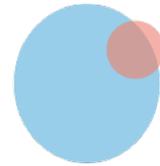




**ASEAN
University
Network**



ACTS

Students First

light up your future

ACTS by AUN

ASEAN CREDIT TRANSFER SYSTEM

Application Steps

- Step 1:
Visit <http://acts.ui.ac.id> to check the available course and read the course description
- Step 2:
Register to ACTS online system
- Step 3:
Complete online application and submit required documents
- Step 4:
Send the printed application form to the International Relations Office or any authorized body in home university, along with the supporting documents

Step 1



ACTS Website <http://acts.ui.ac.id>

Click “Log in”

 **ASEAN University Network**

ASEAN Credit Transfer System
AUN - ACTS Secretariat

ASEAN Member Countries



[Home](#) [About AUN-ACTS](#) [Application](#) [Scholarships](#) [News & Events](#) [Student Corner](#) [Contact Us](#) [Log in](#)

SHARE participating universities (first batch 2016)

- Royal University of Phnom Penh
- University of Indonesia
- National University of Laos
- University Kebangsaan Malaysia
- University of Yangon
- University of Philippines
- Chulalongkorn University
- Viet Nam National University, Hanoi

“Become part of ASEAN’s future”



Apply for a SHARE Scholarship

Check available courses

ASEAN University Network | **ASEAN Credit Transfer System**
AUN - ACTS Secretariat

AUN Member Universities

Home | About AUN-ACTS | Application | **Courses** | Scholarships | News | Contact Us | Manual

ACTS ONLINE APPLICATION | CLICK FOR APPLY

1 2 3 4 5 6 7 8 9 10

Apply Online Now!

LOG IN

Username:

Password:

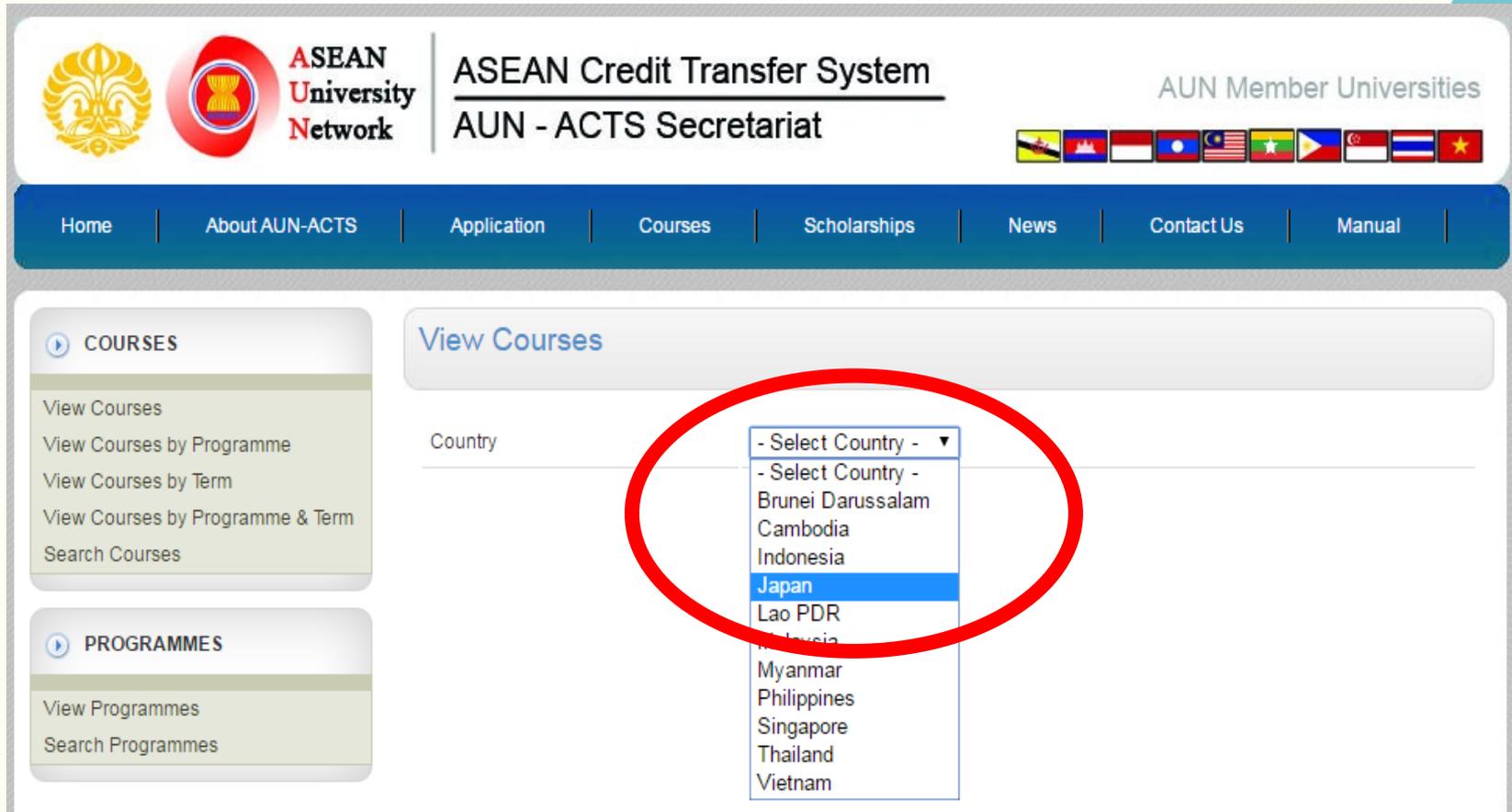
Login

CALENDAR

Tue, 09 Aug 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13

View the course by country



The screenshot displays the ASEAN Credit Transfer System (AUN - ACTS Secretariat) website. The header includes the ASEAN University Network logo, the text "ASEAN Credit Transfer System" and "AUN - ACTS Secretariat", and a row of flags representing member universities. A navigation bar contains links for Home, About AUN-ACTS, Application, Courses, Scholarships, News, Contact Us, and Manual. On the left, there are two main menu sections: "COURSES" with options like "View Courses", "View Courses by Programme", "View Courses by Term", "View Courses by Programme & Term", and "Search Courses"; and "PROGRAMMES" with "View Programmes" and "Search Programmes". The main content area is titled "View Courses" and features a "Country" dropdown menu. The dropdown menu is open, showing a list of countries: "- Select Country -", "- Select Country -", Brunei Darussalam, Cambodia, Indonesia, Japan (highlighted in blue), Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Vietnam. A red circle highlights the dropdown menu.

ASEAN University Network

ASEAN Credit Transfer System
AUN - ACTS Secretariat

AUN Member Universities

Home | About AUN-ACTS | Application | Courses | Scholarships | News | Contact Us | Manual

COURSES

- View Courses
- View Courses by Programme
- View Courses by Term
- View Courses by Programme & Term
- Search Courses

PROGRAMMES

- View Programmes
- Search Programmes

View Courses

Country

- Select Country -
- Select Country -
- Brunei Darussalam
- Cambodia
- Indonesia
- Japan
- Lao PDR
- Malaysia
- Myanmar
- Philippines
- Singapore
- Thailand
- Vietnam

Click to read the course description



Home | About AUN-ACTS | Application | Courses | Scholarships | News | Contact Us | Manual

COURSES

- View Courses
- View Courses by Programme
- View Courses by Term
- View Courses by Programme & Term
- Search Courses

PROGRAMMES

- View Programmes
- Search Programmes

View Courses

Country:

Select University:

Select Degree:



Course Title	Programme	Credit	Course Code	Semester Offered
Winter Seminar on Human Security Development and Energy Science	Winter Seminar on Human Security Development and Energy Science	2	WS001	2

Step 2



Click “Home” and then click “Apply Online Now!”

ASEAN University Network
ASEAN Credit Transfer System
AUN - ACTS Secretariat

AUN Member Universities

Home | About AUN-ACTS | Application | Courses | Scholarships | News | Contact Us | Manual

ACTS ONLINE APPLICATION CLICK FOR APPLY

1 2 3 4 5 6 7 8 9 10

Apply Online Now!

