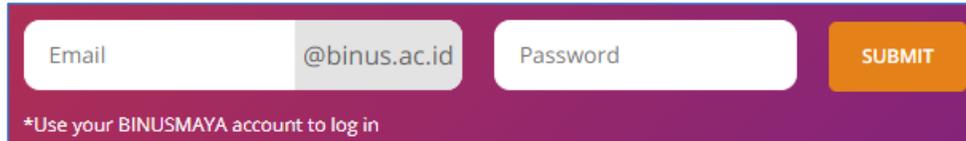


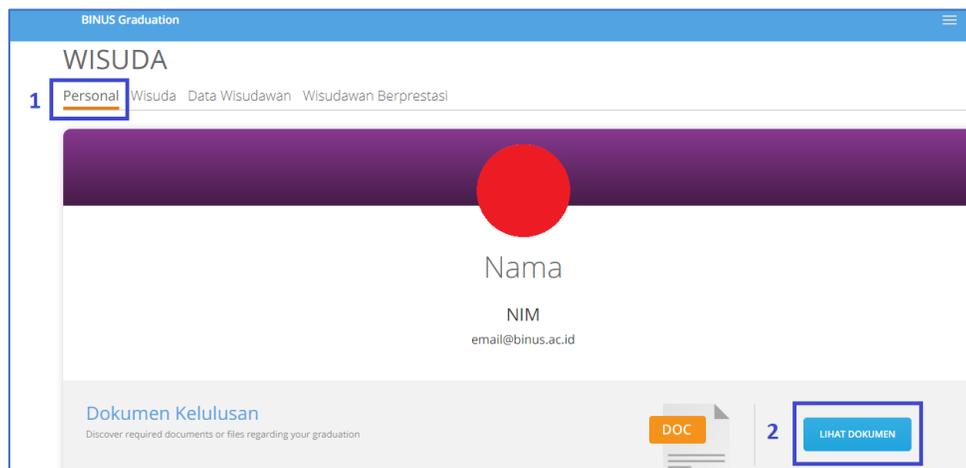
**Guidelines for Retrieving Graduation Documents – 62<sup>nd</sup> Graduation**  
**Regular Undergraduate, International Undergraduate, Regular Master’s, and BINUS**  
**Business School MM**

The following are the guidelines for retrieving the graduation documents:

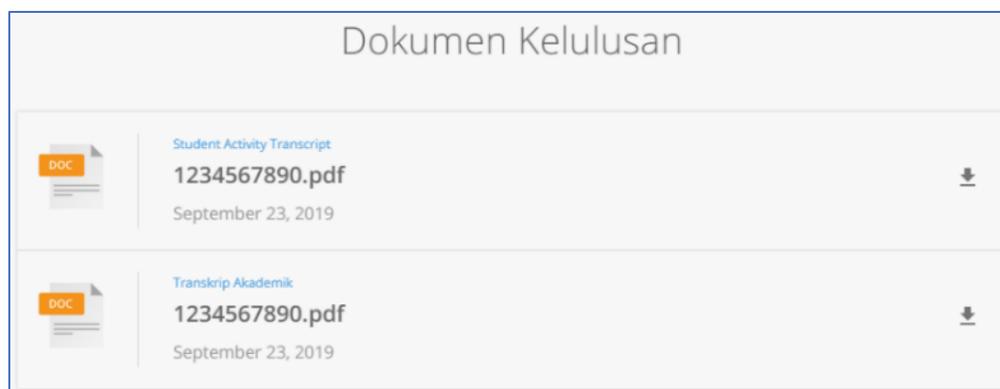
1. Graduates should fill in the Graduation Survey at Binusmaya (<https://binusmaya.binus.ac.id>) by clicking Login. Then choose the **Graduation** menu and choose **Questionnaire**. This graduation survey will only appear if graduates are declared as graduating in Binusmaya.
2. Graduates can check the graduation document completion at the Graduation Microsite by doing the following steps:
  - a. Enter the URL <http://graduation.apps.binus.ac.id> and log in with your **Binusmaya Username and Password**.



- b. Choose the menu **Personal**. Then click the button **Lihat Dokumen**.



- c. Check the completion of the graduation documents, which should consist of the **Diploma, Final Grade Transcript, Diploma Supporting Documents, SAT (only for the undergraduate program), and Outstanding Student Certificates (if there are any)**.

