

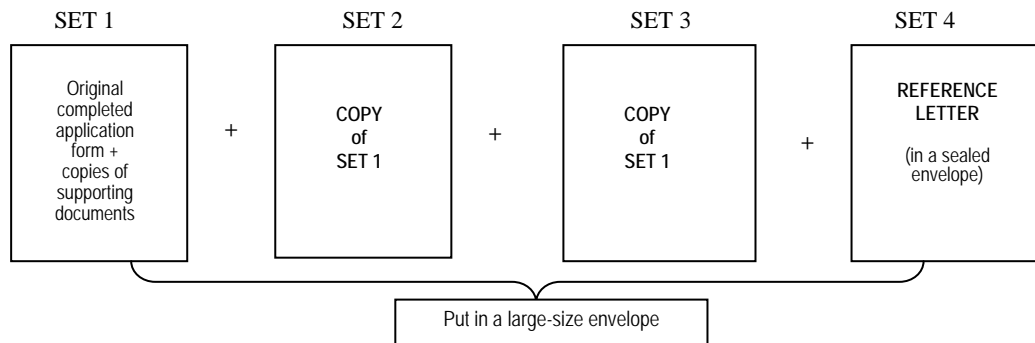
# Indonesia English Language Study Program (IELSP) APPLICATION FORM

(Cohort 7 - 2010)

## GUIDELINES IN COMPLETING THE IELSP APPLICATION FORM

- **You must complete ALL sections of the application form. If you have no answers for certain sections, please write: *NONE*. DO NOT LEAVE ANY SECTION BLANK. Incomplete application forms, including those with blank sections, will not be included in the selection process.**
- Applicants must complete the application form in English and sign it in the given space (*page 9*).
- Applicants must attach all supporting documents required. Completed application forms missing one or more supporting documents required will not be included in the selection process. For the list of supporting documents, please refer to the DOCUMENT CHECKLIST section.
- Only the scores of TOEFL® ITP or International TOEFL® are accepted. The score must be NO more than two years of validity since the test date. Scores of any Prediction Tests are **NOT** accepted.
- Letters of Reference must be put in a sealed envelope.
- **You must prepare 4 (four) sets of documents consisting of:**
  - SET 1 : Original completed application form + copies of supporting documents
  - SET 2 and SET 3 : Copies of SET 1
  - SET 4 : Reference letter(s) in a sealed envelope

Then put all the four envelopes in a big envelope



- All completed application forms (including all necessary supporting documents) must be received by IIEF **no later than November 12, 2009**. Applicants must put the code “**IELSP**” on the left upper corner of the envelope, and send it to:  
**IELSP**  
**The Indonesian International Education Foundation – IIEF**  
**Menara Imperium 28<sup>th</sup> Floor Suite B**  
**Jl. H.R. Rasuna Said Kav. 1**  
**Jakarta 12980**

## DOCUMENT CHECKLIST

**PLEASE ARRANGE THESE DOCUMENTS IN THIS ORDER.**

### ❖ REQUIRED DOCUMENTS

1. Completed and signed IELSP application form.
2. 1 (one) color photograph 4 x 6 cm – affix it in the provided box.
3. 1 (one) copy of TOEFL® ITP or International TOEFL® score.
4. An official letter of enrollment from university, stating that you are still an active student and have not graduated yet/not completed any graduation process, (including *sidang skripsi*)
5. 1 (one) legalized copy of your university transcript records from the 1<sup>st</sup> semester to the last semester prior to the semester you are currently in.
6. 1 (one) copy of high school diploma (*does not have to be translated*)

7. 1 (one) copy of high school transcript record (STTB) (*does not have to be translated*)
8. At least 1 (one) Letter of Reference from Faculty Member (use the attached form, and put it in a sealed envelope), preferably from your English teacher at the university. **Attention: please do not send the letter separately.**
9. 1 (one) copy of valid Identification Card (KTP) in an A4-size paper (*does not have to be translated*)

### ❖ RECOMMENDED DOCUMENTS

1. Copies of certificates or awards received
2. Copies of abstract from published articles, research projects, papers presented at conferences, etc. that you have produced



**I. PERSONAL DATA**

**NAME:** (as it appears or will appear on your passport)

Mr.  Ms.

