

THE GUIDANCE
OF NEW FOREIGN STUDENT REGISTRATION
IMAM SYAFI'I ISLAMIC COLLAGE
FOR ACADEMIC YEAR 2018-2019

A. GENERAL PROVISION

- Registration will be opened in the time the information letter about new registration and this guidance are posted in official website www.stai-imamsyafii.ac.id and official page Facebook STAI Imam Syafi'i Cianjur.
- Registration will be closed until the the information letter about the closing registration is posted in official website www.stai-imamsyafii.ac.id and official page Facebook STAI Imam Syafi'i Cianjur.
- The conditions of new registrator are among:
 - 1) Having ability in Arabic language (reading comprehension, speaking comprehension and writing comprehension).
 - 2) Maximum age is 22th years old.
 - 3) Graduated from Senior High School that is legal and admitted by own Government
 - 4) Having certificate of graduation from Senior High School that it was translated in Indonesian language by legal translator
 - 5) Having physically healthy and spiritual healthy
 - 6) Having recommendation from own Senior High School or other Islamic institutions
- Selection Test will be held after the register doing online registration and uploading the required documents.
- For more information about Selection Test will be explained in The Guidance of selction Test.

B. REGISTRATION TECHNICAL

- **First** , please scan all of the required documents, they are :
 - 1) Personal photo (colorfull and size 3x4)
 - 2) Family Register document
 - 3) Certificate of Graduation Senior High School
 - 4) Indonesian Translation of The Certificate
 - 5) Health Document from Hospital
 - 6) Recommendation Letter from own Senior High School or other Islamic institution in Arabic language
- The exemple or draft for Recommendation Letter , can be download in official website www.stai-imamsyafii.ac.id at PTMB menu
- All of Documents must be scanned colorfully, with extension JPEG or PDF and maximun size is 1 MB for each file documents
- **Second**, please rename your files documents with these formatted names :
 - 1) Rename file personal photo with 1. PHOTO-NAME-SCHOOL NAME
ex: 1. PHOTO-ANDI-MA'HAD TARBIYAH ISLAMIIYAH MALAYSIA
 - 2) Rename file Family Register Document with 2. KK- NAME-SCHOOL NAME
misal: 2. KK-ANDI- MA'HAD TARBIYAH ISLAMIIYAH MALAYSIA
 - 3) Rename file Certificate of graduation with 3. IJAZAH- NAME-SCHOOL NAME
misal: 3. IJAZAH -ANDI- MA'HAD TARBIYAH ISLAMIIYAH MALAYSIA
 - 4) Rename file health document with 4. SKJ- NAME-SCHOOL NAME
misal: 4. SKJ-ANDI- MA'HAD TARBIYAH ISLAMIIYAH MALAYSIA
 - 5) Rename file recommendation latter with 5. SKR- NAME-SCHOOL NAME
misal: 5. SKR-ANDI- MA'HAD TARBIYAH ISLAMIIYAH MALAYSIA
- **Third**, please begin to fulfill required data and information then upلود the required file documents :
 - 1) Please open our official website www.stai-imamsyafii.ac.id
 - 2) Choose PTMB menu, then choose Registration for new foreign student
 - 3) The required data and informations are among personal data, education data and parent data.
 - 4) The required data and informations must be real and it is sourced from legal documents.

- 5) Incompatibility data and informations are out of our responsibility, because the data and information also will be reported to Collage Education Ministry and Religion Ministry.

C. INFORMATION CONTACT

For more informations about registration and selection test, please contact us only at working days and time, Sunday-Thursday, at 08.30 am – 13.30 pm.

- 081807183855 (Phone/What'sup) for registration

