

FLOWCHART FOR STUDENT EXCHANGE PROCESS (OUTBOUND)

	RESPONSIBILITY	WORK PROCESS	RECORD / DOCUMENTATION
1	FACULTY	Nominate students to OIA	
2	OIA	Nominate students and request application materials from partner university	
3	OIA	Receive application materials and forward to faculty	Application form from partner university
4	FACULTY	Forward application materials and recommendation letter/ form to OIA	Recommendation letter/form
5	OIA	Forward application materials to partner university	
6	PARTNER UNIVERSITY	Email acceptance letter to OIA	Acceptance letter
7	FACULTY	Apply for the approval letter (<i>Surat kelulusan ke luar negara</i>) (BHEP)	Approval letter (<i>Surat kelulusan ke luar negara</i>) (BHEP)
8	OIA/FACULTY/ BURSARY	Funding process	<ul style="list-style-type: none"> • Letter of acceptance • Approval letter from (BHEP)
9	OIA	<ul style="list-style-type: none"> • Email student confirmation letter to partner university (International office) • Provide student confirmation letter to embassy (If needed) 	Student confirmation letter
10	OIA	Assist and advice student on health or travel insurance and visa (If necessary)	
11	STUDENT	<ul style="list-style-type: none"> • Purchase ticket • Mobility report 	Mobility report