

# DTAP SERVICE PROCEDURES

Rev. 1 July 2026



# ACADEMIC, STUDENT AFFAIRS, AND ALUMNI SERVICE PROCEDURES

**SURVEY/FIELD  
TRIP PERMIT**  
(Theory/Studio Courses)

**SURVEY PERMIT  
(FINAL PROJECT/ PRE-  
FINAL PROJECT)**

**INTERNSHIP PERMIT**

**STATEMENT OF  
EXPECTED  
GRADUATION**

**TUITION FEE  
STATEMENT**

**STUDENT STATUS  
VERIFICATION LETTER**  
(e.g., for independent  
internship – Architecture)

LETTER TEMPLATE can be accessed through <http://ugm.id/templatedtap>

1. Request a letter number from the Academic Office.
2. Complete the letter template according to your needs.
3. Submit the document for approval via Correspondence Application at <https://sms.ft.ugm.ac.id/persuratan> (select the "other letters" category).
4. Initials and signatures follow the applicable scheme; copies (cc) are only required for the student concerned.
5. Ensure you click the "Submit" button.
6. Letter must be submitted at least 7 days before the event.

Notes:

Check approval progress via the "letter details" button. If a signatory does not respond within 3 working days, the letter will be automatically rejected. Please send a reminder to the respective signatory 2 days after the previous stage is approved.

Verified By (Initials)

Academic Coordinator + Study Program Secretary

Verified By (Initials)

Academic Coordinator +  
Internship Coordinator +  
Study Program Secretary

Verified By (Initials)

Academic Coordinator + Study Program Secretary

Department Secretary / Head of Department

Approved By (Signature)

Head of Administrative  
Office

Approved By (Signature)

Head of Department

Approved By (Signature)

# ACADEMIC, STUDENT AFFAIRS, AND ALUMNI SERVICE PROCEDURES

## INDEPENDENT INTERNSHIP LETTER – URP

## DTAP ROOM RESERVATION

## MASTER’S PROGRAM / LPDP RECOMMENDATION LETTER

LETTER TEMPLATE can be accessed through <http://ugm.id/templatedtap>

1. After obtaining approval from the Independent Internship Coordinator, please request a letter number from the Academic Office.
2. Multiple simultaneous applications to different institutions are not permitted.
3. The letter is submitted through the designated platform: <https://sms.ft.ugm.ac.id/persuratan>.
4. Students must complete the forms at the beginning of the internship [ugm.id/mulaimagangmandiriPWK](http://ugm.id/mulaimagangmandiriPWK) and at the end of the internship [ugm.id/selesaimagangmandiriPWK](http://ugm.id/selesaimagangmandiriPWK) and the host institution must complete the evaluation form at: [ugm.id/evalmagangmandiriPWK](http://ugm.id/evalmagangmandiriPWK).

1. Room reservations are subject to availability and must not conflict with the existing class schedule.
2. The activity proposal, approved by the authorized official, must be attached (non-academic activities require prior approval from the Study Program).
3. Letters must be submitted through <https://sms.ft.ugm.ac.id/persuratan> at least 3 days before the event.

1. Students/alumni request the signature of the faculty member providing the reference.
2. Leave the letter number blank.
3. The letter should be submitted to the Academic Coordinator for processing.

Verified By (Initials)

Academic Coordinator + Internship Coordinator +  
Study Program Secretary

Verified By (Initials)

Asset Coordinator

Head of Department

Department Secretary

Approved By (Signature)

Approved By (Signature)

# ACADEMIC, STUDENT AFFAIRS, AND ALUMNI SERVICE PROCEDURES

## FINAL PROJECT EXAMINATION LETTER

The LETTER TEMPLATE is accessible through the respective Study Program/Final Project Administration.

Students communicate with the administrative staff, after which the letter is processed according to each program's established procedures.

