REGISTRATION GUIDE · UNISBA ADMISSION 2027/2028

Foreign Student

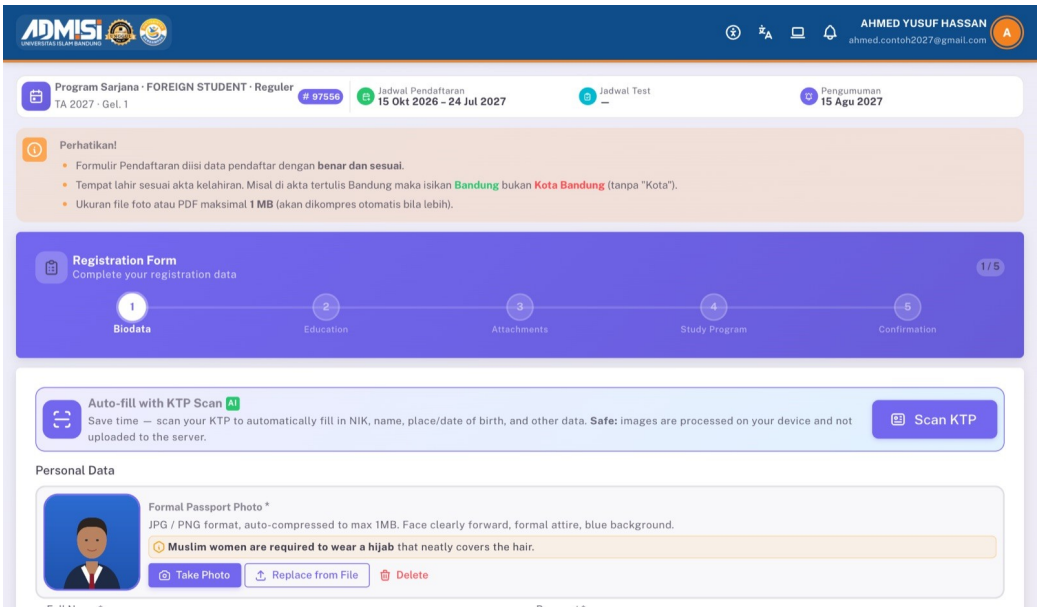
International admission track for non-Indonesian citizens · Bachelor programs

This guide walks you through registering at **Universitas Islam Bandung** as an international student: creating an account, filling in the form, uploading documents, and paying the registration fee by SWIFT. **Red numbered boxes** in the pictures show where to click or type, matching the numbers 1 2 3 in the text.

REGISTRATION FEE	PAYMENT	SELECTION
As shown on your invoice	**SWIFT transfer to BSI**	**Document review**

At a glance (click a box to jump to that section)

1	2	3	4	5	6
Create account	Choose track	Fill in form	Submit	Pay (SWIFT)	Result



Start your registration

admission.unisba.ac.id

Scan the QR code with your phone camera to open the account registration page.

October 2026 edition · Admissions Office (Admisi), Universitas Islam Bandung. All screenshots use fictitious sample data; dates, amounts, and options in your account follow the official regulations in force.

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How to read this guide

1 2 ?	The number in each red box in a picture matches the step number in the text: that is where you click, type, or read. A **?** marks help or an extra option.
TIPS	Advice to make the process easier and faster.
IMPORTANT	A requirement you must meet.
WARNING	A risk if ignored, for example fraud or data that can no longer be changed.
INFO	Additional information.
admission.unisba.ac.id	Blue underlined text and the **Contents** entries are clickable in Microsoft Word and in PDF readers. ↑ **Contents** under each stage title brings you back to this page.
☐	Checklist. In Microsoft Word, click a box to tick it.

Before You Start

↑ Contents

The **Foreign Student** track is the admission route for **non-Indonesian citizens** who wish to study at Universitas Islam Bandung (Unisba). The whole process is online at **admission.unisba.ac.id**; selection is based on the documents you submit.

Prepare the following

Tick the boxes below (clickable in Microsoft Word) to make sure everything is ready.

- ☐ An active email address and a WhatsApp/phone number.
- ☐ Your **passport**: the information page and the cover (photo or PDF).
- ☐ A **formal passport-style photo** with a **blue background** (JPG/PNG), or be ready to take one with your camera.
- ☐ Your **secondary school diploma** (or certificate of completion).
- ☐ **Health certificate** and **certificate of good conduct** (police clearance).
- ☐ **CV**, **motivation letter**, **achievement certificate**, and **statement letter**.
- ☐ Optional: **recommendation letter** and **TOEFL certificate**.
- ☐ The study program you want to choose.
- ☐ Access to an international bank transfer (**SWIFT**) to pay the registration fee.

DOCUMENT FORMAT

Each document can be a PDF or a photo (JPG/PNG); photos are converted to PDF automatically. Maximum **2 MB** per file.

WARNING

Beware of fraud using the name of Universitas Islam Bandung.

Unisba never sends payment instructions via SMS, WhatsApp, phone calls, or social media, and never uses personal bank accounts. Official payment details only appear in your account at admission.unisba.ac.id.

TIPS

Your form is saved step by step each time you click **Save & Continue**. You can stop and continue later from the **History** tab while registration is still open.

Some labels in the application still appear in Indonesian. See **Indonesian Terms You May See** at the end of this guide.

Stage 1 · Create an Account and Sign In

↑ Contents

Switch the website to English

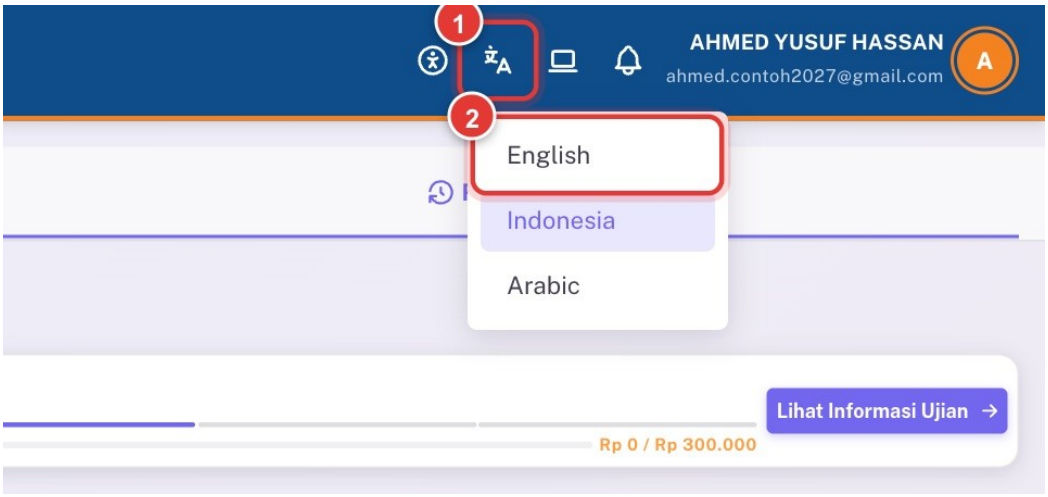


Figure 1 — *Language menu in the top-right corner.*

1. Click the **A** (language) icon in the top-right corner.
2. Choose **English**. You can also switch to Arabic (العربية) or back to Indonesian.

Create a new account

Open **admission.unisba.ac.id**, click **Register**, or scan the QR code on the cover. Then fill in the form:

1. **Full Name** without academic titles, exactly as in your passport.
2. An active **Email**; it becomes your username. The system checks the email domain, so check the spelling.
3. **Phone Number**: digits only, no spaces or + sign.
4. A **Password** of at least 8 characters, then 5 type it again in **Confirm Password**.
6. **Admissions Information Source**: choose where you heard about Unisba admissions, for example social media, the website, an education fair, family, alumni, or a school counselor. If you choose **Other**, specify it in the field that appears.
7. Tick the agreement to the **Privacy Policy & Terms & Conditions**.
8. Click **Register**. Your account is active immediately.

