People. Innovation. Excellence.





International Student **Handbook** 



Greetings from Rector BINUS UNIVERSITY	4
BINUS UNIVERSITY About BINUS UNIVERSITY Vision and Mission BINUS Organization Structure	6 6 7
Introduction to International Office (IO)	8
Academic Faculties and Majors Learning Management System Evaluation System	10 11 12
Campus Life BINUS Campuses and Map Rules and Regulations Student Activity Campus Facilities BINUS SQUARE	14 - 15 16 17 - 18 19 - 21 22 - 23
Immigration and Visa Information	24
Adjusting to the New Environment Culture Shock and How to Deal With It Financial Matters Living Expenses Food Transportation Tipping	25 26 26 26 27 - 28 28
Introduction to Indonesia and Jakarta About Indonesia About the City of Jakarta Exploring Jakarta Basic Indonesian Vocabulary Useful Phone Numbers	30 30 31 32 - 33 34 - 36
TransJakarta Busway Map	38 - 39



# Greetings from Rector BINUS UNIVERSITY



# Selamat Datang! Greetings from the bustling city of Jakarta, Indonesia!

BINUS (Bina Nusantara) University is one of the leading higher institutions with the most accolades here in Indonesia. We have had a strong tradition in engaging international partners such as Oracle. Microsoft. IBM and other industry top international players whether in finance, tourism and education. Our university not only is the first university in Indonesia to be ISO accredited our current investment and relationship with SAP further strengthens our infrastructure to take our institution to greater heights in the 21st Century.

With over 28,000 current students, seven faculties and expanding, as well as multiple International Programs offering dual degrees with many renown universities around the world, BINUS is truly positioned to be on the forefront of bringing Indonesia to the world and the

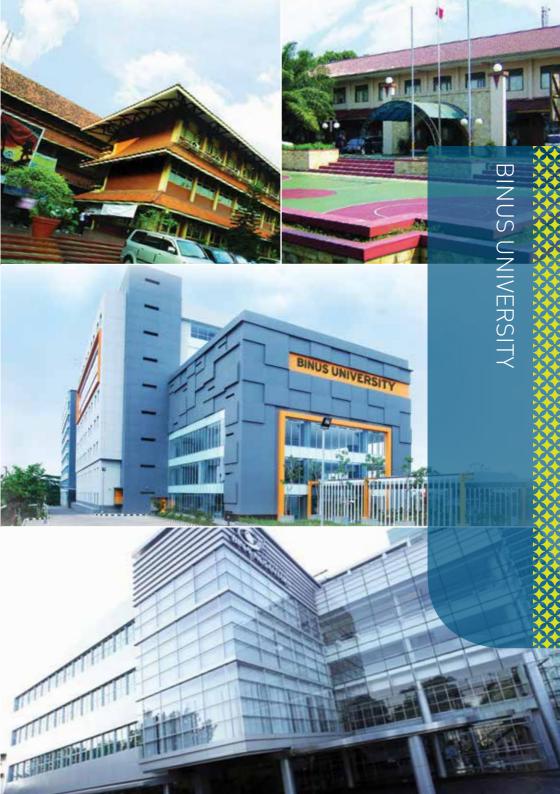
world to Indonesia, especially in our more and more globalized knowledge-based world.

However, we realize with growing resources also comes with growing responsibility to meet needs, as well as growing desire to keep improving and bringing about positive change to our communities. One such initiative is our starting of the "Teach for Indonesia"

To meet this need to grow and interact with the world, our International Office is set up as a portal to welcome and facilitate our international learners, as well as to serve our community as they venture out to explore learning with our various partners.

We strongly believe that Indonesia is ripe to play a greater role. As dignitaries and leaders from various backgrounds and nations are noticing the resiliency of this largest ASEAN nation, we at BINUS would like to invite you to join us on our journey of Bridging Cultures, Building Excellence.

Warmest Regards,
Prof. Dr. Ir. Harjanto Prabowo, MM
Rector, BINUS UNIVERSITY



# About BINUS UNIVERSITY

BINUS UNIVERSITY was originally founded as a short-term computer training institute, Modern Computer Course, on October 21, 1974. It was the start a rapid growth and expansion, blessed with a solid foundation, clear vision, and high dedication.

Modern Computer Course had developed into 'Akademi Teknik Komputer (ATK)' or 'Computer Systems Academy' on July 1, 1981. Three years after, on July 13, 1984, ATK acquired "Registered" status and changed its name to 'Akademi Manajemen Informatika dan Komputer (AMIK)' or 'Academy of Information Management and Computer Science' Jakarta. On September 21, 1985, AMIK Jakarta changed its name into AMIK BINA NUSANTARA

The growing need for highly qualified human resources in the Information Technology field motivated BINA NUSANTARA to establish 'Sekolah Tinggi Manajemen Informatika dan Komputer (STMIK)' or 'Institute of Information

Management and Computer Science' BINA NUSANTARA on July 1, 1986. This Institute offered Undergraduate (S-1) Program in Information Management, Computer Science, and Computer Engineering.

As the next step for BINA NUSANTARA, BINUS UNIVERSITY was established on August 8, 1996. STMIK BINA NUSANTARA was then merged into BINUS UNIVERSITY on December 20, 1998.

### **Vision**

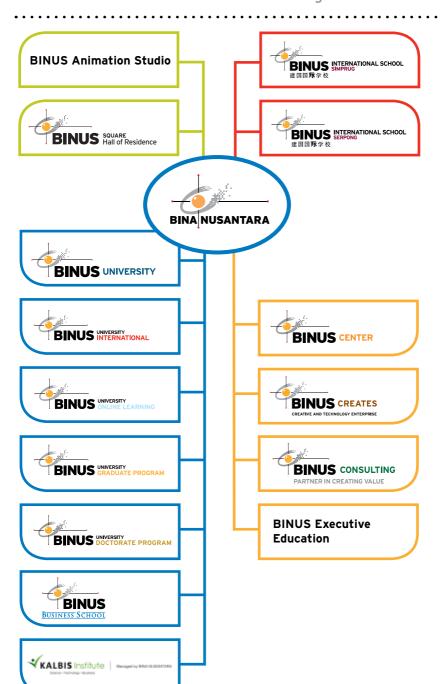
A World-class Knowledge Institution... In continuous pursuit of innovation and enterprise

#### Mission

BINUS commits to deliver excellence in education and research for the global community by:

- Providing a learning experience that encourages and rewards innovation
- Creating high impact applied knowledge
- Pursuing a positive contribution to the quality of life
- Developing outstanding world class leadership
- Guiding corporate entrepreneurship

International Student Handbbok



International Student Handbbok BINUS UNIVERSITY

# Introduction to International Office (IO)

BINUS International Office (IO) is a unit in BINUS UNIVERSITY established to promote international education exchange programs for students and faculty members, and also to facilitate various international activities in BINUS UNIVERSITY.

