



(CMU) Invitation for International Staff Mobility (ISM) on 29 Sept - 3 Oct 2025

From Staff Mobility at ITS <staffmobility@its.ac.id>

Date Thu 6/19/2025 8:51 PM

To IRDCMU <irdcmu@cmu.ac.th>

Cc wahyu islami <wahyuiipm141@gmail.com>; irdcmu@gmail.com <irdcmu@gmail.com>

Dear Mrs.KATTIMA PRASITYOUSIL

Director of International Relations Division - Chiang Mai University

Greetings from ITS Surabaya - Indonesia !

We are happy to inform you that ITS would like to host Staff Mobility for your non-academic staffs to ITS. We are planning to invite up to your non-academic staffs to ITS to learn and know more about expertise in ITS. We can receive your staffs with capacity administrative staff/technician lab/librarian/other special staff. We will cover accommodation for 1-2 staff with the same gender in twin share room. **However, If you come with Erasmus+ funding, you need to pay your accommodation.**

You may check about our university at www.its.ac.id or its.ac.id/international

You may check the excitement of previous program at this link : <https://www.youtube.com/watch?v=vGOVdEv0x4o&t=2s>

The duration of this program is one week with proposed date is **29 Sept - 3 Oct 2025**

ITS will provide benefits for all your staffs with detail below :

- Accommodation twin share bedroom at hotel during the program (including breakfast)
- **If you come with Erasmus+ funding, you need to pay your accommodation.**
- Lunch
- Pick up & drop off services at Juanda International Airport Surabaya
- Trip to Mount Bromo

Update Visa & Entry to Indonesia per Sept 2023:

- People from ASEAN countries can enter Indonesia with free visa. They can get it once they arrive in any Indonesian international airport
- People from 88 countries listed here can enter Indonesia with Visa on Arrival (VoA): <https://www.imigrasi.go.id/wna/daftar-negara-voa-bvk-calling-visa> The fees of VoA is IDR 500.000,- and you must pay in IDR currency or apply through online platform
- People from countries that are not listed above, must apply online visa at <https://evisa.imigrasi.go.id/> at least 1 month before the arrival date. The fees for this program around IDR 1.500.000 – 2.000.000,-

All your staff must cover all other expenses such as roundtrip ticket, travel insurance, personal expenses, etc

Here's the documents that your staffs should prepare :

- CV
- One- or two-pages motivation letter (please indicate in which position and unit/department, they would like to do mobility)
- Scanned passport information page

Here's the timeline of this program :

August 30 : Deadline of application

2 weeks after registration : Release of Letter of Acceptance (LoA) & arrival guidelines

5 Sept : Pre-arrival meeting

3-22 Sept : Visa Application (only for selected countries)

Sept 20 : Submission of flight ticket & personal form

28 Sept : Arrival in Surabaya

Oct 4 : Departure from Surabaya

You may check the complete info at our flyer or website

<https://www.its.ac.id/international/experiencing-its/non-academic-staff/ism/>

We are kindly request your assistance to disseminate this program to your non-academic staffs at your university.

Please also note since we only invite limited universities for this benefit to join this program, if you think you can't send your staff to this program, please let us know soon because we need to offer to other universities.

Should you have any questions, you may contact me at staffmobility@its.ac.id and cc to wahyuipm141@gmail.com

Thank you very much for your kind attention. We are looking forward to hearing from you

Best regards,

**Muh. Wahyu Islami PM, ST, [M.Hub.Int.](#), (Mr.)
CommTECH & Mobility Program Manager
ITS Global Engagement
ITS Surabaya - Indonesia**