



**ASEAN Credit Transfer System**  
**AUN-ACTS Secretariat**



## STUDENT MANUAL

AUN Member Universities



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# **ABSTRACT**

This document provides guideline for prospective and nominated students who wants to exchange programme through ASEAN Credit Transfer System web-based application. It contains useful information on how to apply for exchange programme in ASEAN University Network, by step by step guide to apply, and how to choose available courses under this exchange programme. It is expected that students would benefit from this guideline.

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# Overview

ASEAN Credit Transfer Application System (ACTS) is a web-based application that facilitate credit transfer to the student exchange program among participating universities in ASEAN University Network.

AUN-ACTS Secretariat is administered by International Office, Universitas Indonesia in close collaboration with AUN Secretariat and Steering Committee from 26 member universities. The secretariat is chaired by Head of International Office, Universitas Indonesia (ex officio), and 2 officers.

Users of this web-based application are categorized as follow:

- Student
- University Administrators (Host University/Home University)
- ACTS Secretariat

## **ACTS for Student**

This manual specifically gives instruction for students to register online, select the preferred university and choose courses to be taken for credit transfer.

## **ACTS Benefits for Student**

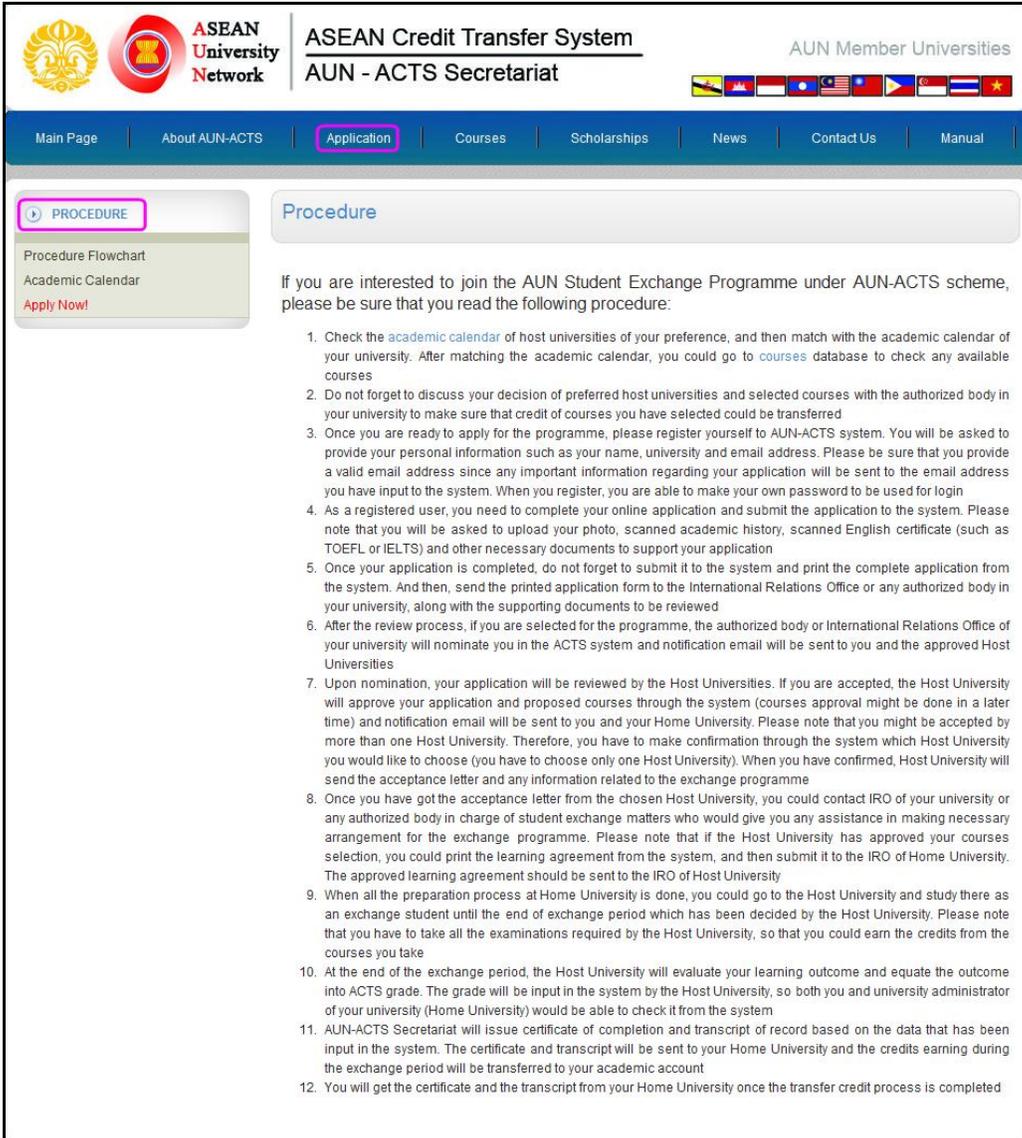
The function above has a direct benefit to users:

- Facilitating student to get the scheduled information, the university and the courses available for credit transfer.
- Facilitating student to the registration and collection of files needed.

# Application

To register in this exchange programme, you must do online registration, the steps taken are as follows:

1. You must understand the procedure to join ASEAN Credit Transfer, by choosing **Application** → **Procedure**, and the page will appear as shown in Figure 1 below.



The screenshot displays the ASEAN Credit Transfer System website. The header includes the ASEAN University Network logo, the title 'ASEAN Credit Transfer System AUN - ACTS Secretariat', and a row of AUN Member Universities flags. The navigation menu contains 'Main Page', 'About AUN-ACTS', 'Application' (highlighted), 'Courses', 'Scholarships', 'News', 'Contact Us', and 'Manual'. On the left sidebar, 'PROCEDURE' is highlighted, with links for 'Procedure Flowchart', 'Academic Calendar', and 'Apply Now!'. The main content area is titled 'Procedure' and contains a list of 12 steps for applying to the AUN Student Exchange Programme.

**ASEAN Credit Transfer System**  
AUN - ACTS Secretariat

AUN Member Universities

Main Page | About AUN-ACTS | **Application** | Courses | Scholarships | News | Contact Us | Manual

**PROCEDURE**

Procedure Flowchart  
Academic Calendar  
[Apply Now!](#)

**Procedure**

If you are interested to join the AUN Student Exchange Programme under AUN-ACTS scheme, please be sure that you read the following procedure:

1. Check the [academic calendar](#) of host universities of your preference, and then match with the academic calendar of your university. After matching the academic calendar, you could go to [courses](#) database to check any available courses
2. Do not forget to discuss your decision of preferred host universities and selected courses with the authorized body in your university to make sure that credit of courses you have selected could be transferred
3. Once you are ready to apply for the programme, please register yourself to AUN-ACTS system. You will be asked to provide your personal information such as your name, university and email address. Please be sure that you provide a valid email address since any important information regarding your application will be sent to the email address you have input to the system. When you register, you are able to make your own password to be used for login
4. As a registered user, you need to complete your online application and submit the application to the system. Please note that you will be asked to upload your photo, scanned academic history, scanned English certificate (such as TOEFL or IELTS) and other necessary documents to support your application
5. Once your application is completed, do not forget to submit it to the system and print the complete application from the system. And then, send the printed application form to the International Relations Office or any authorized body in your university, along with the supporting documents to be reviewed
6. After the review process, if you are selected for the programme, the authorized body or International Relations Office of your university will nominate you in the ACTS system and notification email will be sent to you and the approved Host Universities
7. Upon nomination, your application will be reviewed by the Host Universities. If you are accepted, the Host University will approve your application and proposed courses through the system (courses approval might be done in a later time) and notification email will be sent to you and your Home University. Please note that you might be accepted by more than one Host University. Therefore, you have to make confirmation through the system which Host University you would like to choose (you have to choose only one Host University). When you have confirmed, Host University will send the acceptance letter and any information related to the exchange programme
8. Once you have got the acceptance letter from the chosen Host University, you could contact IRO of your university or any authorized body in charge of student exchange matters who would give you any assistance in making necessary arrangement for the exchange programme. Please note that if the Host University has approved your courses selection, you could print the learning agreement from the system, and then submit it to the IRO of Home University. The approved learning agreement should be sent to the IRO of Host University
9. When all the preparation process at Home University is done, you could go to the Host University and study there as an exchange student until the end of exchange period which has been decided by the Host University. Please note that you have to take all the examinations required by the Host University, so that you could earn the credits from the courses you take
10. At the end of the exchange period, the Host University will evaluate your learning outcome and equate the outcome into ACTS grade. The grade will be input in the system by the Host University, so both you and university administrator of your university (Home University) would be able to check it from the system
11. AUN-ACTS Secretariat will issue certificate of completion and transcript of record based on the data that has been input in the system. The certificate and transcript will be sent to your Home University and the credits earning during the exchange period will be transferred to your academic account
12. You will get the certificate and the transcript from your Home University once the transfer credit process is completed

Figure 1. Procedure

**Note:** read and follow all procedures correctly. Flowchart procedure can be viewed by following selecting the menu **Application** → **Procedure Flowchart** as shown in Figure 2.

**ASEAN University Network**

**ASEAN Credit Transfer System**

**AUN - ACTS Secretariat**

AUN Member Universities

Main Page
About AUN-ACTS
Application
Courses
Scholarships
News
Contact Us
Manual

PROCEDURE

Procedure Flowchart

Academic Calendar

Apply Now!

Procedure Flowchart

Below is the AUN-ACTS exchange procedure flowchart:

AUN-ACTS Exchange Procedure

STUDENT	IROs HOME UNIVERSITY	THE AUN-ACTS SECRETARIAT	IROs HOST UNIVERSITY
<p>Start</p> <p>Go to AUN-ACTS website to check academic calendar of AUN Member Universities and courses selection</p> <p>Discuss with your faculty about your selection of Host Universities and courses</p> <p>Register yourself in AUN-ACTS system <a href="http://acts.ui.ac.id/home/applyfront">http://acts.ui.ac.id/home/applyfront</a></p> <p>Complete and submit your application and send the printed application (pdf version) to IRO of your university</p> <p>Confirm the acceptance (choose only one Host University), print the learning agreement from the AUN-ACTS system</p> <p>Study at Host University as the exchange student</p> <p>Receive the ACTS transcript of record and certificate of completion</p> <p>End</p>	<p>Review and selection at Home University</p> <p>Nominate students for exchange in AUN-ACTS system</p> <p>Verify the selected Host Universities in AUN-ACTS system</p> <p>Home University Approval</p> <p>Assisting the outbound student in making any necessary arrangement for his/her international travel</p> <p>Transfer the credit into the student's account</p>	<p>Deliver learning agreement</p> <p>Store data of accepted student and approved courses</p> <p>Issue the ACTS transcript of record and certificate of completion</p>	<p>Review and selection at Host University</p> <p>Approve the application in AUN-ACTS system</p> <p>Approve courses (could be done in a later time) in AUN-ACTS system</p> <p>Host University Approval</p> <p>Send letter of acceptance and the approved learning agreement and assist the upcoming inbound student especially in term of accommodation and immigration</p> <p>Evaluate the exchange student's learning outcome</p> <p>Equate the learning outcome into the ACTS grade and input the grade to the AUN-ACTS system</p>

You can download the procedure flowchart [here](#).

**Figure 2. Procedure Flowchart**

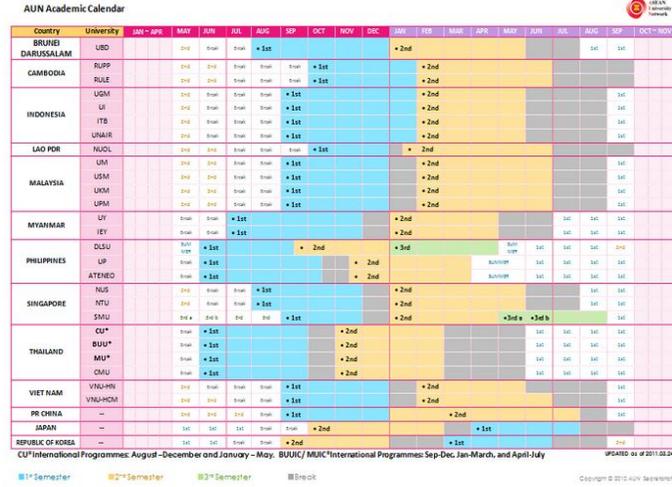
Flowchart also be downloaded by clicking the flowchart as shown in Figure above.

2. Students can view the academic calendar all university incorporated in the ASEAN Credit Transfer, by choosing **Application** menu → **Academic Calendar** and will appear as shown in Figure 3.

[PROCEDURE](#)  
 Procedure Flowchart  
**Academic Calendar**  
 Apply Now!

### ACADEMIC CALENDAR

Below is the illustration of overall academic semester of all AUN members



You can download the academic calendar [here](#).

Please apply at least by 3 months before the semester starts. To see the details of each university's academic calendar, click on the name of university in the list below.