LOG IN

Username:

Password:

Login

CALENDAR

Tue, 09 Aug 2016

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

Click “Continue to Registration”

 **ASEAN University Network**

ASEAN Credit Transfer System
AUN - ACTS Secretariat

AUN Member Universities



Home | About AUN-ACTS | Application | Courses | Scholarships | News | Contact Us | Manual

PROCEDURE

- Procedure Flowchart
- Academic Calendar
- [Apply Now!](#)

Apply Online

Please Register or Login to continue

New to ACTS Application Online?

Registered users can edit personal details, edit alternate host university, select courses, save and submit applications.

[Continue to Registration >](#)

Returning Users Please Login

Already registered? Then login to complete and submit your application.

Username:

Password:

[Login >](#)

Why use ACTS Online Application?

With online application system you can:

- save and change your application easily and as often as you like before submitting it.
- be sure we have received your application.
- track the status of your application.
- save and print your application.

In order to submit your application you will need to provide scanned copies of qualifications.

Fill in the online form and then press “REGISTER” button

PROCEDURE

Procedure Flowchart

Academic Calendar

[Apply Now!](#)

Apply Online

REGISTRATION

Surname *(as appears on passport)*

First Name *

E-mail *

Important information regarding your enquiry and application status is sent to you by email. Please use a valid email address.

Create Password *

At least 6 characters.

