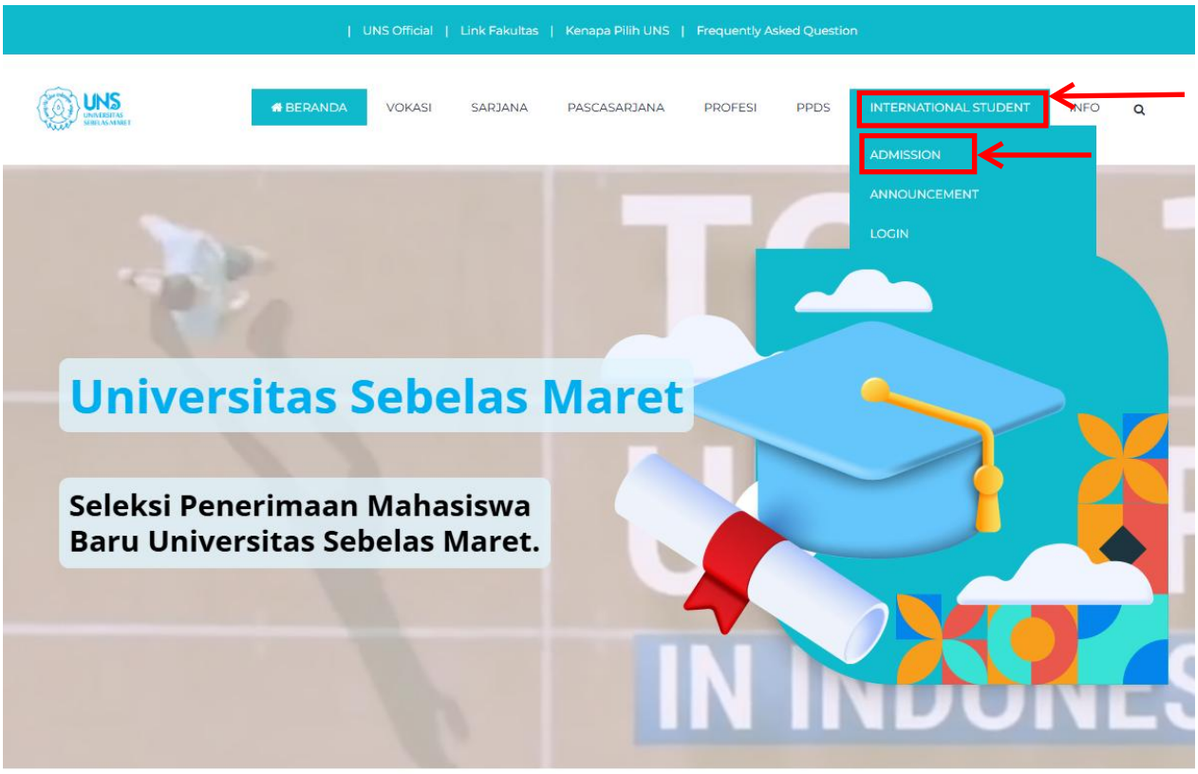
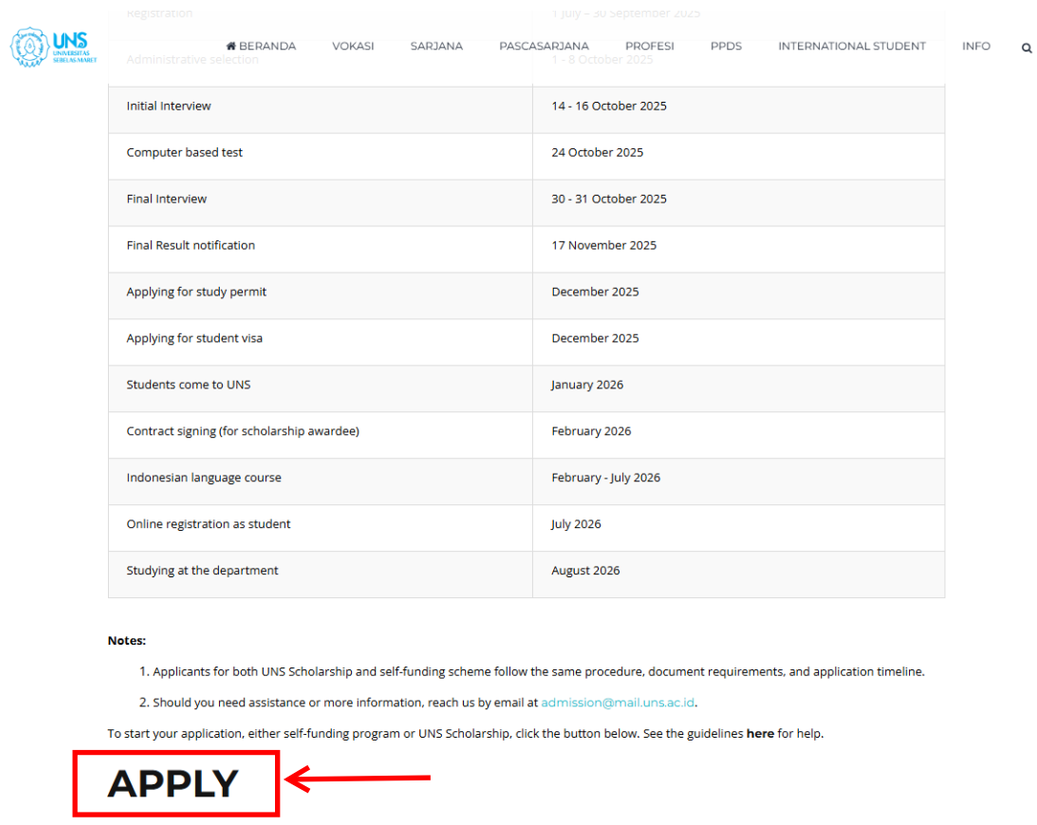
GUIDELINES FOR INTERNATIONAL STUDENT CANDIDATES TO SUBMIT ADMISSION APPLICATION AT UNIVERSTIAS SEBELAS MARET

