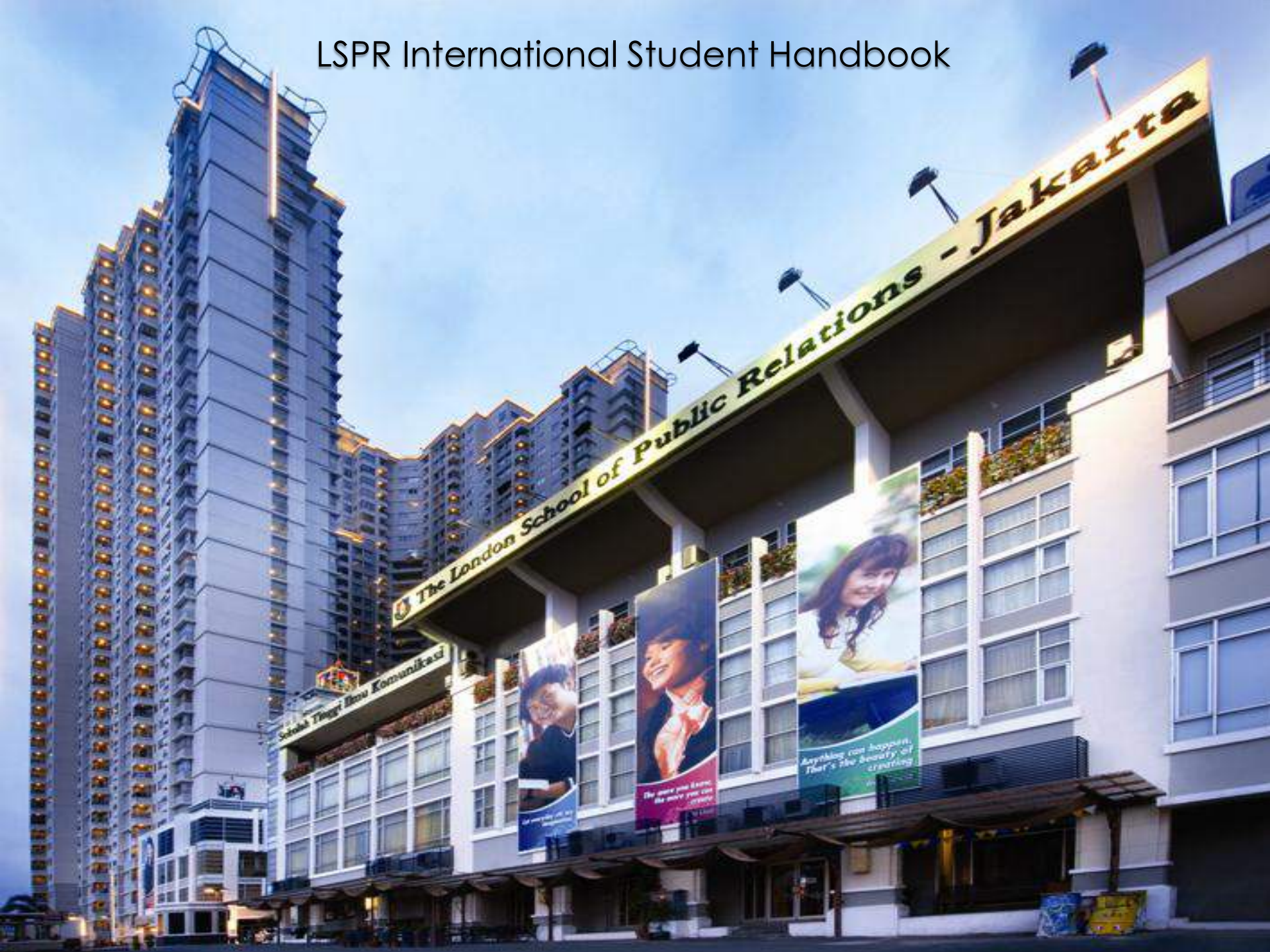


LSPR International Student Handbook



Welcome to London School of Public Relations – Jakarta

Dear **Students**,

On behalf of London School of Public Relations Jakarta (LSPR), I would like to extend a sincere and warm welcome to you. We are delighted that you have chosen LSPR to continue your education and know that you will benefit great both academically and personally, from your stay with us. The LSPR Community looks forward to the intellectual and cultural contributions that you will give and share to LSPR and in return, we will do everything possible to make your stay most memorable and rewarding.

