

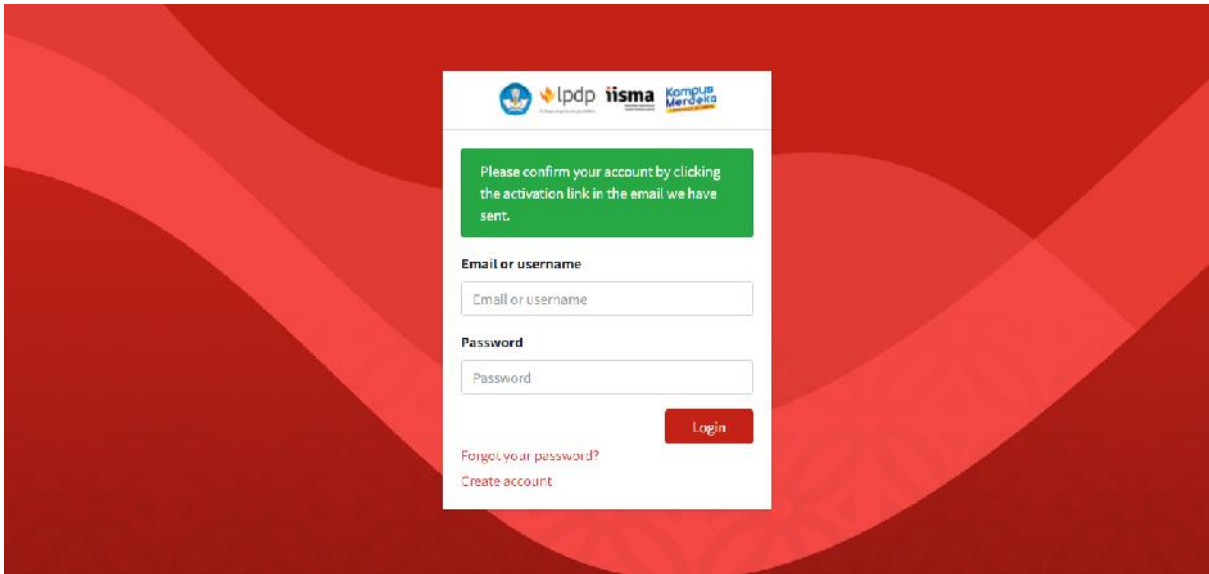
IISMA 2022 APPLICATION PROCEDURE

1. Go to site.iisma.id and click on the **“Apply”** button at the top right part of the page

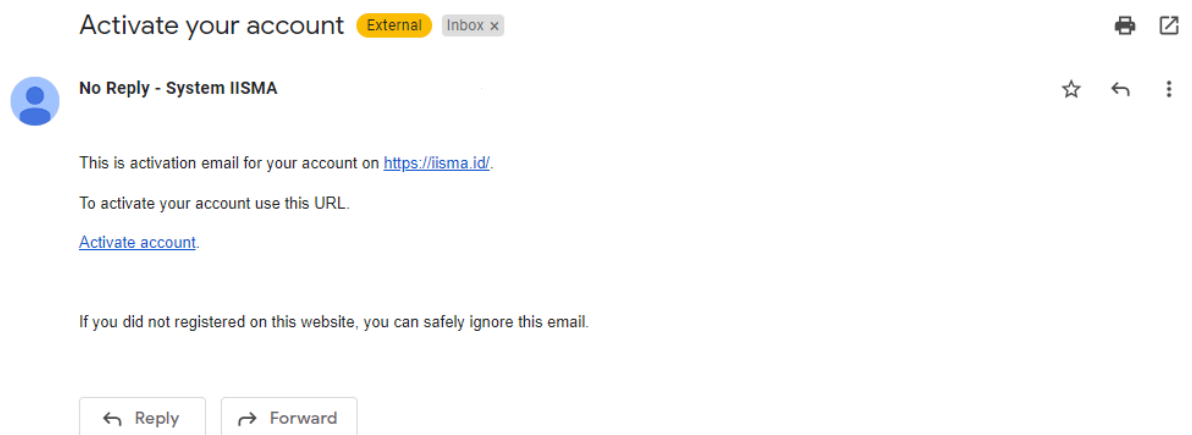


2. Register yourself by filling in the form with your active email address, username (create one), and password. Click **“Register”** afterwards.
3. Please make sure that the form title is **“Student”** for the IISMA 2022 application for future awardees.