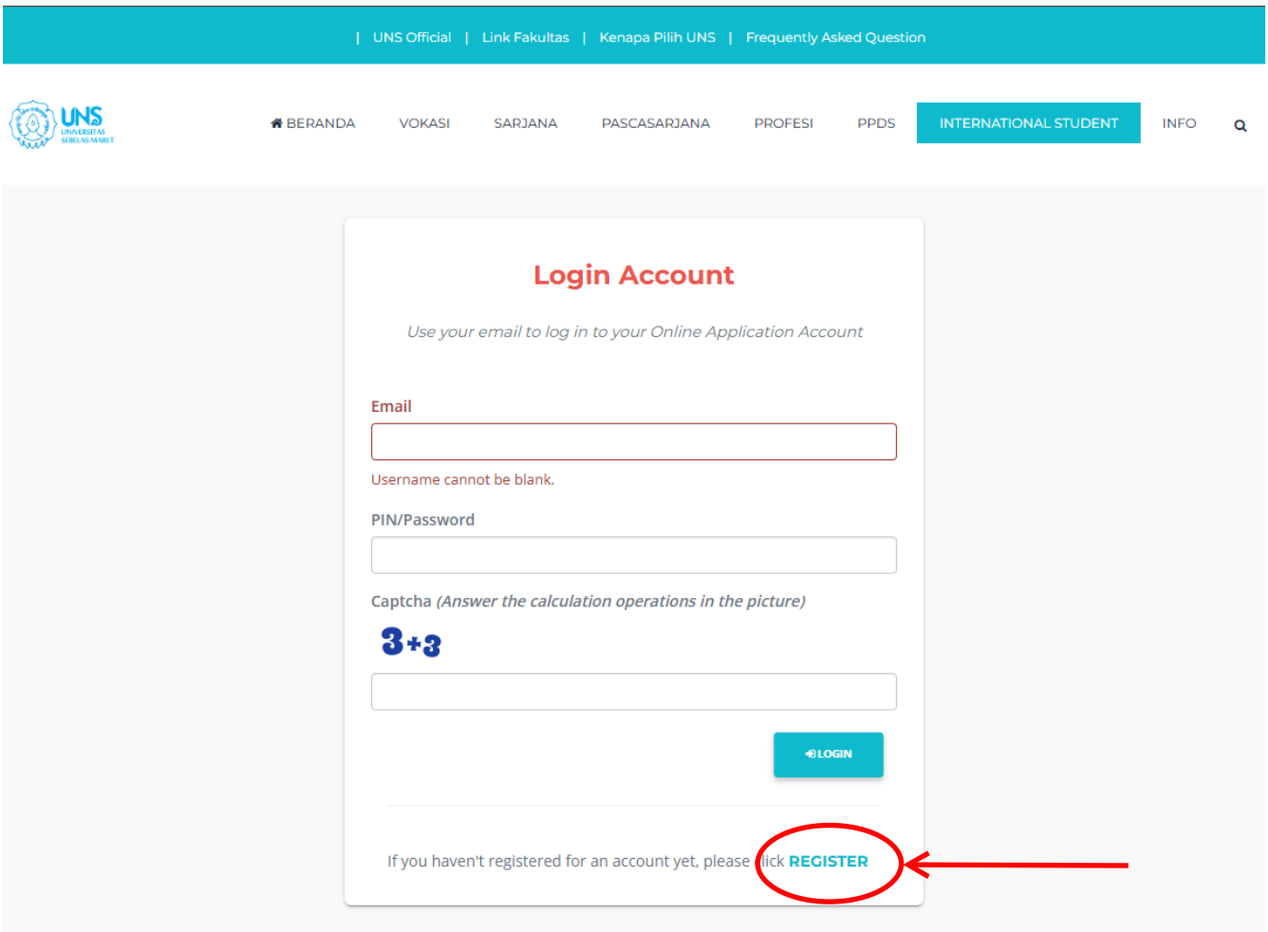
1. Go to https://spmb.uns.ac.id/ and locate menu INTERNATIONAL STUDENT. Choose sub-menu ADMISSION.