This booklet has been produced by the International Relations Department in LSPR with a view to assist you in your preparation during your period of stay. We have endeavored to provide you information and to touch on many aspects of importance to your stay in Jakarta, Indonesia. Should you need any further information or simply wish to discuss any concerns & difficulties you may be experiencing, please feel free to visit us at the International Relations & Partnership Office at LSPR Sudirman Park.

I wish you a successful and enjoyable stay at LSPR!

Sincerely,

Candy Hernandez, M.Si

Director, International Relations & Partnership Office

LSPR Communication and Business Institute

Sudirman Park Campus

Jl.K.H.Mas Mansyur, Kav 35

Jakarta, Indonesia 10220

Tel: +62-21-5794-2471 ext.305

Fax: +62-21-5794-3802

Email: internationaloffice@lspr.edu / candy.t@lspr.edu

Website: <http://www.lspr.edu>

All information in this booklet is correct at the time of print. However, LSPR is not bound by any error or omission herein.

Prita Kemal Gani, MBA, MCIPR, APR	-	CEO & Founder LSPR
Dr. Andre Ikhsano	-	Rector
Alppy Valdez, MMC	-	Vice Rector I
Alppy Valdez, MMC	-	Vice Rector II
Taufan Teguh Akbari, M.Si	-	Vice Rector III
Dr Lestari Nurhajati	-	Vice Rector IV
Dr. Rino Febri Boer	-	Director of Postgraduate Program
Dr. J.A. Wempi	-	Dean of Communication Faculty
Mikhael Yulius Cobis, M.Si, M.M	-	Programme Director Undergraduate Programme in Communication
Olivia Deliani Hutagaol, S.Sn, M.Si	-	Programme Director of Undergraduate Programme in Visual Design Communication
Yuliana R. Prasetyawati, M.M	-	Dean of Business Faculty
Cyntia Keliat, M.P.A	-	Programme Director of Undergraduate Programme in Management

LSPR Sudirman Park

Jl. K.H. Mas Mansyur Kav. 35
Jakarta Pusat 10220, Indonesia

LSPR Trans Park Juanda

Jl. Ir. H. Juanda
Duren Jaya, Bekasi Timur, Indonesia

*** Each student on International Study Program will be provided with a “student buddy”. Please contact the International Office for details.**

*** LSPR Sudirman Park Campus** is for the Department of Public Relations, International Relations, and Marketing Communication

*** LSPR Trans Park Campus** is for the Department of Mass & Social Media Communication, Performing Arts Communication, Digital Media Communication & Advertising, Entrepreneurship Business Communication, and Hospitality Communication Management & MICE

Name	Designation	Email
Candy Hernandez	Director	candy.t@lspr.edu
Nadine Samala, M.A.	International Relations and Partnerships Manager	nadine.s@lspr.edu
Adinda Ayu Sasqia Putri	International Office Coordinator for Study tour and Workshop	adinda.asp@lspr.edu
Heidy Isabel	International Office Coordinator for Academics study programs	heidy.i@lspr.edu
Alma Zachri	International Office Coordinator fro Partnership	almaida.r@lspr.edu

Opening Hours and Contact Details:

Monday – Friday: 09.00 – 17:00

LSPR Communication and Business Institute
Sudirman Park Campus
Jl. K.H. Mas Mansyur Kav. 35
Jakarta Pusat 10220, Indonesia

HP/Mobile: +62-815-1305-3559/ +62-815-1305-1344

Tel: +62-21-570-8143

Fax: +62-21-2510-185

Email: internationaloffice@lspr.edu

Website: <http://www.lspr.edu>

- **Name** : London School of Public Relations – Jakarta (LSPR – Jakarta)
- **Website** : www.lspr.edu
- **History** : Founded on 1st July 1992
- **Foundation** : Yayasan Pesona Pribadi Sejahtera
- **Programme** : Communication Studies
Appointed as Graduate School of Communications for Undergraduate for Bachelor's Degree in 1999 and for Postgraduate for Master's Degree in 2002
- **Concentration of Undergraduate** : Public Relations, Mass Communication, Marketing, Digital Media Communication & Advertising, Performing Arts Communication, International Relations
- **Concentration of Postgraduate** : Corporate Communication, Marketing Communication, International Relations Communication, Mass Media Management
- **Location** : In Central Business District for easy access to students from all over Jakarta
- **Alumni** : 17,200 Graduates
- **Students** : More than 4,500 Current Students
- **Lecturers** : More than 173 Lecturers
- **Employees** : More than 320 Employees
- **Partners** : More than 45 University Partners Around the World

