



REGISTRATION PROCEDURES FOR THE INTERNATIONAL CLASS CANDIDATES INTERNATIONAL CLASS LSPR COMMUNICATION & BUSINESS INSTITUTE

International Class Overview

The International Class of LSPR Communication & Business Institute is a Bachelor Programme in Communication Studies majoring in Public Relations & Digital Communication and Marketing Communication. This Programme design is based on the principles of the education system of Indonesia which is a process of developing individuals in elements of knowledge, intellectual and practical skills, managerial skills as well as attitude and behavior. It provides appropriate education to the Expatriate Community and Indonesian citizens who are proficient in English so that they can be more effective and efficient in learning the key elements and those who prioritize an applicable education structure, by the use of a dynamic system of teaching and English as the medium of language in the delivery method.

1. ADMISSION REQUIREMENTS:

A. All applicants are required to provide and fulfill the following:

1. Login to <https://registration.lspr.edu> and register online by filling in the data for new student candidates.
2. When registration is finished click "Register Now" then you will get a virtual account number.
3. Pay the registration fee of Rp. 250,000, - to the virtual account via BCA or Tokopedia.
4. Submit proof of payment to LSPR marketing or via email marketinglspr@lspr.edu
5. After completing the payment form, the required files in point B can be uploaded to <https://registration.lspr.edu> by entering the username and password that is sent to the prospective new student's email.

B. Submission of Academic, Legal Visa and others:

1. Provide Academic Records: One (1) copy of high school diploma (certified true copies legalized by previous school principal.
2. One (1) copy of National Examination Result (SKHUN) legalized by the school principal or equivalent examination conducted by your country. If not, you may submit a photocopy of your legalized PAKET C results.
***Terms & Conditions Apply**
3. **For Foreigners:** Provide Information about Citizenship and Legal Visa: photocopy of passport and valid visa for the period of time necessary to study in Indonesia.
4. **For Indonesians:** a photocopy of your Personal Identity Card / Indonesian Driver License / Passport.
5. A legalized letter from the office of Ministry of Education for overseas graduates or International school.
6. One (1) copy of latest (3x4) colored photograph wearing a collared shirt. (Any plain background).
7. Health certificate from a doctor stating that the student candidate is free from infectious diseases for foreign students.
8. Health certificate of drug test results from Bio-Test (Drug test fee is Rp.120.000,-)

After all the requirements are completed, you will be informed of the date to take the entry test (Written & Interview). The test material will cover General Knowledge/Math Logic and English Proficiency.

Reminders:

- All documents that are not in either Indonesian or English must be translated into English through legitimate institutions (sworn translator).
- For students who graduated from an International School / Overseas: You must proceed to process equalization (penyetaraan) of the High School diploma and/or other diplomas to be submitted to LSPR.

2. Secure a passing grade in the General Entry Test

Entry Test Categories:	Time:
A. General Knowledge Test (in English)	10:00 AM – 10:30 AM
B. Math and Logic Test (in English)	10:30 AM – 11:00 AM
English Proficiency Test	
C. Writing	11:15 AM - 11:45 AM
D. Listening	1:30 PM - 2:05 PM
E. Grammar	2:05 PM - 2:30 PM
F. Reading	2:30 pm - 3:25 PM
G. *Interview (in English)	*to be scheduled

- The test is scheduled on a **Friday**, every month from **10:00 AM to 4:30 PM** and is subject to change with or without notice.
- You are expected to confirm your attendance **at least a day** before the exam.
- International Class Candidates are expected to have at least a TOEFL score of **500**. For prospective students who still need to improve their English Proficiency, TOEFL classes will be conducted by LSPR English Division.
- If a student passes the entry exam, he/she will be scheduled for an interview conducted in English. For students residing outside of Jakarta, a separate schedule can be arranged upon request.