The major activities of IO are as follows:

- Student Exchange programs with foreign university partners
- Educational and cultural programs for international students
- Support various international conferences and activities held by BINUS University

BINUS UNIVERSITY provides wide range of education services. International students may study our short courses such as language, art and culture, or tourism, as well as our undergraduate and graduate programs. We welcome international students who are eager to learn and be part



of BINUS. BINUS also gives assistance or services in order to ease international students to finish their study at Indonesia.

At IO, you will find the officers that would be ready to assist international students with any problems related to academic, campus and community life. IO also assists visiting international scholars with immigration matters, advice on personal concerns, or any topic of special interest.



#### **Undergraduate Programs**

#### School of Computer Science

- Computer Science
- Game Application and Technology
- Mobile Application & Technology

#### School of Information System

- Accounting Information Systems
- Information System
- Information System Audit
- Computerized Accounting

#### School of Business Management

- International Business and Management
- International Marketing
- Management

#### School of Design

- Visual Communication Design: Animation
- Visual Communication Design: Creative Advertising
- Visual Communication Design: New Media
- Interior Design
- Furniture Design

#### Faculty of Economic & Communication

- Accounting
- Finance
- Hotel Management
- Marketing Communication
- Mass Communication

#### Faculty of Engineering

- Architecture
- Civil Engineering
- Computer Engineering
- Industrial Engineering
- Food Technology

#### **Faculty of Humanities**

- Business Law
- Chinese
- English
- International Relations
- Japanese
- Psychology

### **Double Majors**

- Computer Science & Mathematics
- Computer Science & Statistics
- Information Systems & Accounting
- Information Systems & Management

#### Online Learning

- Accounting
- Computerized Accounting
- Information System
- Marketing Management
- Master of Information System Management
- Master of Information Technology
- Master of Business Management

# Twinning Programs (BINUS INTERNATIONAL)

#### Faculty of Creative Multimedia & Technology

- Business Information System
- Communication
- Computer Science
- Film Studies

#### **Faculty of Business**

- Business Management & Marketing
- Hospitality & Tourism Management
- International Accounting & Finance
- International Business

#### **BINUS NORTHUMBRIA School of Design**

- Fashion
- Graphic Design & New Media

#### **Graduate Programs**

#### **BINUS BUSINESS SCHOOL**

- MM Young Professional Program
  - MM Business Management
  - MM Creative Marketing
- MM Professional Program
  - MM Applied Finance
  - MM Business Management
- MM Executive in Strategic Management
- MM Online Program in Business Management

#### **BINUS Graduate Program**

- Master of Information System Management
- Master of Information Technology

#### **BINUS Doctorate Program**

Doctor of Research in Management (DRM)
Program

- DRM Scholar Track Program
- DRM Strategy and Growth Program

# Learning Management System



Experience the latest in IT applications, an LMS (Learning Management System) developed specially by BINUS to support specific studies via Global Learning System (GLS). Students can study in their own time, and are not reliant on face-to-face time with their professors, but can access the entire range of resources available to them online.

# For BINUS UNIVERSITY (regular program)

Website: www.binusmaya.binus.ac.id

# Log in format

ID: [student ID]

Password : [b!Nu\$ddmmyyyy]\*

Should there any inquiry or

problem, contact:

(+62-21) 534 5830 ext. 1181/ 1182

# For BINUS International (international program)

Website: http://lms.international.binus.ac.id/

#### Log in format

ID: [student ID]

Password: [ddmmyy]\*

Should there any inquiry or problem, contact:

(+62-21) 720 2222 ext. 3115/3124

<sup>\*</sup> ddmmyy is referring to student's birth date

# **Evaluation System**

The evaluation system that meets the objectives of the education program at BINUS UNIVERSITY is the Absolute Evaluation System. The Final Point for the semester is presented with Alphabetical Values.

# **BINUS UNIVERSITY - Regular Program**

Grade	Weight	Score
A: Very Good	4	85 – 100
B: Good	3	75 – 84
C: Adequate	2	65 – 74
D: Less than adequate	1	50 - 64
E: Failed	0	1 – 49
F: Incomplete*	0	-
G: Failed**	-	-
L: Pass**	-	-

#### notoc.

- \* absence in Final test
- \*\* for certain subject

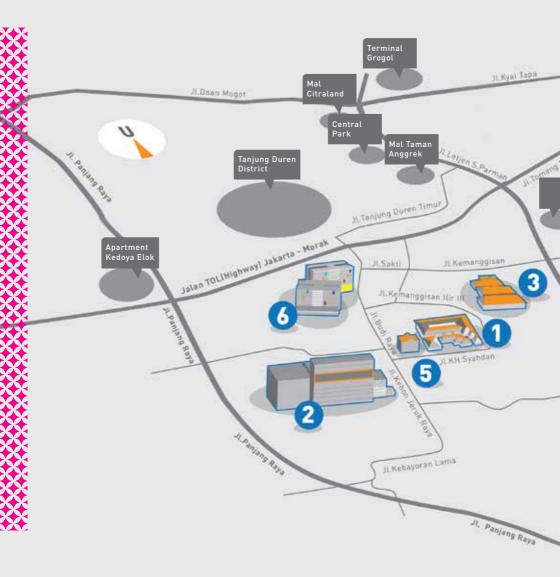
## **BINUS International - International Program**

Grade	Weight	Score
A : Excellent	4.00	91 – 100
A-	3.67	86 – 90
B+	3.33	81 – 85
B : Good	3.00	76 – 80
B-	2.67	71 – 75
C+	2.33	66 – 70
C : Fair	2.00	61 – 65
D : Low Pass	1.00	50 - 60
E : Fail	0.00	< 50
F : Fail (non-attendance)	0.00	-



# **BINUS Campuses & Map**

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Syahdan Campus

Jakarta Barat 11480

Tel: (+62-21) 534-5830, 535-0660 Fax: (+62-21) 530-0244

2 **Anggrek Campus** 

Jl. Kebon Jeruk Raya No. 27, Kebon Jeruk

Jakarta Barat 11530 Tel: (+62-21) 534-5830, 535-0660

Fax: (+62-21) 530-0244

3 **Kijang Campus** 

> Jl. Kemanggisan Ilir III No. 45, Kemanggisan/Palmerah Jakarta Barat 11480 Tel: (+62-21) 532-7630

Fax: (+62-21) 533-2985

The Joseph Wibowo Center for 4 Advanced Learning (JWC)

Jakarta Selatan 12120

Tel: (+62-21) 720-2222 Fax : (+62-21) 720-5555

- **BINUS Center Syahdan**
- 6 **BINUS Square Hall of Residence**
- 7 **BINUS fX Campus**

# Rules and Regulations

Based on campus rules and regulations, please refer to Rector's decree. 1111/SK/PTTKK-UBN/V/2009 regarding the disciplinary of campus life.