Achievements

- The Best Communication School in "Buku Panduan Memilih Perguruan Tinggi" based on a survey held by Pusat Data and Analisa Tempo, 2010, 2011, 2012, 2013, 2014 by Pusat Data dan Analisa Tempo
- The First Theater Show With Concept of A Museum by Indonesia World Records Museum (MURI)
- Indonesia Best Graduate School of Communications 2009, 2010, 2011, 2012, 2013, 2014 by MIX Marketing Magazine
- Appreciation from SINDO Media for LSPR - Jakarta's distinctive contribution in the development of education in Indonesia, 2012
- Asia Responsible Entrepreneurship Award (AREA) in Social Empowerment Category for London School Centre for Autism Awareness (LSCAA), 2011
- Outstanding Peace Initiative Award in Recognition of the dedicated service & outstanding accomplishment in engaging thousands of young people in social cause and the initiative of Global Peace Festival Asia Pacific 2010 by Global Peace Festival Asia Pasific 2010
- The Initiator and the Organizer of the Longest Theatre Festival in 20 Days in a row, 2009 by Indonesia World Records Museum (MURI)
- Anti Drug Campus by Badan Narkotika Nasional RI tingkat Madya, 2009 by Anti Narcotics Body RI
- BNP Award 2008 at Anti Drugs International Day 2008 by BNP
- Many more achievements made by students and as well as LSPR Management

Centre for Excellence

- Centre for Excellence in English
- Centre for Excellence in Careers and Employability
- Centre for Excellence in Research
- Centre for Creative Entrepreneurship and Business Clinic
- Centre for ASEAN Public Relations Studies

International Affiliations

- Liaoning Normal University
- Ningbo University India
- ISOMES
- Macau University of St. Joseph
- Curtin University - Sarawak
- Taylor's University
- Universiti Teknologi MARA
- Universiti Utara Malaysia
- Sogang University
- Curtin University
- Edith Cowan University
- Denmark Zealand Institute of Business and Technology la Russia Spain Switzerland
- UK Canada USA
- Montpellier Business School
- The American Business School
- European University Business School
- Rhine-waal University of Applied Sciences
- Corvinus University of Budapest
- Tomori Pál University
- University of Pécs
- University of West Hungary
- HAN University (Arnhem Business School)
- Hanze University of Applied Sciences
- NHTV Breda University of Applied Sciences
- The Hague University of Applied Sciences
- Voronezh State University
- Universidad Católica San Antonio de Murcia
- Leeds Beckett University
- University of Gloucestershire
- University of Salford
- Thompson Rivers University
- Humboldt State University
- Lewis Clarke State College

Professional & Social Contribution

- ASEAN Public Relations Network (APRN)
- LSPR Professional Certification Body (LSP-LSPR)
- Research and Community Service Centre (LPPM)
- Indonesia Drama Educators Association (IDEAL)
- London School Academy (LSA)
- London School Alumni Association (LSAA)
- Student Talent Management Center (STMC)
- LSPR Green Movement
- London School Centre for Autism Awareness (LSCAA)
- London School Beyond Academy (LSBA)
- LSPR Peduli (LSPR Cares)
- LSPR Peduli Pendidikan (LSPR Cares for Education)

Accreditations & Certifications

- Grade 'A' for Undergraduate Program (1996) and Postgraduate Program (2015) by The National Accreditation Body of Higher Education in Indonesia [<http://ban-pt.kemdiknas.go.id/> type LSPR on Nama Perguruan Tinggi]
- LSPR has been accredited by The London Chamber of Commerce and Industry Examination Board (UK) since 1993
- LSPR has been accredited by City and Guilds of London Institute London (UK) since 1998.
- LSPR became an International Associate Partner of University of Cambridge International Examination in 2003.
- ISO 9001:2008 & IWA 2: 2007 for Quality Management System

Annual Agenda

Various events held by LSPR – Jakarta as annual activities to keep the school and the students dynamic.

