



ANNOUNCEMENT

Number : 55 / UN7.A1 / AK / 2022

On

DETERMINATION OF THE IMPLEMENTATION OF STUDENTS ADMINISTRATIVE REGISTRATION OF UNIVERSITAS DIPONEGORO IN THE ODD SEMESTER OF THE 2022/2023 ACADEMIC YEAR

According to the Undip Rector's Decree Number **595/UN7.P/HK/2022** on April 27, 2022, regarding the Universitas Diponegoro's Academic Calendar for the 2022/2023 Academic Year, the following information are the administrative registration procedures for final year students:

1. Tuition fees payment can be made from **July 1 to August 8, 2022**
2. Payment of tuition fees can be made through:
 - a. **PT Bank Tabungan Negara (BTN)**

The payment can be made through Bank Teller by mentioning University Name and Student Identification Number (NIM)
 - b. **PT Bank Rakyat Indonesia (BRI)**
 - 1) Payment via Bank Teller by mentioning University Name and NIM
 - 2) Payment via ATM
 - a) Select Payment Menu
 - b) Education
 - c) Choose Universitas Diponegoro 006
 - 3) Payment via Mobile Banking
 - a) Select Payment Menu
 - b) Education
 - c) Choose Universitas Diponegoro 006
 - c. **PT Bank Negara Indonesia (BNI) 46**
 - 1) Payment via Bank Teller by mentioning University Name and NIM
 - 2) Payment via ATM
 - a) Select the Payment menu – University – Student Payment Center (SPC)
 - b) Enter the Education Institution code and NIM
 - c) The screen will show the amount to be paid
 - d) To make the payment press YA, to cancel the payment press NO

- e) Transaction completed. The payment data will be automatically printed on the receipt/slip. Please copy and save the receipt if needed at a later date.
- 3) BNI Mobile Banking
- a) On the main menu display, select the Payment menu
 - b) On the Payment menu view, select Tuition Fees
 - c) Select Debit Account, then select Service Type
 - d) Select Payment on Service Type
 - e) Select College and enter NIM, then select Continue
 - f) The billing validation screen will appear, then input the Transaction Password. If the bill is appropriate, select Continue
- 4) BNI Internet Banking
- a) Access to www.bni.co.id. Select Internet Banking Personal, then input User ID & Password. Select Menu Transaction - Purchase/payment - Bill Payment - Tuition Fee.
 - b) Data entry is as follows:
 - Select the service type from the Service Type dropdown
 - Select the university name in the University dropdown
 - Enter your NIM into the Billing Number field
 - Select the account number that will be used as the account number to be debited
 - Click continue
 - c) A confirmation screen will appear
Input the eight-digit number that appears into the BNI e-secure
 - d) Input the Response Number from BNI e-secure in the BNI Internet Banking application, then click pay.
 - e) For a successful transaction, a confirmation screen will appear as above
 - f) Then save the payment slip by selecting the file format to be printed
 - g) Then click the download icon in the lower right corner to download the payment slip
 - h) Or by printing the page by clicking the printer icon at the top right of the page

d. PT Bank Mandiri

- 1) Payment via Bank Teller by mentioning University Name and NIM
- 2) Payment via ATM
 - a) Select Menu Pay / Buy
 - b) Education
 - c) Enter the UNDIP code, which is 10004, then press OK
 - d) Enter the NIM
 - e) Press the correct button
 - f) The screen will show the amount to be paid, then press 1 if you want to make a payment