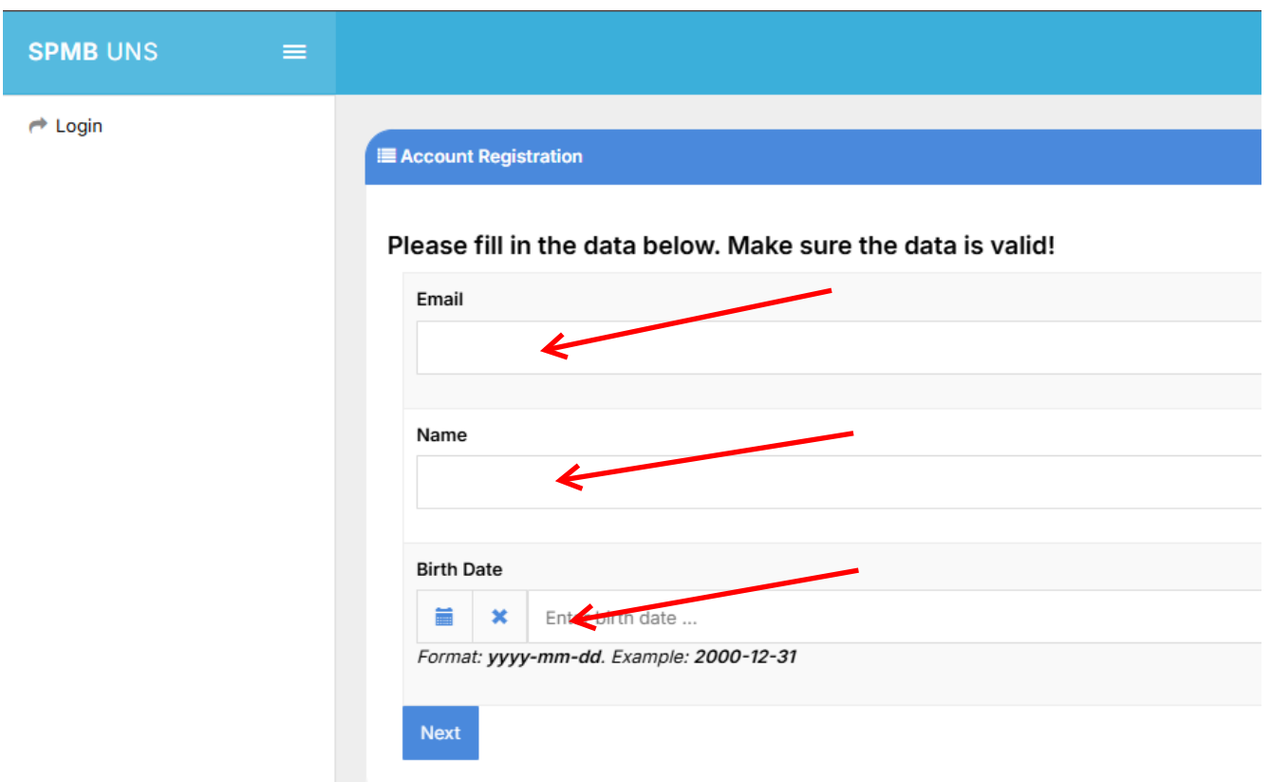
2. Browse through the page and read the content carefully. When you have all the required documents and are ready to apply, reach the bottom of the page and click APPLY button.



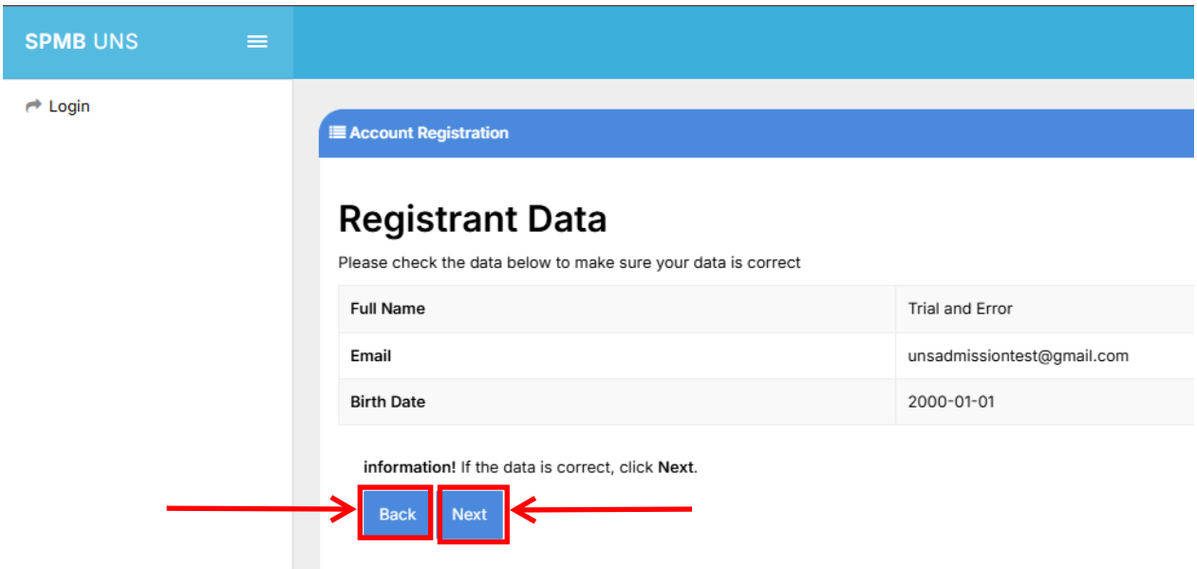
3. You will see this page. Make an admission account by clicking REGISTER.



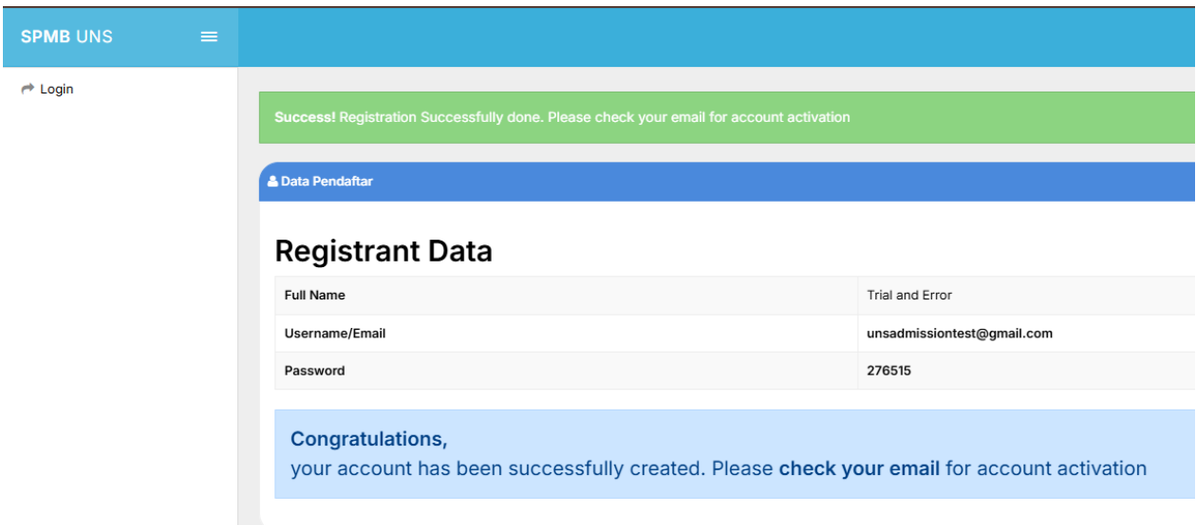
4. Fill in your email address and full name according to passport (given name first). Incomplete name, wrong order, or mistype will be permanent and cannot be changed.



