Ref. No.: 004/UPH-Fest2025/VII/2025
Subject : Activity Information – UPH Festival 2025

To Our New Students, Academic Year 2025/2026
Universitas Pelita Harapan

Shalom,

Welcome to the Big Family of Universitas Pelita Harapan! We are delighted and look forward to having you with us to begin the 2025/2026 academic year of teaching and learning.

To begin the teaching and learning activity, we would like to welcome you to the **UPH Festival 2025**. Therefore, we attach a series of information related to the UPH Festival 2025 activity to all new students.

The information in this letter includes:

1. Section A: Overview of UPH Festival 2025 activities
2. Section B: Re-registration procedures
3. Section C: Student IT Starter Kit information
4. Section D: Information about academic calendar and lecture schedule

Given the importance of this information, we kindly request that all new students review and study it carefully. For further inquiries, please contact the UPH Festival Secretariat via phone/WhatsApp **082261415020** on weekdays (Monday to Friday, from 07:30 to 15:00 WIB), or email uphfestival@uph.edu, or visit our official site at http://fest.uph.edu/.

Thank you very much for your attention.

Sincerely,

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

A. NEW STUDENT ORIENTATION INFORMATION
FOR EXECUTIVE CLASS & DISTANCE LEARNING PROGRAM
UPH FESTIVAL 2025

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

In general, students enrolled in the Executive Class and Distance Learning Program will participate in the UPH Festival through recorded modules available in the UPH Learning Management System (E-Learning)—except for the Faculty Fellowship activity.

Schedule and Program

The Faculty Fellowship is held by each respective faculty, with details as follows:

No	Faculty	Study Program	Day/Date	Time	Online/Onsite/Hybrid
1	Faculty of Social and Political Sciences	Communication Studies (Distance Learning Program) – Strategic Digital Marketing Communication / Strategic Digital Corporate Communication	Saturday, August 16, 2025	07:30 AM – 5 PM	Hybrid
2	Faculty of Social and Political Studies Sciences	International Relations	Saturday, August 16, 2025	2 PM – until finished	Onsite
3	Faculty of Science and Technology	Industrial Engineering	Friday, August 15, 2025	6:30 PM – until finished	Online - Zoom
4	Faculty of Science and Technology	Electrical Engineering	Friday, August 15, 2025	6:30 PM – until finished	Online - Zoom
5	Faculty of Information Technology	Informatics	Friday, August 15, 2025	7:00 PM – until finished	Online - Zoom

6	Faculty of Information Technology	Information Systems	Friday, August 15, 2025	7:00 PM – until finished	Online - Zoom
7	Faculty of Psychology	Psychology	Friday, August 15, 2025	2 PM – until finished	Online - Zoom
8	Faculty of Law	Law	Saturday, August 16, 2025	1:30 PM – until finished	Hybrid
9	Faculty of Economics and Business	Accounting and Management	Saturday, August 16, 2025	4 PM – until finished	Online - Zoom
10	Faculty of Hospitality and Tourism	Hotel Management	Friday, August 15, 2025	TBA	TBA
11	Faculty of Design	Visual Communication Design (DKV)	Friday, August 15, 2025	7:00 PM – until finished	Online - Zoom
12	Conservatory of Music	Music – Music Education & Music Therapy	Saturday, August 16, 2025	07:30 AM – until finished	Online - Zoom

Rules and Regulations

A. Based on Rector's Decree No. 111/SKR-UPH/VI/2024, all new students of Universitas Pelita Harapan for the 2025/2026 academic year **MUST attend and participate in the entire series of UPH Festival 2025 activities**. New students who are unable to participate this year **must** join the event in the following year.

B. Participation in the UPH Festival is one of the **graduation requirements** for students to be eligible for final assessments (yudisium) and graduation.

Information on the Parents' Talkshow and Parents Gathering

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

1. **Parents Talkshow** is held online via Zoom and is designed to equip parents to support their children through the transition from high school to university. During this period, students face demands for independence and must adjust academically, socially, and emotionally.

Simultaneously, parents—who have closely accompanied their child's growth—begin the process of releasing them into this new phase of life. This talk show also provides a reflective space for parents as they continue to guide their children to grow in **True Knowledge, Faith in Christ, and Godly Character** during this transitional period. This will be held on

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

Speaker: Mrs. Charlotte Priatna, M.Pd,. – Founder of Sekolah Athalia, Parenting Counselor & Advisor

Registration link: https://bit.ly/RegistrasiParentsTalkshow2025

2. **Parents Gathering** is an introduction and meeting between parents and UPH's Founder and leadership team as co-partners in the educational journey of their sons and daughters at UPH. This is held on

Day/Date: Saturday, August 16, 2025
Time: 2:30 – 4:00 PM

It is located at the Grand Chapel, UPH Lippo Village (On-site).

Parents living outside the Greater Jakarta area (Jabodetabek) may attend online via Zoom.