> **IMPORTANT**
> The account form currently only accepts phone numbers **starting with 0 or 62** (Indonesian format). If you do not have an Indonesian number yet, contact the Admissions Office by email before registering (see **Help and Contacts**).

Sign in

1. Enter the **Email** you registered with, 2 your **Password**, then 3 click **Sign In**.
2. Forgot your password? Click **Forgot password?** and follow the link sent to your email.

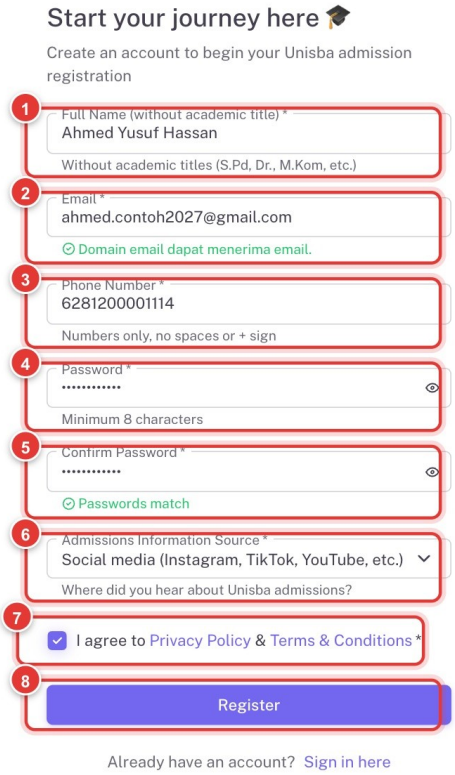


Figure 2 — *Register* form.

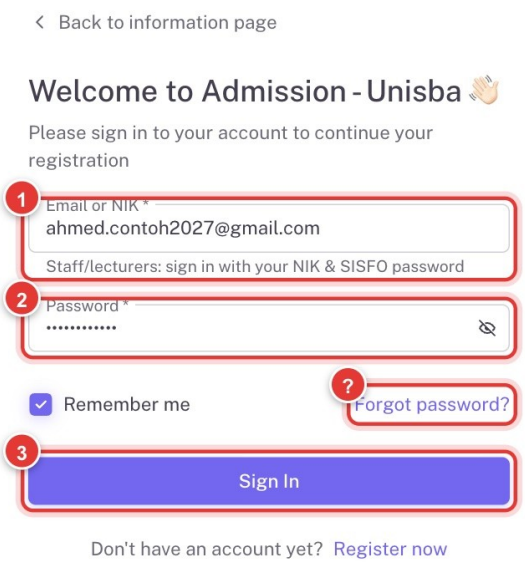


Figure 3 — *Sign In* page.

Stage 2 · Choose the Admission Track and Schedule

↑ Contents

After signing in you land on the **Participant Dashboard**, tab **New Registration**. Choose, in order: education level, admission track, category, and schedule.

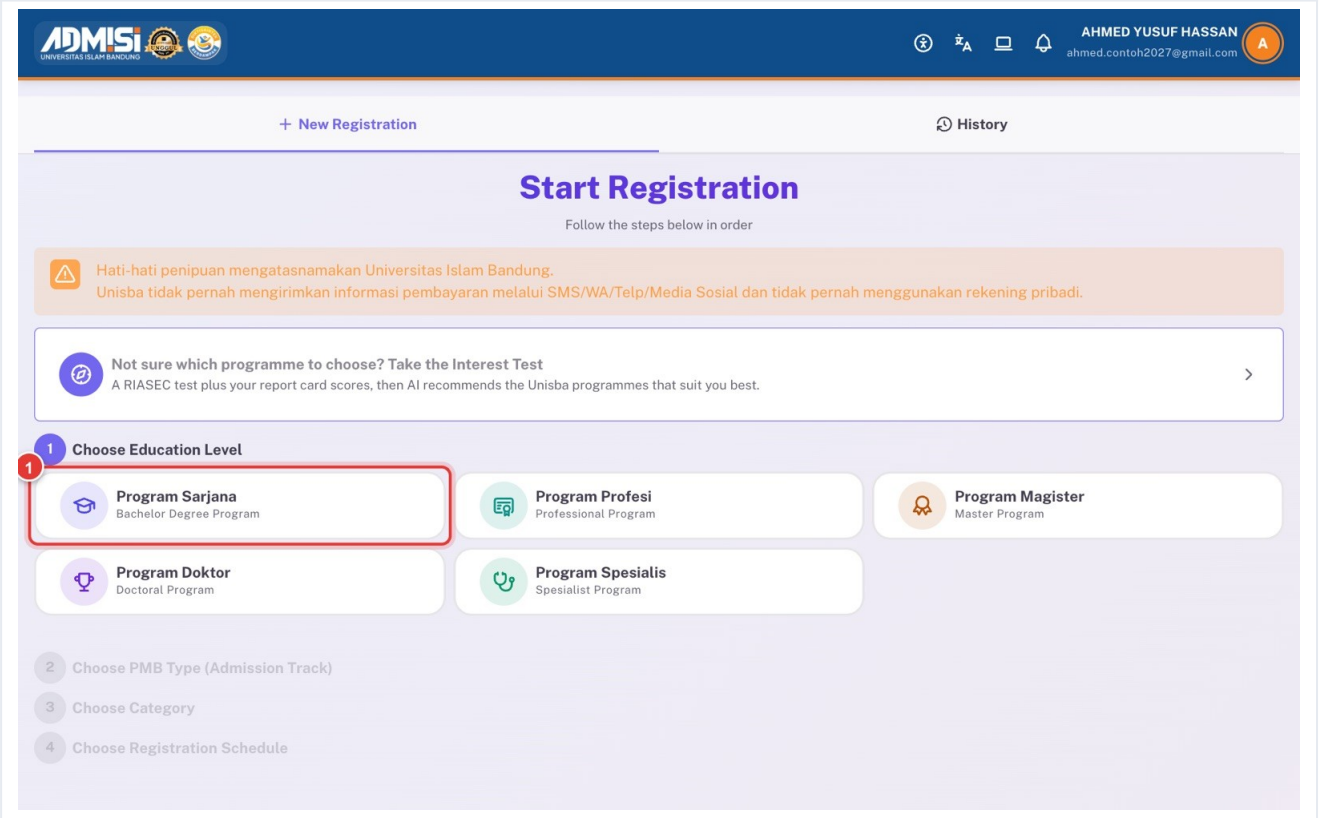


Figure 4 — *Participant Dashboard. Start with **Choose Education Level**.*

1. Click **Program Sarjana** (Bachelor Degree Program). Master and Doctoral programs are also available for foreign students.

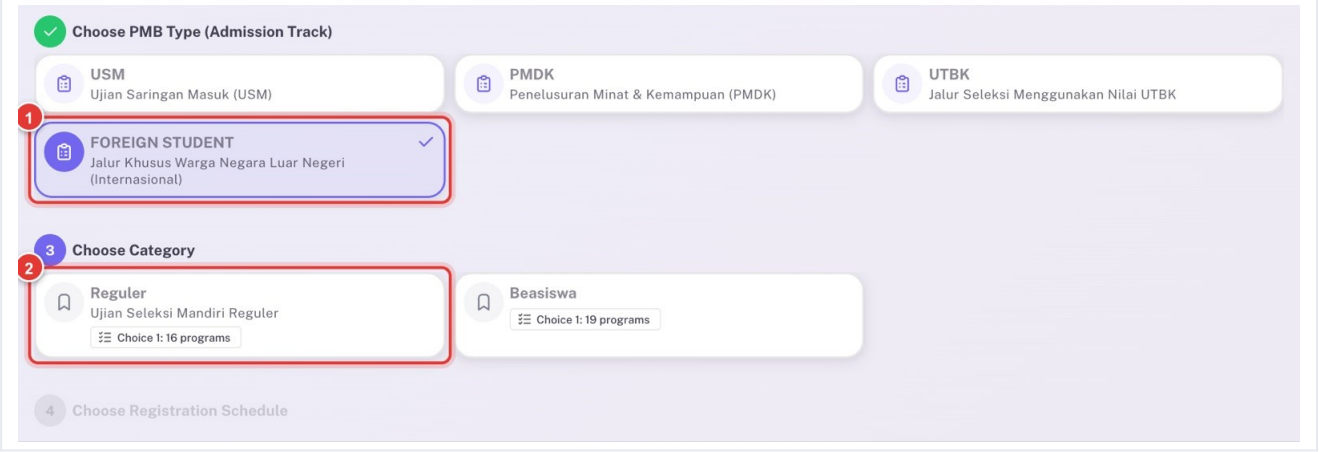


Figure 5 — *Choose **FOREIGN STUDENT**, then the category.*

1. Under **Choose PMB Type (Admission Track)**, click **FOREIGN STUDENT**.
2. Choose the category: **Reguler** (regular, self-funded) or **Beasiswa** (scholarship), when that category is open.