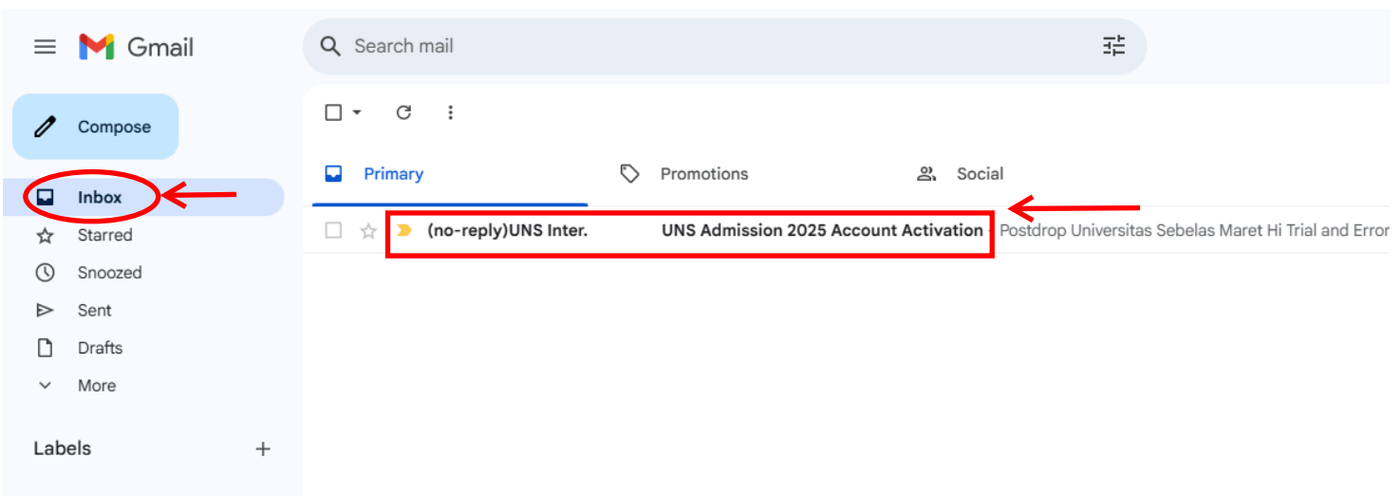
5. Re-check the name and email address. Revise it when needed by clicking BACK. If all data is correct, click NEXT.



6. Your admission account is created, but you need to activate it.

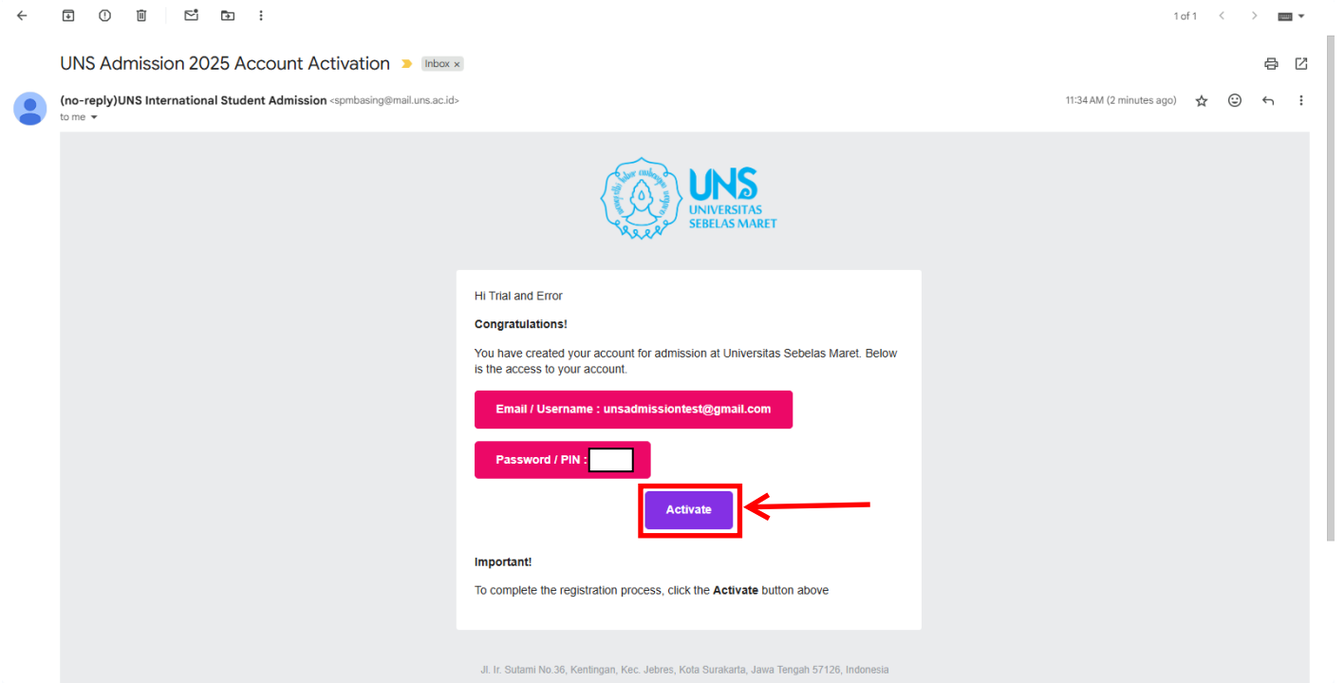


7. Log in to your email and check the INBOX. Check folder SPAM if necessary. Find an email from *(no-reply)UNS International Student Admission* spmbasing@mail.uns.ac.id with the subject *UNS Admission Account Activation* .

