

Step 1

Please visit <https://pendaftaran.unpad.ac.id/informasi> and select 'Pembuatan Account'



Step 2

Complete your personal information, and then select 'Buat Account'

Pembuatan Account SMUP dan Layanan Tes Lainnya

Nama Lengkap*
Full Name

NIK*
ID Card Number

Email*
Email

Nomor HP*
Phone Number

Kewarganegaraan*
Country of Citizenship

Password*
Password

Ulangi Password*
Repeat the password

Tulis kode berikut ini*
(CAPTCHA)

Isi dengan nama lengkap **tanpa gelar** (sesuai dengan Akta Kelahiran/Ijazah).
Fill in the full name **without title** (based on Birth Certificate/Diploma).

Isi dengan NIK (Nomor KTP, jika belum memiliki KTP, NIK bisa diperoleh di Kartu Keluarga).
Fill in with ID Number/Passport Card Number.

Isi dengan alamat email yang masih aktif.
Fill in with active email.

Isi dengan nomor HP yang masih aktif.
Fill in with your active phone number

INDONESIA

Isi dengan kewarganegaraan.
Fill in with your country of citizenship.

Tidak terbaca? [Ubah teks.](#)
Can not read? Change text.

- Isilah semua data dengan benar. Apabila terbukti ada data yang tidak benar/palsu, maka Anda akan menerima sanksi sesuai dengan peraturan yang berlaku di Universitas Padjadjaran termasuk pembatalan dari kelulusan SMUP/tes lainnya.
Fill the data correctly. If it is proven that there is data is not true (false/fake data), then you will get sanctions based on regulations at the Padjadjaran University including cancellation of graduation from SMUP/other tests.
- Nomor Induk Kependudukan (NIK)/KTP dan Password yang telah Anda isikan pada proses "Pembuatan Account" ini harap selalu diingat dan dijaga penggunaannya karena akan selalu digunakan untuk proses pendaftaran seleksi/tes.
Please always remember your ID Number (KTP/Passport Card Number) and Password that you have filled in the "Pembuatan Account" process because they will always be used for the selection/test process.
- Nomor Induk Kependudukan (NIK)/KTP dan Password akan digunakan untuk pendaftaran secara online SMUP, tes-tes pendukung SMUP, dan tes lainnya yang diadakan di Universitas Padjadjaran.
ID Number (KTP/Passport Card Number) and Password will be used for SMUP online registration, SMUP supporting tests, and other tests in Padjadjaran University.
- Penggunaan dan/atau pemanfaatan NIK dan Password untuk pendaftaran online ini tanpa setzin Anda sebagai pemegang resmi Account sama sekali **TIDAK DIPERKENANKAN**.
The use and/or utilization ID Number (KTP/Passport Card Number) and Password for this online registration without your permission as account owner is absolutely **NOT ALLOWED**.
- DILARANG KERAS** menggunakan dan/atau memanfaatkan NIK dan Password (Account) yang Anda miliki ini untuk kepentingan yang dapat melanggar peraturan dan ketentuan yang sudah dikeluarkan oleh Panitia SMUP/Panitia Tes lainnya.
DO NOT use and/or utilization your ID Number (KTP/Passport Card Number) and Password (Account) that can violating the rules and regulations that have been issued by the SMUP Committee/Other Test Committee.
- Pihak Panitia SMUP/Panitia Tes lainnya tidak bertanggung jawab terhadap segala resiko yang timbul akibat dari pemakaian Account secara bersama-sama maupun pemakaian yang melanggar ketentuan.
The SMUP Committee/Other Test Committee is not responsible for any risks because of sharing account or the use that violates the provisions.
- Seluruh proses pengolahan data akan dilakukan dengan komputer. Ikuti dengan seksama petunjuk pengisian dan jangan melakukan kesalahan-kesalahan yang dapat merugikan Anda sendiri.
The entire data processing will be done by computer. Follow the filing instructions carefully and do not make mistakes that can harm you.
- Dengan memanfaatkan/menggunakan NIK dan Password sebagai Account untuk pengisian pendaftaran online ini berarti Anda mengerti dan setuju dengan seluruh ketentuan ini.
By using your ID Number (KTP/Passport Card Number) and Password as an Account to fill this online registration, you understand and agree to all of these conditions.

Saya setuju dan akan mengikuti perjanjian di atas.
I am agree and will follow the agreement above.

[Buat Account](#)

Step 3

After that, please login using your ID Card Number, Password and fill the Captcha

unpod Padjadjaran Academic Information System
universitas padjadjaran

Informasi Pendaftaran SMUP & Layanan Tes > 1 Pembuatan Account > 2 Login

Login Pendaftaran SMUP dan Layanan Tes Lainnya

NIK*
ID Card Number

Password*
Password

Tulis kode berikut ini*
(CAPTCHA)

headsail

Tidak terbaca? Ubah teks.
Can not read? Change text.

Login Lupa Password

Step 4

Then select 'International Students Registration'

Login untuk

» Pendaftaran SMUP Pascasarjana

» **International Students Registration**

» Pendaftaran TKBI

» Pendaftaran SMUP D4/S1


Step 5

Please complete Biodata Filling Stage, Requirement Documents Upload Stage, Registration Finalization Stage, and complete the registration.

