



## Step by Step to Get Your Faculty International Mobility Letter

### Nomination Letter Enrollment Letter

- Make your Request Letter to Head of Study Program with the specific letter you need acknowledged by your Academic Supervisor
- Have your Parent Permission/Consent Letter (required to be stamped)
- Information of your Student ID Number
- Screenshot/ Share link of Credential Source/Website of your Proposed International Program
- Send them by Google Form Submission facilitates by our Faculty OIA
- You will get your final letter from [uui.farmasi@ugm.ac.id](mailto:uui.farmasi@ugm.ac.id)

### Dean Recommendation Letter

- Make your recommendation draft / points you want to strengthen the letter
- Add attachment of your Request Letter to Head of Study Program about your mobility activity purpose (*exclude alumni, pass this step*)
- Add attachment of official website of your proposed program (Scholarship, Exchange Program, Short Course, Internship, etc)
- Send them to [uui.farmasi@ugm.ac.id](mailto:uui.farmasi@ugm.ac.id) and we will review and finalize your recommendation letter request

### What You Need to Remember

- Make sure to submit your permission to Head of Study Program by sending the request letter and supporting attachments.
- Be more specific on your subject request letter you need to avoid ambiguity.
- Check any update at [oia.ugm.ac.id](http://oia.ugm.ac.id) for potential international mobility program
- Do not forget to prepare your Transcript (English version) by communicating to our academic staff.
- Be more attentive with administration process and **Wish You Luck !**

### Useful Links

- [Pharmacy UGM Outbound Mobility Submission Form](#)
- [Template Pharmacy Student Outbound Mobility Request Letter](#)
- [Template Pharmacy Student Parental Permission/Consent Letter](#)
- [Template OIA UGM Confirmation Letter Outbound Mobility Form](#)
- [OIA UGM Outbound Mobility Further Information](#)