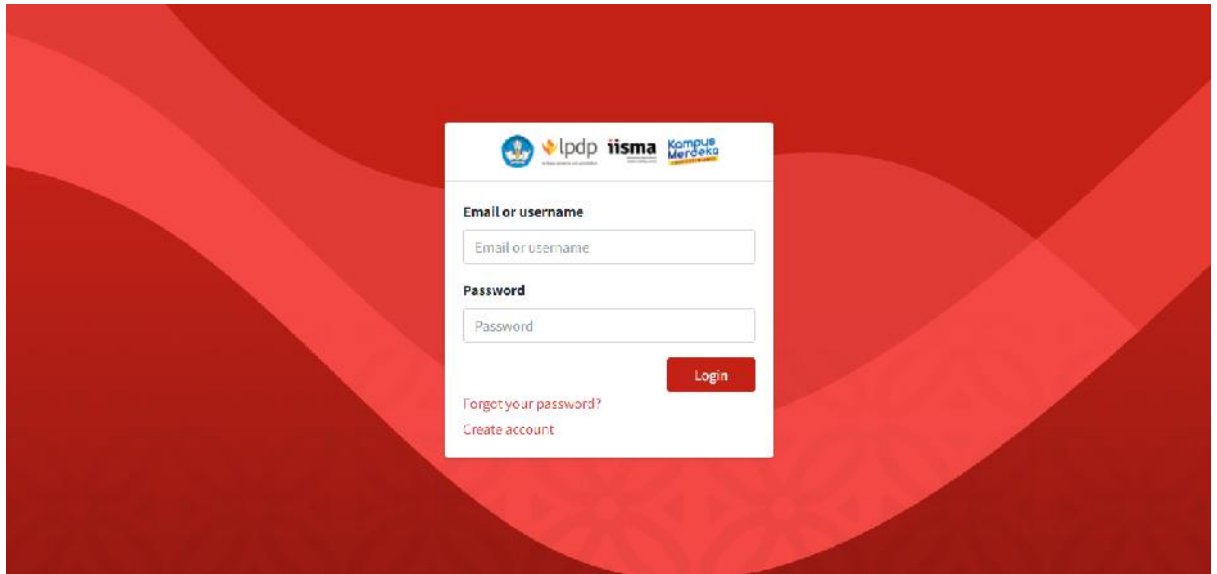
4. After registering, you will receive a confirmation email. Please make sure that you have written the email address correctly because **the confirmation email can only be sent once.**



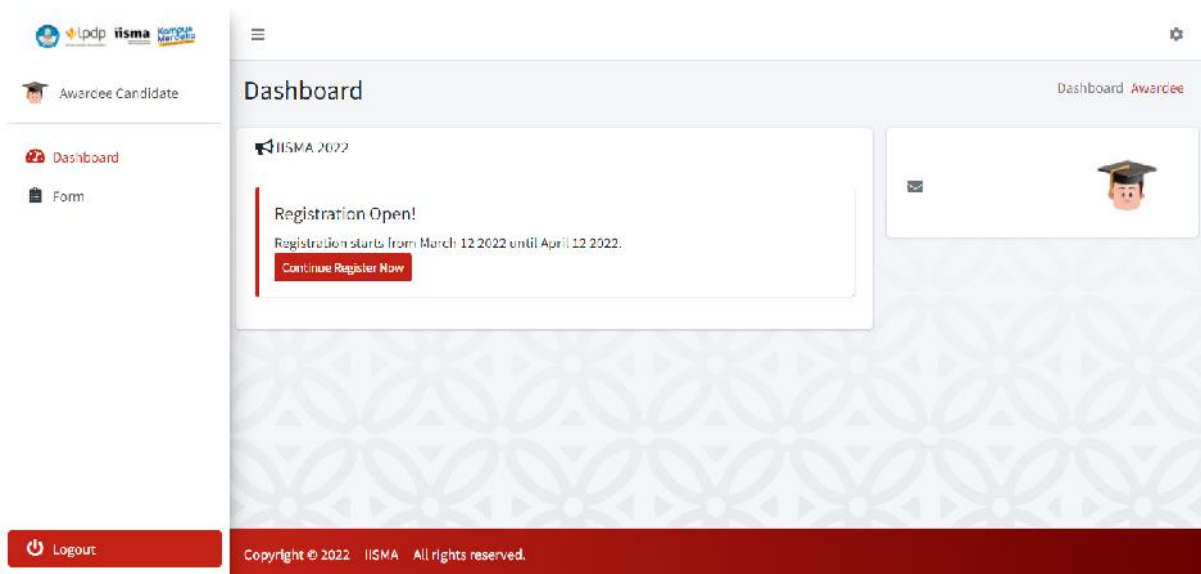
5. The confirmation email will look like this:



6. Click the URL link provided in the confirmation email, and you will be directed to the login page. Enter your email address or username and password correctly.



7. This page will show up if your login is successful. Click **“Register Now”** to fill in your personal information.



8. The application form will look like the picture below. You should fill in the form with your personal data as honest and as true as possible based on the instructions.

