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COMMENCEMENT AND GRADUATION INFORMATION

MARANATHA CHRISTIAN UNIVERSITY COMMENCEMENT SCHEDULE:

- COMMENCEMENT will be held **OFFLINE** on **November 19, 26 and December 3, 2022**.
- Schedule and shift distribution are to be determined later (available at <https://baa.maranatha.edu>).

COMMENCEMENT AND GRADUATION REGISTRATION:

- Registration is done online at each Faculty/Department/Study Program from **JUNE 6 to JULY 20, 2022**.
(SEE REGISTRATION FLOW AND REQUIREMENTS)
- Shift distribution schedule is to be determined later.
- To register online, visit <https://apps.maranatha.edu/>
- The deadline for *bebas perpustakaan* (zero library loans and CD submission of major/minor thesis) application is **JULY 15, 2022** via online.

GRADUATION FEES:

3-year Diploma and Undergraduate Programs: **Rp 800,000 (eight hundred thousand Rupiahs)**

Postgraduate and Profession Programs: **Rp 900,000 (nine hundred thousand Rupiahs)**

NOTES:

- *Graduation fees include:*
Toga, Graduation Book, Invitation (for 3 persons, including the graduate) and snack box (OFFLINE only).
- *Payment can be made via ATMs: BCA, BNI and NISP (pick one) from July 25 to 28, 2022.*
Any payment made outside specified dates will CANCEL your commencement participation.
(SEE PAYMENT PROCEDURE VIA ATM on Page 3)

DIPLOMA AND GRADUATION BOOK PHOTOS:

- DIPLOMA and GRADUATION BOOK photos **(SEE PHOTO REQUIREMENTS on Page 5)**
- GRADUATION BOOK photo should be uploaded and has **RED background color**.

PICK-UP LOCATION:

- Diploma signing is at **GAP Building, 1st floor, Academic Directorate Room (SEE SCHEDULE FOR EACH FACULTY/DEPARTMENT on Page 4)**

CONTACT US FOR MORE INFORMATION:

- On Diploma and Graduation: Ph. 022-2012186 ext. 7220 and 7241, or visit Academic Directorate at GAP Building, 1st floor, during work hours.
- On SAT login: Ph. 022-2012186 ext. 7730, or visit SAT at GAP Building, 4th floor, during work hours.
- On Commencement: WhatsApp 082111259626, or visit GAP Building, 6th floor, during work hours.

COMMENCEMENT PAYMENT GATEWAY VIA ATMs (pick one):

ATM BCA

1. Insert card
2. Insert PIN
3. Click **OTHER TRANSACTIONS**
4. Click **TRANSFER**
5. Click **BCA VIRTUAL ACCOUNT**
6. Insert Virtual Account number:
39107 + PAYMENT NUMBER ↴
39107 + 20 + NRP
7. Click **CORRECT**
8. Click **YES**
9. Take payment receipt from ATM machine

ATM BNI

1. Insert card
2. Insert PIN
3. Click **OTHER MENU**
4. Click **PAYMENT**
5. Click **NEXT**
6. Click **UNIVERSITY**
7. Click **STUDENT PAYMENT CENTER (SPC)**
8. Insert **University Code 8030 followed by SPC billing number**
 - For Class of 2000 onward: the number 20 is followed by NRP. For example: NRP 0023001 → 200023001 → 8030200023001
 - For Class of 1999 and older: the number 19 is followed by NRP. For example: NRP 9923001 → 199923001 → 8030199923001If correct, click **PROCEED IF CORRECT**
9. Your university, NRP and name will be on display. If all correct, click **YES PAY**
10. Select account type to pay: **GIRO, SAVING or CREDIT CARD**
11. Once done, a receipt will be printed

ATM NISP

1. Insert card
2. Choose **BAHASA INDONESIA**
3. Insert **PIN**
4. Click **OTHER**
5. Click **PAYMENT**
6. Click **NEXT**
7. Click **EDUCATION**
8. Click **MARANATHA**
9. Insert **NRP**
 - For Class of 2000 onward: the number 20 is followed by NRP. For example: NRP 0023001 → 200023001
 - For Class of 1999 and older: the number 19 is followed by NRP. For example: NRP 9923001 → 199923001If correct, click **CORRECT**
10. Your university, name, billing amount and NRP will be on display. If all correct, click **YES** to proceed with payment

**PICK-UP SCHEDULE FOR DIPLOMA,
TOGA AND INVITATION**

#	FACULTY / STUDY PROGRAM	DATE
1.	MASTER PROGRAMS: MANAGEMENT, ACCOUNTING, PSYCHOLOGY, COMPUTER SCIENCE	NOVEMBER 07, 2022
2.	MANAGEMENT STUDY PROGRAM	NOVEMBER 08, 2022
3.	FACULTY OF PSYCHOLOGY and FACULTY OF LETTERS	NOVEMBER 09, 2022
4.	ACCOUNTING STUDY PROGRAM	NOVEMBER 10, 2022
5.	FACULTY OF ENGINEERING	NOVEMBER 11, 2022
6.	FACULTY OF MEDICINE (Bachelor and Profession) FACULTY OF DENTISTRY (Bachelor and Profession)	NOVEMBER 14, 2022
7.	FACULTY OF INFORMATION TECHNOLOGY and FACULTY OF LAW	NOVEMBER 15, 2022
8.	FACULTY OF ARTS AND DESIGN	NOVEMBER 16, 2022

PICK-UP LOCATION: ACADEMIC DIRECTORATE, GAP BUILDING, 1ST FLOOR.

REQUIREMENTS FOR DIPLOMA AND GRADUATION BOOK PHOTOS





REQUIREMENTS FOR PHOTOS UPLOADED ON FAMS FOR DIPLOMA AND GRADUATION BOOK (SEE PHOTO EXAMPLES ON WEBSITE)



- Symmetrical size of photographs for diploma and graduation book.
- Proportional facial area (see example on the left)

1. Most recent photos of no more than six (6) months old.
2. Photos uploaded on FAMS (End of Study Term Form) are *original* files from the studio, not scanned or reproduced shots of printed photos.
3. For **WOMEN**:
Wear shirt and blazer of light colors (**not black or dark colors**).
Examples of light colors (bright): light gray, light blue, pink, light yellow, light green, light brown, etc.
Both shirt and blazer should be patterned free.
4. For **MEN**:
Wear shirt, tie and suit of light colors (**not black or dark colors**).
Examples of light colors (bright): light gray, light blue, pink, light yellow, light green, light brown, etc.
Both shirt and suit should be patterned free.
5. Neat hair. Long hair should be tied in pigtail as not to cover your shoulders. Ears should be visible (except for those in jilbab). Mouth should be closed (no teeth showing).
6. No alma mater jacket, lab coat or resident coat is allowed.

Photo to be uploaded for graduation book	Photo to be uploaded for diploma
<ul style="list-style-type: none"> • Color photo with red background (See photo examples on website). • JPEG, 300 dpi resolution, maximum file size is 5 MB. • Examples:  	<ul style="list-style-type: none"> • Black and white (B/W) photo (See photo examples on website). • Diploma will be processed only after photos which do not meet the requirements are revised. • Examples: 

TOGA MEASUREMENT (IN CENTIMETERS)

SIZE	TOGA LENGTH	SLEEVE LENGTH	BODY DIAMETER	SHOULDER WIDTH
S	102	57	104	45
M	104	58	108	46
L	108	59	112	47
XL	110	59	116	48

NOTES:

- Toga which has been selected cannot be exchanged with another size
- Toga selection is to be inputted during online commencement registration