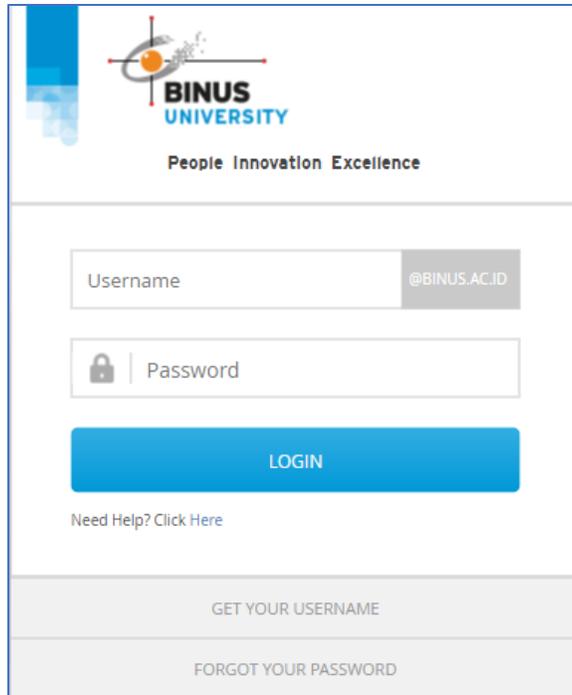


**Mapping of the Completion of the Graduation Documents at the Graduation Microsite**

Document Name	Bachelor's		Master's	
	Regular	International	Regular	BBS
Diploma	✓	✓	✓	✓
Final Grade Transcript	✓	✓	✓	✓
Diploma Supporting Documents	✓	✓	✓	✓
SAT	✓	✓	-	-
Outstanding Student Certificates*	✓	✓	✓	✓

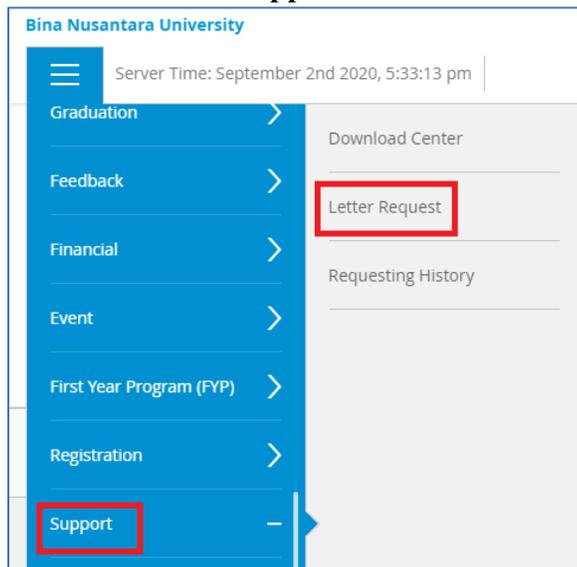
\* only for outstanding student achievements

3. **If the graduation documents are not on the Microsite**, then the graduation documents can be taken **3 weeks after the date of the Interim Graduation Letter**. The following are the steps to check the date of the Interim Graduation Letter:
  - a. Enter the URL <https://binusmaya.binus.ac.id/> and log in using your Binusmaya Username and Password.



The image shows the login page for BINUS UNIVERSITY. At the top left is the university logo with the text "BINUS UNIVERSITY" and "People Innovation Excellence" below it. The login form consists of a "Username" field with a placeholder "@BINUS.AC.ID", a "Password" field with a lock icon, and a blue "LOGIN" button. Below the button is a link "Need Help? Click Here". At the bottom, there are two links: "GET YOUR USERNAME" and "FORGOT YOUR PASSWORD".

- b. Choose the menu **Support**. Then choose **Letter Request**.



- c. Choose **Letter Group: Graduation Document**, **Letter Language: Bilingual** and **Type of Letter: Tanda Lulus Sementara (Interim Graduation)**. Then choose **Download TLS**.

### Letter Request

Fill the form below according to what you need to get and please submit it. Approved letter will be sent to your email automatically. For every progress, you can track it using the Requesting History Menu.

You can only request three letter at maximum each day

Today, you have requested 0 letters

Letter Group  
Graduation Document

Select Letter Language  
Bilingual

Type of Letter  
Tanda Lulus Sementara

**DOWNLOAD TLS**

d. The Date of the Interim Graduation Letter can be seen in the letter as follows:

Telah lulus jenjang pendidikan Strata Satu (S1) Universitas Bina Nusantara, dan berhak memakai gelar :  
Sarjana Ekonomi (S.E.)

