No.   : 002/UPH-Fest2025/VII/2025
Subject : Information on UPH Festival 2025

Dear New Students of Academic Year **2025/2026**,
Universitas Pelita Harapan

Shalom,

Welcome to the Universitas Pelita Harapan Big Family. We are delighted and look forward to having your presence as we begin the teaching and learning activities for the 2025/2026 academic year.

To mark the start of the academic journey, we are pleased to invite all new students to participate in the **UPH Festival 2025**. Accordingly, we have attached a series of important information regarding this event for your attention.

The contents of this letter include:

Point A: New students' activity information, UPH festival 2025
Point B: Instructions for Re-registration
Point C: Information on Student IT Starter Kit
Point D: Overview of Academic and Lecture Activities

Given the importance of this information, we kindly ask all new students to review and study it carefully. For further inquiries, please contact the UPH Festival Secretariat via phone/WhatsApp at **082261415020** on weekdays (Monday to Friday, from 07:30 AM to 3 PM), or email uphfestival@uph.edu, or visit our official site at http://fest.uph.edu/.

Thank you very much for your attention. We look forward to seeing you soon.

Sincerely,

Dr. (Hon.) Jonathan L. Parapak, M.Eng.Sc.
Rector of Universitas Pelita Harapan

A. NEW STUDENTS' ACTIVITY INFORMATION
UPH FESTIVAL 2025

The UPH Festival is an event organized by Universitas Pelita Harapan (UPH) to welcome and prepare new students for the 2025/2026 academic year before they begin their university life.

During the UPH Festival, students will be introduced to the environment, activities, and culture of Universitas Pelita Harapan through the guidance of mentors. Each student will be assigned to a mentor group designed to support their adjustment during their first year of study. The UPH Mentoring Team will reach out to all students in the first week of August 2025.

Below is the schedule of events for UPH Festival 2025:

Activities for Parents of New Students:

No	Activity	Day/Date	Location	Registration Link
1	Parents Talkshow	Saturday, August 9, 2025 03:00 PM– 04:30 PM	Zoom Online	https://bit.ly/RegistrasiParentsTalkshow2025
2	Parents Gathering	Saturday, August 16, 2025 02:30 PM – 04:00 PM	Grand Chapel	https://bit.ly/RegistrasiParentsGathering2025

Events for New Students

Briefing Wednesday August 13, 2025 10 -12 PM	Day 1 Thursday August 14, 2025 8 AM – 04:30 PM	Day 2 Friday August 15, 2025 8 AM – 04:30 PM	Day 3 Saturday August 16, 2025 6 AM – 07:30 PM
• Informasi *Academic Support* • *New Students Profiling Test* • Pembagian Kelompok *Mentor - Mentee* • *Campus Tour*	• *Opening Ceremony* • *Devotion* • *Convocation* • *Campus Life Introduction* • *College Talks*	• *Devotion* • *Leadership Journey* • *Distinguished Guest Speakers* • *Faculty & Study Program Fellowship*	• *Founder's 5K Run* • *Devotion* • *Health & Wellness Introduction* • *Mentor-Mentee Fellowship* • *Closing Celebration*
Match: National Basketball Pre-Season Tournament			
Thur, August 14, 2025 **2 – 8 PM**	Fri, August 15, 2025 **4 – 8 PM**	Sat, August 16, 2025 **4 – 8 PM**	Sun, August 17, 2025 **2 – 6 PM**

PAY ATTENTION: Students must arrive **30 minutes before the scheduled time**.

Rules and Regulations

1. Following Rector's Decree Number. 111/SKR-UPH/VI/2024, all new students of Universitas Pelita Harapan for the 2025/2026 academic year are required to attend and fully participate in every part of UPH Festival 2025 as scheduled. Students must arrive at the event location at least **30 minutes before the start time**. Those who are unable to attend this year will be obligated to join the program in the following year.
2. Participation in the UPH Festival is a mandatory requirement for graduation, including eligibility for *judicium* and the official commencement ceremony.
3. All students taking part in the UPH Festival 2025 are expected to actively engage in the entire series of activities throughout the program.

