.H.**



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Dean's Office of the Faculty of Social and Political Sciences (FISIP)



Dean of the Faculty of Social and Political
Sciences

Dr. S. Bakti Istiyanto, M.Si.

Vice Dean for Academic
Affairs, Faculty of Social
and Political Sciences

Vice Dean for Planning,
Finance, and General Affairs,
Faculty of Social Sciences



Dr. Azwar, M.Si

Vice Dean for Student
Affairs, Cooperation, and
Information Systems



Musa Maliki, Ph.D.



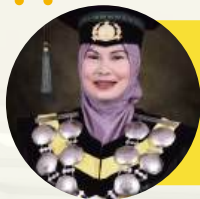
Anwar Ilmar, S.Sos, M.IP.



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Dean's Office of the Faculty of Economics and Business (FEB)



Dean of the Faculty of Economics and
Business
Dr. Jubaedah, SE., MM.

Vice Dean for Academic
Affairs



**Dr. Muhammad Anwar
Fathoni, Lc., MA., CDIF.**

Vice Dean for Student
Affairs, Alumni, and
Cooperation



Praptiningsih, SE. MM

Vice Dean for Finance
and General Affairs



Dr. Desmintari, S.E., M.M.



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Dean's Office of the Faculty of Engineering (FT)



Dean of the Faculty of Engineering
**Dr. Muchamad Oktaviandri, ST., MT.,
IPM., ASEAN.Eng**

Vice Dean for Academic
Affairs



**Dr. Ir. Muchamad Oktaviandri,
ST., MT., IPM., ASEAN. Eng**

Vice Dean for Student
Affairs, Alumni, and
Cooperation



**Dr. Nanang Alamsyah, ST.,
MT**

Vice Dean for Finance
and General Affairs



Tatik Juwariyah, SSi., M.Sc



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Dean's Office of the Faculty of Computer Sciences (FIK)



Dean of the Faculty of Computer
Science

Prof. Dr. Ir. Supriyanto, ST., M.Sc., IPM

Vice Dean for Academic
Affairs



Erly Krisnanik, S.Kom., MM

Vice Dean for Student
Affairs, Alumni, and
Cooperation



Ati Zaidiah, S.Kom, MTI.

Vice Dean for Finance
and General Affairs



**Dr. Bambang Saras
Yulistiawan, S.T., M.Kom**



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Dean's Office of the Faculty of Medicine (FK)



Dean of the Faculty of Medicine

**Dr. dr. H. Taufiq Fredrik Pasiak, M.Kes.,
M.Pd.I.**

Vice Dean for Academic
Affairs



**Dr. dr. Feda Anisah Makkiyah,
Sp.BS., M.Kes**

Vice Dean for Student
Affairs, and Cooperation



dr. Erna Harfiani, M.Si

Vice Dean for Finance
and General Affairs



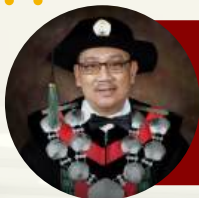
**dr. Sri Wahyuningsih,
M.Kes., Sp.KKLP**



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Dean's Office of the Faculty of Law (FH)



Dean of the Faculty of Law
Dr. Suherman, S.H., L.L.M.

Vice Dean for Academic
Affairs



**Dr. Beniharmoni Harefa S.H.,
LL.M**

Vice Dean for Student
Affairs, Alumni, and
Cooperation



Abdul Kholiq, S.H., M.H.

Vice Dean for Finance
and General Affairs



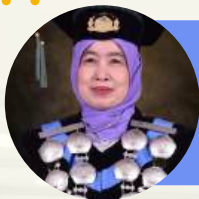
**Taupiqqurrahman,
S.H., M.KN.**



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Dean's Office of the Faculty of Health Sciences (FIKES)



Dean of the Faculty of Health Sciences
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Vice Dean for Academic
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Vice Dean for Finance
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Sugianto, SE, MM



**DIKTISAINTEK
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Head of Central Administration

Head of Research and
Community Service



**Sri Lestari Wahyuningroem,
MA., Ph.D.**

Head of Educational
Development and Quality
Assurance



**Satria Yudhia W., S.E., MS.
Ak.**

Head of Bureau

Head of Bureau :
Academic, Students
Affairs, and Cooperation



**Dra. Intan Hesti Indriana,
MM**

Head of Bureau :
Planning, General
Affairs and Finance



**Dr. Ahmad Ahsin Thohari,
S.H., M.H.**

Head Internal
Supervisory Unit



**Lidya Primta Surbakti, SE.,
M.Si., Ak, CA., Ph.D**



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Head of Integrated Service Unit

Head of Library



Fajar Nugroho, MP

Head of
Integrated Laboratory



Jayanta, S.Kom., M.Si.

Head of
Language Center



**Ayunita Ajengtyas Saputri,
SE, M.Acc**

Head of
Information Technology
and Communication



Asep Saeful Ridwan, S.Kom

Head of
Career Development
and Entrepreneurship



**Catur Nugrahaeni P. D.,
M.Kom**

Head of Office of
International Affairs



Dr. Bambang Susanto, MA.