- g) To make the payment press YES, to cancel the payment press NO
 - h) Transaction completed. Payment data will be automatically printed on the receipt/slip. Please copy and save the receipt if needed at a later date.
- 3) Payment via Mandiri Online (Internet Banking)
- a) Log in to the Mandiri Online application or access the website at www.bankmandiri.co.id with your Mandiri Online user id and password
 - b) On the main menu select the PAY menu then select the EDUCATION menu
 - c) In the ACCOUNT OF field, select the account you want to use for transactions
 - d) In the SERVICE PROVIDER field, select UNIVERSITAS DIPONEGORO - 10004
 - e) In the NIM field, fill in the NIM
 - f) Then click continue, and the screen will show the amount to be paid
 - g) Then put a sign (V) in the total payment
 - h) If the data is correct, click Continue
 - i) Enter the 6-digit Mandiri PIN (for transactions via the application) and the 6-digit Mandiri PIN obtained from the Mandiri PIN token then click SEND
 - j) Wait for a response from the Mandiri Online system for the transaction status

e. Bank Jateng

- 1) Payment via Bank Teller by mentioning University Name and Participant Number
- 2) Bank Jateng ATM
 - a) Insert the ATM card & Enter the ATM PIN
 - b) Select Payment Menu
 - c) Choose University Menu
 - d) Select Main Number
 - e) Enter Education code '072'
 - f) Enter Participant Number
 - g) Choose Pay Bill No. 1 or pay all bills
 - h) Choose Savings/Giro
 - i) Get the payment slip from ATM
- 3) Internet banking
 - a) Select Payment Menu
 - b) Select Education Menu
 - c) Choose the Service Provider " Universitas Diponegoro "
 - d) Enter Participant Number
 - e) Input PIN (SMS)
 - f) Click Process

- 4) *Lakupandai* Bank Jateng
 - a) Select Payment Menu
 - b) Select Education Menu
 - c) Choose the Service Provider " Universitas Diponegoro "
 - d) Enter Participant Number
 - e) The bill will show up
 - f) Input PIN (Agent)
 - g) Click Process
- 5) Other Bank Payment Facilities
 - a) Select Transfer Menu
 - b) Select Destination Bank of Bank Jateng (Bank Code: 113)
 - c) Input Destination Account with the format:
 - d) 44072 + NIM/VA/ID Billing
 - e) Input Bill Amount (per billing list)
 - f) Click Pay

3. Her-registration and Filling Out the Study Plan (IRS) online can be carried out from **July 2 to August 10, 2022**, on <https://sso.undip.ac.id/> page.
4. Students who take part in the Double Degree, Joint Degree, or Student Exchange programs and get exemption from tuition fees based on the Rector's Decree **are still required to register** on the <https://sso.undip.ac.id/> page.
5. Students who are absent in the even semester of the 2021/2022 Academic Year to make a report to the Finance Department of BUK by sending a scan of the **Permit Letter to Take the Lectures** from the Dean of the Faculty/School. It can be submitted in person or sent it to email ukt.undip@gmail.com no later than **August 8, 2022**.
6. Based on the Academic Regulations for the Education Sector of Universitas Diponegoro, those who are absent **for 2 consecutive semesters and or 4 separate semesters** are declared to have lost their status as students so the termination of their study can be proposed by the related faculty/school.
7. Based on the Circular letter of the Rector of Universitas Diponegoro Number 13 of 2022 concerning the Study Period for the Implementation of the 2022 Education Program, the student study period which should end in the even semester of the 2021/2022 Academic Year can be extended for 1 (one) semester, with the following arrangements:
 - a. Class of 2015 students for the Undergraduate program;
 - b. Class of 2019 students for the Profession program;
 - c. Class of 2018 students on the odd semester for the Master program; and
 - d. Class of 2015 students on the odd semester for the Doctoral program.

8. Those who do not meet the requirements for the proposed extension of the study period in accordance with the Circular letter as stated in point 6 are encouraged to immediately submit their resignation with the mechanism as stated in the academic regulations starting from the time the student concerned is declared unfit for further study.
9. Students who need a tuition fee payment slip will be served at the BUK Finance Department.
10. **Students who are late in making the payment of the tuition fees are not allowed to extend the payment period.** Students who have fulfilled the academic leave requirements according to the academic regulations can apply for the leave, while those who do not meet the requirements are considered absent.
11. The start of the odd semester lectures for the 2022/2023 Academic Year starts on **August 22, 2022.**

This is to be noticed and implemented by all Undip students.

Semarang, June 30, 2022

a.n. Rector,

Vice-Rector for Academics and Student Affairs



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