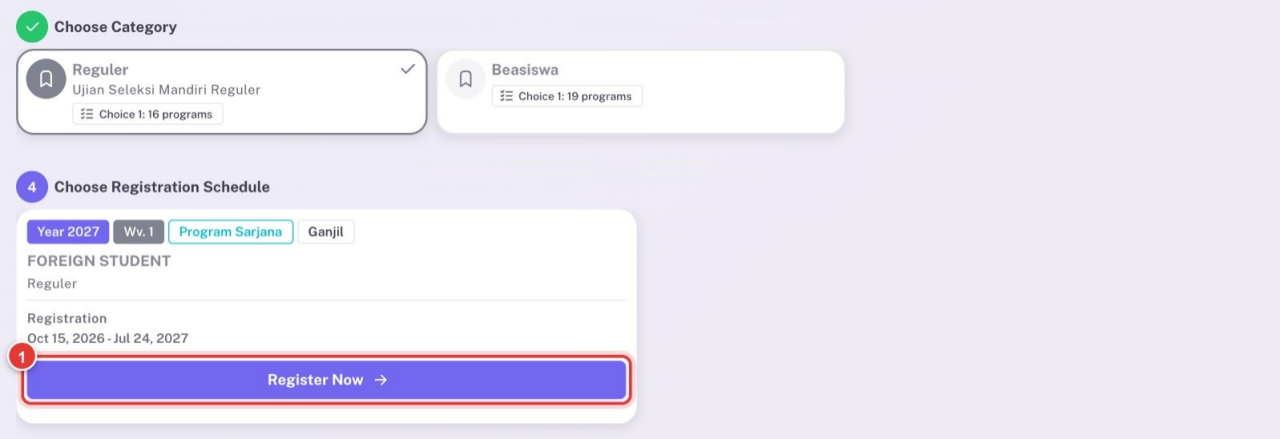


Figure 6 — *Registration schedule card.*

1 Check the year, wave (*Gel.*), and registration dates, then click **Register Now**.

> **INFO**
> Only open schedules can be chosen. Cards marked **Segera Dibuka** (coming soon) show the opening date. Closed waves are hidden.

Service Accessibility question

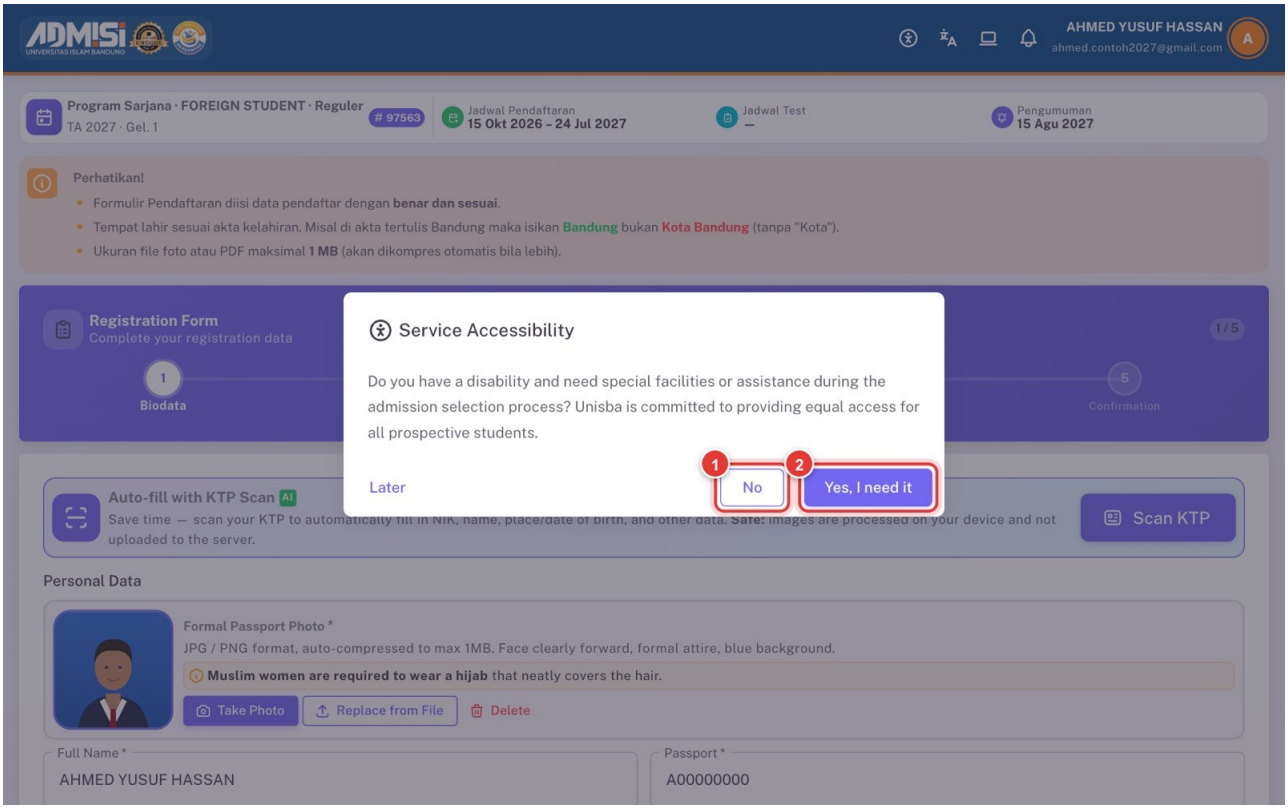


Figure 7 — *Service Accessibility* pop-up.

1 Click **No** if you do not need special facilities.

2 Click **Yes, I need it** if you need facilities or assistance during selection, then choose what you need.

- **Later** postpones the question; you can change your answer from the Confirmation step.

Stage 3 · Complete the Registration Form

↑ Contents

The Foreign Student form (Bachelor) has five steps: **Biodata**, **Education**, **Attachments**, **Study Program**, and **Confirmation**. Each step is saved when you click **Save & Continue**, and the next step opens only after the current one is saved.

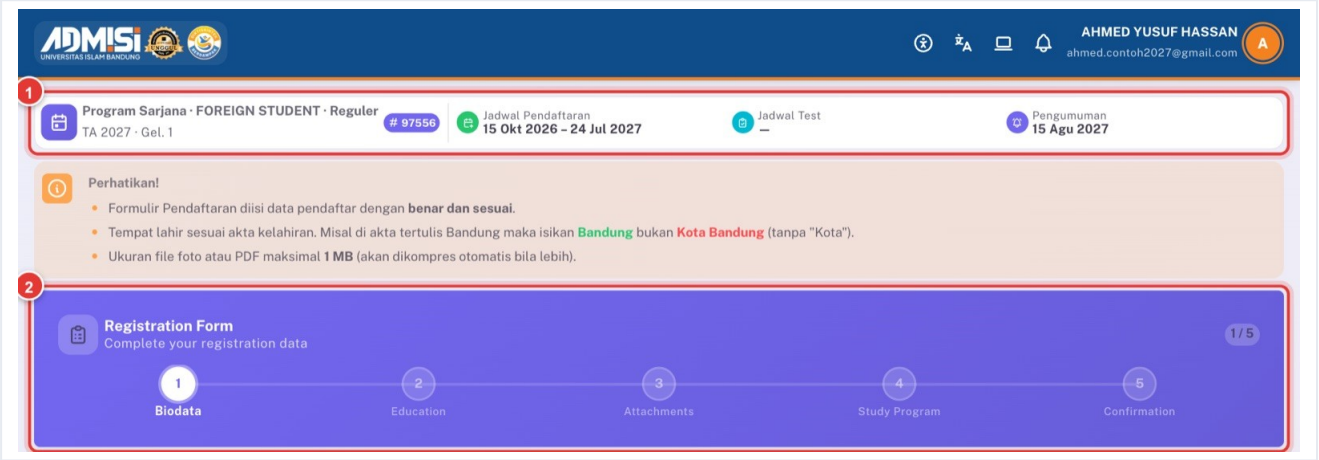


Figure 8 — *Top of the registration form.*

1. Registration summary: level, track, category, year & wave, **form number**, and the registration and announcement dates.
2. Step indicator. Saved steps show a tick and can be clicked to go back. Also read the **Perhatikan!** (Attention) box above it.

