



ADMISSION PROCEDURE

- Online Registration (Starts 1 September 2017 for Intake 2018)
 - Fill in the online registration form and follow the instructions to download enrollment form and submit to SGU Campus, The Prominence Tower Alam Sutera
 - Make sure you fill in the form completely and correctly
- Pay the Registration Fee **Rp. 400.000,-**
 - By cash to Admission Department at SGU Campus, The Prominence Tower Alam Sutera
 - By bank transfer to Yayasan Swiss German University, BCA Branch BSD, Tangerang, Account number **497-056-0578**, and send the transfer receipt to Admission Department at fax number **021-2977 9598** or email to **admission@sgu.ac.id** (please confirm to us by phone on **021-2977 9596** once your fax or email has been successfully sent)
- Confirmation
 - Entrance Test Registration Number will be sent to your email once we have received your transfer receipt
 - Submit the required documents at least 2 days before the entrance test date

ENTRANCE TEST

Registration Procedure for Bachelor's Degree intake 2018/2019

SUBMISSION DEADLINE	ENTRANCE TEST	ANNOUNCEMENT
12 October 2017	14 October 2017	17 October 2017
9 November 2017	11 November 2017	14 November 2017
7 December 2017	9 December 2017	12 December 2017
11 January 2018	13 January 2018	16 January 2018
8 February 2018	10 February 2018	13 February 2018
8 March 2018	10 March 2018	13 March 2018
5 April 2018	7 April 2018	10 April 2018
3 May 2018	5 May 2018	8 May 2018
7 June 2018	9 June 2018	12 June 2018
28 June 2018	30 June 2018	3 July 2018
12 July 2018	14 July 2018	17 July 2018
26 July 2018	28 July 2018	31 July 2018

Venue

- SGU Campus, The Prominence Tower, Jl. Jalur Sutera Barat No. 15 Alam Sutera Tangerang 15143
- Time: 10.00 – 13.00

REQUIRED DOCUMENTS

- 1 copy of report for class 10, 11 and 12, legalized by the principal.
- 1 copy of ID card (KTP/SIM/Passport) for local students
- 1 copy of Passport & KITAS for International students.
- 2 photographs of 4 x 6 cm (in colour, with red as background)
- 1 copy of Birth Certificate (Akta Kelahiran)
- 1 copy of Family Certificate (Kartu Keluarga)
- A doctor's certificate stating that the student does not suffer from colour blindness (for Life Sciences student only).
- 1 certificate photocopy of High School of cial certi cate (IJAZAH SMA/SMK/MA) legalized by the principal (ONCE IT IS PUBLISHED)
- 1 certificate photocopy of High School of cial transcript (Surat Keterangan Hasil Ujian Nasional SMA/SMK/MA) legalized by the principal (ONCE IT IS PUBLISHED)
- Candidates graduating from overseas or an international high school should legalize/"penyetaraan" the high school certi cate through the Ministry of National Education of Indonesia or do take IJAZAH Paket C.

* Additional requirements for other study programs may applied

TEST SUBJECTS

- English
- Mathematics
- Assessment/Intelligence
- Interview (for certain study program)

GENERAL REQUIREMENTS

- The candidate should be in 12th grade of high school/equivalent, or
- Bachelor's Programs should not be older than 22 years in the first academic semester

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hotline SGU

PMDK Registration is an entry procedure without participating in SGU Entrance Test. Eligible students for this procedure are those who fulfill either of the following requirements:

1. HIGH SCHOOL REPORT

Submit copy of high school report for class X and XI (semesters 1-4) legalized by the principal, 1 week before the date of entrance test with the minimum requirement score of the following:

a. High School (SMA)

NATURAL SCIENCE	Social Sciences	Languages	AVERAGE
English	English	English	80
Mathematics	Mathematics	Mathematics	80
Physics / Chemistry	Economics / Accounting	Foreign Languages other than English	80

b. Vocational High School (High School Equivalent)

SUBJECT	Average
English	80
Mathematics	80

Minimum requirement score for all subjects must be met in order to be qualified to take PMDK procedure

2. WINNER OF ACADEMIC COMPETITION OR RANKED 1 TO 5 IN CLASS

Submit copy of certificate/plaque/trophy (photo) of the participated academic competition 1 week before the date of entrance test

- PMDK procedure only applies to high schools' students who graduate in academic year 2018/2019 and does not apply to students from high schools with international curriculum
- PMDK registration is only valid until **Entrance Test July 2018**.
- Candidates who follow the PMDK procedure must meet the requirement of registration and follow the schedule set by Swiss German University.
- Candidates who pass the PMDK will get 50% discount of Development free and 1st semester fee
- The SGU decision on PMDK result is final and no further discussion will be entered into once the decision is made.

No	SCHOLARSHIP NAME	SCHEME	DETAILS
1	Best Score (for those who have high score at SGU Entrance Test)	<ul style="list-style-type: none"> Up to 50% discount of Development Fee and Semester Fee 1 year (Semester 1 & 2), or 100% discount of Development Fee 	Period October 2017 – July 2018
2	Academic Achievement (based on academic achievement)	<ul style="list-style-type: none"> Up to 100% discount of Development Fee and Semester Fee (25%, 50%, 75%, and 100%) 4 years (semester 1-8) 	Period 1 : October 2017 – January 2018 Period 2 : February 2018 - May 2018
3	Non Academic Achievement Award (based on sport / art achievement)	<ul style="list-style-type: none"> Up to 100% discount of Development Fee and Semester Fee (25%, 50%, 75%, and 100%) 4 years (Semester 1-8) 	Period 1 : October 2017 – January 2018 Period 2 : February 2018 - May 2018
4	Profession (parents' profession)	<ul style="list-style-type: none"> Up to 100% discount of Development Fee 4 years (semester 1-8) 	<ul style="list-style-type: none"> Period October 2017 – May 2018 Profession : Teachers/lectures, military/police, healthcare, spiritual leaders
5	Foundation (Focus on families' living condition)	<ul style="list-style-type: none"> 100% discount of Development Fee and Semester Fee 4 years (semester 1-8) 	Period October 2017 – July 2018
6	Community Scholarship/Goethe Institute: PASCH Initiative	<ul style="list-style-type: none"> 50% of the Development Fee and 50% of Semester Fees (semester 1-8) Subject to review by considering academic achievement in each semester Applied only for schools registered as PASCH Schools 	Period October 2017 – July 2018
7	Siblings Benefit	<ul style="list-style-type: none"> 50% discount of Development Fee and Semester Fee 4 years (semester 1-8) 	Applicable for the next enrolled siblings
8	Best Grade Scholarship	<ul style="list-style-type: none"> 25% of the fee in the next semester Based on the best academic semester result. With a condition a minimum GPA of 3.50 	Semester 2,4,5,7,8

REGISTRATION PROCESS :

- Submission of all required documents and pass the entrance test
- Required documents and test result will be reviewed by admission committee
- Qualified candidates will be invited for an assessment interview (for certain type of scholarship)
- Scholarship announcement will be informed once all requirement are completed
- The SGU decision on granting or not granting the award/scholarship is final and no further discussion will be entered into once the decision is made (for certain type of scholarship)