Some of the various events are:

- LSPR Theatre Festival
- LSPR Teatro
- Autism Awareness Festival
- Environment Month
- Lecturer Convention
- International Research Conference
- Public Relations Festival
- Performing Arts Communication Festival
- Creative Arts Festival
- LSPR Anniversary
- Drug Awareness Seminar
- Career Guidance Seminar
- LSPR Graduation Ceremony
- Mr & Ms LSPR Coronation Night

LSPR Student League

- LSPR Advertising Society
- LSPR Basketball
- LSPR Hockey
- LSPR Band
- LSPR Cares
- LSPR Choir
- LSPR Modelling
- LSPR Public Speaking
- LSPR Teatro
- LSPR English Club
- LSPR Martial Arts
- LSPR Marching Band
- LSPR Dance
- LSPR Futsal
- LSPR Photography
- LSPR Climate Change Champions Club
- LSPR News
- LSPR TV
- LSPR Radio
- LSPR Research Club
- LSPR Youth Diplomacy Community
- LSPR Rotaract (Rotary in Action)
- London School Prayer Group (LSPG - Christian)
- Federation of Moslem Students (FOMS)
- Federation of Budhist Student (KMB Pramudita)
- Mr and Ms LSPR (LSPR Ambassador)
- LSPR Adventure

Membership & Partnership

- British Chamber of Commerce in Indonesia since 1992
- Chartered Institute of Public Relations, UK in 1999
- Singapore Institute of Management (SIM) since 2000
- Asian Media Information and Communication Centre
- Institute of Public Relations of Singapore
- Institute of Public Relations Malaysia
- PR Society of Indonesia (PRSI), since 2004
- Perhimpunan Hubungan Masyarakat Indonesia (Perhumas)
- ASEAN PR Network
- Public Relations Society of The Philipines (PRSP)

Facilities Surrounding LSPR Trans Park @Juanda – Bekasi



LSPR Trans Park Juanda

“The most desirable education place integrated with modern living facilities in Bekasi.”

LSPR building is located at Trans Park Juanda, Bekasi which equipped with all living facilities needed for the modern living. Only 5 minutes walks from Bekasi Timur’s commuter line station and 5-minutes’ drive from future LRT station. Next to lifestyle supporting retailer, Trans Park Juanda can be reached within 5 minutes drives from exit toll-gate Bekasi Timur.

LSPR Trans Park Bekasi is a 12-storey building which mostly dedicated to support education, especially in Communication Studies. Two floors are for office areas.

LSPR building is supported by walking-distance facilities- apartment, mal, hotel and many more...

LSPR building is designed for today’s need with facilities, such as:

- 24-hours security system
- Internet connection
- Spacious basement-parking area
- Generator as power-back-up





LOCATION HIGHLIGHT

DIRECT ACCESS TO TOLL ROAD AND OTHER TRANSPORT NETWORK

LEGEND

- DOUBLE DECK (JAKARTA - CIKAMPEK)
- JORR 2
- MAIN ROAD
- HIGH SPEED TRAIN (JAKARTA - BANDUNG)
- LRT
- COMMUTER LINE



- *45 minutes from LSPR Sudirman Park Campus to LSPR Trans Park campus via train
- *Train station (Stasiun Bekasi Timur) is 100m from the main entrance of Trans Park



TRANSPARK COMPLEX @JUANDA - BEKASI

TRANSmart
Carrefour

TRANSMART CARREFOUR



TRANSMART STUDIO MINI

TRANS
PARK
@JUANDA

TRANS PARK RESIDENCES



LONDON SCHOOL



SNOW CITY

Contractor by :



APG
persada gedung

**TRANS
PARK**
@JUANDA

ECOPARK



TRANS ALLEY



What is Trans Alley?

A Local-traditional inspired retail and communal space, that operates as an Outdoor Communal.

Living Spaces to support the needs of residents as well as to bring a new retail experience. Outdoor Retail Complex that provides a unique mix of shopping,

**TRANS
PARK**
@JUANDA

**TRANS
SMART**



THEME PARK





ELEVATION A



ELEVATION B



ELEVATION C

SCHOOL – ELEVATIONS





Companies Surrounding of Bekasi and Cikarang



CONVERSE



TOYOTA



HONDA
The Power of Dreams



MAYORA



SAMSUNG



LOTTE





MASS RAPID TRAIN (MRT)

Distance of Railway :

Phase 1 = 23.8 km

Phase 2 = 87 km

Contractor :

PT . MRT Jakarta & JICA

LIGHT RAPID TRAIN (LRT)

Soekarno Hatta Int Airport to
Bekasi / Bogor

Contractor :

PT. Adhi Karya

HIGH SPEED TRAIN (HST)

Jakarta – Bandung

Distance : 142.3 km

Contractor :

PT. WIJAYA KARYA & China
Railway International

316 visa / Student Visa

A student visa is a visa bearing the number 316 which is valid either for a period of 6 months.