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Fellow of The Office of International Affairs at UPNVJ

Head of Office of
International Affairs



Dr. Bambang Susanto, MA.

Staff of International
Affairs



**Aditya Arhammar Didi
Riyanto, S.Sos**

Staff of International
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Rina Amelia H., S.Sos

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**Muhammad Chandra,
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Head of Sub
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M. Kamil Ghyffary A., M.Si

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**Apt. Riswandy Wasir,
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**dr. Ayedya Heristyorini,
M.Sc, M.Sc**

Head of Sub
International Office
(faculty of Economics and Business)



**Dr. Miguna Astuti,
S.Si-MM., CPM**



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UPNVJ VISION AND MISSIONS



Vision

Become the Leading University with International quality that is innovative, competitive, and patriotic for the betterment of Indonesian people.



Missions

- Establish high-quality education to produce patriotic graduates that have global competitiveness.
- Organize innovative research and community service for the development of Indonesian people
- Develop academic climate based on traditional values of the university.
- Developing student activities oriented towards enhancing the quality of reasoning, interests, talents, and the overall well-being of students.
- Govern the university well by applying risk management.
- Develop network and partnership both domestically and internationally.





Universitas Pembangunan Nasional "Veteran" Jakarta (UPNVJ) offers seven faculties with 40 Study Programs as follows:

Faculty of Economics and Business

Diploma Program	Accounting
Diploma Program	Banking and Finance
Bachelor's Degree	Management
Bachelor's Degree	Accounting
Bachelor's Degree	Development Economics
Bachelor's Degree	Islamic Economics
Master's Degree	Management
Master's Degree	Accounting

Faculty of Medicine

Bachelor's Degree	Medicine
Bachelor's Degree	Pharmacy
Master's Degree in	Biomedical Sciences
Specialization	Radiology
Profession Program	Medical Doctor



Faculty of Social and Political Sciences

Bachelor's Degree	Communication Science
Bachelor's Degree	International Relations
Bachelor's Degree	Political Science
Bachelor's Degree	Information Science
Bachelor's Degree	Film, Television and Media Studies
Master's Degree	Communication Science
Master's Degree	International Relations
Master's Degree	Political Science

Faculty of Health Sciences

Diploma Program	Nursing
Diploma Program	Physiotherapy
Bachelor's Degree	Nursing
Bachelor's Degree	Public Health
Bachelor's Degree	Nutritional Science
Bachelor's Degree	Physiotherapy
Profession Program	Nursing
Master's Degree	Public Health



Faculty of Computer Sciences

Diploma Program	Information Systems
Bachelor's Degree	Information Systems
Bachelor's Degree	Informatics
Bachelor's Degree	Data Science

Faculty of Engineering

Bachelor's Degree	Mechanical Engineering
Bachelor's Degree	Naval Engineering
Bachelor's Degree	Industrial Engineering
Bachelor's Degree	Electrical Engineering

Faculty of Law

Bachelor's Degree	Law
Master's Degree in	Law
Doctor	Law



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FACILITIES IN UPNVJ

Universitas Pembangunan Nasional "Veteran" Jakarta (UPNVJ) provides a range of **facilities** to support academic and non-academic activities for students.



SPORT FIELD



GYM



LIBRARY



MOSQUE



CLINIC



MULTI-MEDIA ROOM



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ACADEMIC INFORMATION

Academic Platform

As a student at UPNVJ, you'll use two main platforms to manage your academic life:

- **SIKAD UPNVJ** (<https://akademik.upnvj.ac.id/>):

This is your go-to portal for all essential academic information, including course registration (KRS), exam schedules, class timetables, holidays, and attendance records. Make sure to check it regularly so you don't miss any important deadlines.

- **LEADS UPNVJ** (<https://leads.upnvj.ac.id/>):

This is the university's learning management system. Here, you'll submit assignments, take online quizzes or exams, and access materials uploaded by your lecturers. It's also where lecturers review your work and post feedback.

Examinations and Attendance

Exams typically occur twice each semester, with midterms and finals. These can include written tests, presentations, group projects, or practicals, depending on your course.

Attendance is important; you must attend at least 75% of your classes to be eligible for the final exams.

Academic Integrity

UPNVJ takes academic honesty seriously. Plagiarism or cheating can lead to serious consequences, such as grade deductions or even suspension. Always do your own work and cite your sources properly.

Academic Calendar

The academic year is divided into two main semesters:

- **Odd Semester (Ganjil):** September to January
- **Even Semester (Genap):** February to June

You'll also get official breaks in:

- February (between semesters)
- July to August (end-of-year break)

Grading System (4.0 Scale)

- A (Excellent): 4.00 → score 85 and above
- A-: 3.70 → score 80–84
- B+: 3.30 → score 75–79
- B: 3.00 → score 70–74
- B-: 2.70 → score 65–69
- C+: 2.30 → score 60–64
- C: 2.00 → score 55–59
- C-: 1.70 → score 50–54
- D: 1.00 → score 45–49
- E (Fail): 0.00 → score below 45



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Registration Procedures for International Applicants at UPNVJ

1. Submit Required Documents

Prospective international students must submit a nomination letter from their home university and the following documents: A valid Passport, Academic Transcript, Statement Letter agreeing to comply with Indonesian regulations, and a Passport-sized photo.