Step 1 — Biodata

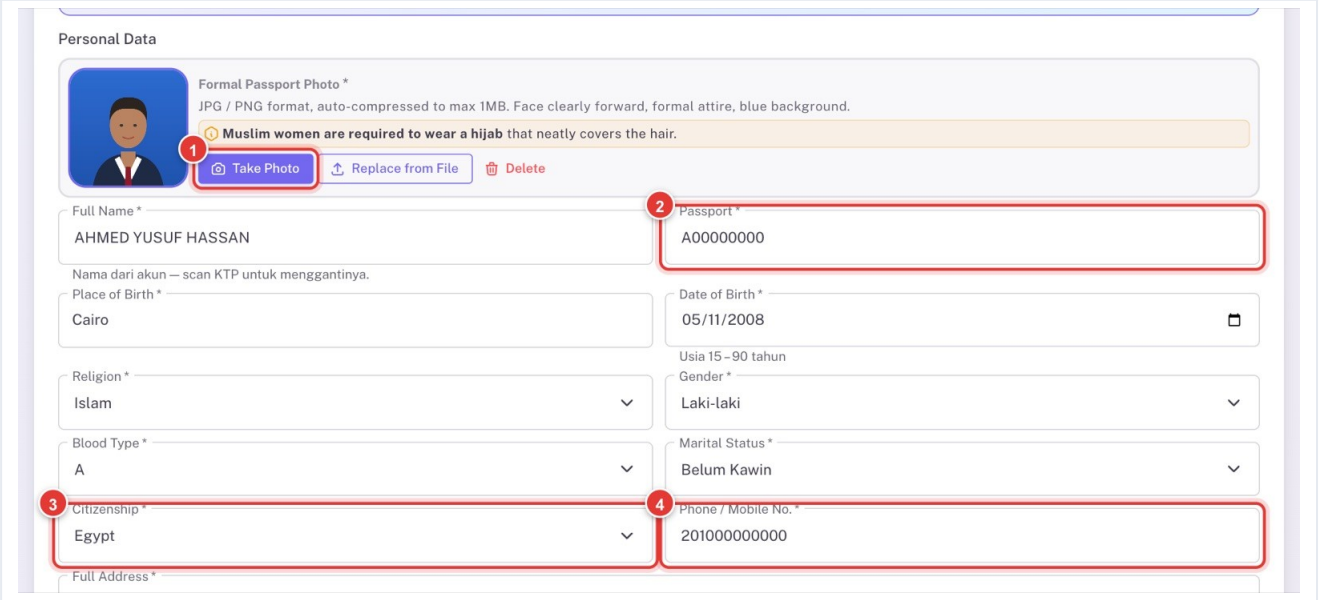


Figure 9 — ***Biodata****: photo, passport number, citizenship, phone.*

1. Add your **formal photo**: **Take Photo** uses your camera; **Upload File** chooses a JPG/PNG. Blue background, face clearly forward, formal attire; Muslim women wear a hijab that neatly covers the hair.
2. **Passport** number, exactly as printed. Fill in **Place of Birth** and **Date of Birth** as in your passport.
3. **Citizenship**: choose your country. Indonesian address fields (province, city, etc.) disappear for non-Indonesian citizens.

4. **Phone / Mobile No.** (WhatsApp is preferred).

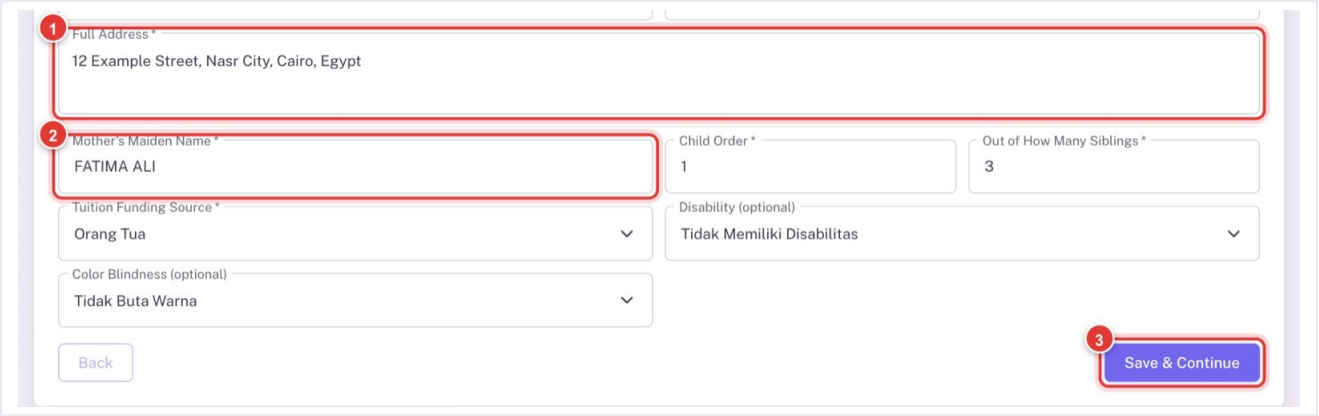


Figure 10 — *Lower part of **Biodata**.*

1. **Full Address** in your home country.
2. **Mother's Maiden Name**, child order, and number of siblings; then choose the tuition funding source (*Orang Tua* = parents).
3. Click **Save & Continue**. A photo that is chosen but not yet saved is lost if the page is reloaded.

> **TIPS**
> **Auto-fill with KTP Scan** is meant for Indonesian identity cards (KTP); foreign students can skip it and type the data manually.

