**CHECKLIST**

 **Have you included the following:**

**I. Essential:**

Completed Application Form

A copy of grade transcript from the origin institution of candidate student

CV/Resume

2 (two) Letters of Recommendation (State Polytechnic of Sriwijaya form)

1 (one) Copy of Passport

Certificate of Health (State Polytechnic of Sriwijaya form)

A statement letter of financial guarantee (appended by the bank statement) (State Polytechnic of Sriwijaya Form) or

A statement letter from Indonesian/Local sponsor \*

A Statement of Purpose (in Bahasa Indonesia/English, 500 words, explaining your purpose of study)

2 current Color photographs size 4X6

A statement letter that the candidate student will not work and will obey all the regulations and laws enacted in Indonesia during his/her stay in Indonesia. (State Polytechnic of Sriwijaya Form)

Completed Housing form (State Polytechnic of Sriwijaya Form-optional)

Notice of Arrival form (State Polytechnic of Sriwijaya Form-optional)

2 copies of proof of payment for registration fee (USD 30 nett)

Mark with an X

**ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE INTERNATIONAL RELATION OFFICE (please refer to the guidelines for admission)**

*Return this form and* ***original*** *supporting documents to:*

**The International Relation Office (IRO) – POLSRI**

**Central Administration Building (KPA)-HUMAS**

**Jl. Srijaya Negara Bukit Besar**

**Palembang 30139**

**INDONESIA**

**More Information, please contact:**

**Tel: 0711-353414 ext. 1122**

**Fax: 0711-355918**

**Email: OIA@polsri.ac.id**