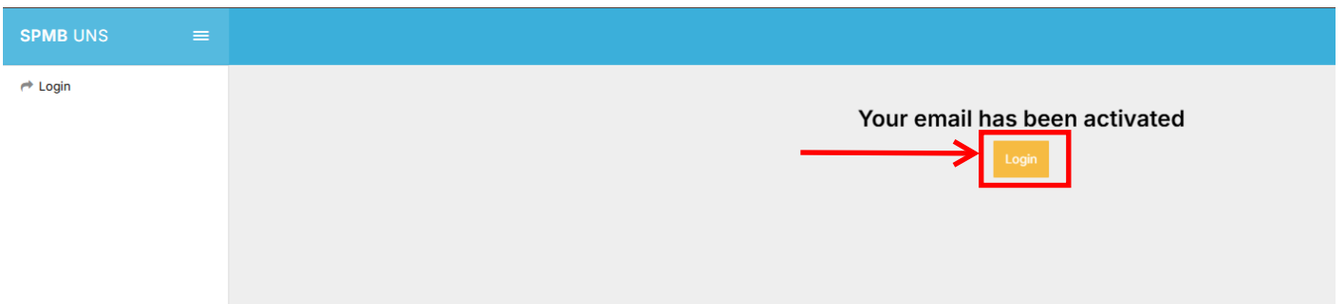


8. Open the email. It contains the access to log in to UNS admission website. If you forget your password, you can open this email again.

   Click ACTIVATE.