Step 2 — Education

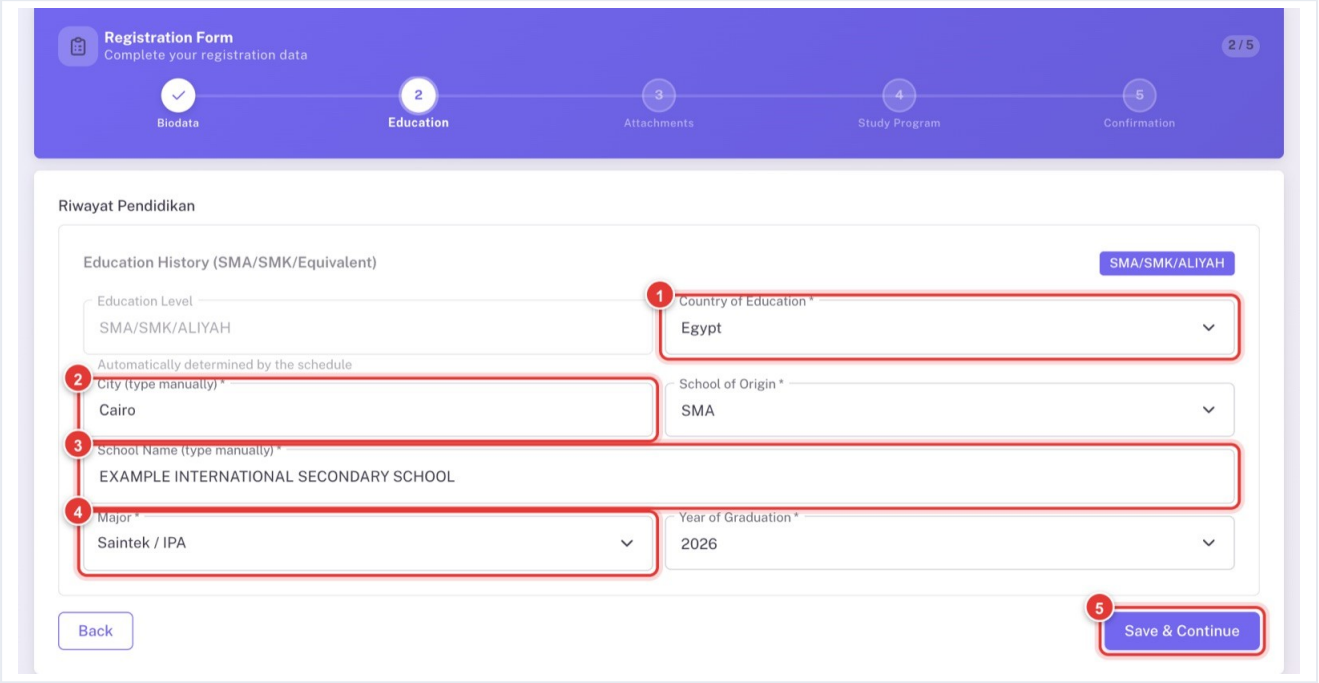


Figure 11 — ***Education**: secondary school history.*

1. **Country of Education**.
2. **City**: type it manually.
3. **School Name**: type it manually, as on your diploma. Also choose the school type (SMA = general senior high school).
4. **Major**, then **Year of Graduation**.

5 Click **Save & Continue**.

Step 3 — Attachments

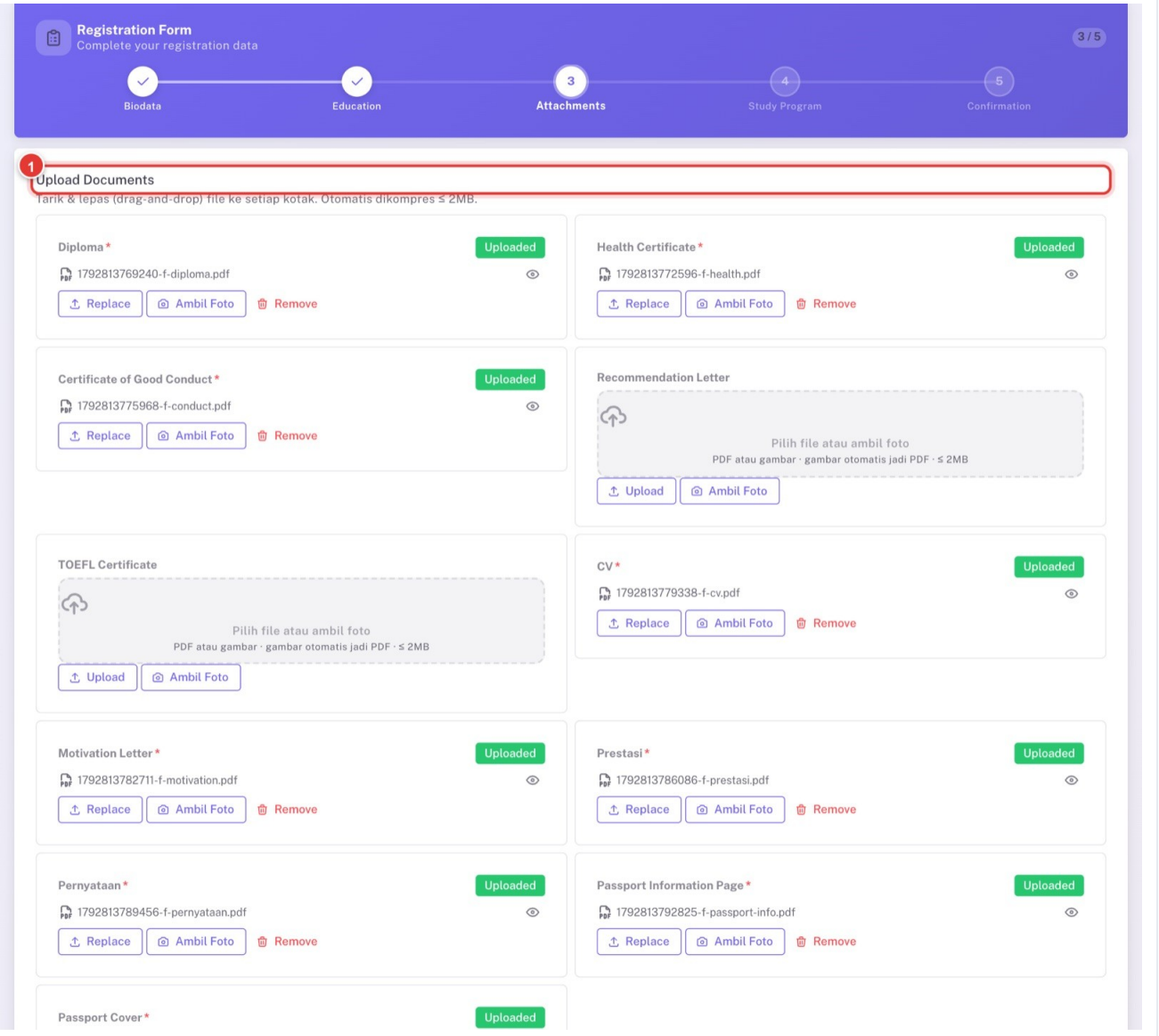


Figure 12 — *Upload Documents*: one box per document.

1 For each box, click **Upload** to choose a PDF/photo, **Ambil Foto** to take a photo, or drag and drop the file onto the box. Uploaded boxes show the file name and an **Uploaded** badge, with buttons to replace or remove the file.

Document	Required?	Notes
Diploma (*Ijazah*)	Required	Secondary school diploma or certificate of completion.
Health Certificate	Required	From a doctor, clinic, or hospital.
Certificate of Good Conduct	Required	Police clearance or equivalent.
Recommendation Letter	Optional	
TOEFL Certificate	Optional	
CV	Required	Curriculum vitae.
Motivation Letter	Required	Why you want to study at Unisba.

Document	Required?	Notes
Prestasi	Required	Achievement certificate.
Pernyataan	Required	Statement letter.
Passport Information Page	Required	The page with your photo and passport number.
Passport Cover	Required	