Particulars	
Validity Period	6 months
Fee + administration fee, including: <ul style="list-style-type: none"> • Recommendation letter by Ministry of Education • Clearing House letter • VITAS • KITAS • Local Police Registration • Population Registration Certificate • Multiple Re-Entry • EPO (Exit Permit) 	IDR 5,300,000
Process Time	2-3 months

To process the student visa, the following are the set of documents which need to be provided to LSPR:

- Passport Scanned copy
- CV
- Insurance Copies (valid & covered in Indonesia)
- Transcript (Semester 1 – current)
- Photographs 4x6 (4pcs)
- Credit Transfer System / Learning Agreement
- Letter of Confirmation
- Copy of Latest Academic Transcript
- Recommendation Letter from Indonesian Embassy in your country to Immigration Office, Jakarta for study (student exchange) at LSPR Jakarta
- Statement Letter: not to be undergone of working
- Statement Letter: Willing to obey the rules and regulations
- Statement Letter: Funding sources
- Medical Statement

*On completion of processing the student visa from Indonesia, a copy of the telex will be sent to you and to the Indonesian Embassy in your country. You will need to submit your passports and telex copy to the Indonesian Embassy to obtain the visa on your passport. For other documentations for the said process, kindly contact the Indonesian embassy in your home country.

We are often asked, particularly by international applicants, to give some indication of the cost of living in Jakarta, Indonesia. This is quite a difficult exercise, as the cost of living depends to some extent on each individual student. For example, spending on travel and social life can vary widely from student to student. The following, therefore, are only approximate estimates of monthly living expenses of a student living away from and at home during the exchange. Please note, these are approximate costs and will vary for individual students.

Self Catering	Cost in Indonesian Rupiah
Rent: Shared Apartment (for 2 persons)	8,000,000 – 10,000,000 per month
Electricity/ Water (depends on usage)	700,000 – 1,000,000 per month
Food Around Campus (simple meal) Fine Dining + Beverages	100,000 (lunch & dinner per day) 250,000 – 300,000 (per outing)
Laundry	10,000 – 12,000 /kilogram
Transportation Busway (near Campus) Taxi – Blue Bird (Preferred)	3,500 (per trip, have to buy the cards for Rp 40,000 with Rp 20,000 credits) Starts with 7,500
Internet	100,000 – 450,000 (depends on package/provider)
Mobile Sim Card	20,000 Voucher denominations: 25,000, 50,000, 100,000

Option 1:

Rented Rooms with bed + cabinet + toilet (Indonesian term is "kost")

Location: 10min walk to LSPR

Cost: Rp5-7 million /month/room (USD400-USD550)

Security deposit: up to 1 month rental fee (will be given back a month after the rental agreement is over)

Additional Cost: Electricity and Water (depending on usage)

Payment Method: The total rental cost for 6 months and deposit need to be paid in advance for most of available accommodation units. Please kindly note that accommodation unit with monthly payment or once in three months payment is rarely available and would usually cost more.

Option 2:

Semi Furnished Apartment with 2 rooms (Sudirman Park)

Location: Beside LSPR

Cost: Rp 8 - 10 million/month (USD600-USD800)

Deposit: up to 1 month rental fee (will be given back a month after the rental agreement is over)

Additional Cost: Electricity and Water (depending on usage)

Payment Method System: The total rental cost for 6 months and deposit need to be paid in advance for most of available accommodation units. Please kindly note that accommodation unit with monthly payment or once in three months payment is rarely available and would usually cost more.

Accommodation – Semi Furnished Apartment



Room 1



Lounge Area



Kitchen & Dining Area



Room 2

Not in photo:
Toilet Room
with Washing
machine &
small terrace

Accommodation – Fully Furnished Apartment



Lounge Area



Kitchen & Dining Area



Room 1



Toilet

Not in photo:
Room 2 with 1
single bed &
small terrace

Sudirman Park Apartment Facilities



Not in photo: 2 Convenient Stores, FamilyMart, Mini Mart, Coffee Shop, Japanese and Indonesian Restaurants, Laundry services, 24-hr security, Carpark

