TUTORIAL FOR ONLINE APPLICATION
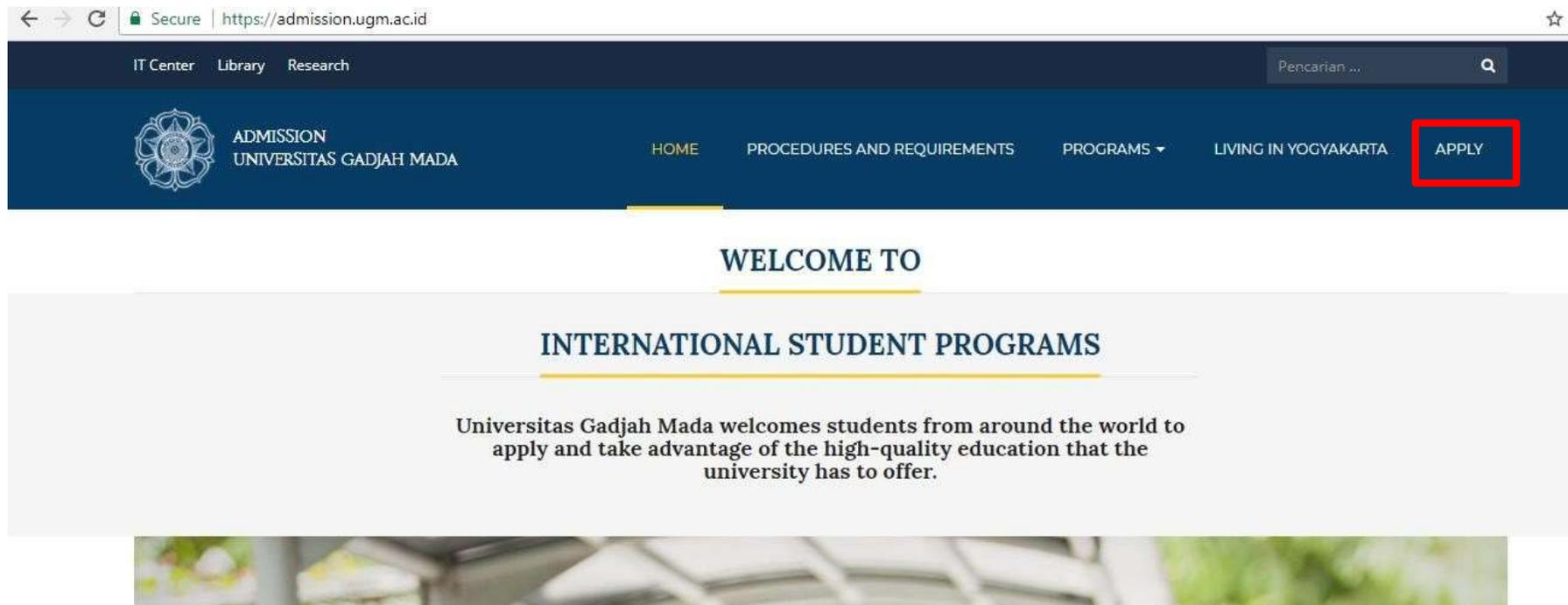
The 12th DREaM

International Students Virtual Short Program 2020

Directorate of Partnership, Alumni and Global Initiative

Universitas Gadjah Mada

Application for International Students Non-Degree Programs

- Application can be conducted through ***https://admission.ugm.ac.id/***

- Click Apply on the right corner of the web page

- Please click *sign up* to create account.

- Fill out the registration form (make sure you fill in the data correctly), click register
- You will receive notification and information about the **username & password** in your email.

Admission

Student Admission System

Universitas Gadjah Mada

Login

Registration Form

Full Name*	Full Name
Citizenship*	-- Select Citizenship --
Email*	Email
	The applicant should only use Gmail/Yahoo-mail
Phone Number*	Phone Number

Register

- Please sign in into your personal email and check email from UGM
- Verify the registration to activate the account by click Verify Email

NOTIFICATION

Thank you for signing up!

We just need to verify your email address to complete your account registration.

Please click this link to activate your account:

Verify Email

After activation you may login to this link using the following username and password
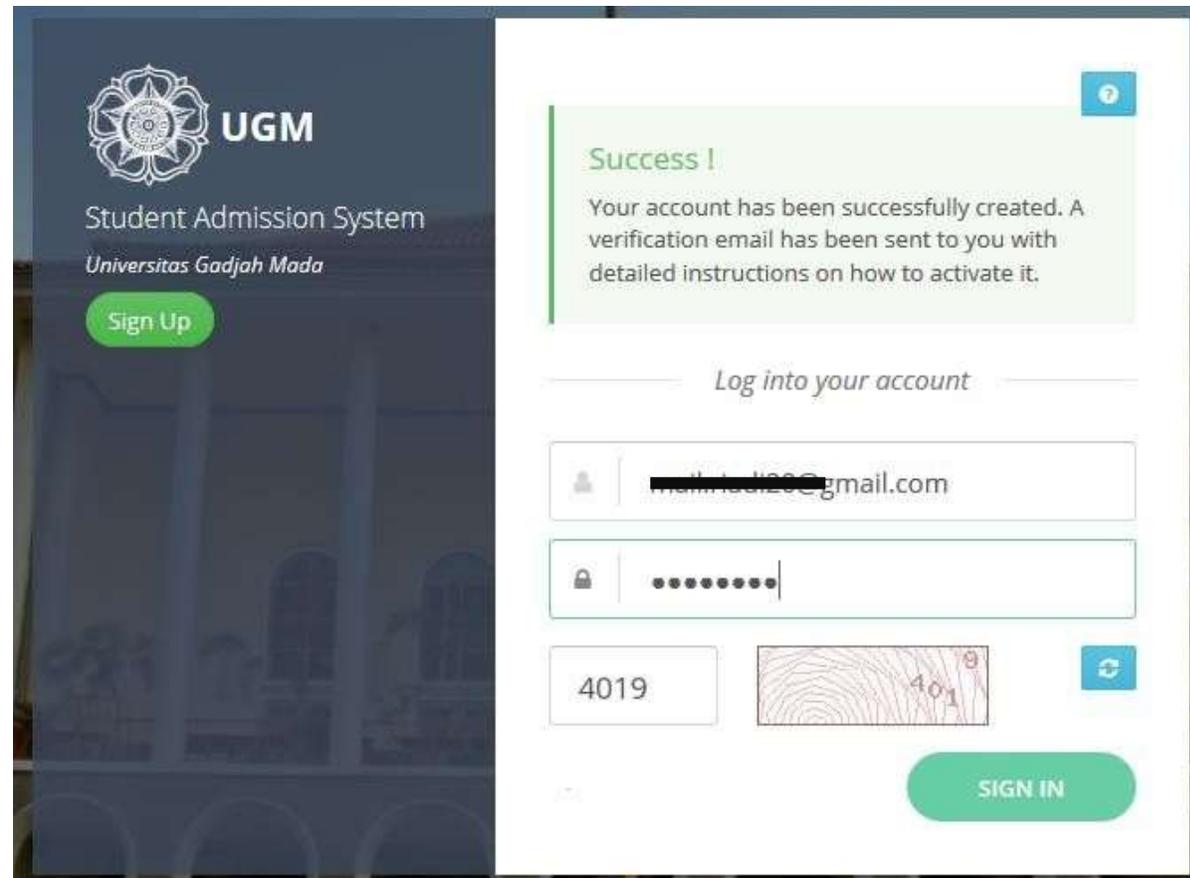
Username : ██████20@gmail.com
Password : ████████

If you have not signed up for OIA UGM, please ignore this email

Thank you

This is an automatically generated email, please do not reply.

Your username & password for login into Student Admission System UGM. You can change your password too. **If you won't change your password, we strongly suggest you to save this email.**

- Then please *sign in* using username and password in admission.ugm.ac.id/registration

- In Non-Degree Programs, please choose **'Short Course'.**
- Then click **Apply** in the right side of DREaM Program

- Fill out the registration form then click **submit**

- Upload documents with click choose, choose your document from your computer then click submit <u>one by one</u>. If you're not click submit, your documents won't be recorded.

Document Management

No (1)	Document Type (2)	Dokumen Ext (3)	Upload (maximum file size allowed is 2MB) (4)		
1	Color scan of passport*	pdf	No file selected...	Choose	Submit
2	Curriculum vitae (resume/personal data)*	pdf	No file selected...	Choose	Submit
3	Financial support statement* (Download financial support statement)	pdf	No file selected...	Choose	Submit
4	Personal statement* (Download personal statement)	pdf	No file selected...	Choose	Submit
5	Recommendation/nomination letter from home university*	pdf	No file selected...	Choose	Submit
6	Diplomas	pdf	No file selected...	Choose	Submit
7	Academics records*	pdf	No file selected...	Choose	Submit
8	Official passport size photograph*	pdf	No file selected...	Choose	Submit
9	Good health statements from applicant's doctor (any format is acceptable)*	img	No file selected...	Choose	Submit
10	IELTS/TOEFL Sertificate	pdf	No file selected	Choose	Submit

Mandatory requirements to upload

- After you finish upload your documents, then Click **next** for the next steps

ADMISSION

kui cobacoba

Back

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)*	img	3580_1_20042020140650.PDF	preview	delete
2	Official passport-sized photograph*	pdf	3580_8_20042020140712.jpg	preview	delete
3	Color scan of passport cover*	img	3580_21_20042020140831.PDF	preview	delete

Admission

Correspondence

Logout

UGM Framework 3.2

Next

Copyright © 2017 **Universitas Gadjah Mada** - Yogyakarta, Indonesia.

- Please check the Terms of Agreement and click submit

Terms of Agreement

☑ hereby certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement may disqualify me for benefits.