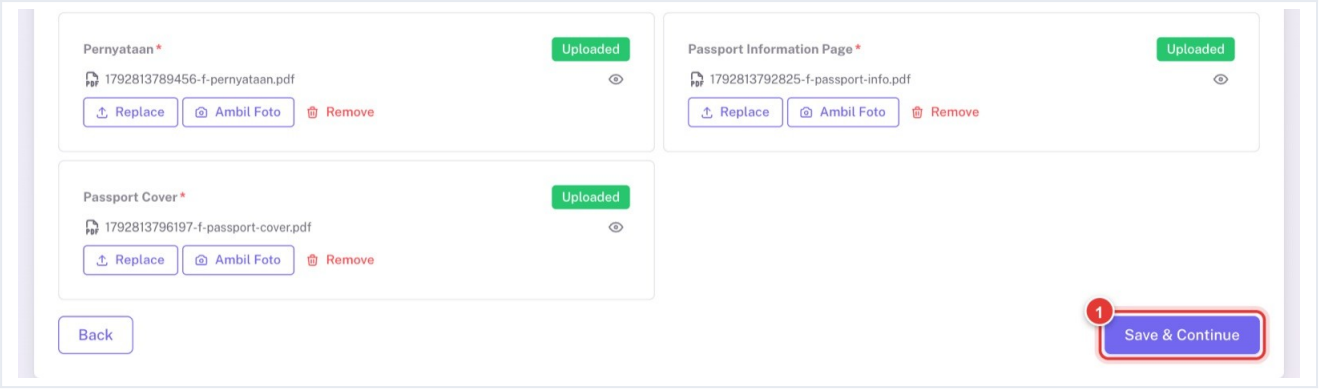


Figure 13 — *Last documents and **Save & Continue**.*

1 When all required documents are uploaded, click **Save & Continue**.

Step 4 — Study Program

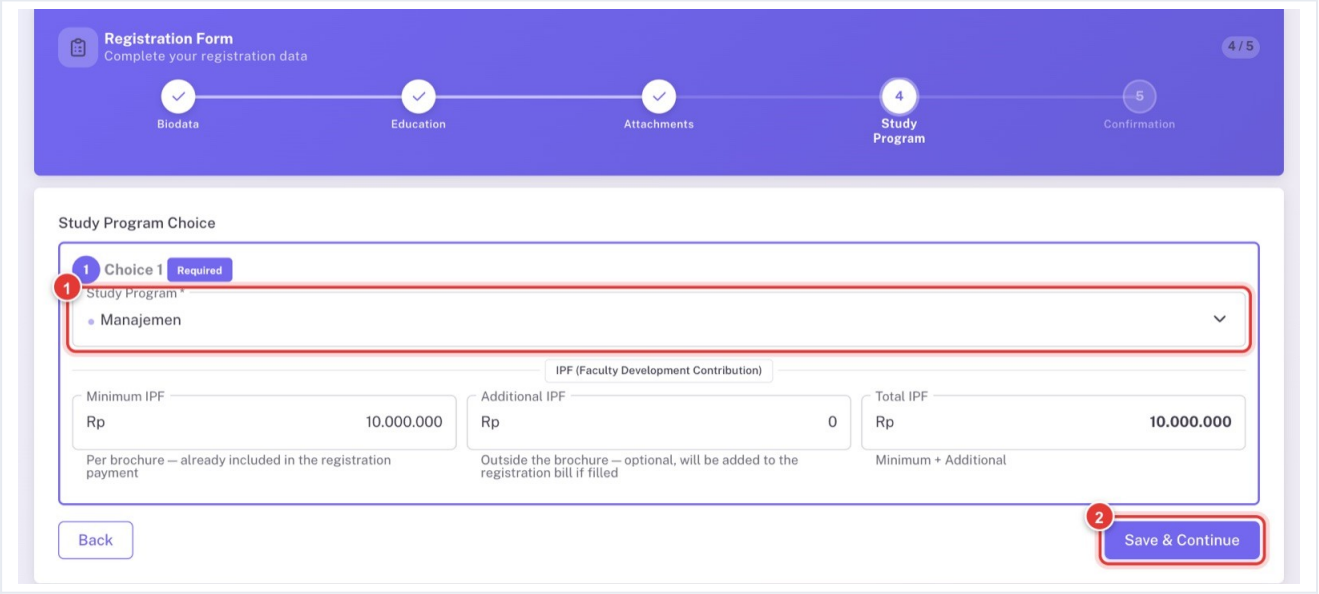


Figure 14 — ***Study Program** step.*

1 Choose your **Study Program**. The **Minimum IPF** (Faculty Development Contribution) appears automatically; **Additional IPF** is optional and can stay 0.

2 Click **Save & Continue**.

> **INFO**
> The IPF amount in the picture is only an example. The official amount appears automatically for the program you choose.

Stage 4 · Review and Submit

↑ Contents

The **Confirmation** step shows everything you have entered, including thumbnails of your documents. Check it carefully.

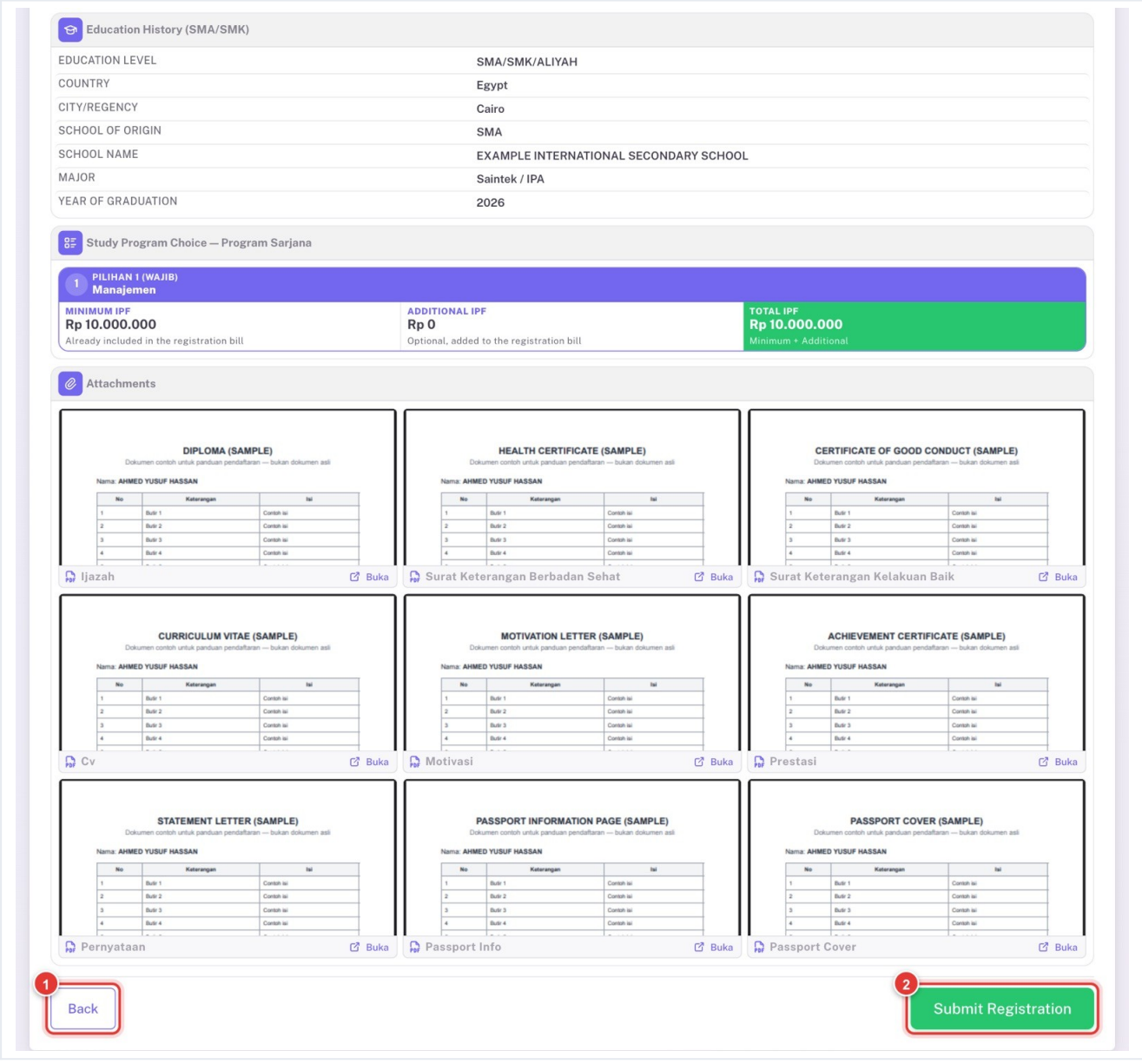


Figure 15 — *Confirmation* step with the submit button.