- It is prohibited for students to smoke around BINUS's compound. The sanction for first offense is two weeks suspension; second offense will result in one semester suspension. If student committed third offense they will be dismissed.
- 2. Based on the same Rector's decree, students are also prohibited to conduct any falsification of data or documents or signature. The sanction for first offense is one semester suspension. Second offense will result in dismissal as student. For group project or report, the sanction is applied to all group members.
- It is prohibited to play cards around the campus compound. For first offense, students will be suspended for two weeks. Second

- offense wills lead for one semester suspension. Third offense will result in student dismissal from school.
- 4. It is prohibited to gamble, drink alcohol, or getting drunk around Bina Nusantara vicinity. For first offense, students will be suspended for one semester. Second offense will lead to one semester suspension. Third offense will result in student dismissal from school.
- 5. It is illegal for students to damage or vandalize the goods of other people or Bina Nusantara's property. A violation of this will result is dismissal and / or may be handed over to the police. Student(s) may need to compensate for the value of the assets that are being vandalized.

To improve the reasoning, interest, talent, activity, prosperity and service of the students to their community and to student affairs in the university, BINUS UNIVERSITY established the student affairs organization.

There are 21 HMJ (*Himpunan Mahasiswa Jurusan* / Student

Department Association) representing each of the department/study program in BINUS UNIVERSITY. There are also more than 41 UKM (*Unit Kegiatan Mahasiswa* / Student Activity Unit) with various fields (languages, interests, hobbies, sports, media & spirituality).



BINUS UNIVERSIT	Y
Reasoning	BNCC (BINA NUSANTARA Computer Club), BNEC (BINA NUSANTARA English Club), BNMC (BINA NUSANTARA Mandarin Club), NC (Nippon Club)
Sport	Badminton, Table Tennis, Volleyball, Swimming, Automotive, Softball-Baseball, Tennis, Soccer, Basketball, Hockey
Martial Arts	Aikido, Capoeira, Karate, Merpati Putih, Taekwondo, Wushu
Religious	KMBD (Keluarga Mahasiswa Buddhis Dhammavaddhana), KMH (Keluarga Maha siswa Hindu), KMK (Keluaraga Mahasiswa Katholik), KBMK (Keluarga Besar Mahasiswa Khonghucu), MT (Majelis Ta'Lim), PO (Persekutuan Oikumene)
Arts	Band, Paramabira (Paduan Suara Mahasiswa BINA NUSANTARA),ST Manis (Seni Teater Mahasiswa BINA NUSANTARA), Stamanara (Seni Tari Mahasiswa BINA NUSANTARA)
Streaming	Klifonara (Klub Pecinta Fotografi BINA NUSANTARA), Swanarapala (Mahasiswa BINA NUSANTARA Pencinta Alam), Information Media B Voice
Community	AIESEC, BGDC (BINUS Game Development Club), BIIBC (BINUS Industrial and Information Business Club), BINUS TV Club, BSLC (BINUS Student Learning Community), BSSC (BINUS Square Student Committee), CSC (Cyber Security Community), Fopasbin (Forum Paskibra BINA NUSANTARA), TFI Volunteer

#### BINUS INTERNATIONAL

- AIESEC
- ASC (Accounting Student Club)
- BASIS (BINUS INTERNATIONAL Association of Information Systems)
- BEST (BINUS INTERNATIONAL English Society)
- BIBC (BINUS INTERNATIONAL Basketball Club)
- BIDC (BINUS INTERNATIONAL Dance Club)
- BIFC (BINUS INTERNATIONAL Football Club)
- BIJAC (BINUS INTERNATIONAL Japanese Club)
- BIMARC (BINUS INTERNATIONAL Marketing Club)
- BIMUS (BINUS INTERNATIONAL Music Club)

- BINARY (Computer Science Student Association)
- BIPEDS (BINUS INTERNATIONAL Pool of English Debaters)
- BITE (BINUS INTERNATIONAL Trading Enterprise)
- BMS (BINUS Moslem Society)
- CAC (Creative Art Community)
- Capoeira (Capoeira Argola De Ouro BINUS INTERNATIONAL)
- CIA (Camera In Action)
- CIC (Community in Christ)
- Kine Club (BINUS INTERNATIONAL Film Club)
- VOB (Voice of BINUS)

# **Student Activity Units / Clubs**

## **BINUS University:**

contact Mr. Cosmos Hendrawan (+62-21) 5345830 ext. 2161

#### **BINUS International:**

contact Ms. Roosalina Wulandari (+62-21) 7202222 ext. 3201



# Library

The BINUS Library and Knowledge Center (LKC) functions as an information, research, documentation, and publication center to support current and future learning, research, and civil service facilities. Users get quick, appropriate, and easy services either by on-site service or via the internet (http://library.binus.ac.id). Wi-Fi is installed in all reading rooms.