Retype password *

Country

- Select Country - ▼ *

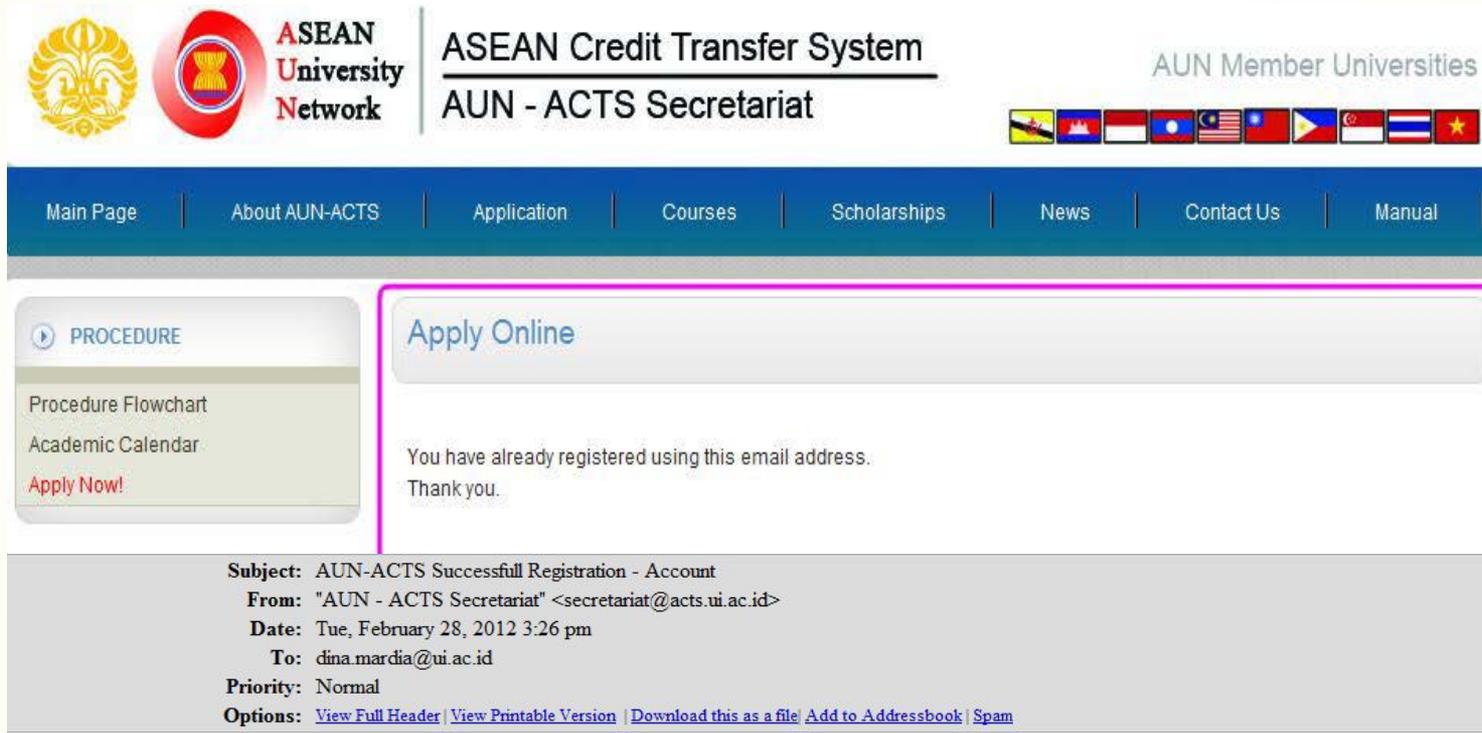
Home University

- Select University - ▼ *

*Note: * required field(s)*

REGISTER

System will send Confirmation of Registration to your email as shown



The screenshot shows the ASEAN Credit Transfer System website. The header includes the ASEAN University Network logo, the text "ASEAN Credit Transfer System" and "AUN - ACTS Secretariat", and a row of flags for AUN Member Universities. A navigation menu contains links for Main Page, About AUN-ACTS, Application, Courses, Scholarships, News, Contact Us, and Manual. A sidebar on the left has a "PROCEDURE" section with links for Procedure Flowchart, Academic Calendar, and Apply Now!. The main content area features a "Apply Online" button and a message: "You have already registered using this email address. Thank you." Below this is an email header with the following details:

Subject: AUN-ACTS Successfull Registration - Account
From: "AUN - ACTS Secretariat" <secretariat@acts.ui.ac.id>
Date: Tue, February 28, 2012 3:26 pm
To: dina.mardia@ui.ac.id
Priority: Normal
Options: [View Full Header](#) | [View Printable Version](#) | [Download this as a file](#) | [Add to Addressbook](#) | [Spam](#)

Dear dina ,

Thank you for your registration.

Your account has been recorded in the AUN-ACTS system. Please use the following username and password to complete your AUN-ACTS Online Application

- username: dina.mardia@ui.ac.id
- password: [REDACTED]

Regards,

AUN-ACTS Secretariat
<http://acts.ui.ac.id>

Step 3



Registered students can log in to complete online application and submit required documents



PROCEDURE

Procedure Flowchart

Academic Calendar

[Apply Now!](#)

Apply Online

Please Register or Login to continue

New to ACTS Application Online?

Registered users can edit personal details, edit alternate host university, select courses, save and submit applications.

[Continue to Registration >](#)

Returning Users Please Login

Already registered? Then login to complete and submit your application.

Username:

Password:

[Login >](#)

Why use ACTS Online Application?

With online application system you can:

- save and change your application easily and as often as you like before submitting it.
- be sure we have received your application.
- track the status of your application.
- save and print your application.

In order to submit your application you will need to provide scanned copies of qualifications.

After the successful authentication, the applicant's home page will appear as shown, then click "START"

The screenshot displays the ASEAN Credit Transfer System (AUN - ACTS) Secretariat website. At the top left, there are logos for ASEAN University Network and AUN Member Universities. The main navigation bar includes links for Main Page, About AUN-ACTS, Applications, Courses, Scholarships, News, Contact Us, and Manual. A user login notification at the top right reads: "Hi dina.mardia@ui.ac.id. You are login as applicant, Universitas Indonesia | LOGOUT".

The left sidebar, titled "PROCESSES", lists the following steps:

- STEP 1: Personal Details
- STEP 2: Host University
- STEP 3: Proposed Courses
- STEP 4: Required Documents
- STEP 5: Review Application
- Change Password

The main content area features a large "Apply Online" button. Below it, a section titled "Before you Apply" provides instructions:

- You can select from 1 up to 3 different alternate host university in different country.
- Please check the academic calendar of your alternate host university.
- Please check the offered term at your alternate host university.
- Please check available courses at offered term in each your alternate host university.
- Please prepared your required document to be uploaded to system such as passport photograph, TOEFL Certificate, and other supporting documents such as Student Involvement & Leadership Record.