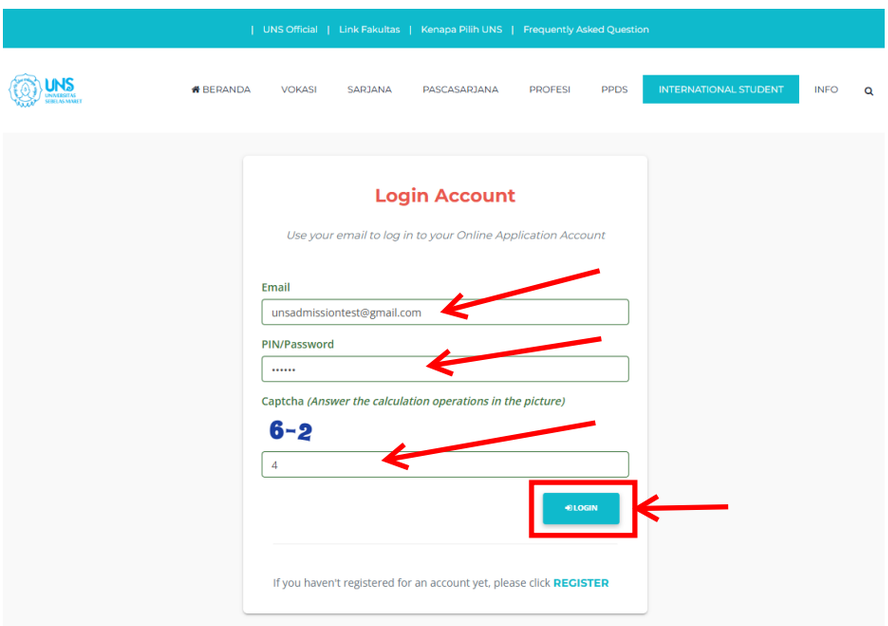


9. You will be directed to this page. Click LOGIN.

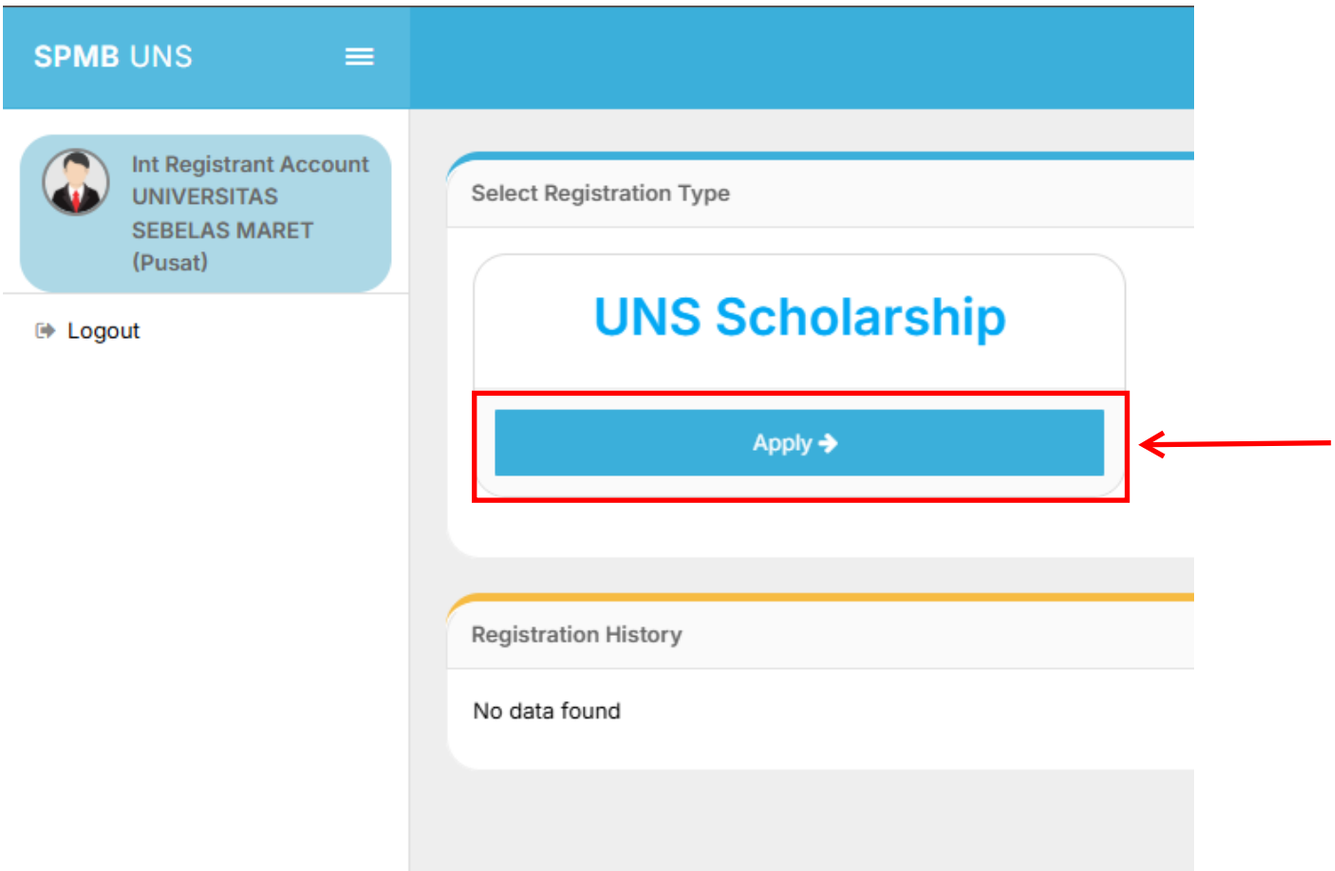


10. Now you can log in to the admission website with the provided access.

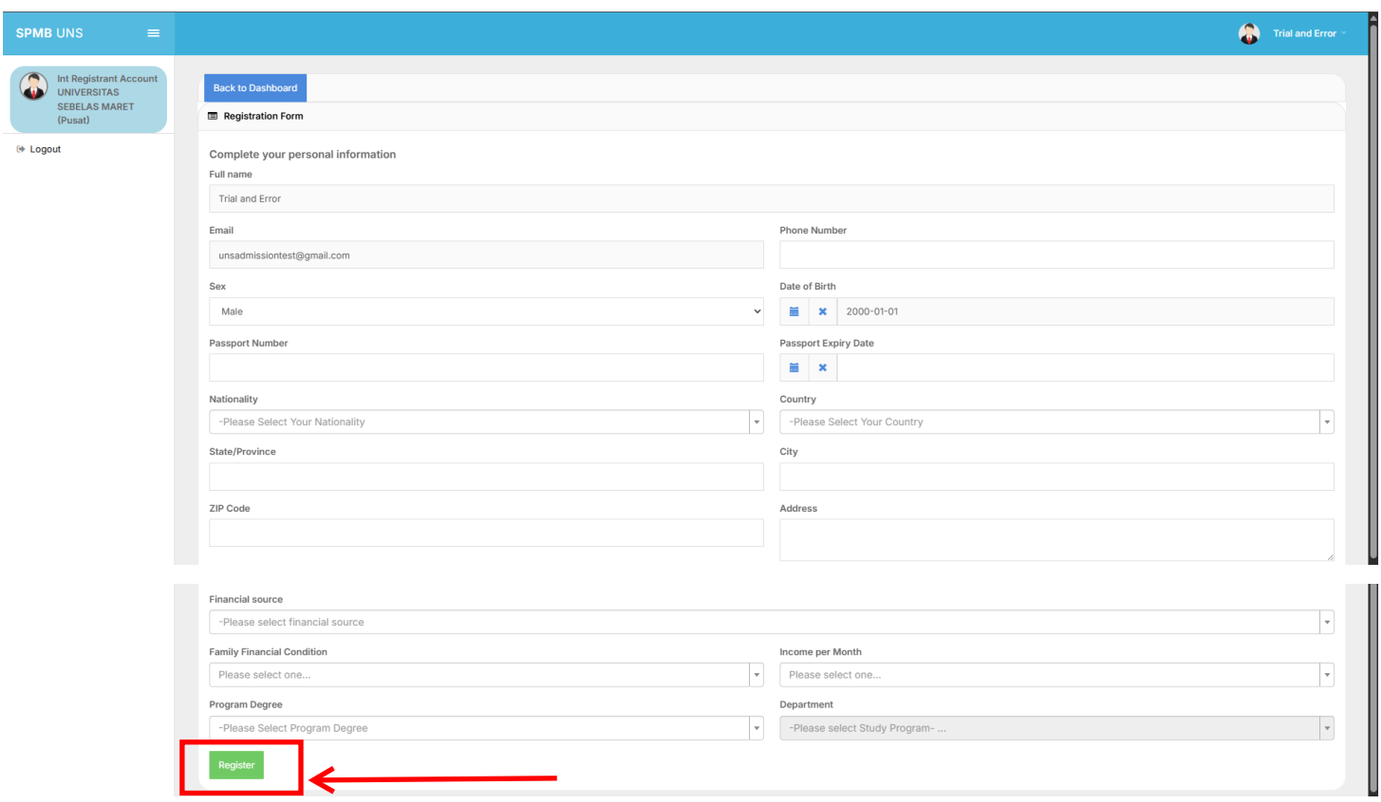
    Fill in the email address, password, captcha code, and then click LOGIN.