1. Click **Back** to correct anything.
2. If everything is correct, click **Submit Registration**.

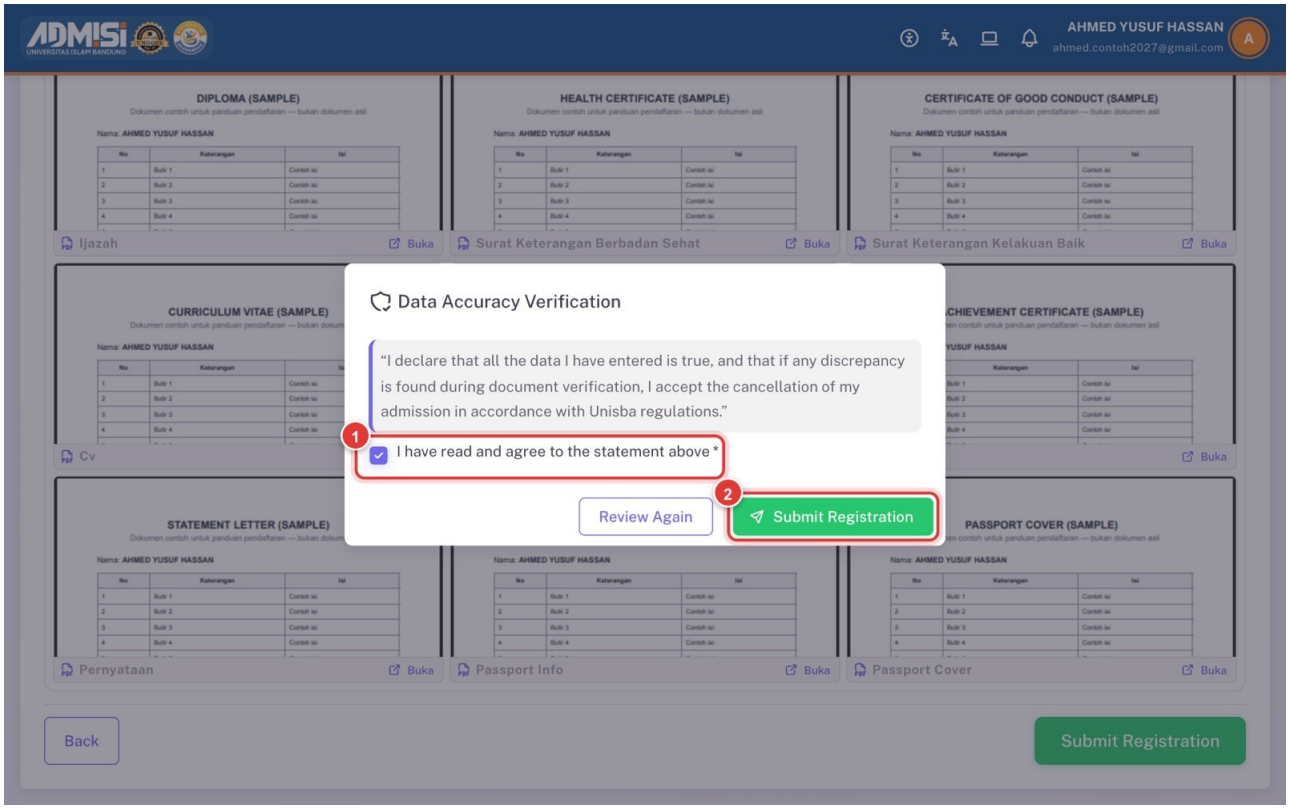


Figure 16 — *Data Accuracy Verification* *pop-up.*

1. Read the statement and tick the agreement box.
2. Click **Submit Registration** in the pop-up.

> **WARNING**
> After submission, your data **can no longer be changed** without help from the Admissions Office.
>
> By ticking the statement you declare that all data is true. If a mismatch is found during document checking, your acceptance may be cancelled according to Unisba regulations.

Stage 5 · Pay the Registration Fee (SWIFT)

↑ Contents

After submitting, you are taken to the **Payment Invoice** page. You can reopen it any time from the **History** tab.

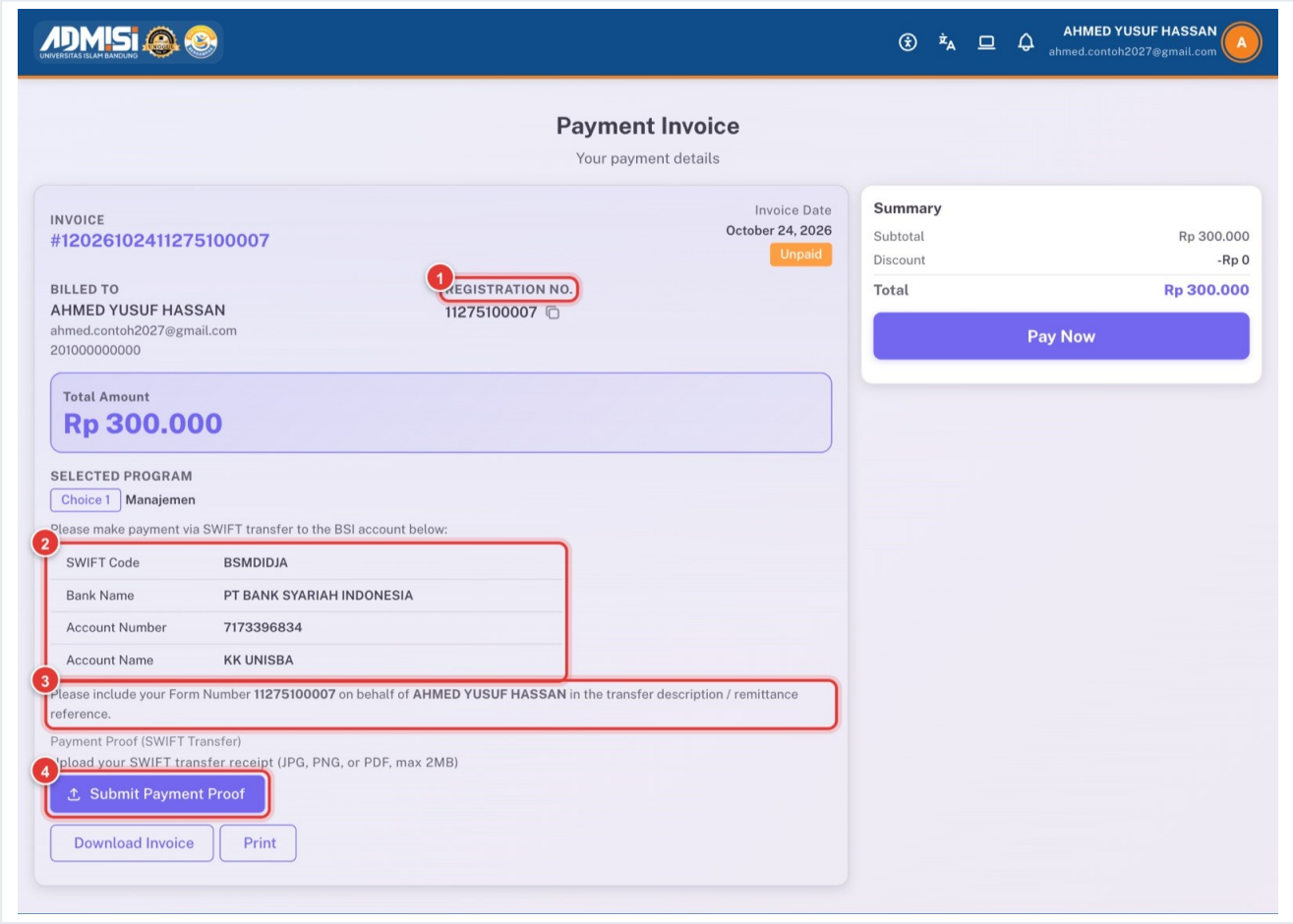


Figure 17 — *Payment Invoice with the SWIFT transfer details.*

1. Your **Registration No.** (form number) and the **Total Amount**.
2. Transfer the exact amount by **SWIFT** to the bank account shown.
3. Write your **Form Number** and your name in the transfer description (remittance reference).
4. Click **Submit Payment Proof** and choose your SWIFT receipt (JPG, PNG, or PDF, max 2 MB). The proof is uploaded and submitted immediately.

SWIFT detail	Value
SWIFT Code	**BSMDIDJA**
Bank Name	PT BANK SYARIAH INDONESIA
Account Number	**7173396834**
Account Name	KK UNISBA
Transfer description	Your **Form Number** + your full name

IMPORTANT

Always copy the account details from **your own invoice page**. If they ever differ from this guide, the invoice page is the reference.

