



Announcement on SEU's New Online EPT System

In order to improve the quality and ease of access for participants, the Service English Unit (SEU) will implement a new test system. This new system will come into effect as of October 12, 2022.

Below are the key points of SEU's new Online EPT system:

1. Participants are required to register and pay the fee at the latest within two (2) days before test date. Payment must be made during working hours at 08.00 – 16.00 (Jakarta time).
2. The test time will be sent to the participant's email in two (2) days or at the very least within one (1) day before the test day.
3. SEU's Online EPT link will be sent on the test day, ten (10) minutes before the test starts.
4. Test takers are required to fill out, sign, and upload a Statement of Approval before taking the test.
5. We recommend that participants use serviceable laptops or desktops to take the test. The use of Microsoft Windows and Google Chrome are also recommended.
6. Participants are prohibited from using mobile phones or smartphones during SEU's Online EPT test.
7. Devices used by participants are required to have a serviceable webcam or active camera.
8. Test takers are required to use speakers or headsets.
9. It is recommended that the devices used to take the test have at least 3GB of RAM.
10. The internet recommended internet speed to take the test is 10-15Mbps.
11. During the test, participants must allow access to webcam and screen sharing features.
12. Test administrators reserves the right to disqualify participants who do not submit a Statement of Approval.
13. The test administrators reserve the right to disqualify participants who are proven to commit a fraudulent act.

All participants and/or prospective participants who have or will register for the test on October 12, 2022 onwards, are expected to read and understand this announcement.



REGISTRATION PROCEDURES FOR SEU'S ONLINE ENGLISH PROFICIENCY TEST (EPT)

1. SEU's Online EPT registration system is accessible from Monday to Friday during business hours.
2. The registration is accessible via SEU's official website: <https://seu.apps.undip.ac.id/login>
3. Candidates must create an account to proceed with the registration. You can see the details on the next page.
4. Candidates are advised to use Gmail account for the registration process and test administration.
5. Candidates choose the test date according to the schedule on Wednesday, Saturday, or Sunday through their registered account.
6. Candidates are limited to selecting test dates in the current effective year. (For example: Candidates who register in 2023 are limited to the schedule their test date in the year 2023).
7. Candidates are required to make a payment of IDR 150,000 to the Virtual Account (VA) number listed on the Transaction menu in the participant's account.
8. The test fee payment must be made within 2x24 hours after obtaining a Virtual Account (VA) number.
9. If the fee payment is not made within the time limit stated above, their registration is automatically forfeit.
10. Payment for SEU's Online EPT on Saturday and Sunday slots must be made no later than Thursday at 15.00 Jakarta time. Payments made on weekends will be confirmed by registration officers on Mondays during business hours.
11. Information on test fee payment procedure is available at the end of this document.
12. Candidates are required to confirm payment via: <https://bit.ly/FormVerifikasiTes>
13. All test fee payment is non-refundable.
14. Candidates will receive a notification of the test procedures within two (2) days, or at least within one (1) day, after fee payment is validated.
15. Candidates can access SEU's Online EPT according to the schedule and regulations as informed by the test proctoring team via candidate's email.
16. Inquiries related to SEU's Online EPT can be submitted via admin email (eseufibundip@gmail.com) or to WhatsApp hotline (0813-2808-0692) on working days and hours.

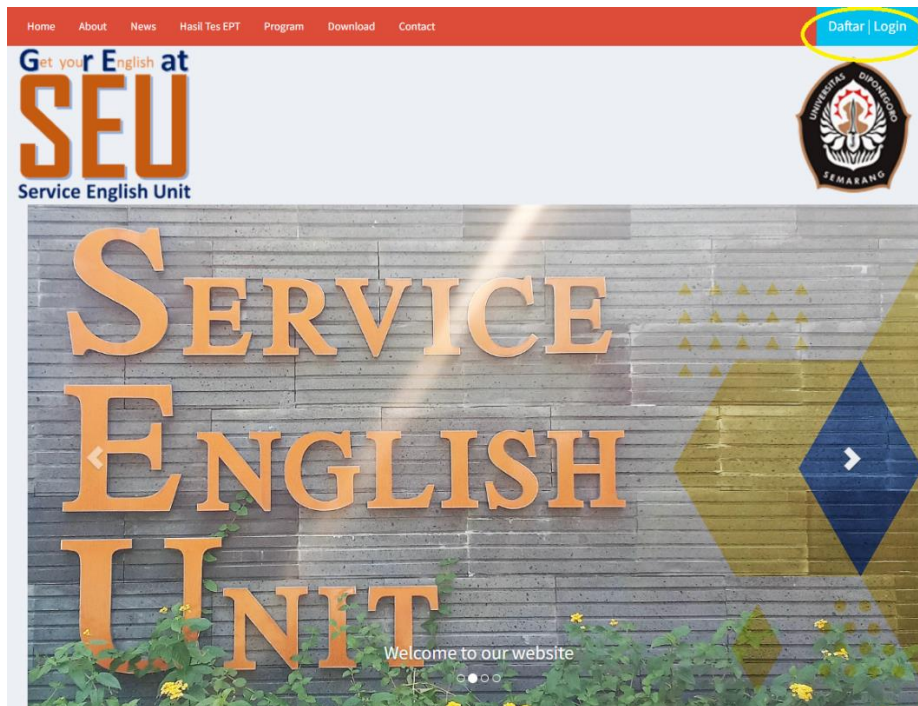
Note:

- a. The test results will be announced periodically on SEU's official website.
- b. E-Certificates will be sent to each participant's email within 5-7 working days after the test.
- c. Any fraudulent act by test participant will result in annulment of test results and/or permanent ban by the test administrator.



ACCOUNT CREATION PROCEDURE AND TEST DATE SELECTION

1. Candidates can register by visiting the official SEU website (<https://seu.apps.undip.ac.id>) and clicking Register| Login in the upper right corner of the main page (yellow circle).



2. The login and registration page will be displayed, as seen in this image:

🔍 Login

Email *

Password *

Login

[Lupa Password](#)

Daftar

Universitas Diponegoro (UNDIP)

Institusi Lain



KEMENTERIAN PENDIDIKAN KEBUDAYAAN RISET
DAN TEKNOLOGI
UNIVERSITAS DIPONEGORO
FAKULTAS ILMU BUDAYA
SERVICE ENGLISH UNIT (SEU)

Jl. Hayam Wuruk No.3, Pleburan.Semarang 50241
Telp. (024) 8312420 / Whatsapp: 0813-2808-0692
Web: <http://seu.apps.undip.ac.id>
email humas: seu@live.undip.ac.id
email operator tes: eseufibundip@gmail.com

3. Choose one of the registration options:
 - a. Diponegoro University (UNDIP)

⊗ Error! ×

Nomer Induk Mahasiswa tidak valid

😊 Daftar Akun Baru Sekarang
📍 Peserta Dari Universitas Diponegoro

Nomer Induk Mahasiswa (NIM) *

Cek

Note: if the message “Nomer Induk Mahasiswa tidak valid” (Invalid Student ID Number) appears, candidates can apply through the “Institusi Lain” (Other Institutions) option.



b. Other Institutions

😊 Daftar Akun Baru Sekarang

📍 Peserta Dari Institusi Lain

ID Pendaftar *

Isi dengan NIM atau NIK

Nama Lengkap *

Isi dengan nama lengkap tanpa gelar

Jns Kelamin *

Laki-laki

Perempuan

Email *

Isi dengan email yang masih aktif (disarankan menggunakan gmail)

Telpon *

Telephone

Alamat *

Alamat Lengkap ...

Institusi Asal *

Nama Institusi Asal ...

Password *

Isi dengan password akun SEU (bukan password email)



Daftar

Information:

- All fields must be completed.
- After all fields are completed, click "**Register**".
- An activation link will be sent to the candidate's email address.
- Click the activation link and log back in to SEU's official website account.



- To select the test date, please click the “Jadwal Program SEU” (SEU Program Schedule) menu.

Profile menu options:

- Home
- Jadwal Program SEU**
- Transaksi
- Logout
- Data Profil
- Edit Profil
- Data Riwayat Ujian/ Les

- To select the test date, click the blank field next to the calendar icon. Select the test date according to the available days, which are Wednesday, Saturday, or Sunday.

Jadwal Program SEU

Tgl Ujian Baru

--Jadv April 2023 > Pilih--

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

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- After the desired test date has been selected, click “Pilih” (Select).