Dress Code & Items to Bring

During the entire series of UPH Festival 2025 events, students are required to adhere to the following dress code:

1. All students must come with neatly groomed hair. Hair that extends beyond shoulder length must be tied up.
2. UPH Scarf **(**will be distributed by the mentor**)**

3. Neat and modest tops, such as shirts or collared and sleeved T-shirts
   (Crop tops and see-through shirts are not permitted.)
4. Neat and modest bottoms, specifically dark-coloured long jeans.
   (Ripped jeans, leggings/jeggings, sweatpants, and shorts are not permitted)
5. Footwear: Sneakers or casual sports shoes.

Day/Date	Dress Code Information	Items to bring
Wednesday, August 13, 2025	• **Top**: Free choice of color	• 3 books to be donated
Thursday, August 14, 2025	• **Top**: White color	
Friday, August 15, 2025	• **Top**: Faculty color	
Saturday, August 16, 2025	**Sportswear** • **Top**: Faculty color • **Bottom**: Dark-colored long pants (at least knee length) • **Shoes**: Sports shoes (any color)	**Change of Clothes** • **Top**: Faculty color • **Bottom**: Dark-colored

Faculty Meeting Points

Faculty		Pre UPH Festival Aug 13, 2025	Day 1 Aug 14, 2025	Day 2 Aug 15, 2025	Day 3 Aug 16, 2025
Faculty of Economics and Business	FEB	Basketball Court (Near FJ)	Basketball Court (Near FJ)	Basketball Court (Near FJ)	
Faculty of Science and Technology	FAST	In front of Building D (Flag Area)	In front of Building D (Flag Area)	In front of Building D	
Faculty of Information Technology	FTI	In front of Building C (Dynaplast)	In front of Building C (Dynaplast)	In front of Building C (Dynaplast)	**Football Field**
Faculty of Hospitality and Tourism	FHospar	In front of the Hope Building	In front of the Hope Building	In front of the Hope Building	
Faculty of Design	FD	Swimming Pool	Swimming Pool	Swimming Pool	

Faculty of Music	FM	In front of the Gazebo (Near Bazaar)	In front of the Gazebo (Near the Bazaar)	In front of the Gazebo (Near the Bazaar)	
Faculty of Law	FH	Basketball Court (Central Court)	Basketball Court (Central Court)	Basketball Court (Central Court)	
Faculty of Social and Political Science	FISIP	In front of Building F	In front of Building F	In front of Building F	
Faculty of Medicine	FK	Basketball Court (Near Gym)	Basketball Court (Near Gym)	Basketball Court (Near Gym)	
Faculty of Health Sciences	FIKES	Paddock behind Building C	Paddock behind Building C	Paddock behind Building C	
Faculty of Psychology	FPsi	Basketball Court (Central Court)	Basketball Court (Central Court)	Basketball Court (Central Court)	
Faculty of Nursing	FKep	-	The new Faculty of Medicine building	Football Field	
Faculty of Education	FIP	-	In front of Building G (Dormitory)	In front of Building G (Dormitory)	
Faculty of Artificial Intelligence	FAI	In front of Building C (Dynaplast)	In front of Building C (Dynaplast)	In front of Building C (Dynaplast)	

* Map is attached for your reference

Information on the Parents' Talkshow and Parents' Gathering

Parents or Guardians of New Students are warmly invited to participate in the following events:

1. **Parents Talk Show**

   This online talk show will be held via Zoom and aims to equip parents in supporting their children through the transition from high school to university. During this stage, students face challenges related to being independent, academic adjustment, social life, and emotional development. At the same time, parents who have closely witnessed their children's growth now begin to release them into a new life phase.

   This talk show also serves as a space for reflection, helping parents accompany their children as they grow in **True Knowledge, Faith in Christ, and Godly Character** amidst the challenges of this transition.