EVEN SEMESTER 2021

Start of classes	15 March 2021
End of classes	10 July 2021
Mid Semester Exam	24 May – 8 June 2021
Final Exam	26 July – 6 August 2021

ODD SEMESTER 2021

Start of classes	13 September 2021
End of classes	15 January 2022
Mid Semester Exam	1 – 2 November 2021
Final Exam	24 January – 7 February 2022

- *Dates stated above may still change without prior notice. Final and detailed Academic calendar will be given during the orientation day.*
- *Students are allowed to add and drop subjects or classes only during the first two weeks of semester.*
- *Exchange students are not allowed to take final exams earlier than the first two weeks of the exam period.*
- *Students who have absences more than 4 times will not be eligible to take the final exam.*

LSPR Grading Composition Grading System

A	90 - 100
A -	85 - <90
B +	80 - <85
B	75 - <80
B -	70 - <75
C +	65 - <70
C	60 - <65
C -	50 - <60
D and E	< than 50

CAMPUS DRESS CODE

The following are
STRICTLY PROHIBITED !!



Mini Skirt



Jeans Mini Skirt



Low Cleavage



Transparent Legging



Hipsters



Transparent Clothes



Off The Shoulder Clothes



Backless Clothes



Sleeveless T-shirt



Piercing



Sleeveless T-shirt



No Tatto Exposed



Sensitive Picture



Sensitive Wordings



Torn Jeans for Male



Torn Jeans for Female



Cut Offs



Strapless Sandals



Slippers and Sandals



- Blazer is highly suggested
- Printed pattern skirt is acceptable. For as long as the length of the skirt reach the knee level
- Printed pattern are not acceptable for pants
- Formal leather shoes (high heels) are highly suggested, with minimum height of 3 cm



- Inappropriately sheer, loose or low-cut clothing that bares or exposes the stomach, back, breast, buttocks or genitalia are not acceptable. (For example, the following items are prohibited under this section: garments made of fishnet, mesh, or similar see-through material)
- Printed or studded flat shoes are not acceptable



- Formal body contouring dress is acceptable, the sleeve must be long-length, and the skirt must be at the knee-level. Low necklines are not permitted
- Appropriate using of accessories is acceptable (necklace, earring, ring, bracelet)
- Appropriate working flat shoes are acceptable



- Super short sleeve are not acceptable, sleeve must be in the appropriate length
- Casual flat shoes are not acceptable
- The over-using of accessories are not suggested



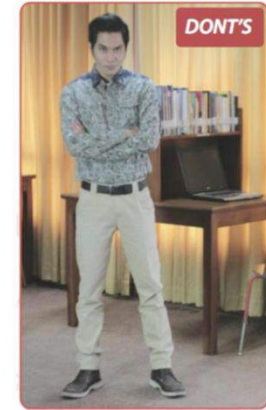
- Colorful professional clothing is acceptable. Subdued color (soft color) is suggested
- The clothing must be fit properly, and not be more than one size larger than the student's body size
- Formal wedges are acceptable.



- Any kind of see-through garment is not acceptable
- No hat, cap or headscarf worn inside of the campus, except for religious purpose
- No colored pants, joggings or jeans allowed, the only acceptable colors are only black, dark blue, dark brown, khakis and grey
- Printed or studded wedges are not acceptable



- Blazer and tie are highly suggested
- The shirt must be fit properly. Plaids and stripes are only pattern other than that is prohibited
- Business pants and leather belt are compulsory. The pants must be fit properly, and mid length (3/4 pants) are not acceptable
- Formal leather shoes are highly suggested



- Any kind of patterned shirt are not acceptable. Except Batik that could be worn only on Friday
- Casual shoes, boots or athletic shoes are prohibited



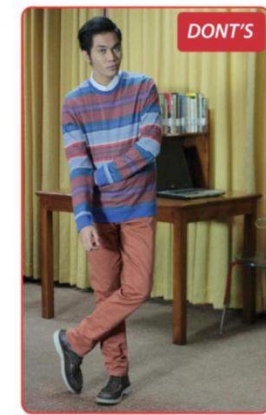
- Vest or cardigan could be the option for the outer-wear
- Business pants are acceptable. The pants must fit properly, and mid length (3/4 pants) are not acceptable



- Any kind of sleeveless blouse is not acceptable
- No leggings, joggings or leather pants allowed in the campus
- No colored pants allowed, only black, dark blue, dark brown, khakis and grey
- No boots or athletic shoes are acceptable