To see details of each university calendar:

example →

University	Country
<a href="#">University Brunei Darussalam</a>	Brunei Darussalam
<a href="#">Royal University of Law and Economics</a>	Cambodia
<a href="#">Royal University of Phnom Penh</a>	Cambodia
<a href="#">Institut Teknologi Bandung</a>	Indonesia
<a href="#">Universitas Airlangga</a>	Indonesia
<a href="#">Universitas Gadjah Mada</a>	Indonesia
<a href="#">Universitas Indonesia</a>	Indonesia
<a href="#">National University of Laos</a>	Lao PDR
<a href="#">Universiti Kebangsaan Malaysia</a>	Malaysia
<a href="#">Universiti Malaya</a>	Malaysia
<a href="#">Universiti Putra Malaysia</a>	Malaysia
<a href="#">Universiti Sains Malaysia</a>	Malaysia
<a href="#">Institute of Economics</a>	Myanmar
<a href="#">University of Yangon</a>	Myanmar
<a href="#">Ateneo de Manila</a>	Philippines
<a href="#">De La Salle University</a>	Philippines
<a href="#">University of the Philippines</a>	Philippines
<a href="#">Nanyang Technological University</a>	Singapore
<a href="#">National University of Singapore</a>	Singapore
<a href="#">Singapore Management University</a>	Singapore
<a href="#">Burapha University</a>	Thailand
<a href="#">Chiang Mai University</a>	Thailand
<a href="#">Chulalongkorn University</a>	Thailand
<a href="#">Mahidol University</a>	Thailand
<a href="#">Vietnam National University - Hanoi</a>	Vietnam
<a href="#">Vietnam National University - Ho Chi Minh City</a>	Vietnam

Figure 3. Academic Calendar (General)

Academic Calendar also be downloaded by clicking the academic calendar as shown in Figure above

3. Students can view details of each University Calendar by click the name of the university link and will appear as shown in Figure 4 .

The screenshot displays the 'Academic Calendar : Universitas Indonesia' page. On the left, there is a 'PROCEDURE' sidebar with links for 'Procedure Flowchart', 'Academic Calendar', and a red 'Apply Now!' button. The main content area is divided into two sections:

**Active Term**  
 Term: 2010 / 2011 - 2  
 Year : 2010

Event	Start Date	End Date
Application		
Announcement		
Reconfirmation		
Semester	07/02/2011	03/06/2011

**Term to be Offered**  
 Term: 2011 / 2012 - 1  
 Year : 2011

Event	Start Date	End Date
Application		
Announcement		
Reconfirmation		
Semester	03/04/2011	01/07/2011

A 'Back' button is located at the bottom of the 'Term to be Offered' section.

Figure 4. Each University Academic Calendar

4. Students can view the list of universities, majors, courses and number of credits offered by each university, the steps to access these pages are as follow:

1. Select **Courses** menu → select countries in combo box **Country**, for example **Indonesia** → select universities menu in the combo box **Select University**, for example **Universitas Inonesia** → select courses in the combo box **Select Degree**, for example **Undergraduate**. The following pages will appear as shown in Figure 5, 6, 7 and 8.

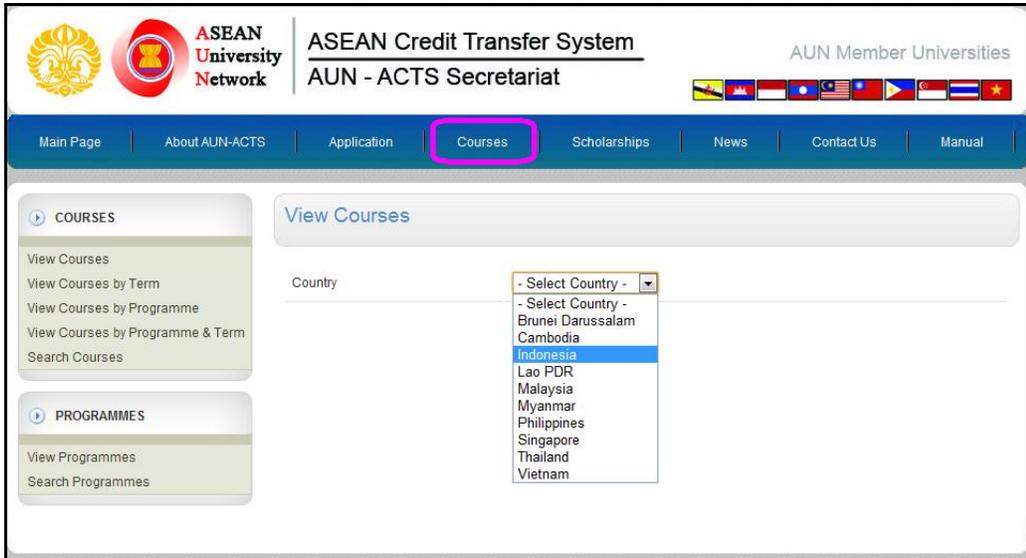


Figure 5. View Courses

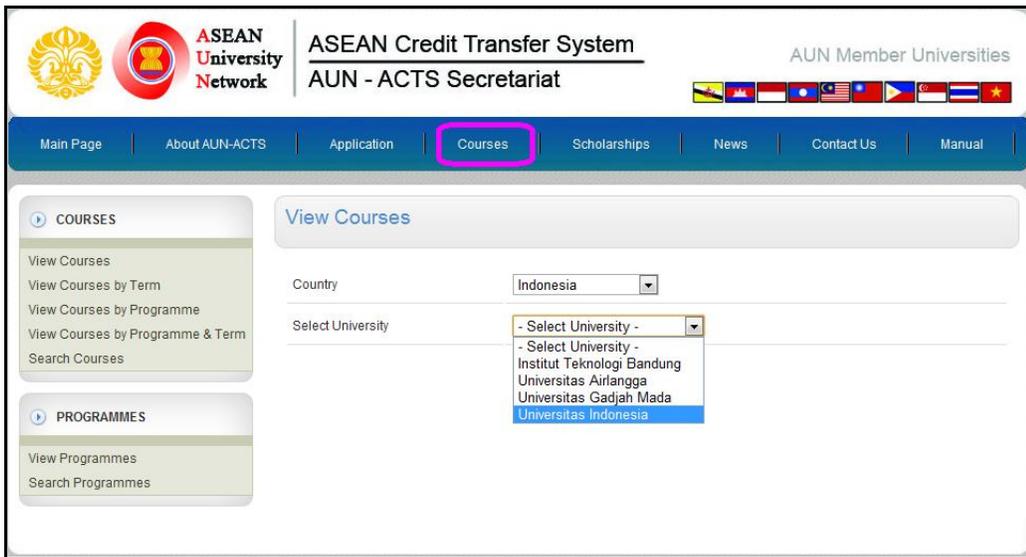


Figure 6. Select University

ASEAN University Network | ASEAN Credit Transfer System | AUN - ACTS Secretariat | AUN Member Universities

Main Page | About AUN-ACTS | Application | **Courses** | Scholarships | News | Contact Us | Manual

**COURSES**

- View Courses
- View Courses by Term
- View Courses by Programme
- View Courses by Programme & Term
- Search Courses

**PROGRAMMES**

- View Programmes
- Search Programmes

**View Courses**

Country: Indonesia

Select University: Universitas Indonesia

Select Degree: Undergraduate

Figure 7. Select Degree

**COURSES**

- View Courses
- View Courses by Term
- View Courses by Programme
- View Courses by Programme & Term
- Search Courses

**PROGRAMMES**

- View Programmes
- Search Programmes

**View Courses**

Country: Indonesia

Select University: Universitas Indonesia

Select Degree: Undergraduate

Course Title	Course Code	Credit	Class Name	Class Code	Programme	Semester Offered
Acoustics	AIF200824I	3	Acoustics	413969	Architecture - Intl	0
Akuntansi Biaya	ACCT22101	3	Rahfiani K./Nureni W	414455	Accounting	3
Algorithm and Programming	EES320803I	3	Algorithm and Progra	408042	Electrical Engineering - Intl	2
Analisis Laporan Keuangan	ACCT21421	3	Dini Marina	414463	Accounting	4
Analytical Chemistry	MMS120801I	2	Analytical Chemistry	408181	Metalurgy Engineering - Intl	2
Antropobiology	BIO20114	2	Antropobiologi	373613	Biology	3
Applied Genetics	BIO30613	2	Genetika Terapan	385475	Biology	6
Applied Probability	IKI30630I	3	Applied Probability	403017	Computer Science	4
Aquaculture	BIO30308	3	Akuakultura	376506	Biology	5
Aquaculture	BIO30308	3	Akuakultura	396987	Biology	5
Architectural Design II	AIS220801I	10	Arch Design II Stdio	408293	Architecture - Intl	4
Architectural Design IV	AIS320801I	12	Arch Design IV	409491	Architecture	6
Arts/Sports	UUH12030	1	Batik D	401947	Philosophy	1
Automata & Language Theory	IKI30600I	3	Automata & LT	400599	Computer Science	5
Automation and Robotics	MPF420806C	4	Otomasi dan Robotika	357336	Mechanical Engineering	8
Basic Chemistry	ENG100802I	2	Basic Chemistry	407901	Mechanical Engineering - Intl	2
Basic Computer	ENG100807I	3	Basic Computer	393669	Civil Engineering - Intl	1
Basic Fluid Mechanics	MCS220804I	4	Basic Fluid Mechanic	357230	Mechanical Engineering - Intl	4
Basic Fluid Mechanics	MCS220804I	4	Basic Fluid Mechanic	407902	Mechanical Engineering - Intl	4
Basic of Fermentation	BIO30505	3	Dasar-dasar Fermenta	383066	Biology	6

1 2 3 4 5 6 7 8 9 10 11 > Last >

Figure 8. View List of Courses

2. To view details of each course, click the link to the **Course Title** column, for example **Applied Probability**, then the page will appear as the following Figure 9.

The screenshot displays a web interface for viewing course details. On the left, there are two navigation menus: 'COURSES' and 'PROGRAMMES'. The 'COURSES' menu includes options like 'View Courses', 'View Courses by Term', 'View Courses by Programme', 'View Courses by Programme & Term', and 'Search Courses'. The 'PROGRAMMES' menu includes 'View Programmes' and 'Search Programmes'. The main content area is titled 'Course Detail' and shows the following information:

Course Title	Applied Probability
Course Code	IKI30630I
Credit	3
Semester Offered	4
Class Name	Applied Probability
Class Code	403017
Capacity	15
Number of Registrant	6
Course Description	
Prerequisite	
Class Schedule	12/09/2011 - 13/01/2012, Tuesday, 15.00 - 15.50, 3.3111 - COMPUTER SCIENCE 12/09/2011 - 13/01/2012, Thursday, 08.00 - 09.40, 3.3113 - COMPUTER SCIENCE
Lecturer	121103009 - Pertamina Junia Hayuningtyas
Other Description	

At the bottom of the page, there is a 'Back' button.

Figure 9. View Course Detail



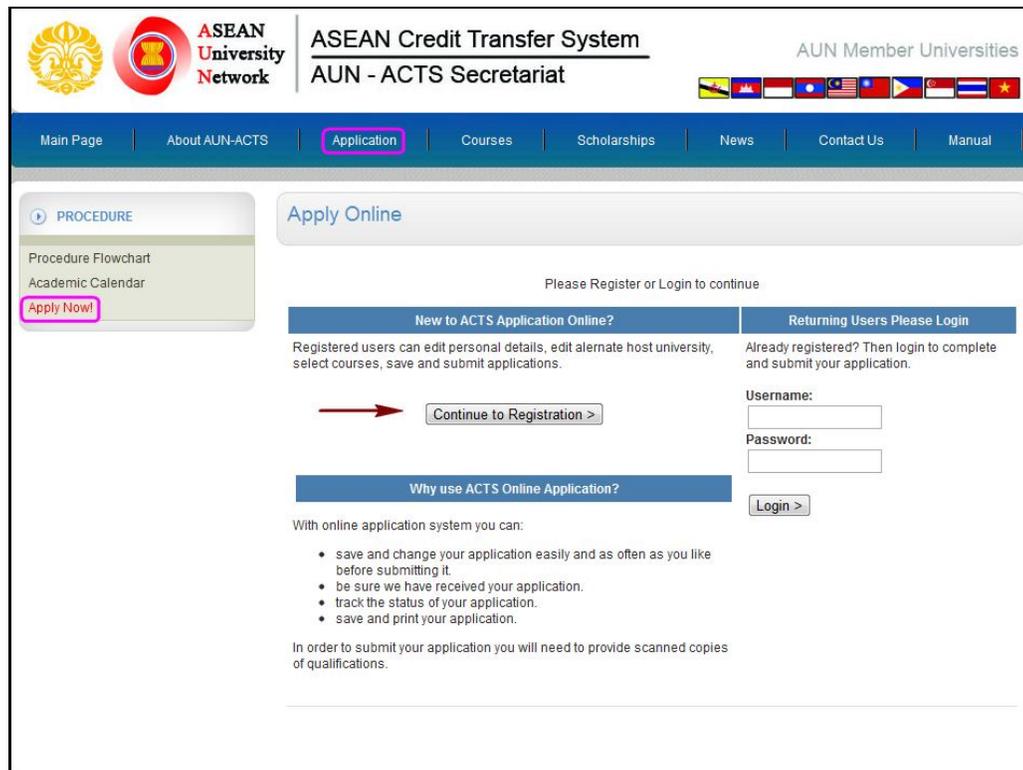
# Registration

If you have selected a university and the courses you will take at another university, you can proceed with online registration.