2. Issuance of Letter of Acceptance (LoA)

UPNVJ will issue the Letter of Acceptance (LoA) to the applicant upon verifying the submitted documents.

3. Visa and Academic Administration

The university will assist with processing the student visa, residence permit, and other academic-related requirements.

4. Arrival in Indonesia

International students are required to report their arrival

5. Welcoming and Orientation Program

Upon arrival, UPNVJ organizes a welcoming event and orientation program to help international students adapt to the academic environment and life in Indonesia.

(UPNVJ) offers various support services for international students

- **International Office of UPNVJ (Kantor Urusan Internasional - KUI):** The International Office is responsible for managing international collaborations and supporting international students. They offer services related to visa information and facilitate international partnerships.





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PRE-DEPARTURE PREPARATION



Before departing for Indonesia, international students must ensure they have completed all necessary documentation and preparations.

➤ **A valid passport:**

Ensure your passport is valid for at least six months beyond your intended stay in Indonesia.

➤ **Student Visa:**

Apply for a student visa through the official Indonesian visa application system.

Visa Application Requirements:

1. Valid national passport (minimum validity of six months).
2. Guarantee Letter or Admission Letter from UPNVJ
3. Proof of sufficient financial resources for your stay in Indonesia.
4. Recent colored passport photo.
5. Official proof of acceptance from UPNVJ including the duration of the educational program.

➤ **Cultural Awareness and Practical Information**

- Research Indonesian culture and learn basic Indonesian language.
- Keep a list of emergency contacts.
- Read the provided guideline book thoroughly.

The official currency in Indonesia is the **Indonesian Rupiah (IDR)**. It is advisable to exchange a small amount before arriving for immediate expenses, while better rates are usually available in Jakarta through currency exchange offices in major shopping centers and banks.





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ARRIVAL IN JAKARTA



Arriving in Jakarta involves several steps; the city is served by [Soekarno-Hatta International Airport \(CGK\)](#), located in Tangerang. This airport is the main gateway to Indonesia and has three main terminals: Terminal 1 is for domestic flights, while Terminals 2 and 3 are for both international departures and arrivals.

[How to Get to Dormitory](#)

Address: Jl. Limo Raya No. 7, Cinere, Depok 16514

[Transportation Options from Soekarno-Hatta Airport](#)

1. Airport Train (Railink Service)

- Take the Railink service from Soekarno-Hatta Airport to BNI City Station (Central Jakarta)
- From BNI City Station, book a ride-hailing service (e.g., Grab or Gojek) to UPNVJ

2. Damri Airport Bus

- Take the Damri Airport Bus to Lebak Bulus
- From Lebak Bulus, use Grab or Gojek to the campus.

3. Blue Bird Taxis

- Blue Bird taxis are available directly at the airport.

4. Ride-Hailing Services (Grab or Gojek)

- Book directly through the Grab or Gojek app from the airport.

[Upon Arrival](#)

Currency Exchange

- Exchange a small amount of local currency (IDR) for initial expenses such as transportation, food, and a SIM card.
- Currency exchange services are available in all airport terminals.
- the exchange rate of the US Dollar (USD) to the Indonesian Rupiah (IDR) is approximately IDR 16,290 per USD.

SIM Card Purchase

- Buy a local SIM card from major providers like Telkomsel, XL, or Indosat, available at the airport.
- Ensure your phone is unlocked to use an Indonesian SIM card.



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BANKING AND FINANCIAL MATTERS



Managing finances is an essential part of living and studying in Jakarta. International students at UPN Veteran Jakarta (UPNVJ) are encouraged to open a local bank account for easier handling of daily transactions, tuition payments, and receiving funds from abroad. Several major banks offer services suitable for international students, including Bank Mandiri, BNI (Bank Negara Indonesia), BCA (Bank Central Asia), and CIMB Niaga. Each of these banks provides convenient services, such as mobile banking, online transactions, and access to extensive ATM networks across Indonesia.

How to open bank account

To open a bank account in Indonesia, foreigners must prepare the following documents:

Required Documents:

- Valid Passport: Serves as primary identification.
- Temporary or Permanent Stay Permit: KIMS, KITAS (Temporary Stay Permit), or KITAP (Permanent Resident License), depending on your visa status.
- Reference Letter (if required): Some banks may ask for a reference letter from your employer or sponsor.
- Proof of Address: Such as a rental agreement or an official letter confirming your residence.

Process:

1. Choose a Bank: Research and compare the requirements and fees of different banks to find the most suitable option.
2. Visit a Bank Branch: Most banks require you to be physically present to submit documents and complete an application form.
3. Submit Documents: Provide the required documents along with an initial deposit (if applicable).
4. Approval and Activation: Upon approval, you will receive a debit card and account details for both in-person and online banking.



