



**DIRECTORATE GENERAL OF HIGHER EDUCATION
MINISTRY OF EDUCATION AND CULTURE**

Jln. Jend. Sudirman Pintu I Senayan, Tromol Pos 190 Jakarta 10002 Indonesia
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Email : subdit_pk@dikti.go.id <http://studi.dikti.go.id>

January 10, 2013

Our ref: 54 /E4.4/2013

To:
The Manager of International Office

Re: DIKTI Sponsored Students

Dear Sir/Madam,

Since 2008, the Directorate General of Higher Education of the Ministry of Education and Culture of the Republic of Indonesia, hereinafter referred to as DIKTI, has sponsored over 3500 Indonesian faculty members to pursue their graduate degrees at various reputable universities all around the world to strengthen and improve the Indonesian tertiary education institutions.

Herewith, DIKTI has the pleasure to inform you that a number of DIKTI sponsored faculty members have applied and been accepted at your university for 2011 and 2012. Their names, home universities, program, field of studies, commencement date of study, are listed as attached.

The DIKTI scholarship will provide each awardee with the following components: (1) tuition-fee (at cost), (2) health insurance (at cost), (3) living allowance (DIKTI's standard), (4) settling-in allowance (DIKTI's standard, once), (5) book allowance (DIKTI's standard), (6) special program (DIKTI's standard, once), (7) thesis/dissertation writing (DIKTI's standard, once), and (8) economic air-fare (round-trip, once).

As the sole sponsor of this scholarship program, DIKTI will pay direct all respective tuition fees to your university bank account. Hence, we kindly request that you could supply us with:

1. Invoice for total amount of tuition fees that are due and its break down for each student. Please send this invoice to the following addresses:
 - a. DIKTI's office: **Director for Human Resource Development
Directorate General of Higher Education, 5th Floor
Jl. Jend. Sudirman, Pintu 1 Senayan
Jakarta, Indonesia 10270**



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b. DIKTI's e-mail address: subdit_pk@dikti.go.id

2. Payment procedures (appointed bearer, name of bank, bank account, etc)

Furthermore, deriving from our financial system, we would like to inform you the following disbursement mechanism of DIKTI scholarship monies:

1. When our sponsored students commence their studies in the middle of calendar year or later, DIKTI can only pay one semester of their tuition fees. For the consecutive year(s), however, DIKTI can pay their tuition fees for the entire calendar year;
2. When our sponsored students commence their studies at the beginning of the calendar year (February or March), DIKTI is able to pay their tuition fees for the entire year (2 semesters). This mechanism applies for the consecutive year(s).

Although DIKTI will do its best to settle the payment of respective tuition fees of current calendar year as early as possible in the month of March, there is a reasonable chance that a delay in the payment might occur, due to beaurocratic procedures. When such a delay did occur, we seek your kind consideration for not imposing any academic sanctions on the respective DIKTI Scholarship awardees.

Your understanding and kind consideration on the above mentioned matters is highly appreciated. Please do not hesitate to contact us for further queries.

Thank you for your cooperation, and we are looking forward to having a successful and seamless collaboration between our institutions.

Sincerely yours,

Supriadi Rustad
Director for Human Resource Development

- cc. 1. Director General of Higher Education
2. Deputy Director for Qualification Affairs