2. The English Proficiency Test

- As part of the process to be eligible to join the LSPR International Class Programme, prospective candidates are required to have a minimum TOEFL score of 500 in listening, grammar and reading and a score of **4 or above** in the writing section.
- The TOEFL paper-based test will be conducted during the recruitment process as follows:

Part 1 – Writing	30 minutes	} Score calculated towards 500
Part 2 – Listening	35 minutes	
Part 3 – Grammar	25 minutes	
Part 4 – Reading	55 minutes	

Total time required 2 hours 25 minutes

3. Academic Achievement Assessment Program

Through the **Academic Achievement Assessment (AAA) Program**, new students may be admitted at LSPR – Jakarta by submitting their grade 11 academic records if they meet the requirements below. If they pass the requirements, they will then be given the privilege of admission to LSPR - Jakarta without having to take the regular entry test.

The requirements to pass **AAA Program** are:

1. Provide photocopies of academic records (national curriculum) for grade 11, no later than 1 week before the date of the entry test with the following minimum score requirements:

a. Senior High School

Science	Social	Language	Minimum Score Required
Mathematics	Mathematics	Mathematics	85
English	English	English	85
Physics	Economy / Accounting	Other foreign languages	85

b. Vocational High School

Vocational	Minimum Score
Mathematics	85
English	85
Vocational subjects	85

2. Academic Achievement Assessment Program is only for high school students who have studied the national curriculum or equivalent and graduate in the current academic year.
3. Students who graduate from high schools that apply an international curriculum in Indonesia must provide photocopies of academic records for grades 10 and 11 for review by LSPR.
4. Foreign students must attend the regular entry test.
5. The decision of the **AAA Student Admission Committee** is final and no correspondence will be entered into.

PAYMENT STRUCTURE

Batch XXVIII, International Class Academic Year 2024-2025

FIRST SEMESTER				
REMARKS	AFTERNOON SHIFT - INTERNATIONAL CLASS			
	GRADE I	GRADE II	GRADE III	GRADE IV
Entry Test Result	> 8	7,1 - 8	5,6 - 7	4 - 5,5
TUITION FEE SEMESTER I				
Tuition Fee Semester I	Rp 26,500,000,-	Rp 26,500,000	Rp 26,500,000	Rp 26,500,000
Quality Education Development (QED) Fee	Rp 18,500,000,-	Rp 19,000,000	Rp 19,500,000	Rp 20,000,000
TOTAL TUITION FEE SEMESTER I	Rp 45,000,000,-	Rp 45,500,000	Rp 46,000,000	Rp 46,500,000

LSPR SCHOLARSHIP & TUITION FEE DEDUCTION

1. Scholarship by Achievements:

This Scholarship is based on academic and non-academic competition achievements.

- Submit your copy of certificate or award letter in winning academic or non-academic competitions.
- The announcement of this scholarship programme will be in December 2023 & April 2024.

2. Scholarship Based on Parallel Class Ranks:

Scholarships are intended if prospective students are ranked in the top 10 in class 11 Semester 4 (parallel class)

- Rank 1 - 10 Parallel Class: Scholarship 100% from the 1st Semester Quality Education Development Fee.

Requirements: Submit proof of ranking in the form of a certificate from the school and graduates of the current batch of Highschool/equivalent.

3. Scholarship Based on Non-Parallel Class Ranks:

Scholarships are intended if prospective students are ranked in the top 10 in class 11 Semester 4 (non-parallel class)

- Rank 1 - 10 Non-Parallel Class: Scholarship 75% from the 1st Semester Quality Education Development Fee.

Notes: candidates who apply for non-parallel scholarships will be re-selected by the scholarship committee.

Requirements: Submit proof of ranking in the form of a certificate from the school and graduates of the current batch of Highschool/equivalent

4. School Teachers Scholarship:

For prospective students whose parent is a teacher in Kindergarten up to High School will be granted a scholarship 50% of Quality Education Development in semester 1

Requirements: Submit a copy of work certificate from the School & Family Card

5. Report Score Scholarship:

The 30% scholarship free of charge for developing the quality of education is intended for prospective students with an average accumulated cognitive report card of 87 at class 11 Semester 3 & 4

6. Student Council Scholarship:

The 25% free scholarship for the development of educational quality is intended if prospective students are active in OSIS management in grade 11

7. LSPR Regular Scholarship:

Scholarship shall be granted if a student is able to pass a selection test for scholarship with the following details:

