PROSEDUR PEMBUATAN SURAT AKTIF KULIAH

Login ke web

https://eadministrasi.untirta.ac.id /login.srt> Masukkan NIM dan PIN> PIN = 6 angka belakang NIMContoh: NIM = 5552210123 berarti PIN = 210123*jika baru pertama kali login biasanya harus melengkapi biodata terlebih dahulu

Setelah berhasil login, scroll ke bawah hingga menemukan menu "surat" dan klik Klik bagian "pilih" dan akan muncul jenis surat yang diperlukan, klik "pernyataan masih kuliah"

Setelah itu klik "buat", isi data sesuai arahan Jika sudah, diharapkan mengisi g-form pelayanan akademik yang disediakan jurusan di https://bit.ly/PelayananAkademikS1Akt> Bukti di g-form pelayanan akademik diisi dengan bukti permohonan yang sudah ditandatangani pemohon> Bukti permohonan dapat dicetak dengan klik "cetak permohonan" di samping surat permohonan di web e-administrasi tadi*File bukti permohonan berbentuk pdf

Setelah pelayanan akademik sudah diisi, staff jurusan akan memverifikasi sesuai dengan yang diminta. Untuk fast respon bisa chat whatsapp ke staff jurusan 0851-7500-7461 (jika sudah mengajukan permohonan)

Jika tombol verifikasi sudah berwarna biru, tinggal konfirmasi ke Pak Deni (staff fakultas) di nomor 0878-1977-3101 untuk melakukan validasi dan pencetakan Apabila keterangan validasi sudah berwarna biru/bertuliskan "sudah" semua, maka surat bisa langsung diambil di Gedung Fakultas Ekonomi dan Bisnis Sindangsari



Prodi: Verifikasil Fakultas : mengambil surat pernyataan aktif

Standard Operating Procedure CERTIFICATE of ACTIVE STUDY

Login to the web https://eadministrasi.untirta.ac.id/logi n.srt> Enter NIM and PIN> PIN = 6 numbers after NIM. Example: NIM = 5552210123 means PIN = 210123*if this is your first time logging in you usually have to complete your biodata first

After successfully logging in, scroll down until you find the "mail" menu and click Click the "select" section and the type of letter required will appear, click "statement of still studying"

After that, click "create", fill in the data according to the instructions If so, you are expected to fill in the academic services g-form provided by the department at https://bit.ly/PejalanAkademikS1Akt> Evidence in the academic services g-form is filled in with proof of the application that has been signed by the applicant> Proof of the application can be printed by clicking "print application" next to the application letter on the e-administration website*The application proof file is in PDF form

After the academic services have been filled in, department staff will verify that they are as requested. For fast response, you can chat on WhatsApp to department staff 0851-7500-7461 (if you have submitted an application)

If the verification button is blue, just confirm with Mr. Deni (faculty staff) on 0878-1977-3101 to validate and print If the validation information is all blue/all written "done", then the letter can be picked up directly at the Sindangsari Faculty of Economics and Business Building.