



# JAKARTA INTERNATIONAL UNIVERSITY

K-Eduplex, Jl. Ganesha 2, Lot b1, Deltamas, Desa Pasirranji, Kec. Cikarang Pusat,  
Kab. Bekasi, Jawa Barat 17530

☎ 021-2215-7254

✉ info@jiu.ac

🌐 www.jiu.ac



Bekasi, May 4, 2026

Number : 509/JIU/ACD/V/2026

Attachment : -

Subject : **Internal Transfer Period Opening for Academic Year 2026/2027**

Dear Freshmen and Sophomore Students,

Academic Affairs hereby announces the opening of the internal transfer (change of study program) application period for freshmen and sophomore students in preparation for the 2026/2027 academic year. Request forms may be obtained starting from **May 5, 2026**, and must be submitted no later than **June 5, 2026**. Requests submitted after this deadline will not be processed due to subsequent administrative procedures that must be completed.

Students are advised to review the procedures and requirements outlined in Circular Letter Number 508/JIU/ACD/V/2026. Application forms may only be obtained from the Academic Affairs office.

If you have any further questions regarding this matter, please contact Academic Affairs at [academic@jiu.ac](mailto:academic@jiu.ac)



Best regards,

Dimas Ramananda, S.E., M.Ak.

Academic Director, Jakarta International University



# JAKARTA INTERNATIONAL UNIVERSITY

K-Eduplex, Jl. Ganesha 2, Lot b1, Deltamas, Desa Pasirranji, Kec. Cikarang Pusat,  
Kab. Bekasi, Jawa Barat 17530

☎ 021-2215-7254

✉ info@jiu.ac

🌐 www.jiu.ac



## CIRCULAR LETTER

Number: 508/JIU/ACD/V/2026

### On Student Internal Transfer (Change of Study Program)

With regard to Rector's Decree Number 032/JIU-SKK/V/2026 and the implementation of student internal transfers (change of study program), the following procedures and requirements shall apply to all members of the Jakarta International University academic community:

#### A. Procedures for Internal Transfer (Change of Study Program):

1. The student shall complete the Change of Academic Status Statement Form (JIU/FR/AC/01).
2. The student shall complete the Student Declaration of Internal Transfer Form (JIU/FR/AC/02) and submit all required supporting documents.
3. Academic Affairs shall verify the completeness of all submitted documents.
4. Academic Affairs shall prepare the Recommendation Letter from the Study Program (JIU/FR/AC/03).
5. Academic Affairs shall prepare the Grade Conversion Form (JIU/FR/AC/04).
6. If the internal transfer is approved, Academic Affairs shall prepare the Rector's letter to DIKTI along with other supporting documents.
7. Academic Affairs shall submit the changes to PDDIKTI.
8. Academic Affairs shall prepare the Rector's Decree.
9. The Rector shall sign the decree and distribute it to the student and the relevant study program.
10. Academic Affairs shall issue the updated Student Identification Card.
11. The student shall collect the updated Student Identification Card and complete the required payment.

#### B. Requirements for Internal Transfer (Change of Study Program):

The following requirements and procedures must be fulfilled when applying for a study program transfer within JIU:

- a. Students must have completed continuous study for at least 2 semesters and at most 4 semesters, with:
  - For 2 semesters: a minimum of 24 credits (SKS) with a GPA of at least 2.75.
  - For 4 semesters: a minimum of 48 credits (SKS) with a GPA of at least 2.75.



# JAKARTA INTERNATIONAL UNIVERSITY

K-Eduplex, Jl. Ganesha 2, Lot b1, Deltamas, Desa Pasirranji, Kec. Cikarang Pusat,  
Kab. Bekasi, Jawa Barat 17530

☎ 021-2215-7254

✉ info@jiu.ac

🌐 www.jiu.ac



- b. The student must not have failed academically in the current study program.
- c. The student must not have violated any academic or institutional regulations in the current study program.
- d. Course equivalency and credit transfer will be determined by the respective study program based on the field of study.
- e. The transfer request must be submitted in writing by the student, supported by valid and strong reasons.
- f. A study program transfer is allowed **only once** during the student's enrollment at JIU.
- g. The approval of the transfer will be formalized through a Rector's Decree.
- h. The application must be submitted no later than **2 (two) months** before the start of the semester. Applications submitted after the deadline will not be considered.

Please be advised that all internal transfer (change of study program) requests will not be approved automatically. All decisions will be based on considerations from the intended study program and any other factors identified during the review process.

If you have any further questions regarding this matter, please contact Academic Affairs at [academic@jiu.ac](mailto:academic@jiu.ac)

Bekasi, May 4, 2026

Best regards,



*Dimaz Ramananda*  
Dimaz Ramananda, S.E., M.Ak.

Academic Director, Jakarta International University