1 Identity 2 Study Course 3 Upload Documents 4 Confirmation Logout

Identity

Registrant Data

 ID Card Number :
Full Name :
Registration Status : Biodata Filling Stage
 Requirement Documents Upload Stage
 Registration Finalization Stage
 Registration Complete

Personal Identity

Full Name*
Fill in the full name without title.

Date of Birth*
Fill in with year-month-date format (yyyy-mm-dd).

Gender* Male Female

Country of Citizenship*


Phone Number*
Only one number allowed.

Email Address*

1 Identity 2 Study Course 3 Upload Documents 4 Confirmation Logout

Study Course

Registrant Data

 ID Card Number :
Full Name :
Registration Status : Biodata Filling Stage
 Requirement Documents Upload Stage
 Registration Finalization Stage
 Registration Complete

Study Course to be Chosen

SMUP Program* International Master Program
 International Doctoral Program
 POSSMA ←

Padjadjaran Overseas Student Scholarship for Master Program - Registration Guide

Then Upload Requirement Documents

Upload Requirement Documents	
No. Documents	Files
<p>1. Photo*</p> <p>Photo must be in JPG format, not allowed in PDF and other formats, with a ratio of 3x4 (portrait), for example, 300 pixels x 400 pixels, faces clearly visible, dress and pose formally for academic purposes, on a white background.</p>	<p>No. File Action</p> <p>No file have been uploaded yet</p> <p style="text-align: right;">CHOOSE FILE</p>
<p>2. ID Card/Passport*</p> <p>Instructions: Please upload a clear copy (in PDF format) of the personal pages of your international passport, or a copy of your birth certificate in the original language and official translated in English or Bahasa. Please make sure that the city of birth is clearly mentioned in English on the identity document as this is a requirement for the verification of your personal details. Note: If you have multiple nationalities and you want those registered, please also upload the identity documents of your other nationalities. Universitas Padjadjaran only register the nationalities of the uploaded identity documents. Reason why: Your upload will be used to verify your personal details. Furthermore, the information will be used to make sure your name and date of birth on your diploma(s) correspond with the personal pages of your passport/id card/birth certificate. Therefore, if your personal details are not identical on both passport and educational documents please upload an official document with explanation.</p>	<p>No. File Action</p> <p>No file have been uploaded yet</p> <p style="text-align: right;">CHOOSE FILE</p>
<p>3. *</p>	<p>No. File Action</p> <p>No file have been uploaded yet</p> <p style="text-align: right;">CHOOSE FILE</p>
<p>4. Bachelor's or Additional Degree Certificate*</p> <p>Instructions: Please upload your official (provisional) bachelor certificate in original language and official translated in English or Bahasa. If the original document is in English or Bahasa you do not have to upload a translation. Please make sure your certificate includes your full name, date of birth, official name of your diploma and institution's name and logo. If you had additional certificate (E.g master's/profession/specialist/etc) consists of multiple documents, please combine these documents into one single PDF document in chronological order. Reason why: Your upload will be used to verify if you have obtained your bachelor's (or master's) degree at a recognized higher education institution. Furthermore, your diploma will be used to assess the level of your education, as each country has a different educational system.</p>	<p>No. File Action</p> <p>No file have been uploaded yet</p> <p style="text-align: right;">CHOOSE FILE</p>
<p>5. Bachelor's Transcript of Records*</p> <p>Instructions: Please upload a copy of your official final transcript of records if you already passed your bachelor's degree or additional degree, or upload a most recent transcript of records if you still have to pass your additional degree. Please upload the document in the original language and official translated in English or Bahasa. If the original document is in English or Bahasa you do not have to upload a translation. Please make sure your transcript of records includes your full name, date of birth (preferable), the official name of your diploma and institution's name and logo. If your transcript consists of multiple documents, please combine these documents into one single PDF document in chronological order. Reason why: Your upload will be used to assess the grades that you have obtained during your study. Furthermore, the upload will be used to gain more insight into the courses of your programme and the length of your previous degree.</p>	<p>No. File Action</p> <p>No file have been uploaded yet</p> <p style="text-align: right;">CHOOSE FILE</p>
<p>6. English Language Test*</p> <p>Instructions: Please make sure to upload a clear copy of the official test result, your test report form number must be clearly readable. We do not accept a print screen from the online result. Have at least an IBT TOEFL score of 80, or IELTS score of 6.0 or a TOEIC score of 700. The certificate must be issued within the last 2 years. Reason why: Every international student applying for a (pre-)Master's programme has to provide Universitas Padjadjaran with proof of sufficient mastery of the English language.</p>	<p>No. File Action</p> <p>No file have been uploaded yet</p> <p style="text-align: right;">CHOOSE FILE</p>
<p>7. *</p>	<p>No. File Action</p> <p>No file have been uploaded yet</p> <p style="text-align: right;">CHOOSE FILE</p>
<p>8. Statement of Purpose*</p> <p>Instructions: Please upload your motivation letter in English (PDF file). Your motivation may contain several subjects, such as a clear motivation of goals and a motivation for taking the master's programme of choice. Reason why: Your upload will be used to assess your motivation and specific goals for entering Universitas Padjadjaran.</p>	<p>No. File Action</p> <p>No file have been uploaded yet</p> <p style="text-align: right;">CHOOSE FILE</p>