

DOKUMEN PENGGUNAAN WEBSITE ADMISSION

UNIVERSITAS DIPONEGORO

USER MANUAL

ADMISSION WEBSITE

UNIVERSITAS DIPONEGORO



Disusun oleh:

TIM LP2MP DAN KUI

UNIVERSITAS DIPONEGORO

2021

STUDENT REGISTRATION IN UNIVERSITAS DIPONEGORO

A. Create an Account (REGISTRATION)

1. Open the Admission Website: admission.undip.ac.id , currently is being redirected to admission.undip.or.id, the login page will appear as follows.

The screenshot shows the login page for International Admission at Diponegoro University. The page has a dark blue header with the university's logo and navigation links: HOME, INTERNATIONAL OFFICE, UNDIP WEB, and CONTACT US. Below the header, the main content area is divided into two sections. On the left, under the heading 'LOGIN', there is a sub-heading 'INTERNATIONAL ADMISSION AT DIPONEGORO UNIVERSITY'. Below this, a text box explains the login process and provides a list of 'OPEN STATUS AT REGISTRATION' with four bullet points. On the right, under the heading 'FORM LOGIN', there is a login form with fields for 'Email' (containing 'john@gmail.com') and 'Password' (masked with asterisks). There is a 'Forgot Password?' link and a yellow 'LOGIN' button. At the bottom of the form, there is a link for 'Don't have an account? REGISTER'.

2. Information regarding available programs for the international students are displayed on the left side of the page.

This is a close-up screenshot of the 'OPEN STATUS AT REGISTRATION' section from the login page. It features a sub-heading 'OPEN STATUS AT REGISTRATION' followed by a list of four bullet points detailing the registration periods for different programs. At the bottom of the list, there is a link for 'Download Brochures'.

- Graduate Program Regular : February, 1 until June, 15
- Undergraduate Graduate Program : March, 20 until June, 15
- Graduate Degree - Undip Scholarship : March, 10 - May, 3
- Non Degree Summer Course - Community Participation In Public Health To Accelerate SDGs Achievements : April, 20 - June, 5
- Non Degree Summer Course - Lex Proficia 2021 - Faculty of Law Summer Course : May, 1 - July, 23

[Download Brochures](#)

3 To Log In, applicant needs to enter Email and Password if the applicants have already had registration accounts on web admission. If the applicant does not have an account, then click “register”.

FORM LOGIN

Email
john@gmail.com

Password

Forget Password? **LOGIN**

Don't have an account? **REGISTER**

4. To register, applicant should enter Passport or ID Card Number, Email, Password and Confirm Password. One passport number is only applied for one account.

Passport Number
Passport Number

Email
Email

Password

Password Confirm

SUBMIT

Already have an account? **LOGIN**

B. Complete Your Profile

Applicants who have not entered their personal data and parental data, will be directed to their personal data page.

JL. PROF. H. SOEDARTO S.H. TEMBALANG, KEC. TEMBALANG, KOTA SEMARANG, JAWA TENGAH 50275

ADMISSION
DIPONEGORO
UNIVERSITY

HOME INTERNATIONAL OFFICE UNDIP WEB CONTACT US LOGOUT

PERSONAL DATA


Profile Data Parents/Family Data

Picture
Choose File No file chosen
maximal in 100kb and size 3x4.
* = Required

SENSI GLOVES
SENSI GLOVES
SENSI GLOVES

List of personal data that must be completed.

Profile Data Parents/Family Data



Please
Upload File for the photos
maximum in 100kb and size 3x3.
* Required

First Name*

Mobile Name

Last Name

Gender* *Gender of Type*

Place of Birth* Date of Birth*

Home Address*

Country* *Practical*

State* Postal Code*

Mobile Phone*

Telephone Number 1 Telephone Number 2

Passport Number*

List of parental data that must be completed.

Profile Data Parents/Family Data

FATHER DATA

Name

Education

Address

Occupation

Phone Number

Email

MOTHER DATA

Name

Education

Address

Occupation

Phone Number

Email

Main Home Page

On the main Home Page, the applicant's information consists of photo, name, email and mobile number on the left side; while the registration history is on the right side.

