

Formulir Permohonan Surat Keterangan Dokumen Kelulusan  
Request Form of Certificate of Graduation Document

Yang bertandatangan di bawah ini :

Undersigned :<Nama Lengkap>

Nama :<NIM>

Name :<NIM>

Nomor Induk Mahasiswa :<Program Studi>

Student ID Number :<Program>

Program Studi :<Program Studi>

Study Program :<Program>

Program :<Program>

Program :<Program>

Telepon/ HP :<0812xxxxxxxx>

Telephone/ Mobile Phone :<0812xxxxxxxx>

Alamat e-mail :<Email>

e-mail Address :<Email>

Periode Wisuda :<Contoh: Wisuda 69>

Graduation Period :<Contoh: Wisuda 69>

Jenjang Pendidikan :<Sarjana/S1>

Level of Education :<Sarjana/S1>

Mengajukan permohonan SURAT KETERANGAN dokumen kelulusan, yaitu: (Beri tanda silang surat keterangan yang Anda inginkan)  
Propose for the certificate of graduation document: (give check mark for the needed certificate)

☐ Ijazah  
Certificate

☐ Transkrip Nilai Akhir  
Academic Records

☐ Dokumen Pendamping Ijazah (DPI)  
Diploma Supplement

☐ Sertifikat SAT  
Student Activity Transcript

☐ Piagam Wisudawan/wati Terbaik  
Letter of Appreciation

Dengan alasan :<Hilang/Rusak>  
Cause

Atas perhatiannya saya ucapkan terima kasih.  
Thank you for your kind attention.

Jakarta, <1 Januari 2025>

Hormat Saya,  
Your Sincerely

Kelengkapan Berkas Permohonan diterima dan diperiksa oleh,  
Completeness of Request Documents received and checked by,

(<Nama Lengkap> )

( Student Services Staff )

( Student Services Section Head )

Data kelulusan diperiksa oleh,  
Graduation Data checked by,

Disetujui Oleh,  
Approved by,

( Student Graduation Section Head )

( Student Grading & Graduation Center Manager )

( Vice Rector - Academic Operations and Resources )

| Pengecekan<br>Items to be checked                                                                                                      | Hasil<br>Result        | Keterangan<br>Notes | Dicek oleh<br>Checked by |              |               |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------|---------------------|--------------------------|--------------|---------------|
|                                                                                                                                        |                        |                     | Tgl<br>Date              | Nama<br>Name | Paraf<br>Sign |
| Sudah mengambil berkas kelulusan<br>Have already taken the graduation document                                                         | Ya / Tidak<br>Yes / No | <Di isi oleh Staff> |                          |              |               |
| Sudah pernah mengajukan legalisir<br>Have already requested legalized document                                                         | Ya / Tidak<br>Yes / No | <Di isi oleh Staff> |                          |              |               |
| Sudah pernah mengajukan permohonan Surat Keterangan Dokumen Kelulusan<br>Have already requested for Certificate of Graduation Document | Ya / Tidak<br>Yes / No | <Di isi oleh Staff> |                          |              |               |

Catatan : - Jika hilang **WAJIB** melampirkan surat dari kepolisian.  
Note If it's missing, statement letter from police department should be enclosed.

- Jika rusak **WAJIB** menunjukkan dokumen kelulusan yang rusak dan melampirkan copy-nya.  
If it's damaged, the damaged graduation document should be enclosed and attach the copy.

- Telah melunasi biaya administrasi sesuai dengan ketentuan yang berlaku.  
Paid the administration fee according to the regulation.