

# Indonesia English Language Study Program (IELSP)

## APPLICATION FORM

### GUIDELINES IN COMPLETING THE IELSP APPLICATION FORM

- All parts of the application forms must be completed. Incomplete application forms will not be included in the selection process.
- Applicants must complete the application forms in English.
- 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.
- All completed application forms (including all necessary supporting documents) must be received by IIEF no later than 31 October 2007. Applicants must put the code of IELSP on the left upper corner of the envelope, and send it to the address below:

**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

❖ **REQUIRED DOCUMENTS**

- Completed and signed IELSP application form
- One (1) color photograph 4 x 6 cm – affix it in the provided box
- One (1) copy of valid Identification Card (KTP)
- An official letter of enrollment from university
- One (1) certified copy of your university transcript records from semesters 1 to 4 if you are the 3<sup>rd</sup> year student or from semesters 1 to 6 if you are the 4<sup>th</sup> grade student or above
- One (1) copy of high school diploma
- One (1) copy of high school transcript record (STTB)
- At least one (1) 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. It must be attached to the application form*
- One (1) copy of TOEFL®ITP or International TOEFL® score

❖ **RECOMMENDED DOCUMENTS**

- Copies of certificates or awards received
- Copies of abstract from published articles, research projects, papers presented at conferences, etc. that the applicant has 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 photograph  
(4x6) in this box*

**PERMANENT MAILING ADDRESS:**

Street \_\_\_\_\_

\_\_\_\_\_

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

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

Email: \_\_\_\_\_

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

**CURRENT AGE:** \_\_\_\_\_ **GENDER:** \_\_\_\_\_

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

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

**II. FAMILY DATA**

**II.a. Father**

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

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

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

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

**II.b. Mother**

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

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

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

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



**III. EDUCATIONAL INFORMATION**

**UNIVERSITY** : \_\_\_\_\_

**FIELD OF STUDY** : \_\_\_\_\_

**TYPE OF PROGRAM** :  Regular  Extension

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

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

Semester	GPA	Number of taken subjects	Number of failed subjects

**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		Organizational Position
		From	To	



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

Name	Sponsor	Year		Description
		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)*

Name of Country	Purpose	Date	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 <i>(Excellent/Good/Fair/Poor)</i>	Writing <i>(Excellent/Good/Fair/Poor)</i>	Speaking <i>(Excellent/Good/Fair/Poor)</i>

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

What kind of TOEFL® have you taken?  TOEFL®ITP  International TOEFL®

Date of Examination (Month/Date/Year): \_\_\_\_\_

Test Center/Institution where you took the test: \_\_\_\_\_ City: \_\_\_\_\_

Score: \_\_\_\_\_

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

In Home Country	In the United States <i>(if any)</i>	List below any close relatives or friends in the United States (name, address, and relationship) <i>(if any)</i>



**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, 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.*



**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)

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

**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**





**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.*