Last Name : \_\_\_\_\_

First Name : \_\_\_\_\_

Middle Name(s) : \_\_\_\_\_

Affix your recent  
self color  
photograph (4x6)  
in this box

**PERMANENT MAILING ADDRESS:**

(Please note that we are going to use your contact information for all correspondence, so **please be as detailed as possible**)

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ State/Province \_\_\_\_\_

Telephone (please specify your area code): \_\_\_\_\_ Mobile Phone (compulsory): \_\_\_\_\_

Emergency Phone number (compulsory): \_\_\_\_\_

Email (compulsory): \_\_\_\_\_

**DATE OF BIRTH** (Month/Day/Year): \_\_\_\_\_ **AGE:** \_\_\_\_\_ **GENDER:** \_\_\_\_\_

**BIRTHPLACE** (City, State/Province, Country): \_\_\_\_\_

**NATIVE LANGUAGE:** \_\_\_\_\_

**II. HEALTH**

**DO YOU HAVE ANY PHYSICAL LIMITATION OR IMPAIRMENT?**  Yes  No

If yes, please specify: \_\_\_\_\_

**HAVE YOU EVER HAD ANY MAJOR ILLNESS? (e.g.: tuberculosis, hepatitis, heart defect, diabetes, etc)**

Yes  No

If yes please explain (specify the type of illness, period of illness, any medication/treatment, and the latest condition):

**DO YOU HAVE ANY ALLERGY?**  Yes  No

If yes please explain:



**III. FAMILY DATA**

**II. a. Father**

NAME : \_\_\_\_\_

EDUCATION : \_\_\_\_\_

OCCUPATION : \_\_\_\_\_

COMPANY/INSTITUTION : \_\_\_\_\_

**II. b. Mother**

NAME : \_\_\_\_\_

EDUCATION : \_\_\_\_\_

OCCUPATION : \_\_\_\_\_

COMPANY/INSTITUTION : \_\_\_\_\_

**IV. BACKGROUND**

**In this box please tell us about your personal life and your family. THIS STATEMENT IS AN IMPORTANT PART OF YOUR APPLICATION – Please use additional papers if necessary**



**V. EDUCATIONAL INFORMATION**

**UNIVERSITY** (write in Bahasa Indonesia): \_\_\_\_\_

**FACULTY/MAJOR** (write in Bahasa Indonesia): \_\_\_\_\_

**TYPE OF PROGRAM** :  Regular     Extension     International Program     Double Degree

**ENTRANCE YEAR** : \_\_\_\_\_

**CURRENT SEMESTER** : \_\_\_\_\_

**GRADUATION PLAN (Month/Day/Year)**: \_\_\_\_\_

**SUMMARY OF GRADES**

Semester	GPA	Number of taken subjects	Number of failed subjects

**ACCUMULATIVE GPA:**

**Test of English as a Foreign Language (TOEFL®)** – a copy of score report *MUST* be attached

Please tick (✓) the provided box according to the correct answer:

**Yes, I have got my TOEFL® score**

- Please specify, what kind of TOEFL® have you taken?     TOEFL® ITP     International TOEFL®
- Date of Examination (Month/Date/Year): \_\_\_/\_\_\_/\_\_\_    Score: \_\_\_\_\_
- Test Center/Institution where you took the test: \_\_\_\_\_    City: \_\_\_\_\_

**I am currently still waiting for my TOEFL® score**

- Please specify, what kind of TOEFL® have you taken?     TOEFL® ITP     International TOEFL®
- Date of Examination (Month/Date/Year): \_\_\_/\_\_\_/\_\_\_    Score: \_\_\_\_\_
- Test Center/Institution where you took the test: \_\_\_\_\_    City: \_\_\_\_\_

