APPLICATION PROCEDURE FOR IISMA 2024

1. Go to [https://iisma.kemdikbud.go.id/](https://iisma.kemdikbud.go.id/) and click **apply for IISMA undergraduate** if you are an undergraduate student, OR **apply for IISMA vocational** if you are a vocational student.

2. You will be redirected to this page. If you already have an account you can login immediately. If not, you can create an account by clicking the “Create account” button.
3. You will be redirected to this page if you choose to create an account. Fill the form carefully as you will not be able to change your credentials later. **Make sure you choose “Awardee Candidate” as the role.**

![Activation Link](image)

4. You will receive an activation link in your email. Click the link to complete your account registration.

Activate your account ➤ inbox

**No Reply - System IISMA** <noreply1.iisma@gmail.com>
to me ➜

This is activation email for your account on https://iisma.kemdikbud.go.id/portal/.

To activate your account use this URL.

**Activate account.**

If you did not registered on this website, you can safely ignore this email.
5. Once you have registered, you can immediately login with your account. Enter your email/username and password and click “Login”.

6. This page will show up when you’re successfully logged in, click “register now” to continue the registration process.
7. Choose your degree accordingly to continue.

8. Choose the scholarship scheme accordingly to continue.
9. Fill and complete the form with your personal data correctly.

10. You will see the “International Office/PIC of the IISMA Program” Section as shown below.

This section is a **read-only section for applicants**. The columns will automatically be filled once you enter the details of your home university in the “Personal Details” section.

For example:
a. The picture here is an example for students from Universitas Gadjah Mada. Once they input their home university, this section will be filled automatically with the details of their International Office.

b. The picture shown is an example for universities who haven’t reported their International Office/PIC of the IISMA Program details to IISMA. If you encounter such a condition, you have to remind your International Office/PIC of the IISMA Program at your home university to send their details to secretariat@iisma.id.

11. Next, you have to fill in your English Proficiency Score details. You can only send 1 (one) type of English Proficiency Score.
Some things to pay attention:

- You must write your score exactly as written on your certificate (e.g. 8,0 is not the same as 8.0, therefore you have to write as written on your certificate).

- You have to send your certificate electronically to IISMA according to the guidelines that can be accessed through this link (click here).

- Applicants who submitted Duolingo as their EPT must attach the certificate link and set their Duolingo certificate to public/shareable.

Failure to meet these requirements might result in the rejection of your application, as your certificate may be perceived as not original.

12. Fill this section with organizational experiences you have had in the past 3 years.
13. Fill this section with Awards you have received in the past 3 years.

14. Fill the “Additional Information” as accurately as possible.
**Important things to notice**

If you choose the “Affirmation” track or if you have another scholarship from the Ministry of Education, Culture, Research, and Technology or LPDP you must choose “Yes” for the second question and fill in the details as requested in the form.

Moreover,

You have to fill questions related to health conditions as accurately as possible.
15. Next, you have to choose your host university preferences.

Important notes before choosing a host university

a. For the undergraduate path, you have to fill your EPT Score first. The availability of host universities will depend on your EPT Scores. For example, if you input your Duolingo English Test, some universities will not appear.

b. For the vocational path, you have to choose a Field of Study that aligns with your study program. For example, if you are enrolled in a “Management“ study program, host universities that offer only “Engineering“ as their Area of Study will not appear.
16. To complete the form, you should upload the supporting documents as instructed.

17. In the last part, you should answer the essay question as honestly as possible.
18. Key points to note in IISMA 2024 Application Form is the “Self Survey”. This survey must be completed by applicants.

- There are several questions and statements in this survey that you have to answer based on your actual situation;
- Your data confidentiality is assured;
- Ensure a good internet connection and that your device is ready;
- You can fill out the survey only **ONCE within a 25-minute time limit**, and once you click start the timer will start counting the remaining time left;
- **Once you click ‘Start’, the timer begins, and you cannot cancel the process. Therefore, you must fill out the survey immediately after clicking the ‘Start’ button.**
• Applicants are required to keep the questions and answers confidential.
• IISMA will not provide assistance should you encounter trouble. Therefore, applicants should ensure the best technical conditions on their end.
• Failure to complete the survey and guidelines as mentioned here might result in rejection of application.

19. If you would like to save your application halfway through, you can click the “Save Draft” button. Please be noted that by clicking the “Save Draft” button, you have not submitted your application yet, and you can still edit your submission. If the submit button does not appear, please click save draft first.