   Date: Saturday, August 9, 2025
   Time: 03:00 – 04:30 PM

   Speaker:
   Mrs. Charlotte Priatna, M.Pd, Founder of Athalia Foundation, Family Counselor & Advisor
   Registration link: https://bit.ly/RegistrasiParentsTalkshow2025

2. **Parents Gathering**

   This gathering is an opportunity for parents to meet and become acquainted with UPH's Founder and leadership team, strengthening the partnership in the educational journey of their children at UPH.

   Date: Saturday, August 16, 2025
   Time: 02:30 – 04:00 PM
   Location: On-site at the Grand Chapel, UPH Lippo Village

   For parents outside the Greater Jakarta area (Jabodetabek), the event can be attended **online via Zoom**.
   Registration link: https://bit.ly/RegistrasiParentsGathering2025

Book Donation – UPH Festival 2025

To support literacy enrichment for children in Indonesian schools and foundations in need, the **Service-Learning Community (SLC)** of UPH is organizing a **Book Donation Program** involving lecturers, staff, students, and alumni.

All new students are required to participate in this program by donating **three (3) readable books**, which may be either new or used.

Further information on the types of acceptable books can be found at:

https://bit.ly/DonasiBukuUFest25

Campus Life Experience Information

Campus Life Experience is a series of activities designed to introduce UPH's Student Organizations (ORMAWA) to new students. Through this program, students are encouraged to explore various personal development platforms available on campus in the areas of leadership, arts, and organizational involvement.

Highlights of the event include:

- **ORMAWA Expo**: Featuring profiles of student organizations
- **Creative Arts Workshops**: In dance, music, media, and theater
- **Art Performances**: Showcasing student talents
- **Leadership Training**: Nurturing leadership potential from the start

Campus Life Experience is a meaningful first step for students to begin building connections, discovering communities, and engaging in UPH's dynamic, inspiring, and collaborative campus life.

This event will take place from August 19 to August 22, 2025.

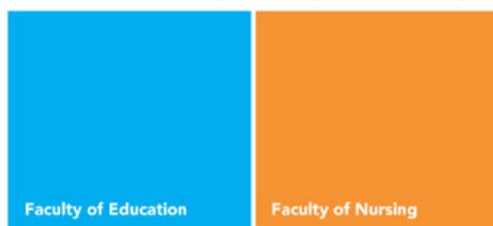**Appendix 1:** Faculty Flag Colors

COLLEGE OF EMERGING SCIENCES

Faculty of Artificial Intelligence

COLLEGE ARTS AND SOCIAL SCIENCES

Faculty of Design	**Faculty of Law**	**Faculty of Social & Political Sciences**	**Faculty of Music**

COLLEGE OF BUSINESS AND TECHNOLOGY

Faculty of Economics & Business	**Faculty of Information Technology**	**Faculty of Hospitality & Tourism**	**Faculty of Science & Technology**

COLLEGE OF HEALTH SCIENCES

Faculty of Health Sciences	**Faculty of Medicine**	**Faculty of Psychology**	**Faculty of Dentistry**

COLLEGE OF NURSING AND EDUCATION

Faculty of Education	**Faculty of Nursing**

Appendix 2: Campus Map

Image Descriptions:
1. In front of the HOPE Building
2. In front of the Dynaplast Building
3. Rear Paddock (Building C)
4. Basketball Court
5. In front of the Gazebo (Near Bazaar)
6. In front of Building D (Flag Area)
7. Swimming Pool
8. In front of Building F
9. Football Field
10. In front of Building G (Dormitory)

B. INSTRUCTIONS FOR RE-REGISTRATION

Re-registration is the process for new students to update their registration information. New students are required to complete **ALL** the required documents and upload them through the website **one.uph.edu,** no later than **30 days** after receiving the re-registration information email. This information will be sent to the personal email address that the student registered with in the system.

Students are expected to promptly upload all required documents through one.uph.edu according to the requested document checklist.