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General Tips:

Each bank may have different policies regarding requirements, fees, and minimum balances, so it is advisable to review these beforehand. The account opening process can take time, so be patient and anticipate potential delays. Once your account is active, you can access banking services through ATMs and mobile banking, which are available 24/7. Most bank branches in Indonesia operate from 08:00 AM to 03:00 PM, Monday to Friday.

How to transfer international money

For international money transfers, students have several secure options:

- International bank transfers via SWIFT codes are available through major Indonesian banks for direct deposits into local accounts.
- Money transfer services like Western Union and MoneyGram offer a quick alternative for receiving funds without a bank account, requiring only a passport and a tracking number.
- Online platforms such as Wise (formerly TransferWise) provide affordable, fast transfers directly to Indonesian bank accounts, while PayPal is also widely used for online payments and international transactions.

Students are advised to compare exchange rates and transaction fees, as these may vary depending on the service provider.





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Estimated Monthly Living Expenses in Jakarta

Category	Estimated Cost (IDR)	Notes
Accommodation	1,000,000 – 3,000,000	Kost (boarding house) ranges from basic rooms to furnished units. Private apartments cost more.
Food	1,200,000 – 2,500,000	Eating at local warungs costs around 20,000–35,000 per meal, while dining at cafes or restaurants is more expensive.
Transportation	300,000 – 700,000	Using KRL commuter trains or online ojek (Gojek, Grab) is the most common option. Monthly costs vary based on frequency of travel.
Communication	50,000 – 200,000	Includes mobile data plans from providers like Telkomsel, XL, and Indosat.
Academic Expenses	200,000 – 400,000	Includes books, supplies, and study materials.
Personal Expenses	800,000 – 1,500,000	Includes entertainment, toiletries, and other personal costs.
Total Estimated Cost	3,550,000 – 8,300,000	Depends on lifestyle and spending habits.



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HEALTHCARE SERVICES

Health Insurance Requirements:

International students must have valid health insurance throughout their stay. Available options include:

- University-affiliated insurance.
- International health insurance plans.
- Government health insurance (BPJS Kesehatan).

Healthcare Facilities Near UPNVJ Campuses:

Hospital near Fatmawati Campus:

1. RSUP Fatmawati (Fatmawati General Hospital)
 - National referral hospital offering 24/7 emergency care, outpatient and inpatient services, and specialist clinics (e.g., cardiology, neurology, orthopedics).
 - Address: Jl. RS. Fatmawati Raya, Cilandak Bar., Kec. Cilandak, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12430
 - Contact: (021) 7501524
2. RS Siloam TB Simatupang
 - providing comprehensive care, including advanced diagnostics and specialized medical services.
 - Address: Jl. R.A. Kartini No.8, RT.10/RW.4, Cilandak Bar., Kec. Cilandak, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12430
 - Contact: (021) 29531900



IN JAKARTA

3. RSUD Pasar Minggu (Pasar Minggu Regional Hospital)

- Public hospital offering general medical care, maternity services, and emergency care.
- Address: Jl. TB Simatupang No.1, RT.9/RW.4, Ragunan, Ps. Minggu, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12550
- Contact: (021) 50866999

Hospital near Limo Campus:

1. RS Puri Cinere
 - hospital with 24/7 emergency care and specialized services (e.g., internal medicine, orthopedics, dermatology).
 - Address: Jl. Maribaya No.1, Pangkalan Jati, Kec. Cinere, Kota Depok, Jawa Barat 16514
 - Contact: (021) 7545488
2. Siloam Heart Diagram Hospital Cinere
 - Private hospital specializing in cardiology and general medical services, open 24/7.
 - Address: Jl. Cinere Raya No.19, Pangkalan Jati, Kec. Cinere, Kota Depok, Jawa Barat 16514
 - Contact: (021) 50900100



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Emergency Services:

- Emergency Unit (IGD): Visit the nearest hospital for immediate care
- Ambulance Service: Dial 119 (available 24/7)

Non-Emergency Medical Consultations:

- Schedule appointments in advance through hospital websites or by phone.
- In Jakarta, you can also consult with doctors online, book lab tests, and order medications for delivery through apps like Halodoc and Alodokter.
- Many private hospitals in Jakarta offer English-speaking medical staff for easier communication.



Pharmacies (Apotek):

Major chains like Kimia Farma, Apotek Roxy, Apotek K-24 provide over-the-counter and prescription medications and are easily accessible across the city.