# **Library Locations and Hours:**

Day	Regular Semester	Compact Semester	Vacation
<b>Anggrek Campus, 1</b> st <b>Floor</b> Monday - Friday Saturday	08:00 AM - 07:30 PM 08:00 AM - 05:00 PM	08:00 AM - 08:00 AM -	
Kijang Campus, 2 <sup>nd</sup> Floor Monday - Friday Saturday	08:00 AM - 05:00 PM 08:00 AM - 05:00 PM	08:00 AM -	
JWC Campus, 4 <sup>th</sup> Floor Monday - Friday Saturday	07:00 AM - 09:00 PM 09:00 AM - 05:00 PM		
<b>Alam Sutera Campus, 1</b> st <b>Floor</b> Monday - Friday Saturday		09:00 AM - 05:00 PM 09:00 AM - 03:00 PM	

notes : Kijang & JWC library are closed during Fridays at 11:30 AM-01:00 PM

# Campus Facilities

# General Library Regulations:

- Library users must have their BINUSIAN ID upon entering the library.
- Proper attire is required.
   Library users must wear shirts and shoes and are expected to maintain acceptable levels of personal hygiene.
- All bags, briefcases must be deposited to the locker area. Users must seek for a number card to the staff in charged. Lost number card will be charged accordingly.
- Silence should be observed in the reading areas and mobile phone conversations should not be held anywhere in the Library.
- Mutilating, damaging or defacing any library materials including tampering with or changing configurations or software on Library computers or displacing, disabling or unplugging Library equipment are strictly prohibited.

- 6. No books, periodicals or other materials shall be removed from the library premises without being registered at the circulation counter.
- 7. Fine and collection replacement are applied for late return or loss/damage collection.
- Bags / items left behind in the Library and taken in the next days will be charged according to regulations.
- The Library is not responsible for personal items that are lost, stolen or damaged on Library premises.
- Failure to comply with one or more of the Library's regulations may result in suspension of Library privileges.



# Computer Laboratory and Cyber@ccess

Software Laboratory Center (SLC) a technical services unit at BINUS UNIVERSITY that specifically provides software-based practical work to students. Currently, the SLC office is located on the 6th and 7th floors of the Anggrek campus. SLC offers learning facilities and practical work support for subjects which need direct lab work. SLC also provides computer facilities and Cyber@ccess, a network of 70 PCs designed to help students access the Internet. Location:

- Anggrek Campus 6th & 7th floor
- JWC Campus, 4th floor

## **Clinics for First Aid**

#### Location:

- Syahdan Campus, 1st floor
- Anggrek Campus, 1st floor
- JWC Campus, 1st floor

#### Canteens

Location: all campuses, BINUS Square



#### **BINUSIAN Card**

The BINUSIAN Card is an identity card for all BINUSIANS (students, alumni, lecturers, training participants, and BINUS employees). It also can be used to access student services such as attendance in the class, access to library (automatic loan and return) and other campus activities online.

Located in the Kemanggisan area of West Jakarta, on Jalan Budi Raya: BINUS SQUARE has four halls, two halls dedicated for female boarders and two halls; for male boarders, and 1,500 rooms that can cater for 2.300 students. BINUS SQUARE's mission is to ensure that the personal care, recreational, academic, social and safety needs of every student are fully considered and supported. We have dedicated a team of staff and lecturers that reside in BINUS SQUARE to meet those needs.

#### **Facilities**

- Lounge & Coffee Shop
- Food Galore/Cafetaria
- Reading Room
- Gym, Outdoor Sport Area
   & Swimming pool
- Games Room
- 24 Hours Minimart
- Laundry Zone
- ATM Center
- 24-Hour Security Personnel and CCTV
- Shuttle Services
- Guest Room

#### Female & Male Tower

It has been the dorm regulations that men are strictly not allowed to visit the women's dormitory, and vice versa.

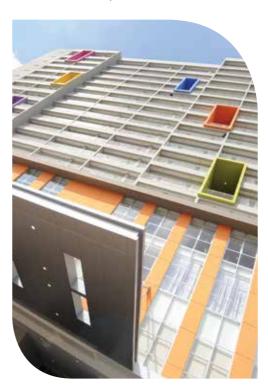
#### Check - out

Residents are required to give at least a month prior notice to the management before checking out of BINUS Square.

#### For more information:

Jl. Budi Raya No. 21, Kebon Jeruk, Jakarta Barat 11530 tel. (+62-21) 536-79107 email. binussquare@binus.edu

www.binus.ac.id/binussquare



#### Shuttle Schedule



A free shuttle service is provided for the Boarders with departure from BINUS SQUARE to BINUS campuses on a first-come first-serve basis.

#### Senayan Campuses

A shuttle (ELF) is available to bring you from BINUS SQUARE to Senayan Campus with the first schedule (BINUS SQUARE - Senayan Campuses) is at 06.30 AM and the last schedule (Senayan Campuses – BINUS SQUARE) is at 06.45 PM.

### Kemanggisan Campuses

BINUS SQUARE provides five shuttle buses for the boarders to Kemanggisan Campuses (Kijang / Syahdan / Anggrek).

## **Alam Sutera Campus**

For the shuttle to Alam Sutera Campus, boarders are recommended to take it from Kemanggisan Campus (Syahdan Campus).

This shuttle service is only available during the official university schedule. Please check the shuttle schedule on your boarder portal or you may ask the information at the Front Office. The Management has the authority to adjust the schedules with prior notice.



International Student Handbbok BINUS UNIVERSITY

It is highly important that you pay close attention to your visa status. You should be aware of the restriction imposed upon you by your particular visa status. The officers in IO will assist you with visa and immigration matters, please do not hesitate to contact IO if you have any inquiries regarding your immigration status.

For studying, you may enter Indonesia using 2 types of visa:

# VKSB (Socio Cultural Visit Visal

applicable for 2 months and can be extended monthly, maximum up to four times.

# • VITAS (Limited Stay Permit Visa)

applicable for one year and can be extended annually This kind of visa is the most suitable visa for overseas students or visiting professor for visit period of longer than 4 months.

Here are some notes regarding visa and immigration upon your arrival:

#### Immigration Report

VITAS holders (those who wish to stay longer than 6

months) must register themselves within 7 (seven) days since the entry permit is issued. After registration, you will obtain a KITAS (Kartu Izin Tinggal Terbatas) - "Limited Stay Permit Card".

#### Extension Procedure

- **VKSB.** If you wish to stay in Indonesia for longer than 60 days, you need to extend your VKSB. For this, you have to contact IO within 45 days after your arrival in Indonesia.
- KITAS. Your KITAS must be extended 2 months before the expiry date of your KITAS.

#### Exit Re-Entry

If you wish to go out of Indonesia and return to Indonesia, you should apply for the Exit Re-Entry in the Immigration Office in Jakarta seven (7) days before your departure.

#### Visa Overstay

Please be aware of your visa expiration date. For visa overstay, you will be fined IDR 200,000/day.

## Culture Shock and How to Deal With It

Culture shock is not a shocking or sudden event as most people expect. It does not happen all at once or in one day. Instead, it happens gradually, and slowly as it is part of the learning process. As you try to adapt to the new environment, you may or may not experience some discomfort before you are able to settle in the new setting. This discomfort is a natural stage of the adaptation process.