A bulleted list summarizes the steps:

- STEP 1: Fill in your personal details.
- STEP 2: Select alternate host university.
- STEP 3: Select proposed courses at offered term in your alternate host university.
- STEP 4: Upload all required documents.
- STEP 5: Print application form from the system.

A note states: "Please ensure to complete every step of application until you can get the print out of your application form, otherwise your application will not be proceed."

At the bottom, there is a "START >>" button with a red arrow pointing to it.

Online Application Procedures



- Complete the Personal Details form
 - Select Kyoto University as Host University.
 - Select “*Winter Seminar on Human Security Development and Energy Science*” (Course code: WS001)
 - Press the “add course” button to save the selected course.
- 

Required Documents

Student needs to upload a **photograph** and required documents on website as follow;

1. **Statement of purpose (Form1)**
2. **Academic transcripts**
3. **Language proficiency supporting documents**
4. **Recommendation letter from applicants' supervisor (free format)**

Review Application

To see all the uploaded files, select the **Review Application** menu as described before. The application will appear as shown



The screenshot displays the ASEAN Credit Transfer System (ACTS) application review interface. The page header includes the ASEAN University Network logo, the text "ASEAN Credit Transfer System AUN - ACTS Secretariat", and "AUN Member Universities". The navigation menu contains "Main Page", "About AUN/ACTS", "Application", "Courses", "Scholarships", "News", "Contact Us", and "Manual". The user is logged in as "dina.marda@ui.ac.id" from "applicant, Universitas Indonesia".

The main content area is titled "APPLY ONLINE" and "STEP 5: Review Application". A sidebar on the left lists the application process steps: "STEP 1: Personal Details", "STEP 2: Host University", "STEP 3: Proposed Courses", "STEP 4: Required Documents", "STEP 5: Review Application", and "Change Password".

The application form fields are as follows:

Surname	
FirstName	Dina
Place of Birth	Buitingg
Date of Birth	1990-11-11 Format [YYYY-MM-DD]
Sex	Female
Nationality	Indonesia
Passport Number	
Issuing Country	
Date of Issue	Format [YYYY-MM-DD]
Date of Expiry	Format [YYYY-MM-DD]
Email	dina.marda@ui.ac.id
Contact Address	Jakarta
Phone / Mobile Phone	+62 81363019196
Fax	
Permanent Address (if different)	
Phone	
Fax	
Dietary Concern	None
Upload Foto	
Upload English Certificate	

Step 4



- Once the application is completed, student have to submit it to the system and print the complete application from the system. And then, send the printed application form to the International Relations Office or any authorized body in home university, along with the supporting documents to be reviewed
- After the review process, if student is nominated for the programme, the authorized body or International Relations Office of home university will nominate student in the ACTS system
- Nominated applicants will be selected by the AUN Secretariat (10) with JASSO scholarships and by Graduate School of Energy Science (15), based on application documents.



**ASEAN UNIVERSITY NETWORK STUDENT MOBILITY
STUDENT APPLICATION FORM**

DEGREE PROGRAMME : Undergraduate

PROGRAMME : Accounting

This application should be completed in **BLACK** in order to be easily copied, faxed or emailed.

STUDENT'S PERSONAL DETAILS

Surname (as appears on passport)	
First Name Dina	
Place/Date of Birth Bukittinggi/11-11-1990	
Sex Female	
Nationality Indonesia	
Passport Number	Issuing Country
	Date of Issue (dd/mm/yy)
	Date of Expire (dd/mm/yy)
Email dina.mardia@ui.ac.id	
Contact Address Jakarta	Permanent Address (if different)
Phone / Mobile Phone +32 81383019186	Phone
Fax	Fax
Dietary Concern	

HOME UNIVERSITY

Name Universitas Indonesia		
Address		
62-21-786 7222 ext. 100 520, 62-21-7888 0139		
Phone Universitas Indonesia, Depok Campus 1642	Fax 62-21-7888 0139	Email io-ui@ui.ac.id
Major Accounting	Year in University 1	GPA 3

An official academic transcript must be submitted as part of your enrollment package



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THANK YOU