The screenshot shows a web application interface for a registration form. The page title is "Registration Form" and it includes a navigation menu with "Awardsee Candidate", "Dashboard", and "Form". The main content area is titled "Fill in or Confirm Your Personal Details" and contains a form with the following fields:

- NIK
- NIM
- Birth Date (mm/dd/yyyy)
- Other

A "Logout" button is visible in the bottom left corner.

9. In this part, you should upload the required documents based on the instructions.

The screenshot shows a web application interface for uploading supporting documents. The page title is "Upload Supporting Documents" and it contains two sections for document uploads:

- English Proficiency Score
- Additional document for English Proficiency Test (if any)

Each section has a "Choose file" button. Below the first section, there is a note: "Please upload in .png or .pdf with max. size of 5 MB."

10. In this part, you should answer the questions as honest and as true as possible.

Answer the Essay Questions

Discuss your academic and non-academic achievements, including the process and skills involved in your previous or current degree program!

Please outline your plans to engage with local and international communities during IISMA program using clear examples!

Discuss a time when you faced difficult challenge or hurdle during your study and how you navigated through it!

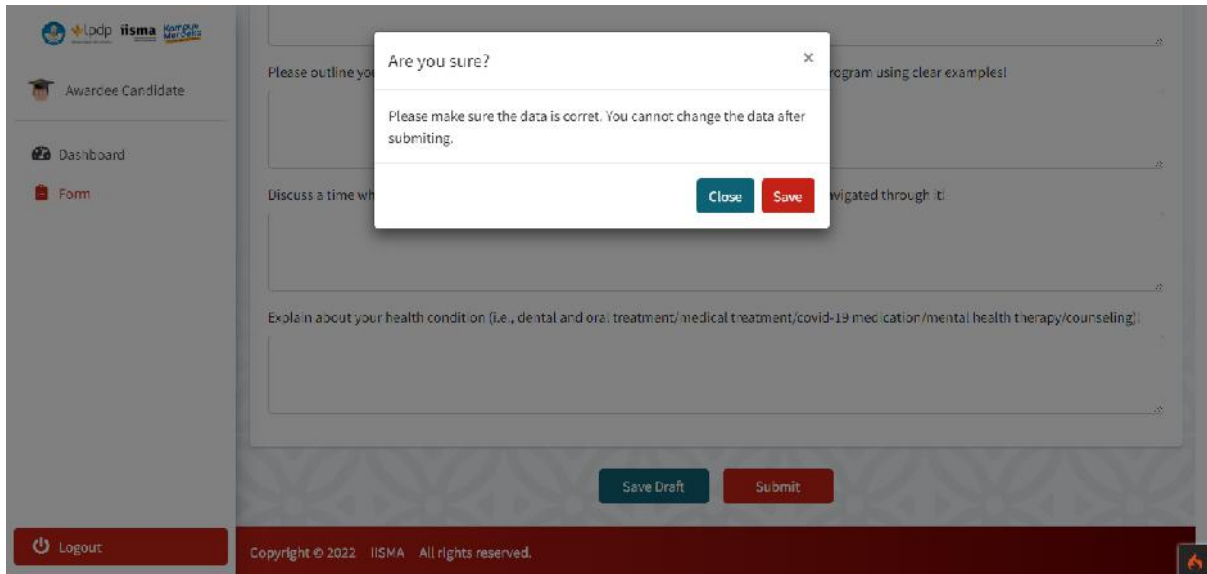
11. If you would like to save your application half-way, you can click the **“Save Draft”** button. Please be noted that by clicking the **“Save Draft”** button, you have not submitted your application yet, and you can still edit your submission in the future.

12. Click the **“Submit”** button to submit your application. After clicking the **“Submit”** button, you will not be able to edit your application anymore, so please validate that all of your data is correct beforehand.

The screenshot shows a web application interface. On the left is a navigation sidebar with the following items: logos for 'lpdp', 'iisma', and 'Kerjasama'; 'Awarsee Candidate' with a graduation cap icon; 'Dashboard' with a computer monitor icon; and 'Form' with a document icon. The main content area contains three text input fields with the following prompts: 'Please outline your plans to engage with local and international communities during IISMA program using clear examples!', 'Discuss a time when you faced difficult challenge or hurdle during your study and how you navigated through it!', and 'Explain about your health condition (i.e., dental and oral treatment/ medical treatment/covid-19 medication/mental health therapy/counseling)'. At the bottom of the form are two buttons: 'Save Draft' (teal) and 'Submit' (red). A footer bar at the very bottom contains a 'Logout' button with a power icon and the text 'Copyright © 2022 IISMA All rights reserved.'.

13. After clicking the **“Submit”** button, you will see this pop-up. You can click **“Save”** when you are satisfied with your application.

14. Once you have submitted your application, you will not be able to change it.



15. Submission **must be completed during the registration period**. Failing to do so, your application will be eliminated.