- Scholarship of 100 % for Quality Education Development fee for Semester 1
- Scholarship of 75 % for Quality Education Development fee for Semester 1
- Scholarship of 50 % for Quality Education Development fee for Semester 1
- Scholarship of 30 % for Quality Education Development fee for Semester 1
- Scholarship of 20 % for Quality Education Development fee for Semester 1

8. Quality Education Development Fee Deduction:

a. Booking Fee Payment Programme

Prospective students who pay the booking fee for the 2024/2025 academic year no later than 3 days after IWP session will get the following additional fee deduction:

- Booking Fee payment settled by **01 September 2023 - 31 December 2023** will be granted a fee deduction of **Rp. 2.000.000,-**
- Booking Fee payment settled by **01 January 2024 - 30 April 2024** will be granted a fee deduction of **Rp. 1.750.000,-**
- Booking Fee payment settled by **01 May 2024- 31 August 2024** will be granted a fee deduction of **Rp. 1.500.000,-**

b. First Semester Full Payment Programme

Fee deduction shall be granted if the first semester tuition fee is paid all at once. The following fee deduction is applied based on the following payment schedules:

- Payment settled by **01 September 2023 - 31 December 2023** will be granted a fee deduction of **Rp. 5.000.000,-**
- Payment settled by **01 January 2024 - 30 April 2024** will be granted a fee deduction of **Rp. 4.000.000,-**
- Payment settled by **01 May 2024- 31 August 2024** will be granted a fee deduction of **Rp. 3.000.000,-**

c. First Year Full Payment Programme

Additional fee deduction of Rp. 1.000.000,- and GBP 50 will be given if the first year tuition fee (Semester I, II & International Exam) are all paid at once.

d. Installment using BCA Cards, CIMB, Mandiri & Maybank Credit Cards with 0% interest rate is available for 3 and 6 months tenure (minimum 1 semester full payment).

9. Family Programme

For LSPR students/ LSPR alumni whose siblings have applied and have been accepted in LSPR, they will be granted an extra

Rp.1.500.000- fee deduction for the Quality Education Development(QED) fee by filling out the Family Programme form and attach a Family Card, Student Card, or Brother/Sister certificate at LSPR.



PAYMENT STRUCTURE
Batch XXVII, Academic Year 2024 - 2025
International Class

SECOND SEMESTER TO SIXTH SEMESTER

SEMESTER 2		
a. Tuition Fee Semester 2	December 2024	Rp. 26,500,000
b. International Examination Fee (paid in Indonesian Rupiah)		GBP 325
TOTAL SEMESTER 2		Rp.26.500.000+325GBP
SEMESTER 3		
a. Tuition Fee Semester 3	June 2025	Rp 26,500,000
b. Professional Certification Fee (1 unit)		Rp 500,000
c. Quality Education Development (QED) Fee		Rp 1,000,000
d. Integrated Mentorship and Workshop Program		Rp 10,750,000
e. SKPI Examination Fee		Rp 900,000
f. International Examination Fee (paid in Indonesian Rupiah)		GBP 325
TOTAL SEMESTER 3		Rp.39.650.000+325GBP
SEMESTER 4		
a. Tuition Fee Semester 4	January 2026	Rp 26,500,000
b. Professional Certification Fee (1 unit)		Rp 500,000
c. Integrated Mentorship and Workshop Program		Rp 10,750,000
d. SKPI Examination Fee		Rp 900,000
TOTAL SEMESTER 4		Rp.38.650.000
SEMESTER 5		
a. Tuition Fee Semester 5	June 2026	Rp 26,500,000
b. Professional Certification Fee (1 unit)		Rp 500,000
c. Quality Education Development (QED) Fee		Rp 1,000,000
TOTAL SEMESTER 5		Rp.28.000.000
SEMESTER 6		
a. Tuition Fee Semester 6	January 2027	Rp 26,500,000
TOTAL SEMESTER 6		Rp.26.500.000

B. Full Semester Payment Program

A sum of Rp.1.000.000- (one million rupiah) fee deduction will be given if the tuition fee for one year (2 semesters) all are paid at once every year.

*II year will be on June 2024

*III year will be on June 2025