Submit

- You will receive notification "Success!" and we are ready to check your application.

Success !
Data submission has been completed.

⊠ Back

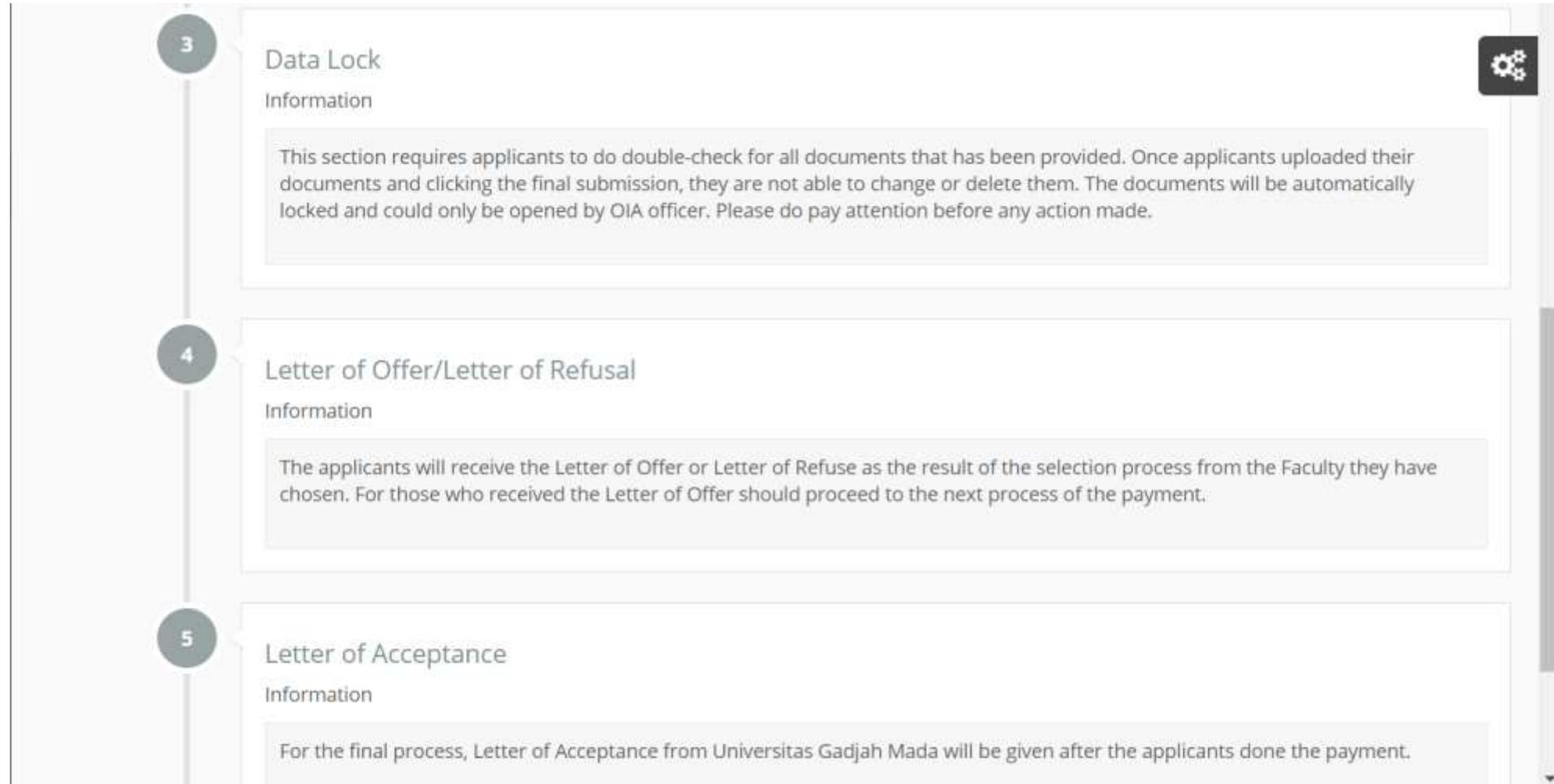**ℹ Information**   ℹ

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

Personal Data

Full Name	▬▬▬▬▬
Given/First Name	▬▬▬▬▬
Family/Last/Surname	▬▬▬▬▬
Gender/Sex	▬▬▬▬▬
Nationality	▬▬▬▬▬
Place of Birth	▬▬▬▬▬
Date of Birth	▬▬▬▬▬

- You can check the application process. **Data lock** means your application ready to reviewed. After that you will receive Letter of Offer/Letter of Refusal and then Letter of Acceptance.

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

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.

5 Letter of Acceptance

Information

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

- In you account home page, if you scroll it down, you may see your application or enrollment history

Notes:
- **You will receive notifications through your registered email address for any updates of your registration.**
- **DREaM Committee will contact you through email regarding the result of your application.**

Drop any inquiries or questions
to the email below:

dream@ugm.ac.id