Jadwal Program SEU

Tgl Ujian Baru

2023-04-29

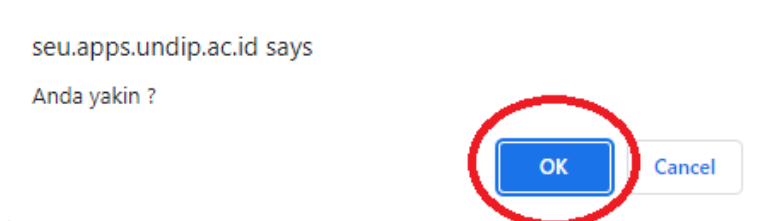
No	Program	Kategori	Biaya (Rp)	Hari	Jam	Ruang	Quota	Terisi	Sisa	#
1	Tes Online	Regular-TES Umum	150,000	Sabtu	10:00 - 14:40	ONLINE	100	23	77	<input checked="" type="checkbox"/> Pilih



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email humas: seu@live.undip.ac.id
email operator tes: eseufbundip@gmail.com

7. A dialog box will pop up and please click “OK”.



8. The test participant card will appear. Save this card by clicking the “Simpan” (Save) button.

Daftar Program

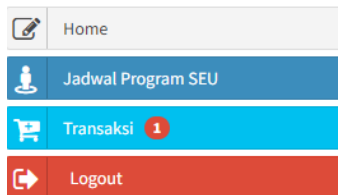
Hari: Sabtu
Jam: 10:00 sd 14:40
Program: TOEFL_Prediction_Test-Tes Online

Tgl Ujian:

2023-04-29

Kembali Simpan

9. Click the “Transaksi” (Transaction) menu to obtain a Virtual Account (VA). Details on the procedure for paying the test fee can be found at the end of this document.



Riwayat

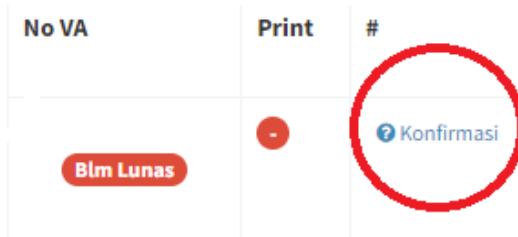
#	No Pendaftaran	Program	Tipe - Kategori	Biaya	Tgl Daftar	Tgl Ujian	No VA	Print	#
1		TOEFL_Prediction_Test-Tes Online	Regular- TES	150,000	17-Apr-23	29-Apr-23	Nomor VA Blm Lunas	-	Konfirmasi



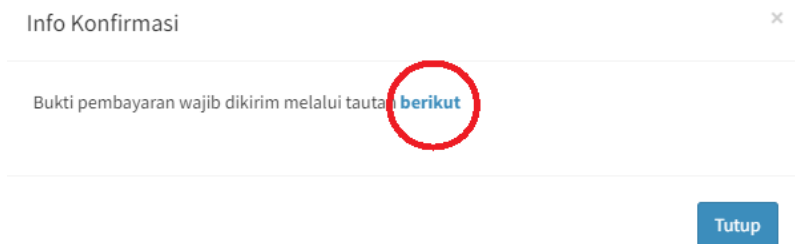
**KEMENTERIAN PENDIDIKAN KEBUDAYAAN RISET
DAN TEKNOLOGI
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email humas: seu@live.undip.ac.id
email operator tes: eseufbundip@gmail.com

10. Confirm payment by clicking the “Konfirmasi” (Confirmation) link that has been available on the right side of Virtual Account (VA), in the “Transaksi” (Transactions) menu.



11. When a dialog box pops up, click “Berikut” (Next).



12. You will be directed to SEU's Online EPT payment verification form.

Service English Unit
JL. HAYAM WURUK NO.3, PLEBURAN, KEC. SEMARANG
SEL., KOTA SEMARANG, JAWA TENGAH 50241
seu@live.undip.ac.id | 024-8413883 / 8312420

Formulir Verifikasi Pembayaran SEU's EPT Online (*Payment Verification Form of SEU's Online EPT*)

Selamat datang di Formulir Verifikasi Pembayaran SEU's EPT Online.

Silakan mengisi data-data di bawah ini, kemudian unggah bukti pembayaran yang sudah Anda lakukan dengan ukuran maksimal 1MB. Setelah melakukan verifikasi pembayaran, peserta akan menerima email pemberitahuan dari petugas dua (2) hari sebelum tes dilaksanakan.

Terima kasih.

13. Payment will be verified by the officer on working days and hours. We recommend that payment be made during business hours and/or well in advance of the test schedule.