**Note:** you must have discussed with your faculty on the selection of study programs of proposed host universities and credit transfer.

Steps of Registration:

1. Students can do the online registration by choosing menu **Application** → **Apply Now** link, as in Figure 5 and click **Continue to Registration >** button to view Apply Online page as in Figure 10.



The screenshot shows the 'Apply Online' page of the ASEAN Credit Transfer System. The page header includes the ASEAN University Network logo, the title 'ASEAN Credit Transfer System AUN - ACTS Secretariat', and a row of AUN Member University flags. A navigation menu at the top contains 'Main Page', 'About AUN-ACTS', 'Application' (highlighted with a pink box), 'Courses', 'Scholarships', 'News', 'Contact Us', and 'Manual'. On the left, a 'PROCEDURE' sidebar lists 'Procedure Flowchart', 'Academic Calendar', and 'Apply Now!' (highlighted with a pink box). The main content area is titled 'Apply Online' and contains the text 'Please Register or Login to continue'. It is divided into two columns: 'New to ACTS Application Online?' and 'Returning Users Please Login'. The 'New to ACTS Application Online?' section includes a red arrow pointing to a 'Continue to Registration >' button. The 'Returning Users Please Login' section includes fields for 'Username:' and 'Password:', and a 'Login >' button. Below these sections is a 'Why use ACTS Online Application?' section with a bulleted list of benefits and a note about scanned copies of qualifications.

Figure 10. Apply Online

2. Complete the **Apply Online** form and then press **REGISTER** button if you're already completed the form correctly as shown in Figure 11.

**PROCEDURE**

- Procedure Flowchart
- Academic Calendar
- Apply Now!**

### Apply Online

**REGISTRATION**

Surname (as appears on passport)

First Name  \*

E-mail  \*  
*Important information regarding your enquiry and application status is sent to you by email. Please use a valid email address.*

Create Password  \*  
*At least 6 characters.*

Retype password  \*

Country  \*

Home University  \*

Address Universitas Indonesia, Depok Campus 16424, Indonesia

Phone 62-21-786 7222 ext. 100 520, 62-21-7888 0139

Fax 62-21-7888 0139

Email io-ui@ui.ac.id

*Note: \* required field(s)*

←

Figure 11. Apply Online Form

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**AUN - ACTS Secretariat**

Main Page | About AUN-ACTS | Application | Courses | Scholarships | News | Contact Us | Manual

**PROCEDURE**

- Procedure Flowchart
- Academic Calendar
- Apply Now!**

### Apply Online

You have already registered using this email address.  
Thank you.

Figure 12. Confirmation of Registration Page

System will send Confirmation of Registration to your email, as show in Figure 12 and 13.

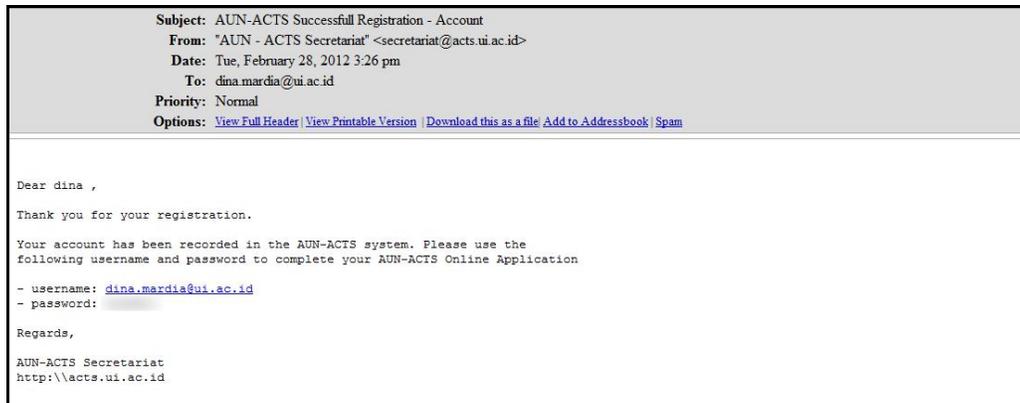


Figure 13. Confirmation Email

# Processes

## Complete and Submit Application

Registered student can access ACTS system by log in using student's account to complete and submit application.

1. Log in by entering your username and password then press the **Login** button as shown in Figure 14.

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Main Page | About AUN-ACTS | Application | Courses | Scholarships | News | Contact Us | Manual

**LOG IN**

Username: dina.mardia@ui.ac.id  
Password: \*\*\*\*\*  
**Login**

**CALENDAR**

Thu, 15 Mar 2012

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**LINKS**

- >> [www.aunsec.org](http://www.aunsec.org)
- >> [www.aseansec.org](http://www.aseansec.org)

**DOWNLOADS**

- >> ACTS Brochure
- >> ACTS Manuals
- >> ACTS Procedure Flowchart
- >> ACTS Academic Calendar

Figure 14. Login Page

2. After the successful authentication, a student (applicant) home page will appear as shown in Figure 15.

The screenshot displays the ASEAN Credit Transfer System AUN - ACTS Secretariat website. At the top, there are logos for ASEAN University Network and AUN Member Universities. A navigation bar contains links for Main Page, About AUN-ACTS, Applications, Courses, Scholarships, News, Contact Us, and Manual. A user login notification reads: "Hi dina.mardia@ui.ac.id. You are login as applicant, Universitas Indonesia | LOGOUT".

**PROCESSES**

- STEP 1: Personal Details
- STEP 2: Host University
- STEP 3: Proposed Courses
- STEP 4: Required Documents
- STEP 5: Review Application
- Change Password

### Apply Online

**Before you Apply**

- You can select from 1 up to 3 different alternate host university in different country.
- Please check the academic calendar of your alternate host university.
- Please check the offered term at your alternate host university.
- Please check available courses at offered term in each your alternate host university.
- Please prepared your required document to be uploaded to system such as passport photograph, TOEFL Certificate, and other supporting documents such as Student Involvement & Leadership Record.

- STEP 1: Fill in your personal details.
- STEP 2: Select alternate host university.
- STEP 3: Select proposed courses at offered term in your alternate host university.
- STEP 4: Upload all required documents.
- STEP 5: Print application form from the system.

Please ensure to complete every step of application untill you can get the print out of your application form, otherwise your application will not be proceed.

[START >>](#) ←

Figure 15. Apply Online

3. Press **START >>** button to view step 1: Personal Details Form as shown in Figure 15. Complete the Personal Details form and press the **Save & Continue** button if you are already complete the form correctly as shown in Figure 16.

The screenshot shows the 'APPLY ONLINE' interface for the ASEAN Credit Transfer System. The user is logged in as 'applicant, Universitas Indonesia'. The page is titled 'STEP 1: Fill in your personal details'. The form includes the following sections:

- Personal Information:** Surname (Dina), First Name (Dina), Place of Birth (Bukittinggi), Date of Birth (1990-11-11), Sex (Female), Nationality (Indonesia), E-mail (dina.mardig@ui.ac.id), Contact Address (Jakarta), Phone / Mobile Phone (+32 81363019186).
- Home University:** Universitas Indonesia, Address (Depok Campus 16424, Indonesia), Phone (02-21-796 7232 ext. 100 620, 02-21-7888 0139), Fax (02-21-7888 0139), Email (i-u@ui.ac.id).
- Academic Details:** Degree (Undergraduate), Major ( ), Student Number (140820006), Year in Home University (1), Current GPA (3).
- Exchange Scheme:** AUN Study Award, Self Support, or Others ( ).
- Language Competence:** TOEFL (Score: ), IELTS (Score: ), Others (Score: ). Rating scale: Excellent, Good, Fair, Poor.
- Student Involvement and Leadership Record:** Table with columns: From (YYYY-MM-DD), To (YYYY-MM-DD), Organization, City / Province / Country, Position in Company/Organization.
- Emergency Contact:** Full Name (sdgfdg), Relationship (sdgfd), Address (sdgfd), Phone, Mobile (+62 81301236466), Fax, Email.
- Letter of Motivation:** Text area for reasons why you wish to study abroad (500 words).

At the bottom, there are buttons for 'Save', 'Save & Continue', and 'Continue >>'. A red arrow points to the 'Save & Continue' button.

Figure 16. Personal Details Form

4. Select 1 up to 3 different alternate Host University. However, the student still need approval from Home University. Press the **Save & Continue** button to save the selected universities, and continue to next step as shown in Figure 17.

The screenshot shows the ASEAN Credit Transfer System AUN - ACTS Secretariat website. The page is titled "STEP 2: Select Alternate Host University". The user is logged in as "applicant, Universitas Indonesia". The page contains instructions: "Please select your alternate Host University. You can select 1 up to 3 different alternate Host University. However, you still need approval from your Home University. Please select different university in different country. Please check the offered term at your alternate Host University." The form has three rows of selection fields:

1. Select Country	Brunei Darussalam	Host University	University Brunei Darussalam	Term	2011/2012-2	Offered term:	2011/2012-2
2. Select Country	Thailand	Host University	Burapha University	Term	Summer 2011	Offered term:	Fall 2011
3. Select Country	Philippines	Host University	Ateneo de Manila	Term	SY 2012/2013 - Semester 2	Offered term:	SY 2011/2012 - Semester 2

At the bottom of the form, there are buttons: "<< Back", "Save", "Save & Continue", and "Continue >>". A red arrow points to the "Save & Continue" button.

Figure 17. Select Alternate Host University

5. On Proposed Courses page as shown in Figure 18, student can select up to 20 courses from each preferred university. However, approved courses depend on Host University approval.

Hi dina.mardia@ui.ac.id. You are login as applicant, Universitas Indonesia | [LOGOUT](#)

**Apply Online**

**STEP 3: Select Courses**

Student can select up to 20 courses from each preferred university. However, approved courses depend on host university decision (approximately there will be only 4 to 5 courses).

**Alternate Host University**

No	Host University	Status
1.	University Brunei Darussalam	Not yet / not approved by Home University
2.	Burapha University	Not yet / not approved by Home University
3.	Ateneo de Manila	Not yet / not approved by Home University

**Proposed Host University**

**ALTERNATE**

Name of University: University Brunei Darussalam  
Country: Brunei Darussalam  
Term of Study: 2011/2012-2

No	Course Title	Programme	Term	Course Code	Credit Unit	Action
No courses are selected until now.						

[Add Courses](#)

**ALTERNATE**

Name of University: Burapha University  
Country: Thailand  
Term of Study: Summer 2011

No	Course Title	Programme	Term	Course Code	Credit Unit	Action
No courses are selected until now.						

[Add Courses](#)

**ALTERNATE**

Name of University: Ateneo de Manila  
Country: Philippines  
Term of Study: SY 2012/2013 - Semester 2

No	Course Title	Programme	Term	Course Code	Credit Unit	Action
No courses are selected until now.						

[Add Courses](#)

[<< Back](#) [Continue >>](#)

Figure 18. Select Courses

- Press the [Add Courses](#) button to select courses to be taken at the Host University.

7. Select Term, Programme and Proposed Courses by selecting a check box on the subject of your interest and press the **Add Courses** button to save the selected courses. The page is shown in Figure 19.

The screenshot displays the ASEAN Credit Transfer System AUN - ACTS Secretariat interface. The page title is "Select Proposed Courses" for Ateneo de Manila. The user is logged in as "dina.mardia@ui.ac.id" as an applicant from Universitas Indonesia. The interface includes a navigation menu with options like "Main Page", "About AUN-ACTS", "Application", "Courses", "Scholarships", "News", "Contact Us", and "Manual". A sidebar on the left shows the application process steps: STEP 1: Personal Details, STEP 2: Host University, STEP 3: Proposed Courses (highlighted), STEP 4: Required Documents, and STEP 5: Review Application Change Password. The main content area features a form for selecting courses. The form includes a "Degree" dropdown set to "Undergraduate", a "Term" dropdown set to "SY 2012/2013 - Semester 2", and a "Programme" dropdown set to "Filipino". Below the form, a table lists three courses with their respective details and a "Select" checkbox. The "Add Courses" button is highlighted with a red arrow.

Course Title	Course Code	Credit	Semester Offered	Select
COMMUNICATION ARTS IN FILIPINO I: FILIPINO FOR FOREIGN STUDENTS - INTRODUCTION TO PHILIPPINE CULTURE	FIL 11.1	3	1	<input type="checkbox"/>
COMMUNICATION ARTS IN FILIPINO II: FILIPINO FOR FOREIGN STUDENTS - CONVERSATIONAL FILIPINO	FIL 12.1	3	2	<input checked="" type="checkbox"/>
FILIPINO FOR FOREIGN STUDENTS: SURVEY OF PHILIPPINE LITERATURE	FIL 14.1	3	2	<input type="checkbox"/>

Figure 19. Select Proposed Courses

8. Press the **Add Courses** button to add courses as shown in Figure 20 below, and the **Edit Courses** button to change the courses selected and the page will appear as in Figure 21.