The screenshot shows the main home page of the application. On the left, there is a user profile section with a photo of a person wearing gloves, and fields for Name (ADITAMA), Email (adittama@gmail.com), and No. HP (12321223). Below these fields is an "Edit Profile" button. On the right, there is a "HISTORY REGISTRATION" section. Below it, the status is "NOT REGISTER" with a "Choice of Registration" button. At the bottom, there is a "PREVIOUS REGISTRATION" table with columns: Number, Year, Period, Selection, Participant Number, Status, and Detail.

C. Creating your Application.

After completing profile data, applicant may proceed to create an application according to their program preference.

1.

A close-up of the "Choice of Registration" button, which is highlighted with a red border. The button is located in the "STATUS ON NOW : NOT REGISTER" section.

Click on the Choice of Registration button to get a list of available programs.

2.

A close-up of the "PREVIOUS REGISTRATION" table, which is currently empty. The table has columns: Number, Year, Period, Selection, Participant Number, Status, and Detail.

Once you have registered, the chosen program will appear in the following list.

3. To create an application, click on "program reference". Please note that applicant can only register on one program in each period.

The screenshot shows the application page. On the left, there is a user profile section with a photo of a person wearing gloves, and fields for Name (ADITAMA), Email (adittama@gmail.com), and No. HP (12321223). Below these fields is an "Edit Profile" button. On the right, there is an "ADMISSION IS OPEN NOW" section. Below it, there is a "PROGRAM PREFERENCES" section with a "SELECT" button. The "Programs" section has four radio buttons: GRADUATE DEGREE REGULAR, UNDERGRADUATE DEGREE, GRADUATE DEGREE UNDP SCHOLARSHIP (selected), and NON DEGREE SUMMER COURSE PROGRAM. Below this, there is a "COUNTRY OF ORIGIN" section with a dropdown menu showing "Timor-Leste". At the bottom, there is an "EMPLOYMENT DATA" section.

4. For registration data entry, the applicant must select one of the available programs.

PROGRAM PREFERENCES

Programs

- GRADUATE DEGREE REGULAR
- UNDERGRADUATE DEGREE
- GRADUATE DEGREE UNDIP SCHOLARSHIP
- NON DEGREE SUMMER COURSE PROGRAM

* = required

PREVIOUS EDUCATION

Degree*

Study Program*

University*

Status*

Grade Point Average*

SUMMER COURSES

Option*

select the available program.

Applicant must complete registration data entry according to the form in selected program.

Please fill all the data carefully, as no editing is possible afterwards. After all the data has been completed, click submit to create the application.

D. Completing Your Registration

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HOME INTERNATIONAL OFFICE UNDIP WEB CONTACT US LOGOUT

WELCOME, ADMIN
Admission for Diponegoro University

YOUR REGISTRATION STATUS Program Preferences

Option	Period	Participant Number	Status	Detail
NON DEGREE SUMMER COURSE PROGRAM	2021 - 1	9211000502	Accepted	Details

Name: ADMIN
Email: admin@undip.ac.id
Mobile Phone: 1022
[Profile Edit](#)

After completing applicant's data, the selected program will appear in the registration list. The process of document uploading can be started by clicking the **Details** button.

E. Upload Registration Documents

The screenshot shows the admission portal for Universitas Diponegoro. On the left is a user profile for LYON HY, peserta@gmail.com. The main section is titled 'ADMISSION UNIVERSITAS DIPONEGORO' and contains an 'ATTACHMENT' section. A red box highlights the 'Attachment All Status' dropdown (set to 'On Process') and the first attachment item: '1. Certificate of Graduation* (file on pdf max. 1000 kb)'. This item has a 'Choose File' button, a search icon, and a yellow minus button. Below it is a 'Notes' field. A second attachment item, '2. Transcript Academic* (file on pdf max. 1000 kb)', is also visible.

1. Upload all documents required. Please be advised, only document with correct format will be accepted by the University system.

2. Document status will be adjusted accordingly by Admin when all documents have met the requirements.

3. Incorrect format of documents (ie. size or the type of the documents) will result in red exclamation mark. Meaning that the applicant has to should re-upload the documents.

Applicant may click on blue magnifier icon to find out the reason of unsuccessful applications. If you want to reset uploaded documents simply click on yellow button.

