**PERSYARATAN PEMBUATAN SKL DAN TRANSKRIP NILAI LULUSAN FMIPA UI**

***Requirements for Graduation Certificate and Transcript Issuance for FMIPA UI Graduates***

|  |  |
| --- | --- |
| Nama  *Name* | : ………………………………………………………………………………………………. |
| NPM  *Student ID Number* | : ………………………………………………………………………………………………. |
| Departemen  *Department* | : ………………………………………………………………………………………………. |
| Program Studi  *Study Program* | : S1 Reg. / S1 Par. / S2 / S3, Mat / Fis / Kim / Bio / Geo / Kel / Bahan / Medis / Geologi /  Geofisika / Stat / Akt.  *Reg. Bachelor / Par. Bachelor / Master / Doctor, Math / Phy / Chem / Bio / Geo / Mar /*  *Material / Medical / Geology / Geophysics / Stat/ Act.* |
| No. Telp/HP  *Phone Number* | : ………………………………………………………………………………………………. |
| Lulusan Semester  *Semester Graduates* | : Gasal / Genap Tahun Akademik …………………… /…………………..  *Odd / Even Academic Year* |

|  |  |  |
| --- | --- | --- |
| **No** | **Berkas/*Files*** | **Kelengkapan/*Completeness*** |
| 1 | Surat keterangan pembuatan SKL dan Transkrip Nilai , yang telah di isi dan ditandatangan oleh Kadep/Kaprodi serta distempel  *Certificate of making Graduation Certificate and Transcripts, which have been filled and signed by the Head of Dept./Head of Study Program and stamped* |  |
| 2 | Bukti print out tanda terima upload pengunggahan Skripsi/Tesis/Disertasi dari bit.ly/UnggahTugasAkhir\_FMIPAUI  *Proof of print out upload receipt of Undergraduate Thesis/Thesis/Dissertation from bit.ly/UnggahTugasAkhir\_FMIPAUI* |  |
| 3 | Bukti print out Surat keterangan bebas pinjam pustaka dari Perpustakaan UI  *Proof of print out Library free letter from UI Library* |  |
| 4 | Bukti print out status pengunggahan Skripsi/ Tesis/ Disertasi pada SIAK-NG (status di terima)  *Proof of print out upload status of Undergraduate Thesis/Thesis/Dissertation on SIAK-NG (status received)* |  |
| 5 | Bukti print out tanda terima upload pengunggahan karya Ilmiah di lib.ui.ac.id/unggah (status di terima)  *Proof of print out upload receipt of scientific paper at lib.ui.ac.id (status received)* |  |
| 6 | Magister dan Doktor : Bukti print out Sertifikat pemakalah di seminar internasional atau prosiding/jurnal internasional  *Magister and Doctor : Proof of print out Certificate of Presenter at International Seminar or Proceeding/International Journal* |  |

Nb.

* Pengambilan Ijazah disyaratkan berkas asli
* Pembuatan SKL Foto Copy

Notes.

* *Diploma taking is required original files*
* *Making Photocopy of Graduation Certificate*

|  |  |
| --- | --- |
| Menyetujui,  Manager Pendidikan FMIPA UI  *Knowing,*  *Manager of Education FMIPA UI*      Rika Tri Yunarti, S.Si., M.Eng., Ph.D.  NUP. 030903195  *Employee ID Number* | Petugas PAF  *Faculty Administrative Center Officer*  (…………………………………….) |
|  |  |

# SURAT KETERANGAN PEMBUATAN SKL SEMENTARA

**DAN TRANSKRIP NILAI**

***Statement Letter for Making Graduation Certificate and Transcript***

Kami yang bertanda tangan dibawah ini, memberikan izin kepada :

*We undersigned below, give permission to:*

|  |  |  |
| --- | --- | --- |
| Nama  *Name* | **:** | **………………………………………………………….** |
| NPM  *Student ID Number* | **:** | **………………………………………………………….** |
| Departemen  *Department* | **:** | **………………………………………………………….** |
| Program Studi  *Study Program* | **:** | S1 Reg. / S1 Par. / S2 /S3, Mat / Fis / Kim / Bio / Geo / Kel / Bahan / Medis / Geologi / Geofisika / Stat / Akt.  *Reg. Bachelor / Par. Bachelor / Master / Doctor, Math / Phy / Chem / Bio / Geo / Mar / Material / Medical / Geology / Geophysics / Stat/ Act.* |
| Tanggal Lulus  Date of Graduate | **:** | **………………………………………………………….** |
| No.Telp/HP  *Phone Number* | **:** | **………………………………………………………….** |

Untuk mengambil Surat Keterangan Lulus Sementara Transkrip nilai asli Fakultas Matematika dan Ilmu Pengetahuan Alam Universitas Indonesia dikarenakan mahasiswa yang bersangkutan sudah menyelesaikan kewajibannya di Program Studi, diantaranya :

*To take the Graduation Certificate and Transcript of the Faculty of Mathematics and Natural Sciences Universitas Indonesia because the student concerned has completed his/her obligations in Study Program, including:*

1. ……………………………………………………………………………………...
2. ……………………………………………………………………………………...
3. ……………………………………………………………………………………...
4. ……………………………………………………………………………………...

Demikian surat keterangan ini kami buat. Atas perhatian dan kerjasamanya, kami ucapkan terima kasih.

*Thus this statement letter that we made. For your attention and cooperation, we say thank you.*

Depok,………………………………….

Ketua Dep./Ketua Pogram Studi

Departemen……………………………..

*Head of Dept./Head of Study Program*

*Department…………………………….*

(………………………………………)

NIP.

*Employee ID Number*