Fatmawati

- **Apotik Sehat Medika**

Location:

Jl Fatmawati Raya No.75, RT.5/RW.1, Pd. Labu, Kec. Cilandak, Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12450

Maps link: [HERE!](#)

Phone: (021) 75908990

MAPS



- **Apotek K-24 Sahabat Keluarga Depok**

Location:

Jl. Pangkalan Jati 1 No.75B, Pangkalan Jati, Kec. Cinere, Kota Depok, Jawa Barat 16513

Maps link: [HERE!](#)

Phone: 08111959099

MAPS





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MAPS



MAPS



Cinere

- **Apotek limo farma**

Location:

Jl. Limo Raya, Limo, Kec. Limo, Kota Depok, Jawa Barat 16515

Maps link: [HERE!](#)

Phone: 0811-1067-8342

- **Apotek Griya Cinere**

Location:

Jl. Limo Raya. Ruko Griya Cinere II Blok 49 No.13, Limo, Kec. Limo, Kota Depok, Jawa Barat 16515

Maps link: [HERE!](#)

Phone: 0877-3356-0393



Communication Services in Jakarta



Mobile Phone Services:

Major providers offer a range of prepaid and postpaid plans:

- Telkomsel: Extensive coverage, strong signal in remote areas.
- XL Axiata: Competitive pricing and reliable service.
- Indosat Ooredoo: Affordable data packages and frequent promotions.
- 3 (Tri): Budget-friendly internet packages, popular among students.

SIM Card Registration: Required documents: Passport or KITAS (Temporary Stay Permit).

- Available at airports, shopping malls, convenience stores, and official outlets.

Data Package Options: Monthly plans for heavy users.

- Daily or weekly bundles for lighter needs.

Internet Access:

- UPN Veteran Jakarta (UPNVJ): Provides campus-wide Wi-Fi for academic use.
- Accommodation: Most dormitories and private housing offer Wi-Fi.
 - External Access: Internet cafes near campus provide affordable browsing and printing services.
 - Mobile data from major providers is fast and reliable across Jakarta.
- Popular Data Packages: Include various speeds, allowances, and unlimited social media access.



Safety and Emergency Information



Safety Tips in Jakarta

To stay safe in Jakarta, always secure your valuables, especially in crowded places like malls and public transport hubs. Keep phones, wallets, and passports in a safe place, and avoid displaying expensive items in public.

For transportation, use reputable services like Blue Bird, Grab, or Gojek, particularly at night. Avoid unregistered taxis to prevent overcharging or safety risks, and share your real-time location with a trusted contact when using ride-hailing apps.

Keep digital copies of important documents such as your passport, visa, and student ID, and carry a photocopy of your passport while keeping the original in a secure place.

During the rainy season (November–March), be aware of potential flooding in certain areas. Stay updated on weather forecasts and avoid traveling to flood-prone zones when possible.

Emergency Preparedness Guidelines – UPN Veteran Jakarta

1. Familiarize Yourself with Safety Measures
 - Identify emergency exits and assembly points on campus.
 - Understand UPN Veteran Jakarta's safety protocols.
2. Participate in Emergency Drills
 - Join university-organized drills for scenarios like fires and natural disasters.
 - Practice evacuation routes and procedures regularly.
3. Contact the appropriate emergency services:

Emergency Contact Numbers

- Police/General Emergencies: Dial 112, 110
 - Police: Dial 110
 - Ambulance: Dial 118 or 119
 - Firefighter: Dial 113
 - 24-Hour Jakarta Emergency Contact Center: Dial 112
4. Steps to Take During an Emergency
 - Stay calm and assess the situation.
 - Ensure your immediate safety before taking further action.
 - Contact appropriate emergency services promptly.
 - Notify the UPN Security Office for on-campus emergencies.
 5. Stay Prepared and Informed
 - Regularly review safety procedures.
 - Keep emergency contacts easily accessible.
 - Follow official instructions during emergencies.





Emergency Contacts

Important Contacts – UPN Veteran Jakarta (UPNVJ)

International Office of UPNVJ (Kantor Urusan Internasional - KUI)

Location:

International Office, UPN Veteran Jakarta

Jl. RS Fatmawati No. 1, Pondok Labu,

Cilandak, South Jakarta, 12450

Phone: 0813-8500-5828 / 0858-1121-4731

Email: international@upnvj.ac.id

Website: <https://kui.upnvj.ac.id/>

Opening Hours:

Monday to Friday: 8:00 AM – 4:00 PM

Closed on Saturday, Sunday, and public holidays

Academic, Student Affairs, and Cooperation Bureau (AKK):

Location:

- Gedung Jend. Sudirman Lt.2 UPN Veteran Jakarta Jl. RS. Fatmawati, Pondok Labu Jakarta Selatan, 12450

Phone: 021-765 6971

Website: <https://akk.upnvj.ac.id/>

Emergencies

- General Emergency Services** (Police, Ambulance, Fire Department): Dial 112
- Police:** Dial 110
- Ambulance:** Dial 118 or 119
- Fire Department:** Dial 113
- 24-Hour Jakarta Emergency Contact Center:** Dial 112

Immigration Services – Directorate General of Immigration

Main Office (Kantor Imigrasi Pusat)

Jl. HR Rasuna Said Kav. X-6 No. 8, Kuningan, South Jakarta, 12940

help desk phone number: 08111030044

Website: www.imigrasi.go.id

Opening Hours:

Monday to Friday: 8:00 AM – 4:00 PM



DIKTISAINTEK
BERDAMPAK



INDONESIA IN WORLD MAP



DIKTISAINTEK
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INDONESIA IN ASEAN MAP



DIKITSAINTEK
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ABOUT INDONESIA



Indonesia is known for its rich cultural diversity and deep-rooted traditions. Understanding and respecting local customs is essential for international students to integrate smoothly into Indonesian society. With over 270 million people across 17,000 islands, Indonesia's culture reflects a blend of religious practices, social etiquette, and traditional customs that vary by region but share common values of respect, hospitality, and community.