ALTERNATE						
Name of University		Ateneo de Manila				
Country		Philippines				
Term of Study		SY 2012/2013 - Semester 2				
No	Course Title	Programme	Term	Course Code	Credit Unit	Action
1	COMMUNICATION ARTS IN FILIPINO II: FILIPINO FOR FOREIGN STUDENTS - CONVERSATIONAL FILIPINO	Filipino	SY 2012/2013 - Semester 2	FIL 12.1	3	<a href="#">Add Courses</a> <a href="#">Edit Courses</a>

[<< Back](#)   [Continue >>](#)

Figure 20. Proposed Courses

Hi dina.mardia@ui.ac.id. You are login as applicant, Universitas Indonesia | [LOGOUT](#)

### EDIT COURSES

Ateneo de Manila

No	Programme	Courses*	Term	Action
1.	Filipino	COMMUNICATION ARTS IN FILIPINO II: FILIPINO FOR FOREIGN STUDENTS - CONVERSATIONAL FILIPINO	SY 2012/2013 Semester 2	<a href="#">Remove</a>

\* Student can select up to 20 courses from each preferred university. However, approved courses depend on host university decision (approximately there will be only 4 to 5 courses).

[<< Back](#)

Figure 21. Courses Edit

9. Click the **Remove** link in the Action column to remove courses that have been previously selected. A message like as shown in Figure 22 will appear.



Figure 22. Dialog Page to Remove the Courses from the List

10. Click  if you wish to delete and  if you wish to cancel the process. If you click on the links **Courses** on the **Courses** column the details of courses as described in the previous **Courses** will be shown in Figure 18.



Hi dina.mardia@ui.ac.id. You are login as applicant, Universitas Indonesia | LOGOUT

### Course Detail

Course Title	COMMUNICATION ARTS IN FILIPINO II: FILIPINO FOR FOREIGN STUDENTS - CONVERSATIONAL FILIPINO
Course Code	FIL 12.1
Credit	3
Semester Offered	2
Degree	Undergraduate
Programme	Filipino
Course Description	This is a course on Filipino in simple conversation or everyday situations that leads to reading, comprehension, and composition writing, with topics and themes derived from readings on contemporary Philippine life and culture.
Prerequisite	
Other Description	

Figure 23. Course Detail

## Required Documents

The following are the steps in the process of complementary to the Required Document:

### Upload Photograph

Select STEP 4: **Required Documents** → press **Choose File** button to select the image file to upload → press the **Submit Photograph** button to save the file to upload photos. A confirmation page will state that the uploading has been successful, such as shown in Figure 24 and 25.

ASEAN Credit Transfer System  
AUN - ACTS Secretariat

AUN Member Universities

Main Page | About AUN-ACTS | Application | Courses | Scholarships | News | Contact Us | Manual

Hi dina.mardia@ui.ac.id. You are login as applicant, Universitas Indonesia | LOGOUT

PROCESSES

- STEP 1: Personal Details
- STEP 2: Host University
- STEP 3: Proposed Courses
- STEP 4: Required Documents**
- STEP 5: Review Application
- Change Password

Apply Online

STEP 4: Upload all required documents

Step 4.1: Upload photograph

Name : Dina

Email : dina.mardia@ui.ac.id

Please upload a color Passport Size Photograph in JPG format with a maximum file size of 1000KB.

File of the Photograph : **Choose File** dina.jpg

<< Back **Submit Photograph** Continue >>

Figure 24. Photograph Upload

ASEAN Credit Transfer System  
AUN - ACTS Secretariat

AUN Member Universities

Main Page | About AUN-ACTS | Application | Courses | Scholarships | News | Contact Us | Manual

Hi dina.mardia@ui.ac.id. You are login as applicant, Universitas Indonesia | LOGOUT

PROCESSES

- STEP 1: Personal Details
- STEP 2: Host University
- STEP 3: Proposed Courses
- STEP 4: Required Documents**
- STEP 5: Review Application
- Change Password

Apply Online

STEP 4: Upload all required documents

Step 4.2: Upload TOEFL/IELTS Certificate

**Your photograph is successfully uploaded.**

Name : Dina

Email :

Please upload your copy of TOEFL/IELTS certificate in JPG or PDF format with a maximum file size of 1000KB.

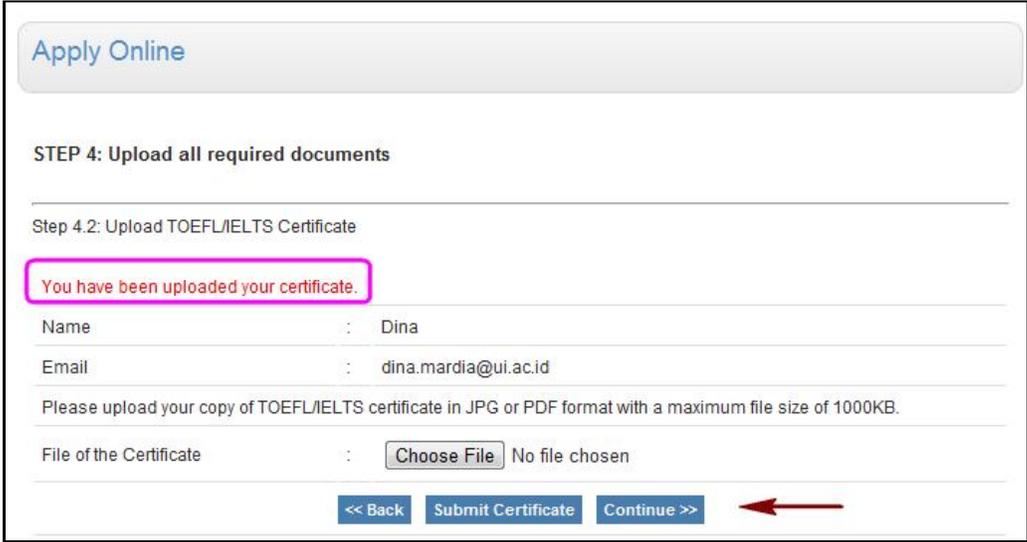
File of the Certificate : **Choose File** No file chosen

<< Back **Submit Certificate** Continue >>

Figure 25. Confirmation of successful photo upload and Toefl/IELTS Certificate Upload Page

## Upload TOEFL/IELTS Certificate

After a confirmation page will state that the photo has been successfully uploaded, upload TOEFL/IELTS Certificate, press **Choose File** button to select the file to be uploaded as shown as Figure above → press the **Submit Certificate** button to save the file to be uploaded. A confirmation page will state that the certificates have successfully uploaded. The page appears as in Figure 26.



Apply Online

**STEP 4: Upload all required documents**

Step 4.2: Upload TOEFL/IELTS Certificate

You have been uploaded your certificate.

Name : Dina

Email : dina.mardia@ui.ac.id

Please upload your copy of TOEFL/IELTS certificate in JPG or PDF format with a maximum file size of 1000KB.

File of the Certificate : **Choose File** No file chosen

<< Back **Submit Certificate** **Continue >>**

Figure 26. Confirmation of TOEFL Certificate Upload

## Upload Supporting Documents

A Student can upload other supporting documents if any, like certificates and others. After uploaded TOEFL/IELTS Certificate successfully, click **Continue >>** button to show the page for upload supporting documents (students can upload up to 3 documents), press the **Submit Document 1** button to save the document and **Continue >>** button to proceed to the next step: **Review Application**.

The screenshot shows the ASEAN Credit Transfer System AUN - ACTS Secretariat website. The header includes the ASEAN University Network logo and the text 'ASEAN Credit Transfer System AUN - ACTS Secretariat'. A navigation menu contains links for Main Page, About AUN-ACTS, Application, Courses, Scholarships, News, Contact Us, and Manual. A sidebar on the left lists 'PROCESSES' with steps 1 through 5, where 'STEP 4: Required Documents' is highlighted. The main content area displays 'Apply Online' and 'STEP 4: Upload all required documents'. Below this, it says 'Step 4.3.2: Upload supporting documents such as Student Involvement & Leadership Record or other certificate'. A message box states 'Your supporting document 1 is successfully uploaded.' There are input fields for Name and Email. A note says 'Please upload your copy of TOEFL/IELTS certificate in JPG or PDF format with a maximum file size of 1000KB.' Below that is a 'File of the Learning Agreement' field with a 'Choose File' button and the text 'No file chosen'. At the bottom, there are buttons for '<< Back', 'Submit Document 2', and 'Continue >>', with a red arrow pointing left towards the 'Continue >>' button.

Figure 27. Upload Supporting Documents

## Review Application

To see all the uploaded files, select the **Review Application** menu as described before. The application will appear as shown in Figure 28.

If you want to see the details of the courses or want to add more courses, please click the link “To see details about courses click here” then it will show the page **Proposed Courses** as in Figure 18, to add more courses, please follow step **Propose Courses** above.

Press **Print Application** button to print the application and then send the printed application (PDF version) to IRO of your university.



**ASEAN Credit Transfer System**  
**AUN - ACTS Secretariat**

AUN Member Universities



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**PROCESSES**

- STEP 1: Personal Details
- STEP 2: Host University
- STEP 3: Proposed Courses
- STEP 4: Required Documents
- STEP 5: Review Application
- [Change Password](#)

Hi dina.mardika@ui.ac.id You are login as applicant, Universitas Indonesia (LOGOUT)

**APPLY ONLINE**

**STEP 5: Review Application**

Surname : \_\_\_\_\_  
 First Name : Dina  
 Place of Birth : Bandung  
 Date of Birth : 1990-11-11 Format [YYYY-MM-DD]  
 Sex : Female  
 Nationality : Indonesia  
 Passport Number : \_\_\_\_\_  
 Issuing Country : \_\_\_\_\_  
 Date of Issue : \_\_\_\_\_ Format [YYYY-MM-DD]  
 Date of Expire : \_\_\_\_\_ Format [YYYY-MM-DD]  
 Email : dina.mardika@ui.ac.id  
 Contact Address : Jakarta  
 Phone / Mobile Phone : +32 81383019190  
 Fax : \_\_\_\_\_  
 Permanent Address (if different) : \_\_\_\_\_  
 Phone : \_\_\_\_\_  
 Fax : \_\_\_\_\_  
 Dietary Concern : \_\_\_\_\_

Upload File: 

Upload English Certificate: 

Upload Supporting Document 1: 

Upload Supporting Document 2:  Not Yet  
 Upload Supporting Document 3:  Not Yet

**HOME UNIVERSITY**

Name : Universitas Indonesia  
 Address : Universitas Indonesia, Depok Campus 16424, Indonesia  
 Phone : 62-21-796 7222 ext. 100 520, 62-21-7988 0139  
 Fax : 62-21-7988 0139  
 Email : ui-ug@ui.ac.id  
 Major : Accounting  
 Student Number : 140825006  
 Year in Home University : 1  
 GPA : 3

**ALTERNATE HOST UNIVERSITY**

No	Host University	Status
1.	University Brunei Darussalam	Not yet / not approved by Home University
2.	Burkina University	Not yet / not approved by Home University
3.	Alonso de Manila	Not yet / not approved by Home University

Programme :  Undergraduate  Graduate  
 Period of Study :  1 Full Academic Year  
 Exchange Scheme :  AUN Study Award  Sponsors  
 Self Support  Others

**PROPOSED COURSES**

**ALTERNATE 1**

Name of University : University Brunei Darussalam  
 Country : Brunei Darussalam  
 Term of Study : 2011/2012-2

No	Course Title	Study Programme	Term	Course Code	Credit Unit
1.	Algorithms and Data Structures	Bachelor of Science	2011/2012-2	ISL 2002	4

**ALTERNATE 2**

Name of University : Burkina University  
 Country : Togo  
 Term of Study : Summer 2011

No	Course Title	Study Programme	Term	Course Code	Credit Unit
1.	Beginning Japanese	B.A. in Communication Skills Int. Human Resource Development	Summer 2011	954101	3

Name of University : Alonso de Manila  
 Country : Philippines  
 Term of Study : SY 2012/2013 - Semester 2

No	Course Title	Study Programme	Term	Course Code	Credit Unit
1.	COMMUNICATIONS ABILITY IN FILIPINO B. FILIPINO FOR FOREIGN STUDENTS - CONVERSATIONAL FILIPINO	Filipino	SY 2012/2013 - Semester 2	PL 12.1	3

**LANGUAGE COMPETENCE**

TOEFL Score : \_\_\_\_\_  
 IELTS Score : \_\_\_\_\_  
 Others : \_\_\_\_\_

Language	Writing	Reading	Speaking	Listening
Native Indonesia	Good	Good	Good	Good
English	Good	Good	Good	Good
Others:				
1.				
2.				
3.				