Register using this registration link: https://bit.ly/RegistrasiParentsGathering2025.

B. INSTRUCTIONS FOR RE-REGISTRATION

Re-registration is the process by which new students 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 document checklist.

The complete list of document requirements:
For Indonesian Citizens (WNI):
1. Scanned copy of high school diploma (SMA) or Paket C diploma
2. Colored scanned copy of Birth Certificate
3. Colored scanned copy of Electronic ID Card (KTP)
4. Scanned copy of Family Card (Kartu Keluarga)
5. Colored passport photo with **BLUE** background
6. Scanned copy of the **Code of Conduct Form**, signed with official stamp duty (the Code of Conduct file can be downloaded from **one.uph.edu**)
7. 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 uploaded as **soft files** via **one.uph.edu**

For Foreign Citizens (WNA):

1. Scanned copy of a valid passport
2. Scanned copy of Study Permit Letter from the Ministry of Education and Culture of the Republic of Indonesia
3. Scanned copy of Temporary Stay Permit Card (KITAS)
4. Colored passport-size photo with **BLUE** background
5. Scanned copy of the **Code of Conduct Form**, signed with official stamp duty (the form can be downloaded from **one.uph.edu**)

All documents must be uploaded as **soft files** via **one.uph.edu**

Important Notes for Students:

- Graduates of high school or vocational school (SMA/SMK) must submit a copy of the relevant diploma (SMA/SMK/Paket C/Equivalency), while diploma program graduates must also submit a copy of their Diploma Certificate and Transcript.
- Students must complete all student and parent data on one.uph.edu accurately. This form can only be submitted once, so please double-check before submitting.
- If a student has already submitted the form and needs to make changes, they must request it via email to registrar@uph.edu, attaching valid/legal documents and stating their Student ID, Full Name, and Study Program in the email subject line.
- By Presidential Regulation No. 39 of 2019 on Indonesia's One Data Policy, the student's name must be written exactly as it appears on the Electronic ID Card (KTP).
- According to applicable regulations, only high school (or equivalent) graduates may register for university. This must be proven by uploading a scanned copy of the appropriate diploma (SMA/SMK/Paket C/Equivalency).
- Failure to submit the required documents on time may result in delays in the course registration process for the following semester (block enrollment).
- New students must accurately and completely provide their personal email address and mobile phone number, as well as those of both parents.

For more information regarding administrative services related to re-registration, please contact the **UPH Registrar's Office** via:

- **WhatsApp**: 0852-8179-0520
- **Email**: registrar@uph.edu

GUIDELINES FOR DOCUMENT SUBMISSION, PERSONAL & PARENTS' DATA ENTRY

Documents must **ONLY be uploaded** through the website **one.uph.edu**. This platform is used for submitting re-registration documents and filling out personal and parental data.

Here are the requirements for document upload and for completing personal and parental data:

A. Requirements for Document Submission Before Uploading to the one.uph.edu Website:
1. Each document must be scanned neatly and clearly (not photographed or scanned using apps like CamScanner or a phone camera).

2. Each document must be saved in .jpg or .pdf format, with the file name matching the document content.
   Example: If the document is a scanned high school diploma, name the file *Ijazah SMA.jpg* or *Ijazah SMA.pdf.*
3. Each uploaded document must be matched with the appropriate document name selection on the website one.uph.edu.
4. Documents that are crooked, upside down, blurry, or improperly named or categorized will be rejected, and students will be required to re-upload them correctly.
5. All uploaded documents will be reviewed and verified. Students can check the verification status through one.uph.edu.
6. Inaccurate or late submissions will affect the completeness of student records in the UPH system and may cause delays in reporting to the National Higher Education Database (PDDikti), which can impact course registration in the following semester.

B. Here is the guide for uploading documents on the one.uph.edu website:

1. Log in to the website one.uph.edu using your email address and password that you set during registration. If you forget your password, use the "Forgot Password" feature available on the login page.
2. Go to the active form labeled MATR/Committed.
3. Navigate to the "**Document**" tab.
4. Upload the required documents, or any documents that are still marked as missing.
5. Proceed to the "**Personal**" and "**Family**" tabs. Update all the data fields that are still empty. Please fill in the data carefully according to the Data Entry Guidelines. Once all information has been completed, click the "**Update**" button (Note: Data can only be submitted once, so please review all information thoroughly before submitting).

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**.

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

Executive Class & Distance Learning Program			
No.	**Study Program**	**Email Admin**	**Whatsapp Number**
1.	Accounting	akuntansi.kkbs@uph.edu	**+62 812-1414-2743**
2.	Management	manajemen.kkbs@uph.edu	**+62 812-1322-7543**
3.	PJJ-Communication Science	pjjilkom@uph.edu	**+62 822-9979-9880**
4.	KK-Internasional Relations	yohana.munthe@uph.edu	