BNI Virtual Account (VA) Payment Procedures

➤ **BNI Virtual Account Payment with BNI ATM**

1. Insert your Card.
2. Select Language.
3. Enter your ATM PIN.
4. Select “Other Menu”.
5. Select “Transfer”.
6. Select the type of account you want to use (Example; “From Savings Account”)
7. Select “Virtual Account Billing”.
8. Enter your Virtual Account number (example: 8788-xxx-20-xxxxxxx).
9. The bill to be paid will appear on the confirmation screen.
10. Confirm, if all details are correct, proceed with the transaction.
11. Your transaction has been completed.

➤ **BNI Virtual Account Payment with BNI mobile banking**

1. Access BNI Mobile Banking from mobile then enter user ID and password.
2. Select the “Transfer” menu.
3. Select the “Virtual Account Billing” menu then select debit account.
4. Enter your Virtual Account number (example: 8700-xxx-20xxxxxxx) on the menu “new input”.
5. The amount to be paid will appear on the confirmation screen.
6. Confirm the transaction and enter the Transaction Password.
7. Your payment has been successful.

➤ **BNI Virtual Account Payment with BNI Personal iBank**

1. Type the address <https://ibank.bni.co.id> then click “Enter”.
2. Enter User ID and Password.
3. Select the “Transfer” menu.
4. Select “Virtual Account Billing”.
5. Then enter your Virtual Account number (example: 8788-xxx-20-xxxxxxx) to be paid. Select the debit account to use. Press “Next”.
6. The amount to be paid will appear on the confirmation screen.
7. Enter the Token Authentication Code.
8. You have successfully made the transaction.



➤ **BNI Virtual Account Payment with BNI SMS banking**

1. Open BNI SMS Banking application.
2. Select the “Transfer” menu.
3. Select the menu “Trf BNI account”.
4. Enter the destination account number with 16 digits Virtual Account Number (example: 8788-xxx-20-xxxxxxx).
5. Enter the transfer amount according to your bill. An incorrect amount will result in a failed transaction process.
6. Select "Process" then "Agree".
7. Reply SMS by typing pin according to the command.
8. You have successfully made the transaction.

Or,

You can also directly type SMS with

Format: TRF[SPACE]VA Number[SPACE]NOMINAL

and then send to 3346

Example: TRF 8788-xxx-20-xxxxxxx 150000

➤ **BNI Virtual Account Payment from BNI Branch Office or Outlet (Teller)**

1. Visit the nearest BNI branch office/outlet
2. Inform the Teller that you want to make a payment “Virtual Account Billing”
3. Provide your Virtual Account number to the Teller
4. The teller will read the VA number back to you.
5. Teller processes Transactions
6. If the transaction is successful, you will receive a payment slip from the Teller.

➤ **BNI Virtual Account Payment from Agent46**

1. Visit the nearest Agen46 (shops/kiosks with the words Agent46)
2. Inform the agent, that you wish to make a “Virtual Payment”.
3. Give your Virtual Account number to Agen46
4. Agen46 confirms the transaction details to you.
5. Agen46 continues the transaction.
6. If the transaction is successful, you will receive proof of payment from the Agen46.



- **Payment of BNI Virtual Account with ATM Bersama**
 1. Insert the card into the ATM Bersama machine.
 2. Select “Other Transactions”.
 3. Select the “Transfer” menu.
 4. Select “Transfer to Another Bank”.
 5. Enter the BNI bank code (009) and the 16 Digit Virtual Account Number (example: 8788-xxx-20-xxxxxxx).
 6. Enter the amount to transfer according to your bill. A different amount will result in a failed transaction process.
 7. Confirmation of your details will appear on the screen. Check the transaction details carefully. If all the information is correct, press 'Yes' to proceed.
 8. You have successfully made the transaction.

- **BNI Virtual Account Payments from Other Banks**
 1. Select the “Transfer to Different Bank” or “Online Transfer to Different Bank” menu.
 2. Enter the bank code for BNI (009) or select BNI on the Transaction Destination Bank menu.
 3. Enter the 16 Digit Virtual Account Number in the destination account column, (example: 8788-xxx-20-xxxxxxx).
 4. Enter the amount to transfer according to your bill. A different amount will result in a failed transaction process.
 5. Enter the payment amount: 150000.
 6. Confirmation of your details will appear on the screen. Check the transaction details carefully. If all the information is correct, press 'Yes' to proceed.
 7. You have successfully made the transaction.