**STUDENT INVOLVEMENT AND LEADERSHIP RECORD (if applicable)**

From (YYYY-MM-dd)	To (YYYY-MM-dd)	Organization	City/Province/Country	Position

**EMERGENCY CONTACT (Whom to notify in case of emergency)**

Full Name : idgfg  
 Relationship : sdfs  
 Address : sdfs  
 Phone : \_\_\_\_\_  
 Mobile : +62 81301236456  
 Fax : \_\_\_\_\_  
 Email : \_\_\_\_\_

**STATEMENT OF INTEREST**

Last Update : 2012-03-05 14:30:58, by dina.mardika@ui.ac.id

To see details about courses click [here](#)

Figure 28. Review Application



**ASEAN UNIVERSITY NETWORK STUDENT MOBILITY  
STUDENT APPLICATION FORM**

**DEGREE PROGRAMME** : Undergraduate

**PROGRAMME** : Accounting

This application should be completed in BLACK in order to be easily copied, faxed or emailed.

**STUDENT'S PERSONAL DETAILS**

Surname (as appears on passport)	
First Name Dina	
Place/Date of Birth Bukittinggi/11-11-1990	
Sex Female	
Nationality Indonesia	
Passport Number	Issuing Country
	Date of Issue (dd/mm/yy)
	Date of Expire (dd/mm/yy)
Email dina.mardia@ui.ac.id	
Contact Address Jakarta	Permanent Address (if different)
Phone / Mobile Phone +32 81383019186	Phone
Fax	Fax
Dietary Concern	

**HOME UNIVERSITY**

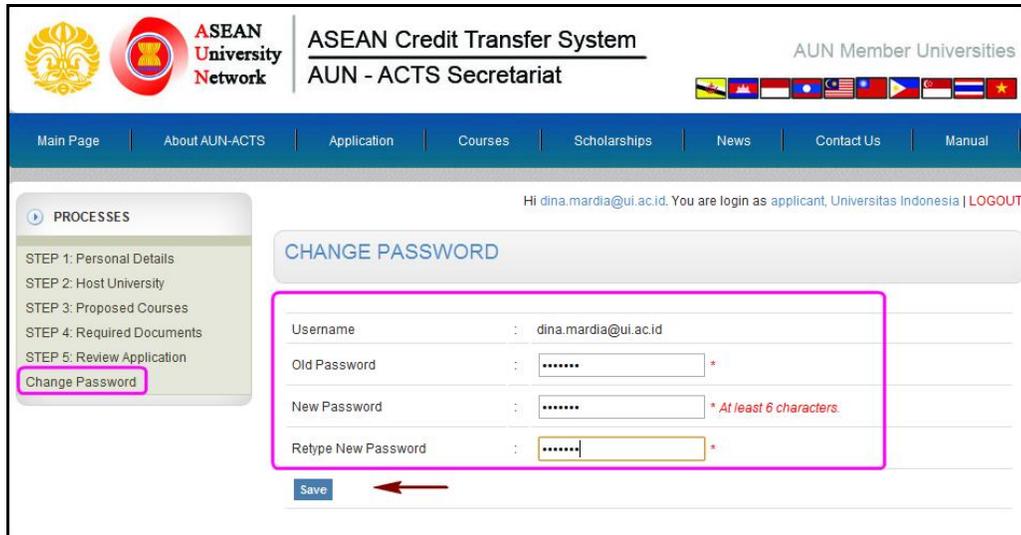
Name Universitas Indonesia		
Address 62-21-786 7222 ext. 100 520, 62-21-7888 0139		
Phone Universitas Indonesia, Depok Campus 1642	Fax 62-21-7888 0139	Email io-ui@ui.ac.id
Major Accounting	Year in University 1	GPA 3

*An official academic transcript must be submitted as part of your enrollment package*

Figure 29. Print out Application

## Change Password

1. You can change your password by select **Change Password** menu as shown in Figure 30.



The screenshot shows the 'CHANGE PASSWORD' form in the ASEAN Credit Transfer System. The page header includes the ASEAN University Network logo, the system name 'ASEAN Credit Transfer System AUN - ACTS Secretariat', and a list of AUN Member Universities. A navigation menu contains 'Main Page', 'About AUN-ACTS', 'Application', 'Courses', 'Scholarships', 'News', 'Contact Us', and 'Manual'. The user is logged in as 'dina.mardia@ui.ac.id' as an applicant from Universitas Indonesia. The 'CHANGE PASSWORD' form includes a sidebar with a 'PROCESSES' menu where 'Change Password' is selected. The form fields are: Username (dina.mardia@ui.ac.id), Old Password (masked with dots), New Password (masked with dots, with a red note '\* At least 6 characters.'), and Retype New Password (masked with dots). A 'Save' button is located below the fields, with a red arrow pointing to it.

Figure 30. Change Password

2. Enter your old and new password, and repeat the new password for the authentication process. Press the **Save** button to save your new password. A confirmation page will appear as shown in Figure 31.



The screenshot shows the 'PASSWORD CHANGE' confirmation page. The page header and navigation menu are identical to Figure 30. The user is still logged in as 'dina.mardia@ui.ac.id'. The 'PASSWORD CHANGE' form area now displays the message 'Update was successful'. The sidebar menu remains the same, with 'Change Password' selected.

Figure 31. Change Password Confirmation

# Student (Nominated)

After a phase of Registration, Home University will review and selection of the Applicant. Home University nominates students and verify the approval for Host University based on student's proposed Host University.

## Processes

Having been nominated by your Home University, you will get a username (your submitted email address during the Apply Online) and a password. To view the completed application and previously required documents, do the following steps:

1. Log in by entering your username and password then press the **Login** button as shown in Figure 32.

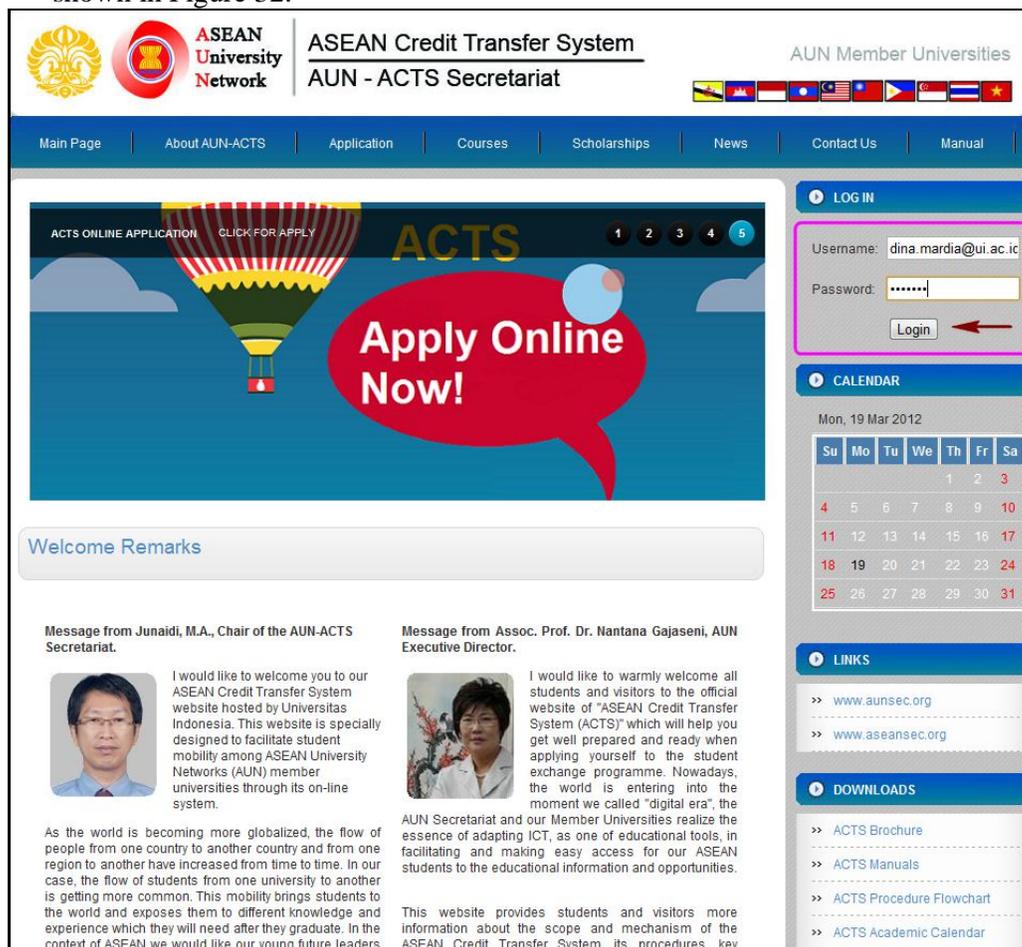


Figure 32. Login Page

2. After the authentication process is successful, it will appear as a student home page as shown in Figure 33.




**ASEAN  
University  
Network**

**ASEAN Credit Transfer System**  
**AUN - ACTS Secretariat**

AUN Member Universities



Main Page
About AUN-ACTS
Application
Courses
Scholarships
News
Contact Us
Manual

Hi dina.mardia@ui.ac.id. You are login as student, Universitas Indonesia | [LOGOUT](#)

**PROCESSES**

- Review Application
- Host University
- Courses
- Submit Photograph
- Submit TOEFL Certificate
- Submit Supporting Document 1
- Submit Supporting Document 2
- Submit Supporting Document 3
- Submit Passport
- Confirmation of Enrollment
- Submit Learning Agreement
- Courses Grade
- Change Password

**Call For Application!**

Posted on 2011-11-21 09:57:17 by ACTS Secretariat

AUN-ACTS Secretariat in collaboration with AUN Secretariat and AUN Member Universities is pleased to announce the registration period of AUN Student Exchange Programme for the second semester of 20

[«« Read More »»](#)

**Student Registration Is Now Open**

Posted on 2011-01-28 17:31:12 by Admin

Student can start to apply online through the system. Before apply, it would be better to see the description on how to join the ASEAN University Network (AUN) Exchange Program under the ASEAN Univ

[«« Read More »»](#)

**The 2nd AUN-ACTS Steering Committee Meeting**

Posted on 2011-01-28 17:31:12 by Admin



The 2nd AUN-ACTS Steering Committee Meeting held in January 2010 hosted by Vietnam National University in Ho C

[«« Read More »»](#)

**The 1st AUN-ACTS Steering Committee Meeting**

Posted on 2011-01-28 17:31:12 by Admin

The ASEAN University Network (AUN) in cooperation with De La Salle University held the 1st ASEAN University Network - ASEAN Credit Transfer System (AUN-ACTS) Steering Committee Meeting on 25 - 26 M

[«« Read More »»](#)

[«« More News »»](#)

**Figure 33. Student Home Page**

## Review Application

1. In these pages, you can review your application which has been registered previously. The **Review Application** menu page as shown in Figure 34. In this pages, student can view Alternate Host University status (approved or decline).

**ASEAN Credit Transfer System**  
AUN-ACTS Secretariat

ASEAN UNIVERSITY NETWORK

AUN Member Universities

Home Page About AUN-ACTS Application Courses Scholarship News Contact Us Manual

Hi dina.marsha@ui.ac.id. You are login as student, Universitas Indonesia | **LOGOUT**

**REVIEW APPLICATION**

**STUDENT'S PERSONAL DETAILS**

Username :  
 First Name : Dina  
 Place of Birth : Buitung  
 Date of Birth : 1990-11-11 Format (YYYY-MM-DD)  
 Sex : Female  
 Nationality : Indonesia  
 Passport Number :  
 Issuing Country :  
 Date of Issue : Format (YYYY-MM-DD)  
 Date of Expiry : Format (YYYY-MM-DD)  
 Email : dina.marsha@ui.ac.id  
 Contact Address : Jakarta  
 Phone / Mobile Phone : +32 8133010100  
 Fax :  
 Permanent Address (if different) :  
 Phone :  
 Fax :  
 Dietary Concern : Done

Upload Photo

Upload English Certificate

Upload Learning Agreement

Upload Supporting Document 1

Upload Supporting Document 2

Upload Supporting Document 3

Upload Passport

**HOME UNIVERSITY**

Name : Universitas Indonesia  
 Address : Universitas Indonesia, Depok Campus, 16424, Indonesia  
 Phone : 62-21-780 7222 ext. 100 520, 62-21-7888 0139  
 Fax : 62-21-7888 0139  
 Email : to-ubb@ui.ac.id  
 Major : Accounting  
 Student Number : 140825006  
 Year in Home University : 3  
 GPA : 3

**ALTERNATE HOST UNIVERSITY**

No	Host University	Status
1	Universitas Inhorn Copenhagen	Approved by Home University, Waiting for confirmation from Host University.
2	Burapha University	Approved by Home University, Waiting for confirmation from Host University.
3	Alexco de Manila	Not yet / not approved by Home University

Programme :  Undergraduate  Graduate  
 Period of Study :  Full Academic Year  Exchange Scheme  
 Exchange Scheme :  AUN Study Award  Sponsors  Self Support

**PROPOSED COURSES**

**ALTERNATE 1**

Name of University : Universitas Bina Nusantara  
 Country : Brunar Darussalam  
 Term of Study : Summer 2011

No	Course Title	Study Programme	Term	Course Code	Credit Unit
1	Mathematics and Data Structures	Bachelor of Science	Summer 2011	66 2002	3

**ALTERNATE 2**

Name of University : Burapha University  
 Country : Thailand  
 Term of Study : Summer 2011

No	Course Title	Study Programme	Term	Course Code	Credit Unit
1	Beginning Japanese	D. A. W. Communication Studies Department	Summer 2011	804 101	3

**ALTERNATE 3**

Name of University : Alexco de Manila  
 Country : Philippines  
 Term of Study : Semester 2

No	Course Title	Study Programme	Term	Course Code	Credit Unit
1	COMMODITY TRADES BY FILIPINO B.P. GROUP FOR FUTURE STUDENTS - COURSE IN TRADES, PHILIPPINES	Trade	BY 20120013 - Semester 2	FL 12 1	3

**LANGUAGE COMPETENCE**

TOEFL Score :  
IELTS Score :  
Others :

Language	Writing	Reading	Listening	Speaking
Native: Indonesia	Good	Good	Good	Good
Others:	Good	Good	Good	Good
3				
3				

**STUDENT INVOLVEMENT AND LEADERSHIP RECORD (if applicable)**

From (YYYY-MM-00)	To (YYYY-MM-00)	Organization	City/Town/Country	Position
-------------------	-----------------	--------------	-------------------	----------

**EMERGENCY CONTACT (Whoever is ready in place of emergency)**

Full Name :  
 Relationship :  
 Address :  
 Phone :  
 Mobile :  
 Fax : +62 81301230400  
 Email :

**STATEMENT OF INTEREST**

To see details about courses check course menu.  
To edit the application form click here.