- Sweater or cardigan could be the options for the outer-wear
- The using of solid colored sweater or cardigan for male students are acceptable. No patterns are allowed
- As for the color of the pants, Black, Dark Blue, Dark Brown, Khakis and Grey are the only options



- Patterned outer wear (jacket, vest, sweater, etc) is prohibited
- No colored pants, training pants, joggings, cropped, cargo, patterned bottoms, shorts, or jeans allowed in the campus



- Long-sleeved shirt is highly suggested, formal short-sleeved is acceptable
- The using of proper accessories for male students (watch, bracelet, ring) for male students are acceptable
- As for the color of the pants, black, dark blue, dark brown, khakis and grey are the only options



- Rolled-up short sleeve for shirt is prohibited
- No ripped clothing (tops and bottom) or leather pants are acceptable allowed in the campus
- Casual shoes are prohibited
- The using of unnecessary accessories are not highly suggested
- No revealing of the socks or any kind of undergarment



- Vest or cardigan could be the option for the outer-wear
- The using of solid colored shirt for male students are acceptable
- As for the color of the pants, black, dark blue, dark brown, khakis and grey are the only options



- Patterned outer wear (jacket, vest, sweater, etc) is prohibited
- No jeans, skinny jeans (even if the color is black), jeggings, cargo pants, shorts or leather pants allowed in the campus
- Casual shoes are prohibited



Time Zones

Indonesia has three time zones—Western Indonesia Time which is GMT +7 (covering Sumatra, Java, Madura, West Kalimantan, Central Kalimantan), Central Indonesia Time which is GMT +8 (covering East and South Kalimantan, Sulawesi, Bali, Nusa Tenggara) and the last is Eastern Indonesia Time which is GMT +9 (covering Maluku and Irian Jaya).

The capital Jakarta is GMT + 7 or 16 hours ahead of US Pacific Standard Time.

Office Hours

Office hours start from 8 AM to 4 PM, or 9 AM to 5 PM. Lunch break occurs between 12 noon to 1 PM. Usually offices are closed on Saturdays, including government offices.

Government office hours start at 8 AM and end at 4 PM.



Banking Hours

Standard banking hours are from 8 AM to 3 PM from Monday to Friday.

However several banks open their branches in hotels (and some in malls) longer than office hour, a few are open on Saturdays so you might want to check first. Jakarta has a number of international banks, even though you can also exchange currencies in some hotel cashiers and official money changers.



Currency

The Indonesia Rupiah is also called IDR. Information of daily exchange rate can be found in newspapers or from the net. Some Indonesia banks provide this on their websites. IDR and US\$ are the most acceptable currencies.

Most tourism resorts have money changer facilities. When you are traveling to remote areas it is advisable to exchange your money and clear your check. Credit cards are only acceptable in big hotels, restaurants, shops and traveling agencies.

Exchange rate (per May 2019)*:

1 USD = 14,400 IDR
1 EUR = 16,120 IDR
1 KRW = 12 IDR
1 MYR = 3,500 IDR
1 MOP = 1,800 IDR

1 DKK = 2,160 IDR
1 CHF = 14,400 IDR
1 HUF = 49.5 IDR
1 RUB = 223 IDR



Electricity

Electric power supply is 220 volts in all regions. So be careful with your 110-volt electronic equipment. The sockets will only fit with with two pins rounded-tip plugs (technically known as Type C, E, and F) or use adaptors. Most hotels and many restaurants in large cities provide internet connections or free WiFi

Do's and Dont's

Indonesia has several traditions and customs and it is best if you know them beforehand. Some of them are:

- Even though hand shaking is deemed appropriate between men and women, bear in mind that a number of Muslim women prefer to introduce themselves to men by nodding their head, smiling, and clasping their hands without any physical contact.
- Traditionally, when you greet someone, both hands are used when shaking, without grasping.
- It is considered polite to make a phone call first before visiting.
- Shoes must be taken off before entering a house or place of worship like mosques.
- Usually drinks are offered to guests. It is polite to accept.
- When eating, receiving or giving something, always use your right hand. Right index finger should not be used to point a place, items or people. Use the right hand thumb and fold the remaining fingers to be more polite.
- Taking photographs of houses of worships is allowed, however permission should be asked first whenever possible, especially if you want to take pictures of the interior.
- Most Indonesian Muslims do not consume alcoholic drinks and pork.
- Hence, the tradition of proposing a toast to honor someone is not generally known.