Culture is a part of us whether we realize it or not. Just as we bring in our clothing and any other personal stuffs abroad, we will also be carrying an invisible cultural baggage with us. Cultural baggage may not be obvious, yet it will affect how we shall adapt to the new environment to a certain extent. Cultural baggage refers to one's culture fervent way of thinking, the values that we hold dear, and the patterns of behavior that are customary in our culture.

In order to prepare for the cultural differences that we are about to encounter abroad, it is helpful to recognize our personal values and how they derived from our culture. Our perceptions influence the way we are looking

at a situation. Thus, when faced with a situation it is important to take into account the different cultural traits, customs, and views. Do be open to accept changes. And learn to see beyond the cloud judgment that hinders us to redefine the situation. Keep in mind that it is normal to have some ups and downs during the period of adjusting to the new culture. The experience can be benefit for our personal growth and broaden our horizon.

Keeping in touch with people back at home also help to diminish the feeling of homesickness. This is especially true when you are still in culture shock mode, and have not adjusted to the new surroundings. In addition, stay in touch with BINUS IO whenever you need any assistance.

#### **Financial Matters**

In order to open a local bank account in Jakarta, you will need a valid passport and KITAS, which is issued when students applied for VITAS. (however, most exchange students who applied for a semester in BINUS usually applied for Socio Cultural Visit Visa, to apply for KITAS, student may need to apply for at least four months in advance).

# Adjusting to the New Environment



For those students planning to cash in travelers checks, they can do so at money changer:

InterAsia (Authorized Money Exchange) PT Inter Asia Konverta Jl. K.H. Wahid Hasyim No. 96 Jakarta 10340, Indonesia Tel: (021) 3141255 - 3141259 - 3902167 Fax: (021) 3141002

It is also important to know that most Indonesian banks and money changer only accept US dollars that are in excellent condition, with certain serial numbers. Below are some of the requirements:

- the serial number begins with letter "H", e.g. HE0000271 or HF000382
- In exceptional condition (no fold, no blemish, no staples mark, no wallet curve, flat, perfect condition is recommended)

Generally, international students may be able to withdraw money (usage/ administration fee may be applicable) from local ATMs in Indonesia should their ATM cards support the interbank network. ATM cards with Maestro, Cirrus, and Visa PLUS logos are usually those that support interbank network. Look for local ATMs with signs that match these interbank network logos to withdraw from. Though interbank networks may make it much easier to withdraw money internationally, students need to be aware that there is certain limit to the amount of money that one can withdraw. This restriction is enforced by the

local banks from your respective home country. Please contact your local bank, to learn more about it.

## **Living Expenses**

Living in Jakarta can be relatively cheap depending on each student's lifestyle. The number given below is just an approximation.

# Accommodation (in BINUS SQUARE)\*:

- Single Occupancy USD 295 / month
  - Double Occupancy USD 245 / month

### Transportation, food, and others:

- estimate 500 USD / month (depending on lifestyle)
- \*Prices are subject to change

#### Food

Indonesia offers a variety of cuisines from different parts of provinces (typically the people in Indonesia adore spicy food). A lot of provinces in Indonesia have cuisines that are generally spicy. such as Padang, Manado, or even Sundanese food. Rest assured though, not all Indonesian food are spicy. Javanese food are mainly sweet, ask the natives to know more about local delicacies. In addition to selections from all over the country, you can also find excellent Chinese, Japanese, Western and many other international cuisines

International Student Handbbok BINUS UNIVERSITY

# **Transportation**

While Jakarta has its fair share of traffic issues, there are numerous modes of public or demand-responsive transportation services.

### Taxi

Taxi is widely available in most large cities and some smaller towns. Metered taxis are usually only found in the main cities and major tourist areas. Taxi drivers do not always know how to get to the desired destination and passengers may have to tell them. Like all public transport vehicles, taxis have yellow number plates. Some of reliable and recommended taxi companies:

- Blue Bird Group: Bluebird (blue cab), Silverbird (black cab, premium taxi)
- Express (white cab)
- Transcab (yellow cab)

Beware the false Blue Bird - Blue Bird's reputation has spawned a host of dodgy imitators, so just because it's blue doesn't mean it's safe. Check the following before you get in:

- Door and roof logo is either the Blue Bird or the Pusaka/Lintas "flying egg"
- Windshield says "Blue Bird Group"
- Driver is in uniform
- Headrests have Blue Bird logos

#### Bajaj

Pronounced as "baj-eye", it is a bright orange color tricycle scooter that has back seats for two passengers, with the driver in front.

They're a popular way to get around town since they can weave through Jakarta's interminable traffic jams much like motor-bikes can. Although slow, boneshaking (suspension is not a feature in a bajaj), hot and the quick way to breathing in more exhaust fumes than you ever thought possible, riding around in these little motorbugs can really grow on you.

There are no set prices, be sure to agree to (read: haggle) a price before you set off! Bajaj drivers are happy to overcharge visitors, and often can ask double or even more of what you would pay by meter in air-conditioned Blue Bird taxi (obviously, the normal price should be less than even for a cheaper variety of taxi). Locals who regularly use the bajaj know what a typical fare should be and are happy to tell you.

## 0jek

We do not encourage International students to try ojek, but they are a every-day reality of most Indonesians. Services consist of guys with bikes lounging around street corners, who usually shuttle short distances down alleys and



International Student Handbbok BINUS UNIVERSITY roads but will also do longer trips for a price. Agree on the fare before you set off. And insist on a helmet, and wear it properly. No need to make it more insanely dangerous than it already is. (The ojek drivers will insist you're safe with them and that they'll drive carefully, but this has little to do with reality.)

#### Bus

Some buses have a box at the front next to the driver where you can pay your fares, while others employ a man or a *kondektur* who will personally collect the fares from passengers.

Cheaper yet are *mikrolet* (minibuses) and *angkot* (small vans) that ply the smaller streets and whose fares vary from Rp 2,000 to 3,000. You pay the fare directly to the driver after getting off.