[Back to Application Details](#)

Figure 34. Review Application

2. Press the **Edit Personal Details** button if you would like to edit the data field as shown in the following Figure 35.

### EDIT DATA

**Student's Personal Details**

Surname (as appears on passport)

First Name  \*

Place of Birth  \*

Date of Birth   Format [YYYY-MM-DD] \*

Sex  Male  Female \*

Nationality  \*

E-mail  \*

Contact Address  \*

Phone / Mobile Phone  \*

Fax

Permanent Address (if different)

Phone

Fax

Country

Home University

Address

Phone

Fax

Email

Degree  \*

Major   \*

or please fill in your major below

Student Number  \*

Year in Home University  \*

Current GPA  \* An official academic transcript must be submitted as part of your enrollment package

Exchange Scheme  Al IR Rany Award  Self Support

\* could be sponsors or other scheme

Period of Study (at Host University)  \*

Passport Number

Issuing Country

Date of Issue   Format [YYYY-MM-DD]

Date of Expire   Format [YYYY-MM-DD]

Dietary Concern

**Language Competence**

TOEFL  Score

IELTS  Score

Others  Score

(Please indicate the level of the language: Excellent / Good / Fair / Poor)

1. Native Language  \*

Writing  Excellent  Good  Fair  Poor \*

Reading  Excellent  Good  Fair  Poor \*

Speaking  Excellent  Good  Fair  Poor \*

Listening  Excellent  Good  Fair  Poor \*

2. English \*

Writing  Excellent  Good  Fair  Poor \*

Reading  Excellent  Good  Fair  Poor \*

Speaking  Excellent  Good  Fair  Poor \*

Listening  Excellent  Good  Fair  Poor \*

Others: (if any)

1.

2.

3.

**Student Involvement and Leadership Record (if Applicable)**

From [YYYY-MM-DD]	To [YYYY-MM-DD]	Company / Organization	City / Province / Country	Position (in Company/Organization)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Emergency Contact**  
(Whom to notify in case of emergency)

Full Name  \*

Relationship  \*

Address  \*

Phone

Mobile  \*

Fax

Email

**Letter of Motivation**  
(Please state the reasons why you wish to study abroad in 500 words)

Note: \* must be filled

Figure 35. Edit Data

2. Complete the data form and press the **Submit** button to save the edited data.

## Host University

In this page, displayed list of alternate Host University selected as well as the status of approval by the Home University and Host University, as shown in Figure 36.

Hi dina.mardla@ui.ac.id. You are login as student, Universitas Indonesia | LOGOUT

Apply Online

**Alternate Host University**

You can select 1 up to 3 different alternate Host University.  
However, you still need approval from your Home University  
You can select different university in different country.  
Please check the offered term at your alternate Host University.

Alternate 1	
1. Country	Brunei Darussalam
Host University	University Brunei Darussalam
Term	2011/2012-2
Status	Approved by Home University. Waiting for confirmation from Host University.

Alternate 2	
2. Select Country	Thailand
Host University	Burapha University
Term	Summer 2011
Status	Approved by Home University. Waiting for confirmation from Host University.

Alternate 3	
3. Select Country	Cambodia
Host University	Royal University of Law and Economics
Term	2011/2012-2 Offered Term:2011/2012-2, 2011/2012-1
Status	Not yet / not approved by Home University

Save

Figure 36. Alternate Host University

## Courses

When Home University nominate student to Host University, Host University will get notification email about student's data. Host University will review and verify the approval for student's proposed courses.

In "Courses" menu, displayed the list of Alternate Host University and each status. The status could be: "Not yet/not approved by Home University", "Approved by Home University. Waiting for confirmation from Host University", "Accepted by Host University", "Not accepted by Host University", and "Confirmed to enroll to this Host University" as shown in Figure 37.



Approved courses by Host University will have checked (in “Action” column). Student can edit non-approved courses by press [Edit Unapproved Courses](#) button → click **Remove** link as shown in Figure 38.

**EDIT COURSES**

Royal University of Law and Economics

No	Programme	Courses*	Term	Action
1.	Bachelor of International Relations	History of Inter. Relation and Institution (I)	2011/2012-2	<a href="#">Remove</a>

\* Student can select up to 20 courses from each preferred university. However, approved courses depend on host university decision (approximately there will be only 4 to 5 courses).

<< Back

Figure 38. Edit Courses

Student can also add courses if the proposed courses haven't reach maximum 20 courses. Press the [Add Courses](#) button to add courses and will appear page as shown in Figure 19 above.

### Submit Photograph

Because at the registration Applicant has already done this step, in this pages display “**You have been uploaded your photograph**” as shown in Figure 39.

ASEAN Credit Transfer System  
AUN - ACTS Secretariat

AUN Member Universities

Hi dina.mardia@ui.ac.id. You are login as student, Universitas Indonesia | LOGOUT

**PHOTOGRAPH UPLOAD**

You have been uploaded your photograph.

Name : Dina

Email : dina.mardia@ui.ac.id

Please upload a color Passport Size Photograph in JPG format with a maximum file size of 1000KB.

File of the Photograph :  dina.jpg

PROCESSES

- Review Application
- Host University
- Courses
- Submit Photograph**
- Submit TOEFL Certificate
- Submit Supporting Document 1
- Submit Supporting Document 2
- Submit Supporting Document 3
- Submit Passport
- Confirmation of Enrollment
- Submit Learning Agreement
- Courses Grade
- Change Password

Figure 39. Photograph Upload

If you want to change the data do the following steps: Select menu **Photograph Submit** → press  button to select the image file to upload → press the **Submit Photograph** button to save the file to upload photos. A confirmation page will state that the uploading has been successful, such as shown in Figure 40.

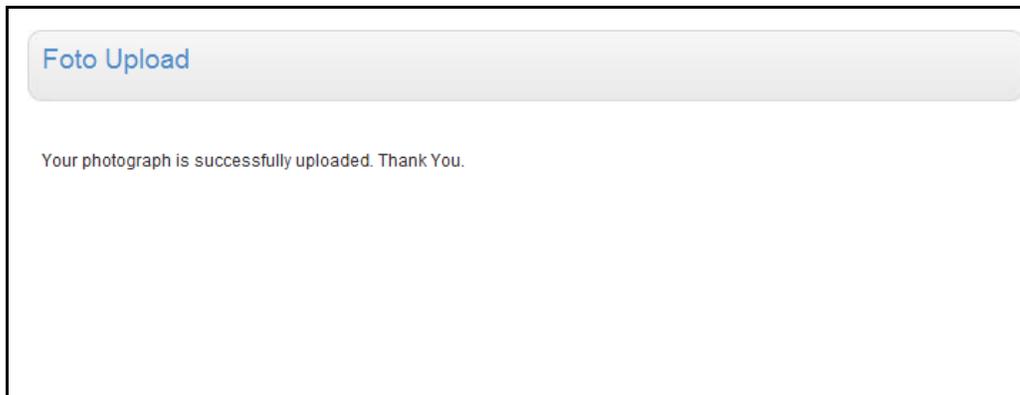


Figure 40. Confirmation of Foto Upload

### Submit TOEFL Certificate

Because at the registration Applicant has already done this step, in this pages display **“You have been uploaded your certificate”** as shown in Figure 41.

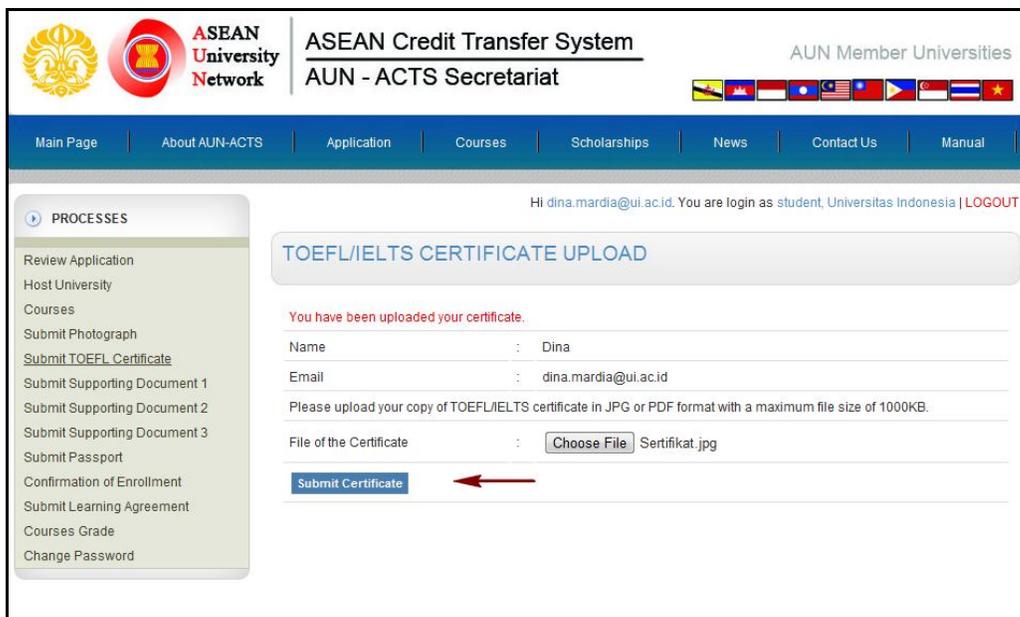


Figure 41. Submit TOEFL Certificate

If you want to change the data do the following steps: Select menu **Submit TOEFL Certificate** → press  button to select the files to be uploaded → press the **Submit Certificate** button to save the files to be uploaded. A confirmation page will state that the files have successfully uploaded. The page appears as in Figure 42.

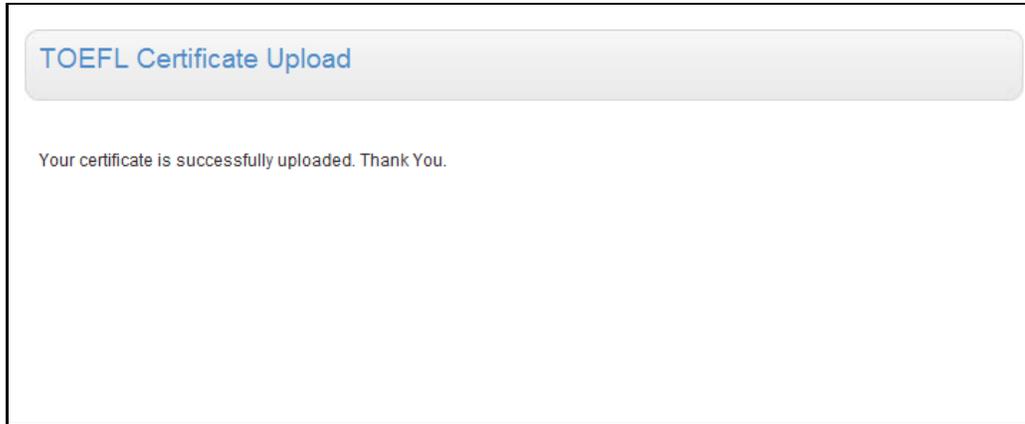


Figure 42. Confirmation of TOEFL Certificate Upload

### Submit Supporting Document 1, Document 2, and Document 3

If at the registration Applicant has already done this step, in this pages display “**You have been uploaded your certificate**” as shown in Figure 43.