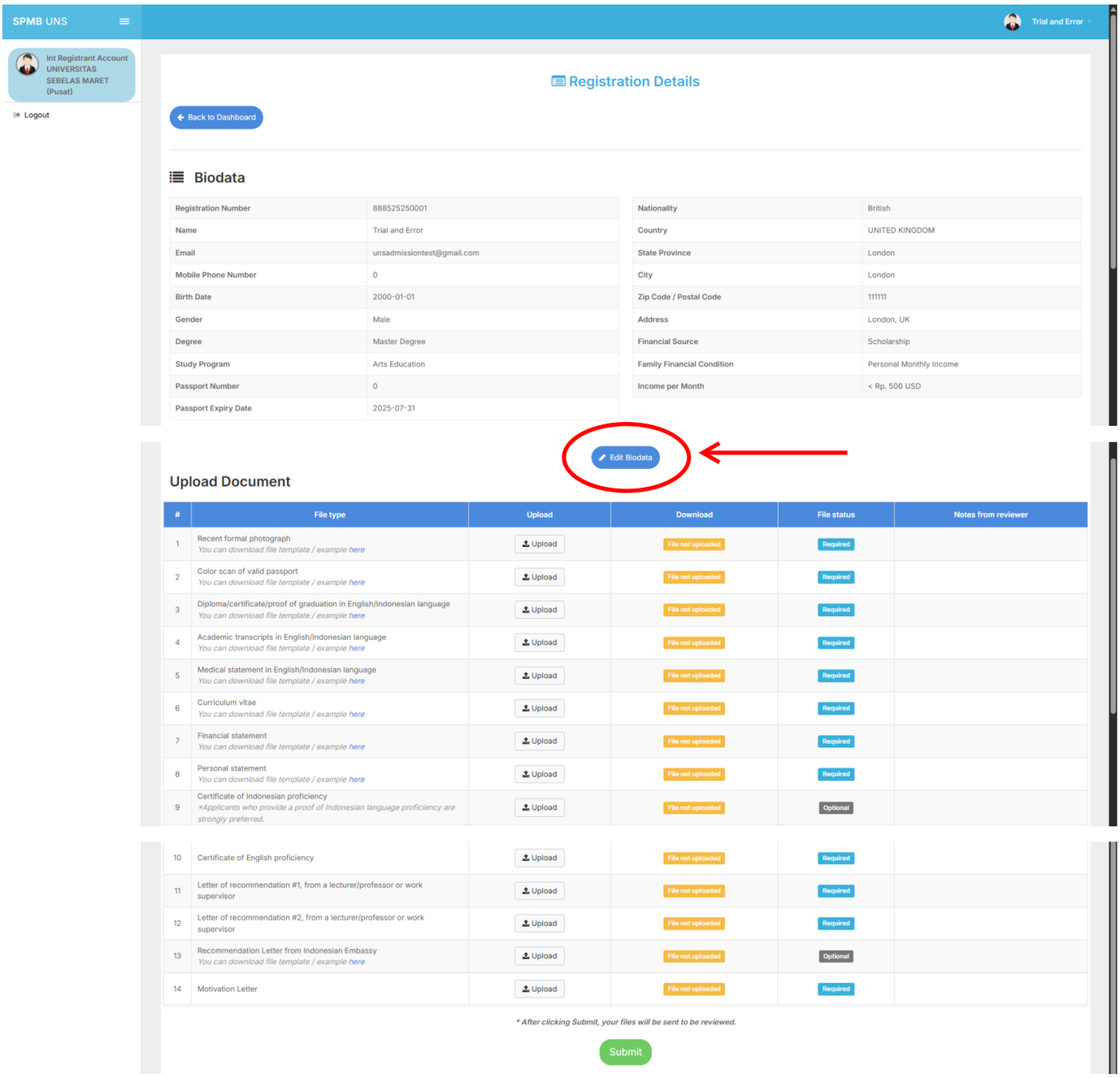
11. You will see your dashboard. To start your application, click APPLY button. Even if you want to apply under self-funding, you must click the apply button below the UNS Scholarship.



12. Start with filling in your personal data. All data must be valid according to your passport and real situation. When done filling the form, click REGISTER.

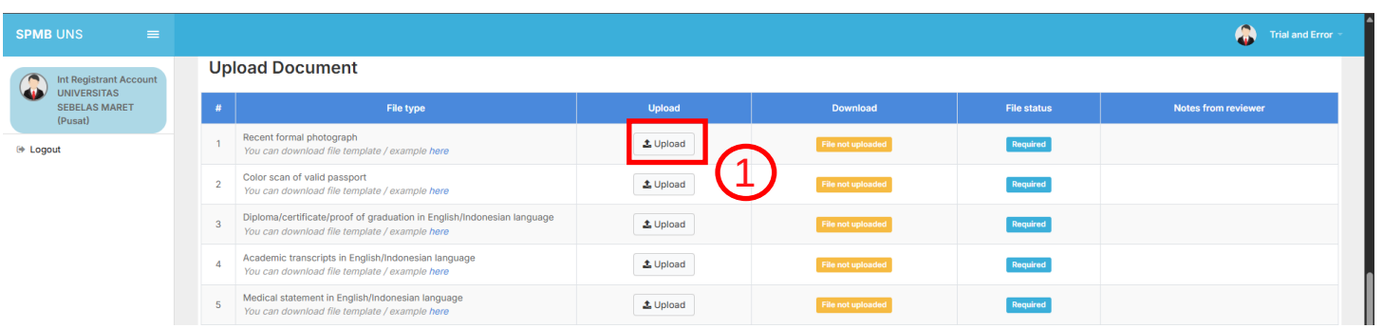


13. You will see this page. Check your personal data once more. If revision is needed, click EDIT BIODATA. Continue with uploading the required documents.