Do note that buses do not run according to any schedule or timetable. Sometimes a bus may take a while to come, in other circumstances it is possible that two of the same bus routes may come together and these drivers will definitely drive aggressively in order to get more passengers. They do not stop at any particular bus stop and can stop just about

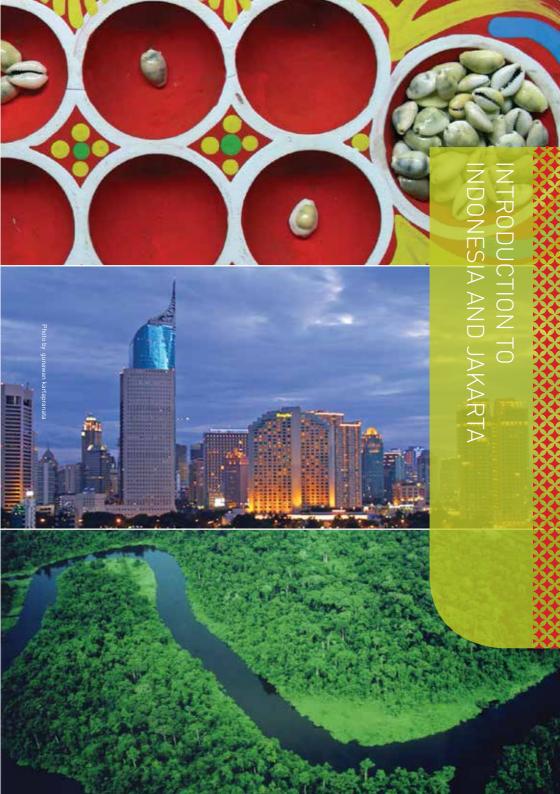
anywhere they like. If you want to get off, simply say "kiri" (to the left) to the kondektur or just knock on the ceiling of the bus for three times (be sure that the driver hears your thumping), and the bus driver will find a place to drop you. An additional tip to alight from these buses is to use your left foot first to maintain balance and try to get down as quickly as possible as they do not fully stop the bus. Also always keep an eye on your belongings and be alert at all times as pick pocketing occurs.

#### Trans Jakarta

The Transjakarta (in Indonesian known as busway) is modern, air-conditioned and generally comfortable, although sometimes service can be spotty. The bus is often crowded during rush hours. There are twelve main routes operational as of 2014.

#### **Tipping**

In Indonesia tipping is more of an option than a requirement. Generally, most big, chain restaurants has included service charge in the bill, thus, it is not compulsory for customers to give tips. Where as the *kaki lima* (street food) do not expect tips. Tipping is generally a choice, out of your good will.



#### About Indonesia

The Republic of Indonesia is a country in Southeast Asia and Oceania. The country stretches 5,100 km along the equator between Australia and Asia and is bordered by the Pacific and Indian Oceans at the equator. Indonesia comprises of almost 18,000 islands, with a population of around 240 million people from more than 300 ethnic groups speaking 200 distinct languages and dialects. The Indonesian population exhibit incredible diversity in its linguistic, cultural and religious traditions. It is the world's fourth most populous country.

With a fascinating, colorful and sometimes tumultuous past, Indonesia is a place of rich and diverse culture. Through economical, political and social advancements, Indonesia embraces its role as a major regional and international influence in this globalized age. We open our arms to our friends all around and learn from each others' strengths. Truly, Indonesia is fast becoming the 'Home of Diversity'.

#### Places To Go (Outside Jakarta)

- Puncak, West Java
- Pangandaran, West Java
- Anyer, West Java
- Pelabuhan Ratu, West Java
- Bandung, West Java
- Kepulauan Seribu (Thousand Islands)
- Yoqyakarta, Central Java
- Bali Island

Travelling in Indonesia
Useful Links:

- Indonesia's Official Tourism Website http://indonesia.travel/en
- Lonely Planet

http://www.lonelyplanet.com/indonesia

• Trip Advisor

http://www.tripadvisor.com/Tourism-g294225-Indonesia-Vacations.html

• Indonesia Tourism

http://www.indonesia-tourism.com/

## About the City of Jakarta

Jakarta, Metropolitan city, is the capital city of Indonesia. It is also the largest city with a population of 9.5 million.

Officially, Jakarta is not a city, but a province with special status as the capital of Indonesia. It has a governor (instead of a mayor), and is divided into several sub-regions with their own administrative systems.

As a province, the official name of Jakarta is "Daerah Khusus Ibukota Jakarta" ("Special Capital City District of Jakarta"), which in Indonesian is abbreviated to DKL Jakarta

As the largest and main city of government and business, Jakarta houses a large number of universities and student.

### **Exploring Jakarta**

Here are some of the places to visit in Jakarta (you can see more in http://wikitravel.org/en/Jakarta) or on Jakarta Travel Guide (http://www.world66.com/asia/southeastasia/indonesia/java/jakarta).

# Ancol Dream Park (Taman Impian Jaya Ancol):

consists of Dunia Fantasi (Fantasy world), Seaworld (for the largest aquarium in South East Asia), Gelanggang Samudra (Ocean Park), resorts, hotel, beach, marina, and great restaurants. It's one of the biggest park in Asia.

#### Taman Mini Indonesia Indah:

Just like its name which mean Beautiful Indonesia in Little Park we can see the whole spectrum of Indonesian culture from here. It offers an exciting tour of 30 provinces of Indonesia with samplings of the country's more than 250 cultures. Highlight features are the Museum Indonesia and the Keong Emas IMAX theater.

#### Monas (National Monument):

Jakarta's best known landmark, the 137m monument is located in the center of Merdeka (Freedom) square. From the observation deck, you can view the city. At the basement there are dioramas that portray the dramatic story of Indonesia's history.

# **Shopping Areas:**

Pasar Baru, Mangga Dua, Blok M

## **Shopping Malls**

West Jakarta

Central Park, Citraland (Mal Ciputra), Taman Anggrek, Puri Indah South Jakarta

Gandaria City,Pondok Indah Mall 1 and 2, Cilandak TownSquare (CiTos), FX Mall, Ratu Plaza, Pacific Place, Lotte Shopping Avenue

## Central Jakarta

Grand Indonesia, Plaza Indonesia, Senayan City, Plaza Senayan North Jakarta

Kelapa Gading, La Piazza, Mall of Indonesia, Artha Gading, Emporium Pluit Mall

#### Entertainment

Cinema. The largest chain of cinemas in Indonesia are 21 group (21 Cineplex) and Blitz Megaplex which located in shopping malls.

Karaoke. One of the main entertainment programs in Asia. With the most popular chains spread throughout Jakarta (Happy Puppy, NAV, Inul Vista).

Bowling. Most alleys are found in shopping malls.