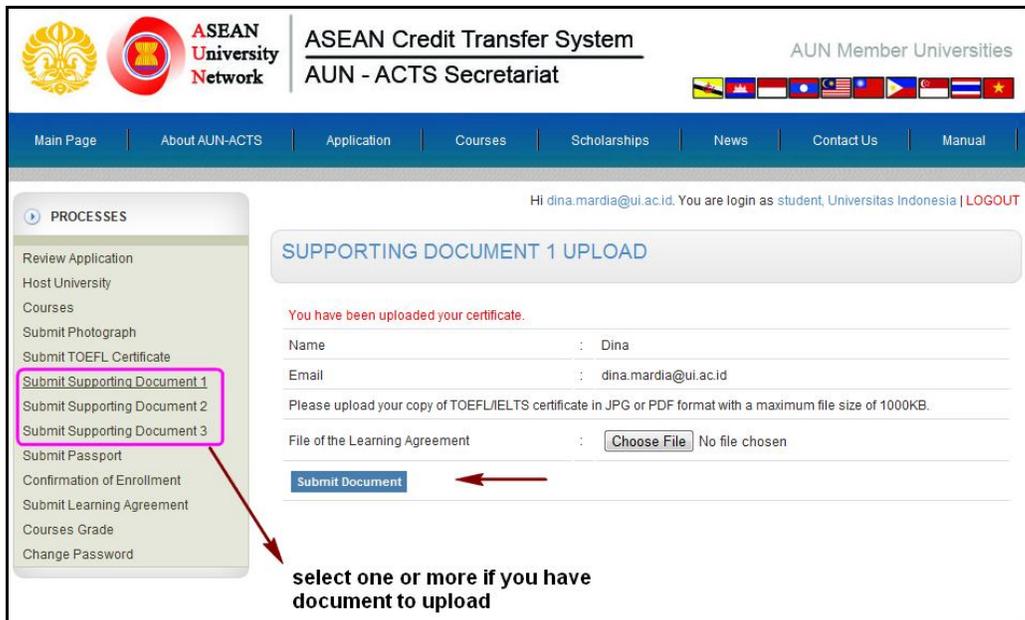


Figure 43. Supporting Document Upload

If you want to change the data do the following steps: Select menu Submit Supporting Document → press **Choose File** button to select the files to be uploaded → press the **Submit Document** button to save the files to be uploaded. A confirmation page will state that the files have successfully uploaded. The page appears as in Figure 44.

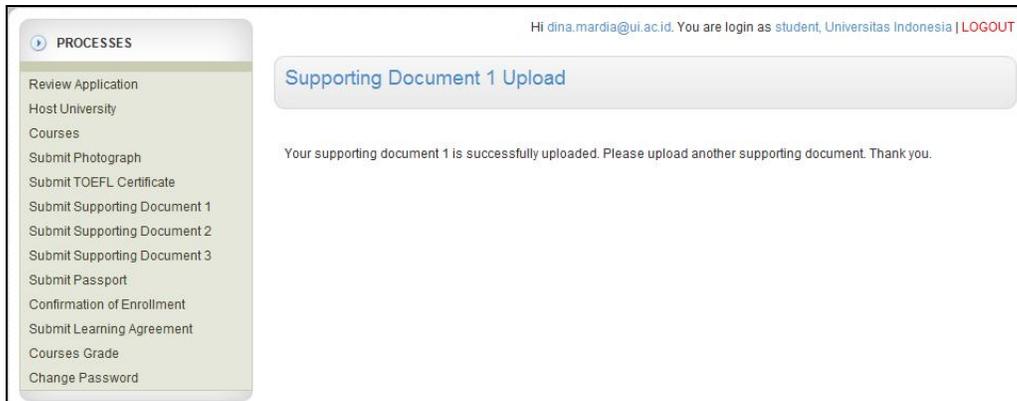


Figure 44. Confirmation of Supporting Document Upload

### Submit Passport

Student is required to submit his/her passport to the system. To submit the passport select **Submit Passport** menu → press **Choose File** button to select the files to be uploaded → press the **Submit Passport** button to save the files to be uploaded. The page appears as in Figure 45.

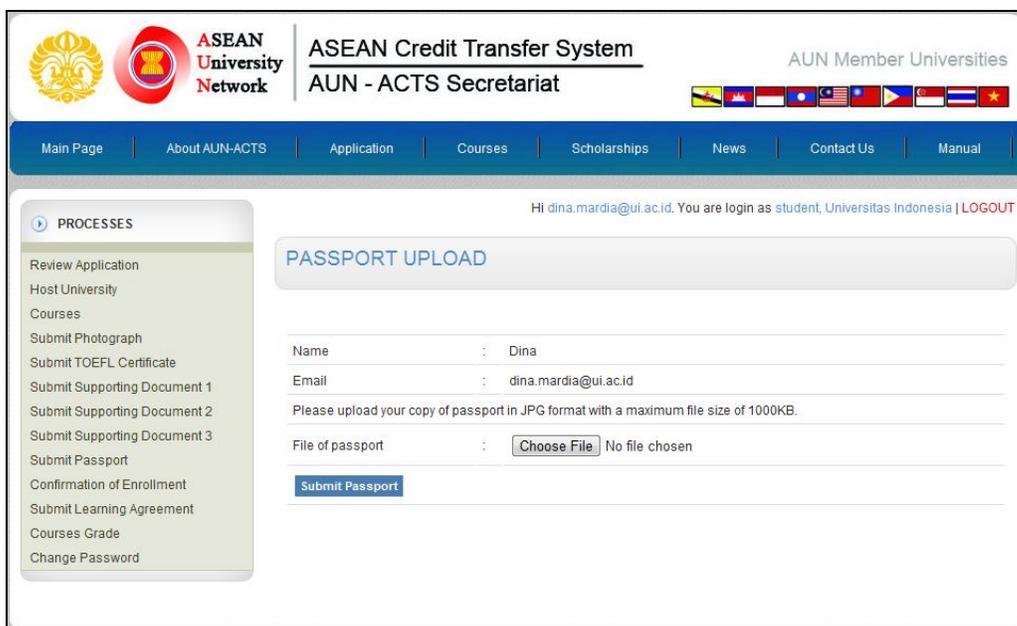


Figure 45. Passport Upload

A confirmation page will state that the files have successfully uploaded. The page appears as in Figure 46.

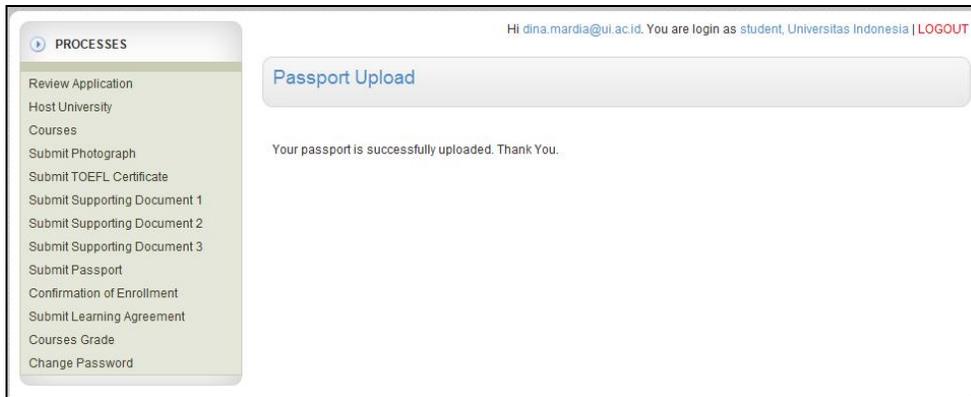


Figure 46. Confirmation of Passport Upload

If you have upload your passport, when you select **Submit Passport** menu, the page will display “**You have been uploaded your certificate**” as shown in Figure 47.

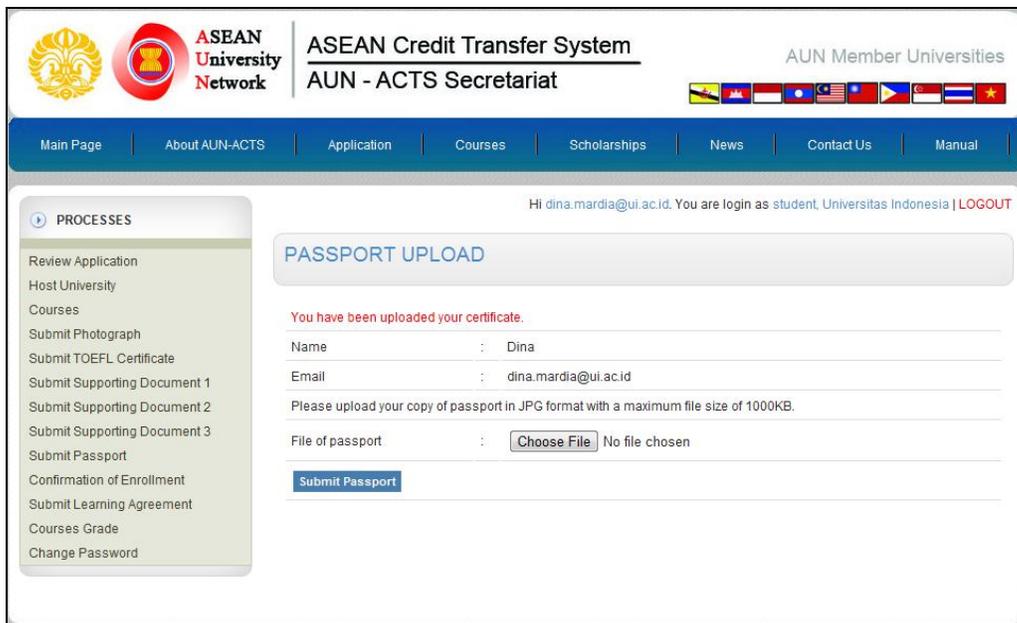


Figure 47. Uploaded Passport

### Confirmation of Enrollment

In this menu, if the student has accepted by one or more Host University, he/she has to confirm his/her enrollment by select one Host University. The page appears as in Figure 48.

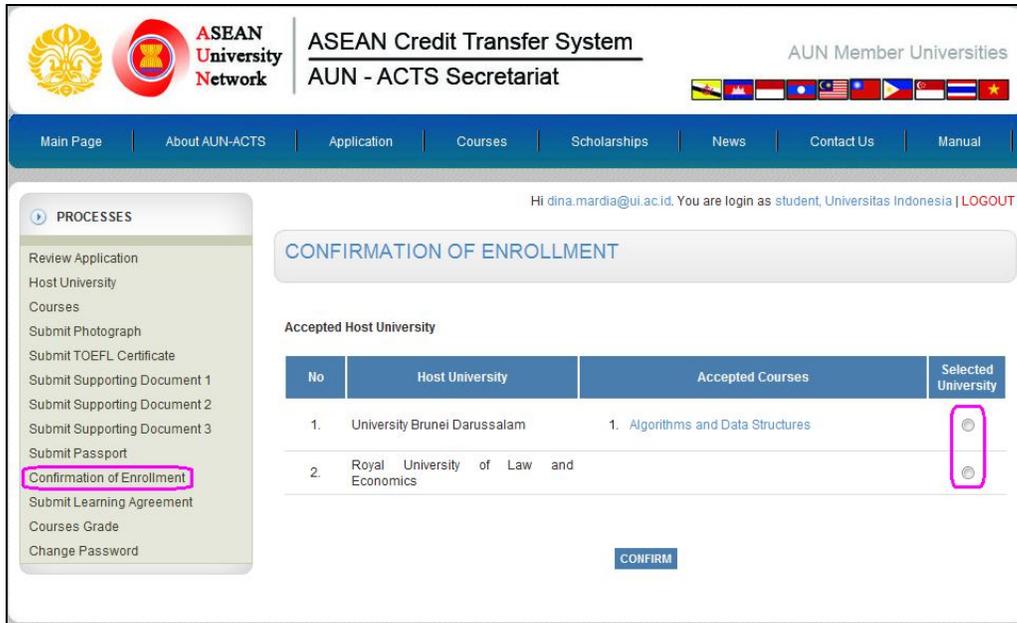


Figure 48. Confirmation of Enrollment

To confirm the enrollment, select **Confirmation of Enrollment** menu → select one Host University by click button on **Selected University** column → press the **CONFIRM** button to save the selected Host University. A confirmation window will appear as shown in Figure 49.



Figure 49. Enrollment Confirmation Window

Click **OK** if you want to continue or click **Cancel** if you want to cancel the process. If you click **OK** notification of confirmation email will sent to student, Home University and AUN-ACTS Secretariat. The page as shown in Figure 50 will appear.

The screenshot displays the ASEAN Credit Transfer System AUN - ACTS Secretariat website. The header includes the ASEAN University Network logo, the system name, and a list of AUN Member Universities. A navigation menu contains links for Main Page, About AUN-ACTS, Application, Courses, Scholarships, News, Contact Us, and Manual. The user is logged in as 'dina.mardia@ui.ac.id' as a student from Universitas Indonesia.

The main content area is titled 'CONFIRMATION OF ENROLLMENT'. It shows the 'Accepted Host University' as 'University Brunei Darussalam' and the 'Accepted Courses' as '1. Algorithms and Data Structures'. A message states: 'You have confirmed to select this:'. Below this, a table summarizes the selection:

Host University	Accepted Courses
University Brunei Darussalam	1. Algorithms and Data Structures

A link is provided: 'Please print the Learning Agreement here.' The left sidebar lists various processes, with 'Confirmation of Enrollment' highlighted.

Figure 50. Confirmed Enrollment Page

After confirm the enrollment, student have to print the learning agreement (PDF version) by click the link to print the learning agreement as shown in the page above. Learning agreement has to be signed by student, Home University and Host University.