Language and Government

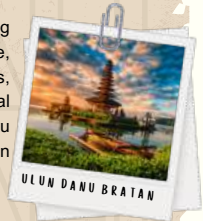
Indonesia's national language is Bahasa Indonesia, while many also speak local languages such as Javanese, Sundanese, and Balinese. Indonesia is a democracy where the president is elected every five years. The People's Consultative Assembly (MPR) consists of the House of Representatives (DPR) and the Regional Representative Council (DPD). The legal system blends civil law with traditional customary laws (adat).



Bali, Island of the Gods

Bali is Indonesia's most famous island, renowned for its stunning beaches, vibrant nightlife, world-class surfing, rich cultural heritage, and spiritual traditions. It offers a mix of traditional Balinese temples, rice terraces, and arts alongside modern cafes, resorts, and digital nomad communities. Places like Ubud, Kuta, Canggu, and Uluwatu attract tourists and students alike. Bali is also a popular destination for weekend getaways and cultural retreats.

How to get there: Direct flights from Soekarno-Hatta Airport (CGK).



Yogyakarta (Jogja), The Heart of Javanese Culture

Jogja is a special region on Java Island known for its strong Javanese heritage, art scene, and historical sites. It is home to the ancient temples of Borobudur (Buddhist) and Prambanan (Hindu), both UNESCO World Heritage Sites. The city is also a hub for students, with numerous universities, making it a vibrant place for young people. You can experience batik workshops, traditional performances, and delicious local cuisine like gudeg.

How to get there: Accessible by train from Pasar Senen and Gambir Railway Station or by flight from Soekarno-Hatta (CGK) and Halim Perdana Kusuma (HLP) Airport.



Lombok – A Peaceful Paradise

Located east of Bali, Lombok offers beautiful natural landscapes, from white sand beaches to waterfalls and Mount Rinjani, one of Indonesia's tallest volcanoes. It is less crowded than Bali and is known for a more relaxed and authentic vibe. The Gili Islands nearby are popular for snorkeling, diving, and beach relaxation. Lombok is also rich in Sasak culture and traditional villages.

How to get there: Accessible by direct flight from Soekarno-Hatta Airport (CGK), Jakarta, or by fast boat from Padang Bai Port, Bali





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Religious Practices in Indonesia

Indonesia recognizes six official religions, with Islam as the majority faith. The religious composition is approximately:

- Islam (~87%)
- Protestant Christianity (~7%)
- Catholic Christianity (~3%)
- Hinduism (~1.7%)
- Buddhism (~0.7%)
- Confucianism (~0.05%)

Religious tolerance is key, and respecting customs during major celebrations like Idul Fitri, Nyepi, and Christmas is important.

Cultural Landscape

Indonesia is home to over 1,300 ethnic groups and 700 languages, with Javanese, Sundanese, and Batakese as the largest communities. Pancasila promotes unity in diversity (Bhinneka Tunggal Ika). Traditional arts thrive, including UNESCO-listed Batik, Wayang Kulit, and dances like Kecak and Saman. Its diverse cuisine features Nasi Goreng, Rendang, Satay, Gado-Gado, Soto, Pempek, and Gudeg.



Social Etiquette

Indonesian social norms prioritize politeness, humility, and respect for hierarchy. It is customary to use the right hand when giving or receiving items, as the left hand is considered impolite for such actions. Removing shoes before entering homes or places of worship is a sign of respect and cleanliness.

Modest dress is encouraged, especially in religious settings or rural areas where traditional values are upheld. When addressing elders, professors, or authority figures, it is respectful to use formal titles like "Bapak" (Mr.) and "Ibu" (Mrs.). Public displays of affection, such as kissing or hugging, are generally frowned upon, particularly in conservative areas.



Daily Life and Cultural Norms in Indonesia

a. Food and Communal Dining:

- Traditional dishes include nasi goreng (fried rice), satay (grilled skewers), and rendang (slow-cooked beef in coconut milk).
- Meals are often shared from large platters, and it is polite to wait until elders or the host invite you to start eating.
- Typical dining utensils are a spoon and fork, while knives are rarely used.

b. Cultural Adaptation:

- Understanding and respecting local customs fosters positive relationships.
- Being adaptable and open-minded enhances the cultural experience and helps international students feel comfortable in their new environment.