Indonesian language is called Bahasa Indonesia. Below are some basic vocabularies:

Greetings (Salam)		
	Bahasa Indonesia	
How are you?	Apa kabar?	
Good morning	Selamat pagi	
Good night	Selamat malam	
Good afternoon	Selamat siang	
Hallo	Halo	
My name is	Nama saya	

Directions (Arah)		
English	Bahasa Indonesia	
How far?	Berapa jauh?	
Where?	Di mana?	
Which way?	Jalan yang mana?	
Turn right	Belok kanan	
Turn left	Belok kiri	
Straight ahead	Lurus terus	
Go	Pergi	
Far	Jauh	
Near	Dekat	
Pathway	Jalan kecil	
Road	Jalan besar	
Мар	Peta	
I am lost	Saya tersasar	
North	Utara	
South	Selatan	
West	Barat	
East	Timur	

Personal Pronouns		
English	Bahasa Indonesia	
Me	Saya, Aku	
You	Kamu, Anda	
He/ She	Dia	
We	Kita	
They	Mereka	
Sir	Bapak	
Madam	lbu	

Numbers (Angka)		
	Bahasa Indonesia	
Zero	Nol	
One	Satu	
Two	Dua	
Three	Tiga	
Four	Empat	
Five	Lima	
Six	Enam	
Seven	Tujuh	
Eight	Delapan	
Nine	Sembilan	
Ten	Sepuluh	
One Hundred	Seratus	
Two Hundred	Dua Ratus	
One Thousand	Seribu	
Ten Thousands	Sepuluh Ribu	
One Hundred Thousands	Seratus Ribu	
One Million	Satu Juta	

Sign (Tanda)	
English	Bahasa Indonesia
Enter	Masuk
Exit	Keluar
Open	Buka
Close	Tutup
Caution	Awas / Hati-hati
Stop	Berhenti
Woman	Perempuan, Wanita
Man	Pria, Laki-laki

Days (Hari)	
	Bahasa Indonesia
Monday	Senin
Tuesday	Selasa
Wednesday	Rabu
Thursday	Kamis
Friday	Jumat
Saturday	Sabtu
Sunday	Minggu

Food & Beverages		
(Makanan & Minuman)		
English	Bahasa Indonesia	
I don't want	Saya tidak mau	
I like	Saya suka	
Chicken	Ayam	
Beef	(Daging) Sapi	
Fish	Ikan	
Prawn, Shrimp	Udang	
Squid	Cumi	
Crab	Kepiting	
Pork	Babi	
Egg	Telur	
(Fried) Rice	Nasi (Goreng)	
(Fried) Noodle	Mie (Goreng)	
Vegetable	Sayur	
Bread	Roti	
Milk	Susu	
Coffee	Корі	
Tea	Teh	
Water	Air Putih	
Sugar	Gula	
Salt	Garam	
Cold	Dingin	
Hot	Panas	
Spicy, hot	Pedas	
Sweet	Manis	
Salty	Asin	
Sour	Asam	
Bitter	Pahit	

Time (Waktu)	
	Bahasa Indonesia
What time is it?	Jam berapa sekarang?
Now	Sekarang
Later	Nanti
Soon	Sebentar lagi, segera
Today	Hari ini
Tomorrow	Besok
Yesterday	Kemarin
Day	Hari
Month	Bulan
Year	Tahun

Frequently used words/phrases		
English	Bahasa Indonesia	
Yes	Ya	
No	Tidak	
Excuse me	Permisi	
Sorry	Maaf	
Thank you	Terima kasih	
You are welcome	Sama sama	
I don't understand	Saya tidak mengerti	
Help	Tolong	
What?	Apa?	
When?	Kapan?	
Who?	Siapa?	
Why?	Mengapa?	
How?	Bagaimana?	
Want	Mau	
Eat	Makan	
Drink	Minum	
Study	Belajar	
Bath	Mandi	
Sleep	Tidur	
Restroom	Toilet/ WC	
Bedroom	Kamar tidur	
This	lni	
That	ltu	
Here	Di sini	
There	Di sana / Di situ	