The complete document requirements are:
For Indonesian Citizens (WNI):
- Scanned copy of High School Diploma (SMA/Paket C);
- Colored scanned copy of Birth Certificate;
- Colored scanned copy of Electronic Identity Card (KTP);
- Scanned copy of Family Card (Kartu Keluarga);
- Colored passport-sized photo with a BLUE background;
- Scanned copy of the signed Code of Conduct Form with duty stamp (the form can be downloaded from one.uph.edu);
- Scanned copy of High School Diploma Equivalency Certificate from the Ministry of Education and Culture of the Republic of Indonesia (for students graduating from international schools or schools abroad).

All documents must be submitted as **soft copies** and uploaded via one.uph.edu.

For Foreign Citizens (WNA):
- Scanned copy of a valid passport;
- Scanned copy of Study Permit from the Ministry of Education and Culture of the Republic of Indonesia;
- Scanned copy of Temporary Stay Permit Card (KITAS);
- Colored passport-sized photo with a BLUE background;
- Scanned copy of the signed Code of Conduct Form with duty stamp (the form can be downloaded from one.uph.edu).

All documents must be submitted as **soft copies** and uploaded via one.uph.edu.

Important Notes for Students:

- High school graduates (SMA/SMK/Paket C) must submit a scanned copy of their diploma or equivalency certificate. Diploma program graduates must also submit scanned copies of their diplomas and transcripts.
- Students must accurately complete all personal and parental data on one.uph.edu. Please **review your data carefully**, as it can only be submitted once.
- If you need to correct submitted data, email registrar@uph.edu with valid/legal supporting documents and include your Student ID, Full Name, and Study Program in the subject line.
- According to Presidential Regulation No. 39 of 2019 on One Data Indonesia, the student's full name must match the name on the electronic ID card (KTP).
- According to regulations, only students who have officially graduated from high school may register at the university, which must be proven by submitting a scanned copy of their high school diploma or equivalent. Failure to upload the required documents on time may result in delays in course registration for the upcoming semester (block enrolment).
- Students must provide accurate and complete personal email addresses and mobile numbers, as well as those of their parents (both father and mother).

For more information regarding re-registration services, please contact the UPH Registrar's Office via: WhatsApp: 0852-8179-0520; Email: registrar@uph.edu

GUIDELINES FOR SUBMITTING RE-REGISTRATION DOCUMENTS AND PERSONAL & PARENTS' DATA

Document submission must be done exclusively via upload on the one.uph.edu portal, which is the platform used by students to complete re-registration and update their personal and parents' data.

The following are the guidelines for uploading documents and filling out personal and parental data.

Document Upload Requirements:

- All documents must be neatly scanned (not photographed or using apps like CamScanner or a handphone camera).

- Save each document as a .jpg or .pdf file and name the file according to its content. For example, a high school diploma should be named High School Diploma.jpg or HighSchoolDiploma.pdf.
- The uploaded document must match the designated category on one.uph.edu.
- Documents that are poorly scanned (crooked, blurry, upside down), incorrectly named, or uploaded to the wrong category will be rejected and must be resubmitted properly.
- All documents will be reviewed and verified. Students can check the verification status via one.uph.edu.
- Incomplete or late submissions may impact the student's academic data in the university system and may delay course registration and official student reporting to the national Higher Education Database (PDDikti).

Steps to Upload Documents on One.uph.edu:
1. Log in at one.uph.edu using your email and the password you set during initial registration. If you've forgotten your password, use **the "Forgot Password"** feature.
2. Go to the active form labeled MATR/Committed.
3. Navigate to the **Documents** tab.
4. Upload the required documents (or any documents still missing).
5. Navigate to the **Personal and Family** tab. Update any incomplete fields.
6. Complete all fields based on the **Data Entry Guide**. Once done, click **Update** (please note that this can only be submitted once, so be careful when filling it out).

