



## How to Get Faculty International Letter for Student and Alumni

### International Outbound Mobility Permission

- Make your Request Letter to Head of Study Program with the specific program you proposed acknowledged by your Academic Advisor/Supervisor
- Have your Parent Permission/Consent Letter (required to be stamped)
- Be clear about your funding program (fee waiver or self-funding). UIA is not responsible in facilitating any financial need proposal.
- Screenshot/ Share link of Credential Source/Website of your Proposed International Program
- Attach Update CV (English required)
- Send them to Submission Form
- You will get your final letters:
  1. Enrollment Letter
  2. Nomination Letter to UGM
  3. Confirmation Letter to UGM
  4. Cover Letter for Visa Application (*optional*)

from Unit of International Affairs (UIA)  
email within working hours

### Dean Recommendation Letter

- Make a Cover Letter address to Dean with subject : **Request for Dean Recommendation**
- Attach your strength points information or CV.
- Attach the official website link source/ screenshot of your proposed program (Scholarship, Exchange Program, Internship, Apply Study, etc),
- Send them to **E-layanan (for student)** or **Academic Unit email (for Alumni)**
- the final recommendation letter would be sent from Unit of International Affairs email within working hours

### What You Need to Remember

- Make sure to address your letter according to type of the request (Outbound Mobility or Recommendation)
- Check any update at [oia.ugm.ac.id](http://oia.ugm.ac.id) for potential international outbound mobility program
- Do not forget to prepare your Transcript (English version) by communicating to Academic Unit. This supports your outbound mobility administration.
- Be more attentive with administration process in a timely manner
- **Wish You Luck !**

### Scan Me for Mobility Program !



Required Templates



Link of Submission