*Has passed Bachelor Degree (S1) at Bina Nusantara University, and has achieved the degree of :  
Sarjana Ekonomi (S.E.)*

Keterangan ini diberikan kepadanya untuk menerangkan bahwa Ijazah asli mahasiswa yang bersangkutan masih dalam proses penyelesaian.  
*This letter of reference is issued for the student as a proof that the Certificates are being processed accordingly.*

Jakarta, 15 April 2020  
Bina Nusantara University

4. If the graduation documents are complete, graduates can take the graduation files by making a booking via Microsoft Appointment no later than 2 days before the pick-up date. The date of the collection will be informed later considering the latest government decree on the enactment of the PSBB. Here are the steps for booking a graduation file collection schedule:

a. Go to the link based on your level and campus:

Level	Campus	Booking Link
Regular Undergraduate	Kemanggisan	<a href="http://bit.ly/SSC-Kemanggisan">http://bit.ly/SSC-Kemanggisan</a>
	Alam Sutera	<a href="http://bit.ly/SSC-Alsut">http://bit.ly/SSC-Alsut</a>
	Bekasi	<a href="http://bit.ly/SSC-Bekasi">http://bit.ly/SSC-Bekasi</a>
International Undergraduate	Senayan	<a href="http://bit.ly/SSC-Senayan">http://bit.ly/SSC-Senayan</a>
Regular Master's	Kemanggisan	<a href="http://bit.ly/SSC-BGP">http://bit.ly/SSC-BGP</a>
BINUS Business School MM	Senayan	<a href="http://bit.ly/SSC-Senayan">http://bit.ly/SSC-Senayan</a>

b. Log in using the email: binus.ac.id.



People. Innovation. Excellence

Please type your username and password (the ones you use for Student Desk/BinusMaya).

User name:

Password:

Copyright © 2013 BINA NUSANTARA. All rights reserved.

- c. Choose the **Date** and **Time** to retrieve the graduation documents.



## Student Service Center - Kemanggisan

Graduation Document Services i  
 30 minutes

October 01, 11:00 am

< > October 2020							9:00 am	9:30 am	10:00 am
Su	Mo	Tu	We	Th	Fr	Sa	10:30 am	11:00 am	11:30 am
				1	2	3	1:00 pm	1:30 pm	2:00 pm
4	5	6	7	8	9	10	2:30 pm	3:00 pm	3:30 pm
11	12	13	14	15	16	17	4:00 pm	4:30 pm	
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

- d. Fill in the details like your **Name**, **Email Address**, **Cellphone Number**, **Student ID**, and **Program**. Then choose **Book**.

**Add your details**

Andy Agustine

email@binus.ac.id

085612345678

Please let us know if you have any special requests.  
Thank you.

**Provide additional information**

Student ID

1234567890

Program (Jurusan)

Computer Science

**Book**

- e. Make sure that you have received the schedule details for retrieving the graduation documents as follows:

**BINUS UNIVERSITY**

## Student Service Center - Kemanggisan

Upcoming booking for  
Rita

Graduation Document Services

  
 Thursday, October 01, 2020  
 9:00 am (30 minutes)

  
 Anggrek Campus

[Reschedule](#)  
[Cancel booking](#)  
[New booking](#)

© All times are in (UTC+07:00) Bangkok, Hanoi, Jakarta

If you need to change the schedule that has been selected, then click the Reschedule button or if you want to cancel click the Cancel booking button.

5. Before coming to campus:

- You should fill in the Health Declaration Form through the link:  
**<https://bit.ly/2OfGmiV>**
- Graduates who have just arrived from outside of JABODETABEK are required to self-quarantine at least 2 days before coming to campus.
- Graduates who want to enter the BINUS environment are required to wear a mask.
- While the activity is ongoing, graduates are expected to keep their distance from each other (engage in physical distancing).

For further information or if you have any difficulties, you can contact the Student Services Center:

### **Regular Undergraduate**

<b>Campus</b>	<b>Phone</b>	<b>Email</b>	<b>WhatsApp</b>	<b>Line</b>
Alam Sutera	021-29779100 ext.7082	student_service@binus.edu	-	@fja1750e
Bekasi	021-29285598 ext. 7918	studentservices_bekasi@binus.edu	082166888450	ssbinusbks
Kemanggisan	021-5345830 ext. 1181 / 1182 / 1184	helpdesk@binus.edu	081211824422	@939npbca

### **International Undergraduate**

<b>Campus</b>	<b>Phone</b>	<b>Email</b>	<b>WhatsApp</b>	<b>Line</b>
Senayan	021-720222 ext. 3115 / 3163 /3124	ss.senayan@binus.edu infoservices@binus.edu	081317661710	ssbinus_senayan

### **Regular Master's**

<b>Campus</b>	<b>Phone</b>	<b>Email</b>	<b>WhatsApp</b>	<b>Line</b>
Kemanggisan	021-5345830 ext.1803	bgp.helpdesk@binus.edu	085716714531	-

### **Binus Business School MM**

<b>Campus</b>	<b>Phone</b>	<b>Email</b>	<b>WhatsApp</b>	<b>Line</b>
Senayan	021-720222 ext. 3115 / 3163 /3124	<ul style="list-style-type: none"> <li>ss.senayan@binus.edu</li> <li>infoservices@binus.edu</li> </ul>	081317661710	ssbinus_senayan

Jakarta, 7 September 2020

TTD

Student Services Center