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Indonesian phrases

Basic Greetings

Good morning : Selamat pagi

Good afternoon : Selamat siang / Selamat sore

Good evening : Selamat malam

Good night : Selamat tidur

Hello : Halo

Goodbye : Selamat tinggal / Sampai jumpa

Politeness & Common Phrases

Please : Tolong / Silakan

Thank you : Terima kasih

You're welcome : Sama-sama

Excuse me : Permisi

Sorry : Maaf

Yes : Ya

No : Tidak

I don't understand : Saya tidak mengerti

Do you speak English? : Apakah Anda bisa berbahasa Inggris?

Emergency Phrases

Help! : Tolong!

Call the police! : Panggil polisi!

I need a doctor : Saya butuh dokter

Where is the hospital? : Di mana rumah sakit?

I lost my passport : Saya kehilangan paspor

Basic Numbers

One : Satu

Two : Dua

Three : Tiga

Four : Empat

Five : Lima

Ten : Sepuluh

Hundred : Seratus

Thousand : Seribu





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JAKARTA

The Capital City



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Jakarta

officially designated as the Special Capital Region (DKI Jakarta), functions as Indonesia's political, economic, and cultural hub. Located on Java Island's northwest coast, it houses over 10 million residents, making it among Southeast Asia's most densely populated urban centers.



Climate and Clothing in Jakarta

Jakarta has a tropical monsoon climate, meaning it is generally hot, humid, and rainy throughout the year. Understanding the weather will help you choose appropriate clothing and prepare for seasonal changes.

1. Temperature

- Average temperature: 26°C to 33°C (79°F to 91°F) year-round.
- Days are typically warm to hot, with high humidity (around 70-90%).

2. Seasons

a. Dry Season (April to October):

- Hot and sunny with occasional light showers.
- Average temperature: 28°C to 33°C (82°F to 91°F).

b. Rainy Season (November to March):

- Frequent heavy rainfall, especially in the afternoons and evenings.
- Risk of flooding in some areas.
- Average temperature: 26°C to 30°C (79°F to 86°F).

When it comes to everyday wear, lightweight and breathable fabrics such as cotton and linen are ideal to stay cool in the heat. Short sleeves, T-shirts, and light pants or skirts are suitable for daily activities, while comfortable footwear like sandals or sneakers is best for navigating the city. During the rainy season, it is advisable to carry a light rain jacket or waterproof poncho to stay dry during sudden downpours, along with an umbrella for extra protection. Waterproof shoes or sandals are also useful when walking on wet streets.

For formal and campus wear, smart-casual attire such as collared shirts or blouses is appropriate for classes and university events. Some formal occasions may require business attire or batik, a traditional Indonesian garment often worn during official or cultural events. When visiting religious or cultural sites, such as mosques or temples, modest clothing is expected. This means covering the shoulders, chest, and knees. Items like long skirts, loose pants, and scarves are recommended to show respect for local customs. Given Jakarta's intense sun, especially during the dry season, sun protection is essential. Wearing a hat, sunglasses, and applying sunscreen helps protect against UV rays.

Tips for Staying Comfortable

- **Layering:** Wear light layers to adjust between outdoor heat and air-conditioned spaces like malls or public transport.
- **Stay Hydrated:** Always carry a refillable water bottle to stay hydrated in the tropical heat.
- **Adapt to Humidity:** Choose moisture-wicking fabrics to stay dry and comfortable throughout the day.

By dressing appropriately for Jakarta's climate, you can stay comfortable, cool, and prepared for the city's changing weather conditions.





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Jakarta's Transportation Network

Jakarta offers an integrated public and private transportation system to navigate the city:

- MRT (Mass Rapid Transit): Connects South Jakarta to Central Jakarta (Lebak Bulus to Bundaran HI), offering fast travel through key areas.
- LRT (Light Rail Transit): Services urban and satellite areas with selected routes.
- TransJakarta (TJ) Busway: A Bus Rapid Transit (BRT) system with 12 dedicated corridors for quicker city travel.
- Whoosh Train: Connects Jakarta to Bandung via high-speed rail, offering fast and efficient travel between two major cities in under 45 minutes.
- KRL Commuter Line: Links Jakarta to surrounding cities like Bogor, Depok, Bekasi, and Tangerang.
- Angkot (Public Minivans): Affordable transport for local neighborhoods.
- Mikrotrans: A feeder minibus service operated under the JakLingko integration scheme.
- Ride-Hailing Services: Widely available through Gojek and Grab apps, offering motorcycles (GoRide, GrabBike), cars (GoCar, GrabCar), and delivery services.

Tips for Efficient Travel in Jakarta:

- Avoid peak hours (7:00–9:00 AM and 5:00–7:00 PM) due to heavy traffic congestion.
- Use Jakcard, e-Money, and JakLingko for cashless payments on MRT, LRT, TransJakarta, Mikrotrans, and KRL services. These cards are available at convenience stores and MRT stations.
- Navigation apps like Google Maps or Waze provide real-time traffic updates and the best routes.

By combining public transport and ride-hailing services, students can travel efficiently from the airport to UPNVJ and navigate Jakarta with ease.