Verified By (Initials)

Final Project Coordinator + Supervisor(s) + Study Program

Head of Department

Approved By (Signature)

**CERTIFICATE OF ACTIVE STUDENT STATUS**  
(FOR CIVIL SERVANT ALLOWANCE – PNS),  
**CERTIFICATE OF ACTIVE STUDENT STATUS**  
(FOR MILITARY/POLICE ALLOWANCE – TNI/POLRI),  
**CERTIFICATE OF ACTIVE STUDENT STATUS – ENGLISH VERSION** (NON-ALLOWANCE),

**SCHOLARSHIP APPLICATION FORM,**  
**SCHOLARSHIP STATEMENT LETTER,**  
**LETTER OF RECOMMENDATION FOR SCHOLARSHIP**

1. The workflow and numbering are generated automatically by the system.
2. Students submit directly through the Correspondence Application at the following page: <https://sms.ft.ugm.ac.id/persuratan> by selecting the letter type provided in the system.

## RETURN TO ACTIVE STATUS AFTER LEAVE APPLICATION FOR ACADEMIC LEAVE STUDY PERIOD EXTENSION TUITION FEE STATEMENT

LETTER TEMPLATE can be accessed through <https://ft.ugm.ac.id/layanan-untuk-mahasiswa-dan-alumni/>

The student downloads the template, obtains approval through the Correspondence Application (at least 7 days before the deadline), and then uploads the approved document to Simaster.

Correspondence Application Page  
<https://sms.ft.ugm.ac.id/persuratan>

Verified By (Initials)

Academic Coordinator + Head of Study Program

Head of Department

Approved By (Signature)

# ACADEMIC, STUDENT AFFAIRS, AND ALUMNI SERVICE PROCEDURES

## RESIGNATION / WITHDRAWAL FROM STUDY

LETTER TEMPLATE can be accessed through <https://ft.ugm.ac.id/pelayanan-mahasiswa/>

1. The student downloads the template.
2. The student fills out the template.
3. The student sends the letter to the email: [teknik@ugm.ac.id](mailto:teknik@ugm.ac.id).
4. Await the issuance of the Rector's Decree.

Verified By (Initials)

Academic Coordinator + Head of Study Program

Head of Department

Approved By (Signature)

## GUEST LECTURER INVITATION REQUEST

SUBMISSION through <http://ugm.id/DosenTamuTahun2025>

The main course instructor submits the Guest Lecturer request through the provided link.

## ATTENDANCE CREDIT CLAIM (UNDERGRADUATE)

can be accessed through <http://ugm.id/KlaimPresensiDTAP>

## UNDERGRADUATE FINAL PROJECT SERVICES – URP

can be accessed through <https://sites.google.com/ugm.ac.id/tgapwkugm>

## DOCTORAL STUDENT SERVICES – ARCHITECTURE

can be accessed through <https://sites.google.com/ugm.ac.id/panduan-doktor-arsitektur/home>

# ACADEMIC, STUDENT AFFAIRS, AND ALUMNI SERVICE PROCEDURES

## PROGRAM ACCREDITATION CERTIFICATES

can be accessed through  
<https://ft.ugm.ac.id/akreditasi-program-studi/>

## LEGALIZATION SERVICES

can be accessed through  
<https://ft.ugm.ac.id/layanan-untuk-alumni/legalisasi-dokumen/>

## INTEGRATED ACADEMIC SERVICES – FACULTY OF ENGINEERING

can be accessed through  
WAG: <http://ugm.id/GroupAkademik>

## TRANSLATION SERVICES (DIPLOMA & TRANSCRIPT)

can be accessed through  
<https://ft.ugm.ac.id/layanan-untuk-alumni/layanan-translasi-terjemahan-ijazah-transkrip-nilai/>

Other unlisted services can be accessed at the DTAP Academic Office, 2nd floor.

# REFERENCE SERVICE PROCEDURES

## TURNITIN CHECKING SPECIFICALLY FOR FINAL PROJECTS

can be accessed through  
<http://ugm.id/tftugm2024>

## LIBRARY CLEARANCE CERTIFICATE (DTAP)

can be accessed through  
<http://ugm.id/bebaspustakaDTAP>

Other unlisted services can be accessed at the DTAP Library, 1st floor.