ASEAN UNIVERSITY NETWORK STUDENT MOBILITY LEARNING AGREEMENT

ACADEMIC YEAR : 2011/2012-2
PERIOD OF STUDY : 1 Full Academic Year
DEGREE PROGRAMME : Undergraduate
PROGRAMME : Accounting

Surname (as appears on passport):
First Name : Dina
Place/Date of Birth : Bukittinggi/11-11-1990
Sex : Female
Student Number : 140825006
Home University : Universitas Indonesia
Country : Indonesia

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD / LEARNING AGREEMENT

Host University : University Brunei Darussalam
Country : Brunei Darussalam

Table with 6 columns: No, Course Code, Study Programme, Course Title, Term, Credit Unit. Row 1: 1, SS 2202, Bachelor of Science, Algorithms and Data Structures, 2011/2012-2, 4.

Empty table with 6 columns: No, Course Code, Study Programme, Course Title, Term, Credit Unit.

\*Please attach course description from both home and host university

Student's Signature
Date:

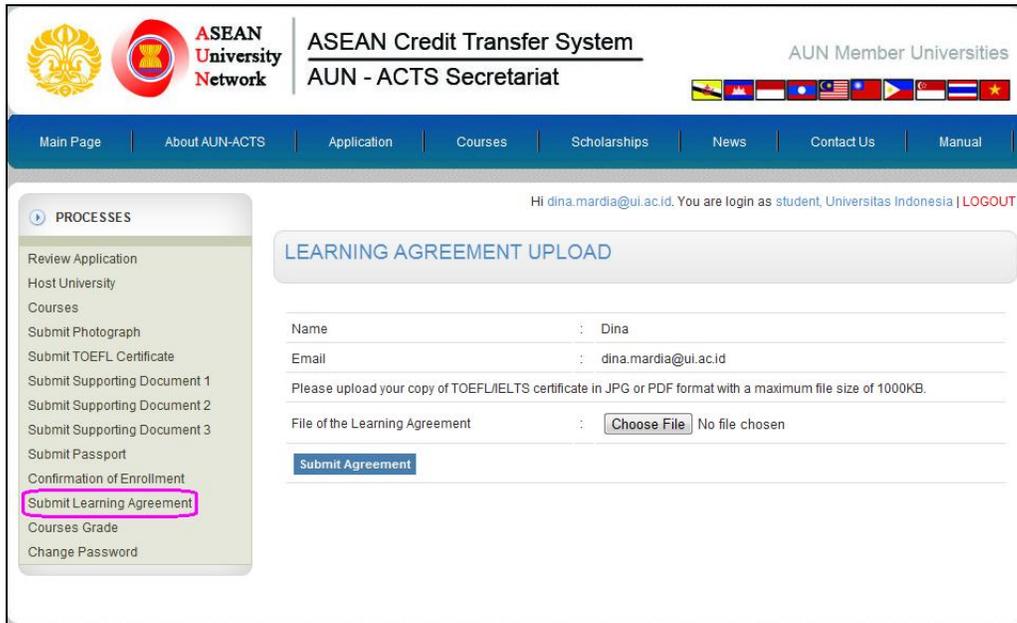
HOME UNIVERSITY
We confirm that the proposed programme of study/learning agreement is approved.
Dean's Signature, Director of International Relations Office's Signature
Date:

HOST UNIVERSITY
We confirm that the proposed programme of study/learning agreement is approved.
Dean's Signature, Director of International Relations Office's Signature
Date:

Figure 51. Learning Agreement

## Submit Learning Agreement

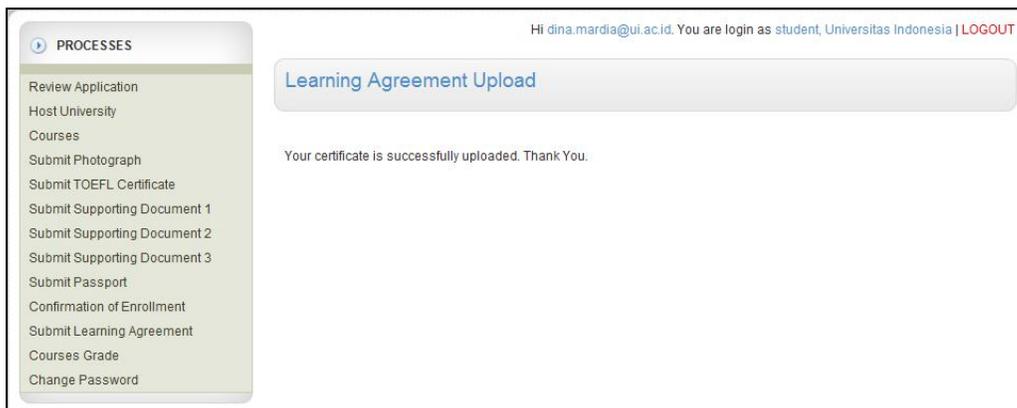
After the learning agreement has been signed by student, Home University and Host University, student has to upload the scanned learning agreement to the system. To upload learning agreement, select **Submit Learning Agreement** menu → press **Choose File** button to select the files to be uploaded → press the **Submit Agreement** button to save the files to be uploaded. The page appears as in Figure 52.



The screenshot shows the ASEAN Credit Transfer System interface. The header includes the ASEAN University Network logo, the text "ASEAN Credit Transfer System" and "AUN - ACTS Secretariat", and a list of AUN Member Universities. The navigation menu includes "Main Page", "About AUN-ACTS", "Application", "Courses", "Scholarships", "News", "Contact Us", and "Manual". The user is logged in as "dina.mardia@ui.ac.id" as a student at Universitas Indonesia. The main content area is titled "LEARNING AGREEMENT UPLOAD" and contains a form with the following fields: "Name" (Dina), "Email" (dina.mardia@ui.ac.id), and "File of the Learning Agreement" (Choose File, No file chosen). A "Submit Agreement" button is located below the form. A sidebar on the left lists various processes, with "Submit Learning Agreement" highlighted in a pink box.

Figure 52. Learning Agreement Upload

A confirmation page will state that the files have successfully uploaded. The page appears as in Figure 53.



The screenshot shows the confirmation page for the Learning Agreement Upload. The header and navigation menu are the same as in Figure 52. The user is still logged in as "dina.mardia@ui.ac.id". The main content area is titled "Learning Agreement Upload" and displays the message "Your certificate is successfully uploaded. Thank You." The sidebar on the left lists various processes, with "Submit Learning Agreement" highlighted in a pink box.

Figure 53. Confirmation of Learning Agreement Upload

If you have upload your learning agreement, when you select **Learning Agreement** menu, the page will display “**You have been uploaded your certificate**” as shown in Figure 54.

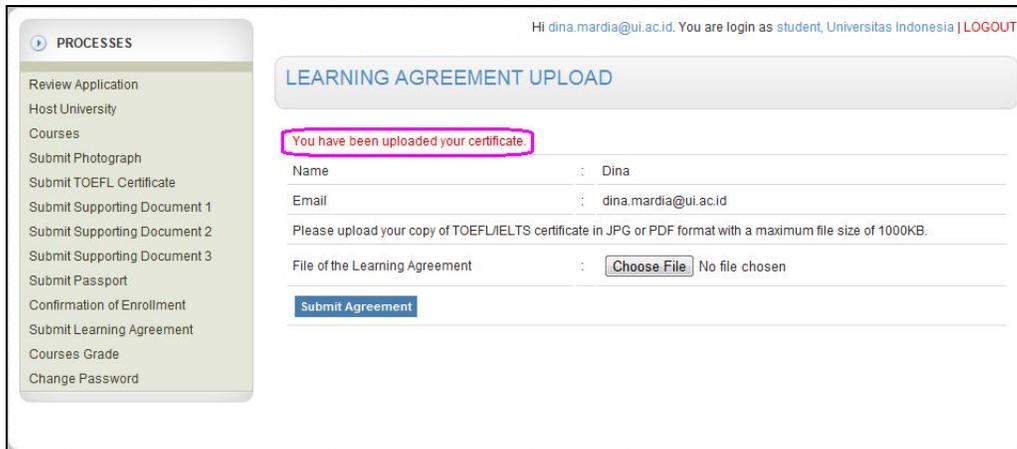


Figure 54. Uploaded Learning Agreement

## Courses Grade

In **Courses Grade** menu, if the Host University already input the student grade, student can view the grade. The page appears as in Figure 55.

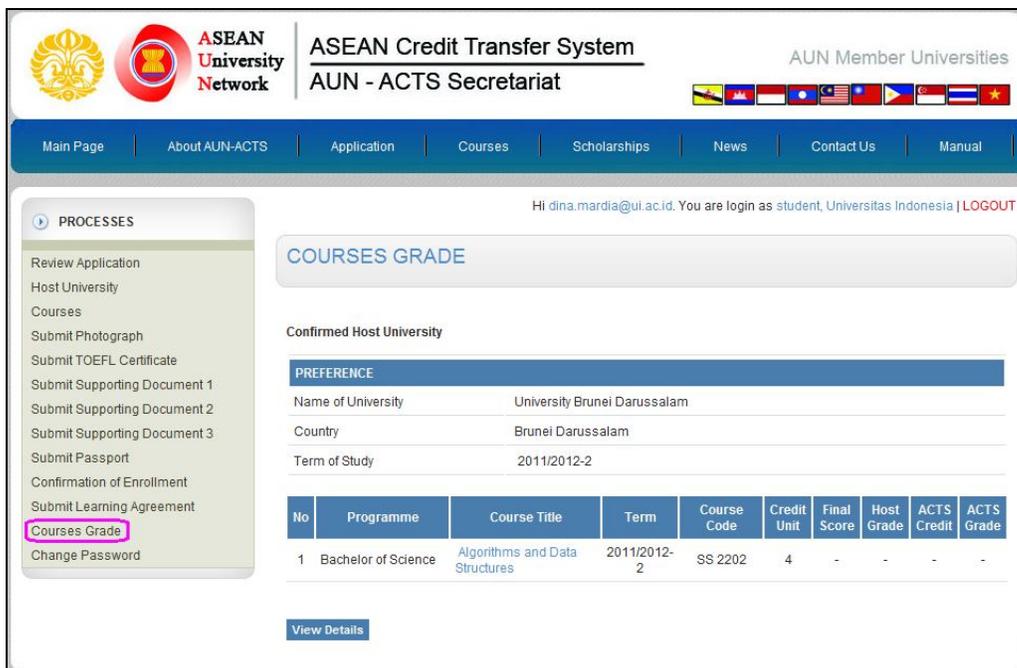


Figure 55. Courses Grade

To view grade detail, press  button. The page appears as in Figure 56.

Hi dina.mardia@ui.ac.id. You are login as student, Universitas Indonesia | [LOGOUT](#)

**PROCESSES**

- Review Application
- Host University
- Courses
- Submit Photograph
- Submit TOEFL Certificate
- Submit Supporting Document 1
- Submit Supporting Document 2
- Submit Supporting Document 3
- Submit Passport
- Confirmation of Enrollment
- Submit Learning Agreement
- Courses Grade**
- Change Password

## COURSES GRADE

**Confirmed Host University**

PREFERENCE	
Name of University	University Brunei Darussalam
Country	Brunei Darussalam
Term of Study	2011/2012-2

No	Details
1	<p><b>Programme</b> : Bachelor of Science</p> <p><b>Course Title</b> : <a href="#">Algorithms and Data Structures</a></p> <p><b>Course Code</b> : SS 2202</p> <p><b>Host University Credit</b> : 4</p> <p><b>Term</b> : 2011/2012-2</p> <p><b>Duration of Course</b> : -</p> <p><b>Final Score</b> : -</p> <p><b>Host University Grade</b> : -</p> <p><b>ACTS Grade</b> : -</p> <p><b>ACTS Credit</b> : -</p>

\* Please refer to [ACTS Grading Scale](#)  
 \*\* Please refer to [ACTS Credits](#)

[Back](#)

Figure 56. Courses Grade Detail

### Change Password

Student can change password by select **Change Password** menu as shown in Figure 30 & 31 above.

# CLOSING

## Helpdesk

For enquiry and technical matters, please contact:

### **AUN-ACTS Secretariat / International Office**

- Khairunnisa : Enquiry matters
- Rahmawati : Technical matters

Central Administration Building, 1st floor

Kampus Universitas Indonesia

Depok 16424- Indonesia

Ph : (62-21) 78880139, 786 7222 ext.100520

Fax : (62-21) 7888 0139, 727 0017

Email : secretariat@acts.ui.ac.id

## Concept Development Team

- Junaidi, M.A. : Deputy, AUN-ACTS Secretariat  
Deputy Head, International Office
- Prof. Dr. Multamia RMT Lauder, Mse., DEA : AUN-ACTS Steering Committee  
Director of Education UI

## Developer Team

- Head of Information System Development and Services : Prof. Dr. Ir. Riri Fitri Sari M.Sc., MM.
- Supervisor : Ir. Wahyu Catur Wibowo MSc., Ph.D.
- Web Developer : Rahmawati
- Technical Writer : Dina Mardia