Make sure the transferred amount matches the invoice, and keep your SWIFT receipt.

Stage 6 · Selection and Announcement

↑ Contents

Once your payment proof is uploaded, the page moves to **Exam Information** and your status becomes **Pemeriksaan Administrasi** (administrative check).

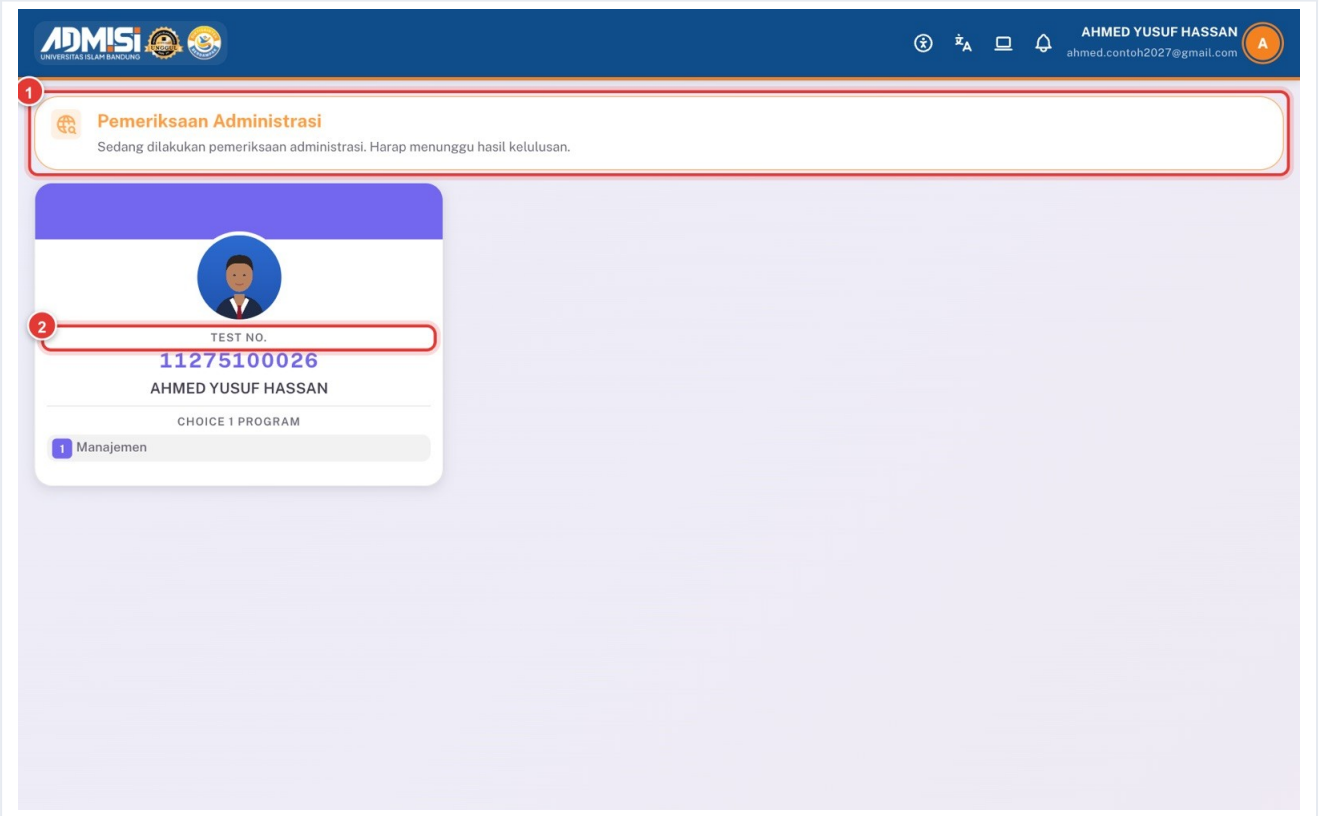


Figure 18 — *Exam Information* during the administrative check.

1. **Pemeriksaan Administrasi**: the Admissions Office (Admisi) is checking your documents. Please wait for the result.
2. Your **Test No.**; keep it for all further communication.

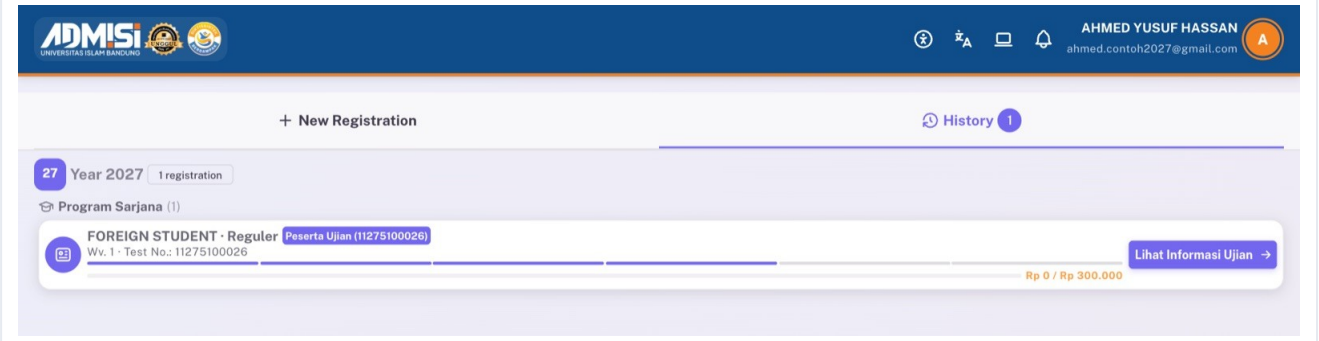


Figure 19 — *History* tab.

- Check your status in the **History** tab. When the result is announced, the status changes (for example *Dinyatakan Lulus* = declared accepted).
- The Admissions Office will contact you through your account and email about the next steps (re-registration and tuition payment).

Indonesian Terms You May See

↑ Contents

The English interface is still being completed. These Indonesian words may appear on the screen:

Indonesian	English
Perhatikan!	Attention!
Jadwal Pendaftaran · Jadwal Test · Pengumuman	Registration schedule · Test schedule · Announcement
Laki-laki · Perempuan	Male · Female
Belum Kawin · Kawin	Single · Married
Orang Tua	Parents
Tidak Memiliki Disabilitas · Tidak Buta Warna	No disability · Not colour-blind
Ijazah · Prestasi · Pernyataan	Diploma · Achievement · Statement
Pilihan 1 (Wajib)	Choice 1 (required)
Belum Dibayar · Lunas	Unpaid · Paid
Pemeriksaan Administrasi	Administrative check
Riwayat · Pendaftaran Baru	History · New registration
Dinyatakan Lulus · Registrasi Ulang	Declared accepted · Re-registration
Gel. (Gelombang) · TA (Tahun Akademik)	Wave · Academic year
Okt · Agu · Des	Oct · Aug · Dec

Common Problems

↑ Contents

Problem	What to do
Phone number must start with 0 or 62 when creating an account.	The form only accepts Indonesian-format numbers for now. Contact the Admissions Office by email before registering.
Domain not found under the email field.	Check the spelling of the part after @.
Passport photo is required.	Add the photo in Biodata and click **Save & Continue** before leaving the page.
The next step cannot be clicked.	Save the current step first. Empty required fields are marked red.
A document is rejected or too large.	Use PDF/JPG/PNG of max 2 MB. Scan again at lower resolution if needed.
Payment proof uploaded by mistake.	Contact the Admissions Office with your Form Number; do not register again.

Help and Contacts

↑ Contents

If you still need help, contact the Admissions Office of Universitas Islam Bandung. Include your **name**, **account email**, and **form/test number**.

Channel	Contact
Website	admission.unisba.ac.id
Email	admisi@unisba.ac.id
WhatsApp	+62 813-1640-772
Phone	+62 22-4231243
Office	Gedung LPPM, 1st floor, Jl. Hariangbangga No. 6, Bandung, Indonesia

INFO

The blue links and the table of contents in this guide are clickable in Microsoft Word and in PDF readers.