C. IT STARTER KIT FOR STUDENTS

1. The **IT Starter Kit** is an information technology service provided by Universitas Pelita Harapan (UPH) through the Directorate of Information Technology (ITD) for all active students throughout their period of study. This includes the following facilities:

   - **UPH Card (Student ID Card)**
   - **Microsoft Office 365 account**, which includes:
     1. Official email address using the university domain: @student.uph.edu for students and @parent.uph.edu for parents
     2. UPH Mobile Apps
     3. Licensed (genuine) Microsoft Office 365 applications
     4. Cloud storage access
     5. Microsoft-supported learning tools
     6. UPH Learning Management System (E-Learning)
     7. UPH Free Internet Access – Wireless WiFi access
   - UPH Academic System (Academic Information System)
   - Adobe Creative Cloud account – specifically for students of the School of Design (SOD) and Communication Studies students from the Faculty of Social and Political Sciences (FISIP)

2. All information regarding the use of the IT Starter Kit (UPH Card, UPH Personal Account access, UPH Academic System, UPH LMS, and WiFi) is available in the form of tutorials and instructions at the ITD Mentee Website: https://mentee-itd.uph.edu/

3. ITD will process the printing of the UPH Card based on the student's active status in the system and the passport photo submitted during the online Re-Registration process via one.uph.edu to the Registrar's Office.

4. Receiving the IT Starter Kit (UPH Card and Account Access Information)
   - The IT Starter Kit, including your account and login credentials, will be sent to the external/personal email address you provided during registration. This distribution process begins in June 2025.
   - The list of students eligible to collect their UPH Card will be published on the website https://mentee-itd.uph.edu/ and will be updated regularly. Please check the list before coming to collect your card.
   - You can collect your UPH Card starting August 1, 2025, at the Service Desk (UPH Building F, 3rd Floor, Room 305) during working days (Monday, Tuesday, and Thursday: 07:30–16:00 WIB; Wednesday and Friday: 09:30–16:00 WIB). Please

bring a valid ID or show your profile via the UPH Mobile App. If someone else is collecting the card on your behalf, they must bring a photocopy of the student's ID and a photocopy of the representative's ID. For certain working-student programs, the UPH Card will be sent directly to the department or faculty office.

For further information regarding ITD services, please contact:

Service Desk
UPH Karawaci, Building F, 3rd Floor, Room 305
Jl. M.H. Thamrin Boulevard, Tangerang, Banten 15811
Phone: (021) 5470901 ext. 1888
Email: service.desk@uph.edu

D. OVERVIEW OF ACADEMIC AND LECTURE ACTIVITIES

The **odd semester** of the 2025/2026 academic year will begin on **Monday, August 18, 2025**. Class schedules can be viewed on **OPCS** or inquired about at the Faculty Administration Office during the **UPH Festival 2025**.

For students in the **Faculty of Medicine**, classes will start earlier, on **Thursday, July 31, 2025**.

The contact information for each faculty's administrative staff is as follows:

College of Business and Technology

No.	Faculty	Faculty Admin Email	Admin WhatsApp Contact
1.	Economics and Business	business.school@uph.edu	085921204694
2.	Science and Technology	adelia.peranginangin@uph.edu	081394346894
3.	Information Technology	riris.silaban@uph.edu	082210455447
4.	Hospitality and Tourism	amy.kusumawardani@uph.edu	082125719418

College of Art and Social Sciences

No	Faculty	Faculty Admin Email	Admin WhatsApp Contact
1.	Music	musik@uph.edu	085885211854
2.	Design	admin.sod@uph.edu	081935571467
3.	Social and Political Sciences	carolin.fisip@uph.edu	085959692204
4.	Law	fh@uph.edu	081112401889

College of Health Sciences

No.	Faculty	Faculty Admin Email	Admin WhatsApp Contact
1.	Medicine	Akademik.profesi.fk@uph.edu	-
2.	Health Sciences	admin.fikes@uph.edu	081212468330
3.	Psychology	adm.psikologi@uph.edu	082112142649

College of Nursing Education

No.	Faculty	Faculty Admin Email	Admin WhatsApp Contact
1.	Nursing	shally.gultom@uph.edu	-
2.	Teacher's College	nsouph@gmail.com	082111349202