Travel Tips

- Plan your budget and choose your destination carefully. Indonesia is vast—each region has its own quirks and possibilities. For instance, if you plan to have some adventure in rugged terrains, it's advisable to come on dry season for rains might make your paths muddy.
- Make sure you find as many information as possible concerning Indonesia, especially about the visa.
- Have sufficient cash ready, usually US\$ is preferred. It can easily be exchanged in airports, hotels, banks or reputable money changers. Customs might ask you to show how much money you bring.
- Dress sufficiently. If you are female, make sure you dress accordingly. Skimpy clothings in public area, save from beaches and pools, might warrant unwanted attention.

A. Indonesian Phrases

Bahasa Indonesia is relatively simple and by using a few phrases or sentences, you'll be more appreciated and respected. You can find Indonesian phrase books in good book shops. But these few pointers below can help. Try slipping a few of them in daily conversations and ask whether you get it right. It'll be a great ice-breaker.

English

How do you do?

Good morning

Good afternoon

Goodbye

Bon voyage

Fine

Welcome

Personal Pronoun & Title

I

You

We

He/She

They

Mr.

Miss

Mrs

Questions

Can you help me?

How do I get here?

How far?

How long will it take?

How much (price)?

What is this/that?

What is your name?

When?

Where?

Why?

Direction

Go up

Go down

Turn

Right

Left

Front

Indonesia

Apa kabar?

Selamat pagi

Selamat siang

Selamat tinggal

Selamat jalan

Baik

Selamat datang

Saya

Kamu/Anda

Kami

Ia/Dia (both are genderless)

Mereka

Tuan

Nona

Nyonya

Dapatkah Anda membantu/menolong saya?

Bagaimana cara untuk ke sana?

Seberapa jauh?

Seberapa lama?

Berapa harganya?

Apa ini/itu?

Siapa nama Anda?

Kapan?

Di mana?

Kenapa/mengapa?

Naik

Turun

Berputar

Kanan

Kiri

Depan

Emergency Numbers in Jakarta

Below are listings for police, fire, flood control, hospitals and other important emergency phone numbers in Jakarta.

Fire - 113

Police - 110

Ambulance – 118

National Police HQ 021-721-8006

Flood Centre 021- 819-6945

Blue Bird Taxi – 021-794-1234 / 021-7917-1234

Problems on the Toll Roads

General Toll Road Information	801-1735
Jaya Cawang Grogol Airport	0827987166
Jaya Cawang Priok Pluit	4300601psw.751
Jaya Cikunir Cakung	0827987196
Jaya V.Pd. Pinang Kp. Rambutan	0827987169
Jaya Medan Jagorarawi Cikampek	
Tangerang	7989702
PT. Basa Marga	801735 8007736 080027997

Jakarta Pusat

Fire Department	3847216 34471494
Flood Control	38476608 38073302
RS. Cipto Mangunkusumo	3307308 3377507
RS. Cikini DGI	3367961 31077792
RS. ST. Carolus	3907441
RS. Islam Jakarta	4247308

Other Important Emergency Numbers

Jakarta DKI Raya	113
Report Phone Outage/Repairs	117
Postal Information	161
PLN Electricity Repairs	123
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Natural Disasters	129
Ambulance	118

Grocery Purchase:

- Carrefour, ITC Kuningan (10 minutes by taxi)
- Papaya – Citywalk Sudirman (3 minutes walk)
- Giant Supermarket – Plaza Semanggi (15 minutes taxi)
- Ranch Market – Grand Indonesia
- Lotte Mart – Kuningan City (10 minutes by taxi)
- Hypermart – Thamrin City (15 minutes by taxi)

Restaurants inside Sudirman Park:

- Saji
- Bakso Lapangan Tembak
- Loka Padang
- Café Masilia
- The Lucy's
- Sederhana



Citywalk Sudirman Ground Floor 9,
Jl. K.H. Mas Mansyur, RT.10/RW.11,
Karet Tengsin, Daerah Khusus Ibukota Jakarta 10220

Mobile Phone Provider

- [simPATI](#) by [Telkomsel](#)
- [Kartu AS](#) by [Telkomsel](#)
- [Mentari](#) by [Indosat](#)
- [IM3](#) by [Indosat](#)
- [XL](#) by [XL](#)
- [Axis](#) by [XL](#)
- [Tri](#) by [Hutchison Three](#)



THANK YOU