**COURSES/TRAINING** (attach evidence if any, e.g.: certificates/reports. Write *NONE* if you don't have any)

Name	Institution	Year		Result
		From	To	



**EXTRA-CURRICULAR ACTIVITIES** (attach evidence if any. Write NONE if you don't have any)

Activity	Institution/Organization	Year	
		From	To

**ORGANIZATIONAL ACTIVITIES /COMMUNITY INVOLVEMENT** (attach evidence if any. Write NONE if you don't have any)

Name	Sponsor	Year		Position in Organization
		From	To	

**SCHOLARSHIPS RECEIVED** (attach evidence if any. Write NONE if you don't have any)

Name	Sponsor	Year		Description
		From	To	

**ACADEMIC/NON-ACADEMIC ACHIEVEMENTS OR PRIZES** (attach evidence if any) Write NONE if you don't have any)

Achievement	Place (city)	Year	Description




**PUBLICATION/ARTICLES** (attach evidence if any. Write NONE if you don't have any)

Title	Type (article, paper, etc)	Year	Description

**IF YOU HAVE TRAVELED OR LIVED ABROAD, INDICATE PLACE, PURPOSE, TIME AND OTHER NECESSARY INFORMATION** (if you have never been abroad, please write NONE. Do not leave this section blank)

Name of Country	Purpose	Date (From - to)	Funded by	Description

**LANGUAGE SKILLS:** (Rate yourself Excellent, Good, Fair, or Poor. Include all languages in which you have some competence.)

Mother Tongue: \_\_\_\_\_

Name of Language	Reading (Excellent/Good/Fair/Poor)	Writing (Excellent/Good/Fair/Poor)	Speaking (Excellent/Good/Fair/Poor)

**Please provide the name, address and telephone number of individuals to be notified in case of emergency.**

In Home Country	In the United States (If any. Write NONE if you don't have any)



**PERSONAL STATEMENT:** Write a clear and detailed description of your reason why you would like to participate in this English study program; explain how IELSP fits with your previous education/training and your future objectives. This statement should not be a mere listing of facts and should include information about your background education, practical experience, special interests, and your purpose in applying to studying English in the United States. You may also choose to describe any significant influences on your personal and educational development. **THIS STATEMENT IS AN IMPORTANT PART OF YOUR APPLICATION – Please use additional papers if necessary**



**In this box please write what you think are the most pressing issues faced by our country (Indonesia), and describe what role you would like to play in addressing those issues.** *Note: Please limit your response to the size of this text box. Anything over this size will not display or print on your submitted application.*

**What are your long term career aspirations? What skills do you need to achieve these objectives?** *Please use additional papers if necessary.*



**REFERENCE.** List the name, title and address including telephone number, fax number and e-mail address of your teacher who know you professionally and who may be contacted by members of the review committee. This person must be the same from the person whom you have asked to write a formal letter of recommendation for you.

Name of Referee	Professional Title	Mailing Address	Contact No. & Address (Telephone No., Fax No., Email Address)

**CERTIFICATION AND RELEASE AUTHORIZATION**

I certify that the information set forth in this application (including attachments) is true, complete, and accurate. I authorize the release of any information necessary to confirm and / or verify this application.

\_\_\_\_\_

**Signature of Applicants'** **Date**

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## **LETTER OF REFERENCE**

### **Instructions for Writer of Letter of Reference**

Thank you for agreeing to write this letter of recommendation for:

Name of Applicant: \_\_\_\_\_

It is an important input in the screening process for the Indonesia English Language Study Program (IELSP). In the form of a letter, please provide the following information about the applicant:

1. How many years and in what capacity have you known the applicant?
2. Please discuss the applicant's qualifications and merits of:
  - a. The applicant's special academic/professional strengths and weaknesses
  - b. The applicant's performance in extracurricular and/or organizational activities
  - c. The applicant's ability to use an English in daily communications
3. Please include any other information you may want to give in support of the applicant. Use another sheet of paper if necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full name: \_\_\_\_\_

Professional Title: \_\_\_\_\_

Department/Faculty: \_\_\_\_\_ University: \_\_\_\_\_

**NOTE: Please put your letter inside a sealed envelope and give it back to the applicant**

*Your statement will be given considerable importance by the reviewers of this application and should, therefore, be as complete and detailed as possible. Please use additional paper if necessary.*