# General Information

<table>
<thead>
<tr>
<th>Name of University</th>
<th>University of HKBP Nommensen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rector</td>
<td>Dr. Ir. Sabam Malau</td>
</tr>
<tr>
<td>Institution dealing with exchange program</td>
<td>Office of International Affairs</td>
</tr>
</tbody>
</table>

## Contact information (Address, TEL, FAX, Email)

**Address to:**
Director of OIA  
Dr. Mula Sigiro, M.Si, Ph.D  
Office of International Affairs  
University of HKBP Nommensen  
Jln. Sutomo No.4A Medan 20234  
Sumatera Utara - Indonesia  
Tel: +6281397360600  
Fax: +62614571426  
E-mail: mulasigiro@gmail.com

**Exchange program coordinator**
Ms. Komilie Situmorang  
E-mail: komilie.oia.uhn@gmail.com  
Tel: +6282168251036  
Fax: +62614571426

## Website for exchange-related information

[http://uhn.ac.id/index.php/content/view/MTU4](http://uhn.ac.id/index.php/content/view/MTU4)

---

# Application

## Application procedure

Applicants should complete the enclosed application form and submit all required materials to our program coordinator at the Office of International Affairs (OIA) University of HKBP Nommensen.

## Required documents for application

1. Application form (with a recent photograph)
2. Complete transcripts (translated into English)
3. Two letters of recommendations
4. Study plan (written in English)
5. Copy of English Language Proficiency Test Result (test result obtained in the last two years). If English is an official language of your country or your degree course was in English, you are exempt from the requirements.
6. Health Statement from a Doctor/Basic Medical Report in English (confirming that you are in good health)
7. Color Copy of Passport (must be valid at least 2 years from application date and color copy)
8. Two (2) Color Passport Photos (45mm x 35mm OR based on home country passport size) – one pasted on the application form.

## Deadline for application

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall/1st Semester</td>
<td>April 25</td>
</tr>
<tr>
<td>Spring/2nd Semester</td>
<td>November 25 of previous year</td>
</tr>
</tbody>
</table>

## Suggested length of study for exchange

one semester (or one year)

## Exchange Participants

both undergraduate and postgraduate

## GPA

Minimum 2.5 out of 4.0 or 65 out of 100

## Language Requirements

TOEFL ITP/PBT: 385, or IELST 3.0, or TOEIC 450. If English is an official language of your country or your
degree course was in English, you are exempt from the requirements

<table>
<thead>
<tr>
<th>Estimated time to deliver acceptance letter</th>
<th>May 31 for Fall semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>December 31 for Spring semester</td>
</tr>
</tbody>
</table>

**Course Information**

<table>
<thead>
<tr>
<th>Course list (if online list is available, please give the website)</th>
<th>Our course list is available at: <a href="http://uhn.ac.id/index.php/content/view/MTU4">http://uhn.ac.id/index.php/content/view/MTU4</a></th>
</tr>
</thead>
</table>

**Language in use**

All courses taught in bilingual (Indonesia and English)

**Departments are available for Exchange student**

- **Undergraduate Program**: Department of Law, Department of Accounting, Department of Management, Department of Economics of Development, Department of Tax Administration, Department of English Education, Department of Indonesian Language Education, Department of Germany Education, Department of Economics Education, Department of Civic Education, Department of Christian Education, Department of Mathematics Education, Department of Physics Education, Department of Agro-technology, Department of Agribusiness, Department of Agriculture Technology, Department of Civil Engineering, Department of Mechanical Engineering, Department of Electrical Engineering, Department of Psychology, Department of Medical Science, Department of English, Department of Music, Department of Business Administration, Department of Public Administration, Department of Secretary, Department of Animal Production

**Postgraduate Program**: Master Program in Management, Master Program in English Education

**Any limitation or suggestion on course selection?**

No limitation on course selection, but must be agreed by each lecturer.

**Preliminary language training classes provided?**

YES, UHN offer Indonesian Language Training program for Exchange and Visiting student

**Necessary pay to preliminary language training class?**

Indonesian Training Program is free for Exchange and Visiting Students.

**Any Scholarship for Exchange Student?**

YES, UHN offer the monthly stipend for qualified student IDR 500,000/month

**Fees and Expenses**

<table>
<thead>
<tr>
<th>Unit: IDR (Rp. 14000 per USD)</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration Fee for visiting students</td>
<td>6,566,000</td>
<td>6,566,000</td>
</tr>
<tr>
<td>Tuition Fee for visiting students (per semester)</td>
<td>21,000,000 – 24,062,500</td>
<td>21,000,000 – 24,062,500</td>
</tr>
</tbody>
</table>

Exchange student under a student exchange agreement will be exempt from application and tuition fees.

**Insurance**

Visiting students studying in Indonesia for less than six months are required to get a short-term insurance which is valid during their stay. Those who stay in Indonesia for more than six months are required to apply for a KITAS (Resident Certificate for Foreign Student). From the seventh month after receiving the KITAS, students are required to join in UHN Health Insurance and pay IDR 330,000 per month for it. They are also required to get a short-term insurance which is valid during the first six months.

**UHN Life (Food, Transportation, etc)**

UHN Life information is available [here](http://uhn.ac.id/index.php/content/view/MTU4)
Thank you so much for your input!

International Office - University of HKBP Nommensen (UHN)