Attachment All Status: **On Process**

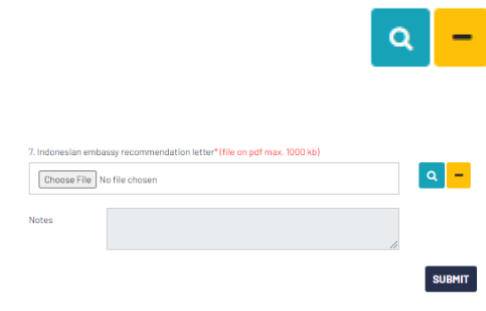
1. Certificate of Graduation* (file on pdf max. 1000 kb)

Choose File No file chosen

If more than one file can be combined first

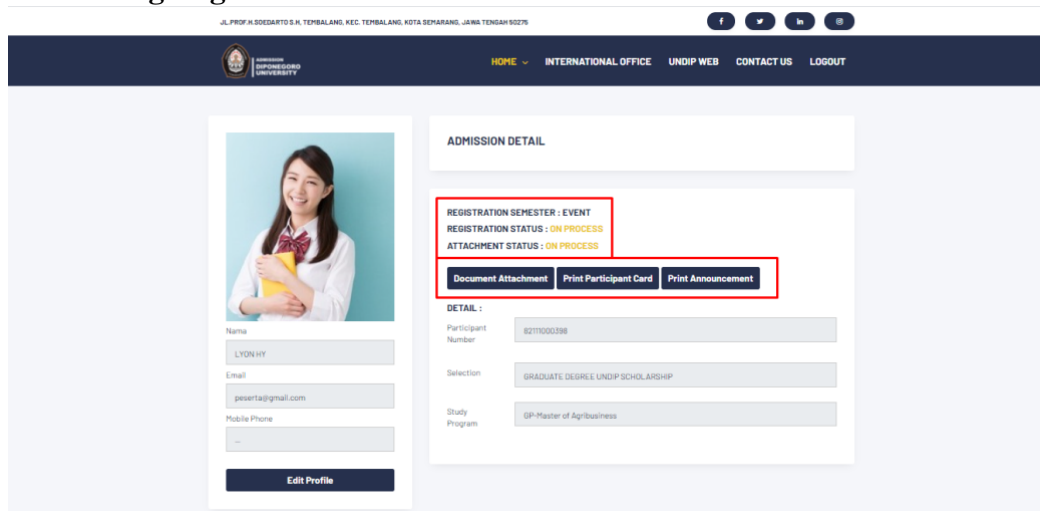
Notes

After all the documents are complete, you can click the submit button. Please check your account regularly for the registration status.



A screenshot of a web form for document upload. At the top right, there are two icons: a magnifying glass in a blue square and a minus sign in a yellow square. The form title is "7. Indonesian embassy recommendation letter* (file on pdf max. 1000 kb)". Below the title is a file selection area with a "Choose File" button and the text "No file chosen". To the right of this area are the same magnifying glass and minus sign icons. Below the file selection is a "Notes" section with a large, empty text area. At the bottom right of the form is a dark blue "SUBMIT" button.

F. Monitoring Registration



A screenshot of the UNDIP admission monitoring page. The page header includes the university name "JL. PROF. H. SOEDARTO S.H. TEMBALANG, KEC. TEMBALANG, KOTA SEHARANG, JAWA TENGAH 50276" and social media icons for Facebook, Twitter, LinkedIn, and Email. The main navigation bar contains "HOME", "INTERNATIONAL OFFICE", "UNDIP WEB", "CONTACT US", and "LOGOUT". The page content is divided into two main sections. On the left is a user profile card for "LYON HY" with fields for Name, Email (peserta@gmail.com), and Mobile Phone, and an "Edit Profile" button. On the right is the "ADMISSION DETAIL" section. It displays the following information: "REGISTRATION SEMESTER : EVENT", "REGISTRATION STATUS : ON PROCESS", and "ATTACHMENT STATUS : ON PROCESS". Below this information are three buttons: "Document Attachment", "Print Participant Card", and "Print Announcement". The "DETAIL:" section shows: "Participant Number: 8211000398", "Selection: GRADUATE DEGREE UNDIP SCHOLARSHIP", and "Study Program: GP-Master of Ag/business".

After completing Application Process and all documents required, applicants can monitor their registration status by clicking Details on Main Home Page. Applicants may download Letter of Acceptance on Print Announcement section.

Should you have any further question regarding admission, kindly contact our International Office via email io@live.undip.ac.id with Admission Enquiry as the subject, or you may contact each program directly.