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EXPLORE JAKARTA



Monumen Nasional (Monas):

This monument commemorates Indonesia's independence. Visitors can access an observation deck with city views and explore a museum on the nation's struggle.



Kota Tua Jakarta (Old Batavia):

This historical district preserves Dutch colonial heritage with museums like the Jakarta History Museum and Wayang Museum. Visitors can explore antique shops, art galleries, and rent bicycles to tour the area.



Taman Mini Indonesia Indah (TMII):

A cultural park showcasing Indonesia's provinces through pavilions, performances, and museums, including the Museum of Indonesian Culture.



Shopping and Entertainment:

Major malls like Grand Indonesia, Senayan city, and Pondok Indah Mall (PIM) offer luxury shopping, dining, and cultural events, reflecting Jakarta's cosmopolitan lifestyle.



Ancol Dreamland:

Jakarta's largest entertainment complex features Dunia Fantasi amusement park, Sea World, beaches, and EcoPark for outdoor activities.



National Museum of Indonesia (Museum Nasional):

is a must-visit for history enthusiasts. It houses over 140,000 artifacts, including ancient statues, traditional textiles, and historical manuscripts, offering deep insights into Indonesia's rich cultural heritage.



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PUBLIC SERVICES

City Hall (Kantor Wali Kota):

City Halls are the administrative centers of local government. You may visit for city permits, public inquiries, or community services. South Jakarta Mayor's Office (Kantor Wali Kota Jakarta Selatan)

📍 Jl. Prapanca Raya No. 9, Kebayoran Baru, about 30 minutes from campus.

Embassies and Foreign Representatives:

Most embassies and consulates are located in Jakarta. They provide visa services, passport renewal, consular assistance, and other diplomatic services.

- How to find: Search "[Your Country] Embassy Jakarta" on Google Maps.

Airport Access

- Halim Perdanakusuma Airport (HLP)

📍 Jl. Halim Perdana Kusuma, Makasar, East Jakarta

The nearest domestic airport, around 35–45 minutes from UPNVJ by car.

- Soekarno-Hatta International Airport (CGK)

📍 Jl. Prof. DR. Ir. Soedijatmo, Tangerang, Banten

Indonesia's main international airport, located about 60–90 minutes from UPNVJ, depending on traffic. Serves most international and domestic flights.

Customs Office (Kantor Bea Cukai)

Handles import/export procedures and baggage inspections at ports and airports. You may need to contact them for shipping or receiving international packages.

KPPBC TMP A Jakarta – Customs for personal imports/exports

📍 Jl. Wijaya II No. 34, Kebayoran Baru

- Contact: www.beacukai.go.id



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PUBLIC SERVICES

Police Stations

For safety reports, lost item claims, or emergency help, visit the nearest police station (Polsek or Polres).

- Polsek Cilandak – Local police office - (021) 7691000
- Jl. TB Simatupang, ±10 minutes from campus
- Polda Metro Jakarta Selatan – Main police HQ for South Jakarta - (021) 7206004 / 081216161616
- Jl. Wijaya II No.42, about 25–30 minutes away

Emergency number: 110

Immigration Office (Kantor Imigrasi)

Immigration offices handle visa extensions, residency permits (KITAS), and other student immigration documents.

Kantor Imigrasi Kelas I Khusus Jakarta Selatan

- Jl. Warung Buncit Raya No.207, ±30 minutes from UPNVJ
- Services: Visa extension, KITAS, stay permits
- Website: imigrasi.go.id

Supermarkets & Convenience Stores

Perfect for daily groceries, snacks, toiletries, and basic household goods. Most stores accept cash, debit cards, and e-wallets (GoPay, OVO, etc.).

- Ranch Market & Farmers Market – Premium grocery stores
- Citos & Pondok Indah area
- Alfamart / Indomaret – Located on almost every street near campus
- Transmart Carrefour Lebak Bulus
- Jl. RA Kartini – Big supermarket with electronics, clothes, and food court
- Superindo- : A popular mid-range supermarket
- Cinere mall



JAKARTA'S CULINARY DELIGHTS



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Traditional Indonesian Cuisine

Authentic Indonesian food can be found in upscale restaurants and local eateries throughout Central and South Jakarta. These places serve classic dishes like nasi goreng, sate, rendang, and other regional specialties in both casual and fine-dining settings

Street Food and Local Favorites

Popular street food hubs include Sabang Street, Blok M, and Tebet Culinary Street. These areas offer affordable favorites like sate, martabak, bakso, and nasi uduk. Warteg (small food stalls) are scattered across the city, providing home-style meals at low prices.



International Cuisine

Jakarta has a wide range of international dining options, from rooftop restaurants in Central Jakarta offering Western and Asian fusion to Japanese, Italian, and Korean cuisine in malls and business districts like SCBD and Kuningan.

Coffee Shops and Desserts

Specialty coffee shops and dessert spots are abundant in neighborhoods like Senopati, Kemang, and Menteng. These cafés offer local and international coffee blends, along with pastries, cakes, and modern beverages.

