







	UNIVERSITY OF ISLAM NEGERI MAUALANA MALIK IBRAHIM MALANG	SOP Number	FS.UIN-QA/SOP.02.07
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
SOP OF COVER LETTER FOR EXTERNAL SCHOLARSHIP CANDIDATES		Dr. H. Saifullah, M.Hum	

Legal basis:
<ul style="list-style-type: none"> • Law No. 20/2003 on the National Education System • Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education • Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Minister of State Apparatus Empowerment and Bureaucratic Reform No. 15 of 2014 concerning Guidelines for Service Standards By the Grace of God Almighty • Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang
Linkage:
<ul style="list-style-type: none"> • Dean • Vice Dean for Student Affairs and Cooperation • Head of Faculty Administration • Head of Faculty Academic, Student Affairs, and Alumni Division • Staff of Faculty Academic, Student, and Alumni subdivision • Student
Linkage to other SOPs
<ul style="list-style-type: none"> • SOP of Re-registration
Notice:
<ul style="list-style-type: none"> • To ensure optimal service, the cover letter application data must be complete and clear. • The expiration period for collecting the letter is a maximum of 2 weeks after submission.

Executor Qualifications:
<ul style="list-style-type: none"> • Staff of the Academic Subdivision of Student Affairs and Alumni of the Faculty of Sharia • Have expertise in IT
Tools/equipment:
<ul style="list-style-type: none"> • Computer Set • Stationary • Stamp
Recording and Registration
Statement Letter

No.	Activities	Executor							Standard Quality			Note
		Student	Department Executor Staff	Staff of Faculty Academic Subdivision	Head/Secre tary of Study Program	Head of Faculty Academic Subdivision	Head of Administrat ive Affairs	Vice Dean for Student Affairs	Requirements	Time	Output	
1	Requesting for Cover Letter Issuance			 ↓					Student ID Card Scholarship Form from a specific institution Register Book	5 minutes	Request entered into the register book	
2	Reviewing the student's needs and activities			 ↓					Academic Information System Student ID Card Required documents	15 minutes	Student verified	
3	Drafting the Cover Letter								Cover Letter Request Book	15 minutes	Draft Cover Letter	
4	Verification of the Draft Cover Letter								Draft Cover Letter	5 minutes	Draft Cover Letter initialed	Time as adjusted
5	Signing and Approval of the Cover Letter								Draft Cover Letter initialed	1 day	Draft Cover Letter signed	Time as adjusted
6	Recording and Registering the Letter								Draft Cover Letter signed Register Book	15 minutes	Cover Letter recorded and entered into the register	
7	Delivery of the Letter to the Student								Cover Letter recorded and entered into the			

No.	Activities	Executor							Standard Quality			Note
		Student	Department Executor Staff	Staff of Faculty Academic Subdivision	Head/Secre tary of Study Program	Head of Faculty Academic Subdivision	Head of Administrat ive Affairs	Vice Dean for Student Affairs	Requirements	Time	Output	
									register			