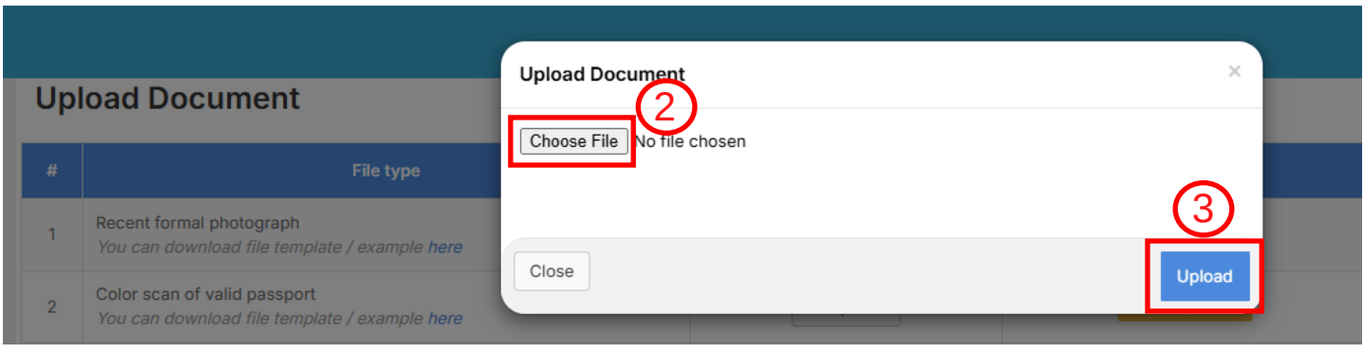


14. To start uploading documents, click UPLOAD.

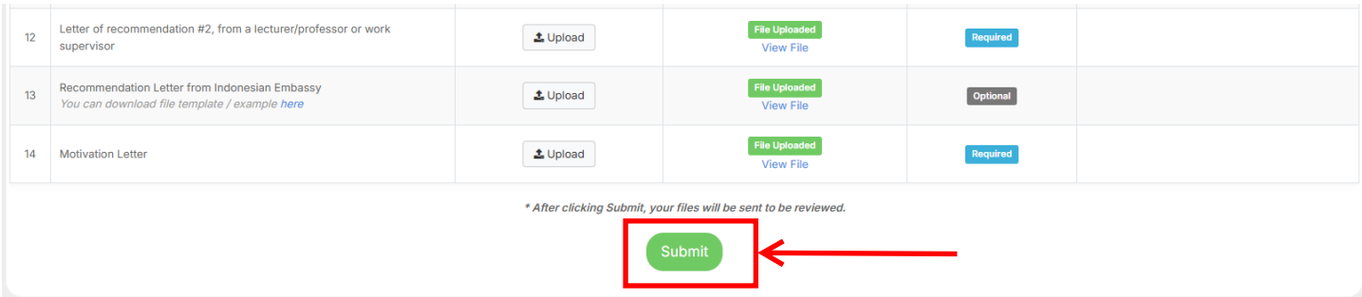
Templates/samples of document can be checked at the provided link.



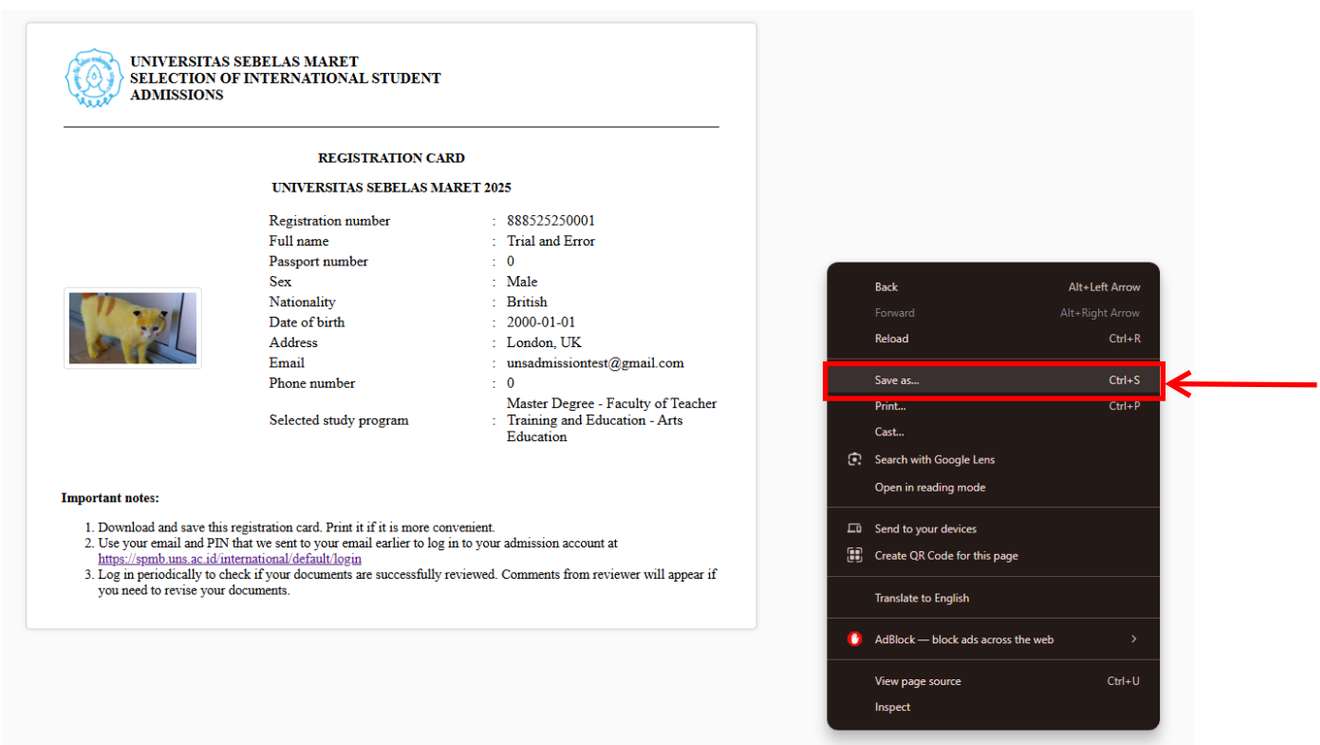
Then choose the file. When the file is selected, click UPLOAD.



When done uploading all documents, click SUBMIT.



15. Done. You have submitted your application sucessfully.

A registration card will appear. Right click on the page and click SAVE.

Save the card in PDF or JPG file for future use.