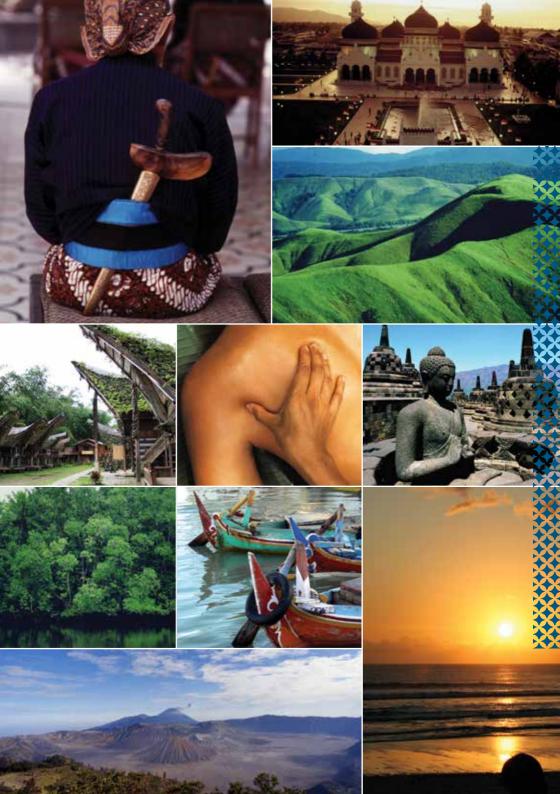
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Taxi		F	
Bluebird (blue cab),	Jakarta's TELKOM information service	108	
Silverbird (black cab, premium taxi)		( (0.04) 7047 400 ( 70 ( 400 (	
Express [white cab]			
Transcab (yellow cab)			
Food Delivery   KFC - Kentucky Fried Chicken [24 hrs]	<u> </u>		
KFC - Kentucky Fried Chicken [24 hrs]   (+62 21) 14022     McDonald [24 hrs]   (+62 21) 14045     Burger King   (+62 21) 1500025     Wendy's   (+62 21) 1500600     Hoka Hoka Bento   (+62 21) 1500505     Bakmi GM   (+62 21) 150505     Bakmi GM   (+62 21) 150505     RS Medika Permata Hijau   (+62 21) 1565 5007     Hospitals [Rumah Sakit -RS]   (+62 21) 1505 5007     RS Pondok Indah - Puri Indah   (+62 21) 1505 5288, Emergency Tel.: 021-536 91002     RS Pondok Indah - Puri Indah   (+62 21) 1505 5288, Emergency Tel.: 021-536 91002     RS Royal Taruma   (+62 21) 1505 5288, Emergency Tel.: 021-536 91002     RS Royal Taruma   (+62 21) 1505 5288, Emergency Tel.: 021-536 91002     RS Royal Taruma   (+62 21) 1505 5288, Emergency Tel.: 021-536 91002     RS Royal Taruma   (+62 21) 1505 5288, Emergency Tel.: 021-536 91002     RS Royal Taruma   (+62 21) 1505 5288, Emergency Tel.: 021-536 91002     Siloam Hospitals Kebon Jeruk   (+62 21) 1509 58338     ICU & Hottine : (+62 21) 1505 8338	*	[+62 21] 5835 5500	
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Jl. H. R. Rasuna Said Kav. X/3 No. 1)  Kuningan, Jakarta Selatan 12950  Embassy of the Federative Republic of Brazil Menara Mulia Building, 16th floor Jl. Jend. Gatot Subroto Kav. 9-11 Jakarta Selatan 12930  Embassy of Brunei Darussalam  W. www.aussenministerium.at/jakarta  [+62 21] 526 5656 - 58  E. embrasil@cbn.net.id  [+62 21] 3190 2390			
Kuningan, Jakarta Selatan 12950 www.aussenministerium.at/jakarta  Embassy of the Federative Republic of Brazil Menara Mulia Building, 16th floor Jl. Jend. Gatot Subroto Kav. 9-11 Jakarta Selatan 12930  Embassy of Brunei Darussalam (+62 21) 3190 2390		,	
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World Trade Centre, 6th Floor E. canadianembassy,jkrta@dfait-maeci.gc.ca	World Trade Centre, 6th Floor		
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Embassy of the Czech Republic	(+62 21) 390 4075 - 77		
Jl. Gereja Theresia No. 20	E. czemb@indosat.net.id, jakarta@embassy.mzv.cz		
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Menara Rajawali, 9th floor	E. sanomat.jak@formin.fi		
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Jl. P. Diponegoro No. 45,	E. ambasciata.jakarta@esteri.it		
Jakarta 10310	W. www.italian-embassy.org.ae/Ambasciata_Jakarta		
Embassy of Japan	(+62 21) 3192 4308		
Jl. M.H. Thamrin 24, Jakarta Pusat 10350	W. www.id.emb-japan.go.jp		
Embassy of the Democratic People's Republic	(+62 21) 3190 8425-26		
of Korea (North Korea)			
Jl. Teluk Betung No. 2, Menteng,			
Jakarta Pusat			
Embassy of the Republic of Korea (South Korea)	(+62 21) 2992 3030		
The Plaza Office Tower, 30th floor	(10221)2772 0000		
Jl. MH Thamrin Kav. 28-30			
Jakarta Pusat 10350			
Embassy of Malaysia	(+62 21) 522 4947		
Jl. H.R. Rasuna Said Kav. X-6 No. 1-3,	E. maljakarta@kln.gov.my		
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	( (0.04) 500.0000		
Embassy of México	(+62 21) 520 3980		
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Royal Netherlands Embassy	(+62 21) 525 1515		
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Embassy of the State of Qatar Jl. Mega Kuningan E 2.3 no 4 Kawasan Mega Kuningan, Jakarta Selatan	(+62 21) 5790 6564,60 E. qataremj@rad.net.id
Embassy of the Kingdom of Saudi Arabia Jl. M.T. Haryono Kav. 27 Cawang Atas, Jakarta Timur 13630	(+62 21) 801 1533, 36,37
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Embassy of South Africa Wisma GKBI, Suite 705 Jl. Jend. Sudirman Kav. 28, Jakarta Pusat 10210	(+62 21) 574 0660 E. saembassy@centrin.net.id W. www.southafricanembassy-jakarta.or.id
Embassy of the Kingdom of Spain Jl. H. Agus Salim No. 61 Gondangdia, Menteng, Jakarta Pusat 10350	(+62 21) 314 2355, (+62 21)3193 5134
Embassy of the Kingdom of Sweden Menara Rajawali, 9th Floor Jl. Mega Kuningan Lot No. 5.1	(+62 21) 2553 5900 E. ambassaden.jakarta@foreign.ministry.se W. www.swedenabroad.com/jakarta
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Royal Thai Embassy Jl. DR Ide Anak Agung Gde Agung, Kav. E3.3 No.3 (Lot 8.8)	(+62 21) 2932 8190 E. thaijkt@biz.net.id
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Her Britannic Majesty's Embassy (United Kingdom) Jl. M.H. Thamrin No. 75, Jakarta 10310	(+62 21) 2356 5200 W. ukinindonesia.fco.gov.uk
Embassy of the United States of America Jl. Medan Merdeka Selatan No. 5 Jakarta Pusat 10110	(+62 21) 3435 9000, (+62 21) 344 2211 E. jakconsul@state.gov (consular section) W. jakarta.usembassy.gov

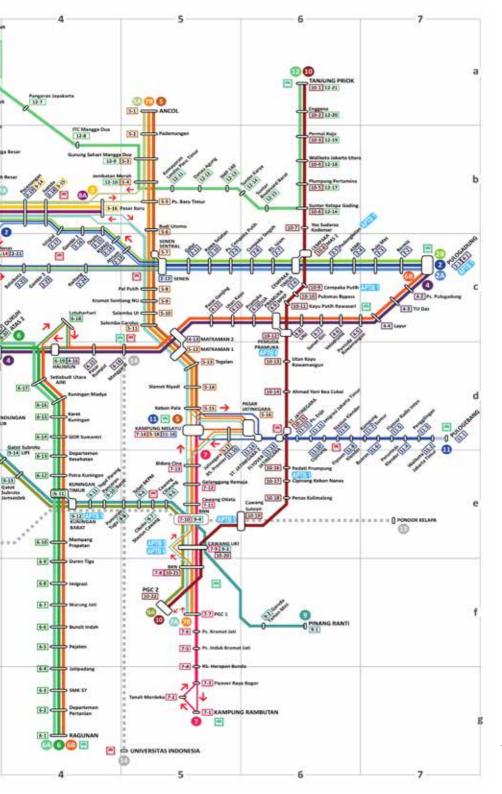


# Trans Jakarta Busway Map



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