



SPH

GENERAL ADMISSION PROCEDURE

VISION

True Knowledge • Faith in Christ • Godly Character

MISSION

Proclaiming the preeminence of Christ and engaging in the redemptive restoration of all things in Him through holistic education



APPLICATION PROCEDURES / PROSEDUR PENDAFTARAN

1. REGISTRATION / REGISTRASI

SPH accepts applications for Early Childhood Education (starting age 1 year*) to Grade 11. We accept applications throughout the school year.

SPH menerima pendaftaran siswa baru mulai Pendidikan Usia Dini (mulai usia 1 tahun) sampai kelas 11. Kami membuka pendaftaran sepanjang tahun ajaran sekolah.*

Children must be of appropriate age for Mom & Child (1 year*), Pre-Kindy (2 years*) K1 (3 years), K2 (4 years), K3 (5 years) and Grade 1 (6 years) as of 30 June. Consideration may be given in certain cases only.

Calon siswa harus berusia 1 tahun (Mom & Child), 2 tahun (Pre-Kindy*) 3 tahun (K1), 4 tahun (K2), 5 tahun (K3) dan 6 tahun (kelas 1) pada tanggal 30 Juni. Pertimbangan dapat diberikan untuk kasus khusus.*

Application form can be purchased in Admission Office or downloaded from SPH website and paid upon lodging the application. Before applying parents should read, understand and be willing to abide all the policies and requirements stated in the form.

Formulir pendaftaran dapat dibeli di Admission Office atau diunduh dari website SPH dan dibayar saat pengembalian formulir. Sebelum mendaftar, orang tua harus membaca, mengerti serta bersedia mematuhi peraturan dan ketentuan yang tertera dalam formulir.

2. ENTRANCE TEST / TES MASUK

Application Form and required documents must be sent to Admission Office one week prior to entrance test.

Formulir pendaftaran dan dokumen yang diperlukan dikirim terlebih dahulu ke Admission Office satu minggu sebelum mengikuti test masuk.

All applicants should take entrance test, which is scheduled by appointment only. Check collective test dates in each campus. Parents will be notified via phone / email regarding status of application. The application may be accepted, wait listed, re-tested, or denied.

Calon siswa harus mengikuti test masuk melalui perjanjian terlebih dahulu. Cek tanggal tes kolektif di masing-masing kampus. Pemberitahuan hasil test yaitu diterima, waiting list, test ulang atau ditolak, akan diinformasikan pada orang tua melalui telepon / email.

3. PAYMENT / PEMBAYARAN

Accepted students will receive Acceptance Letter. Parents will be offered early bird DPP and SPP price within specific period of time. The admission of a student will take place after both DPP and SPP covered.

Siswa yang diterima akan mendapat Surat Penerimaan. Orang tua akan mendapat harga early bird DPP dan SPP selama periode waktu tertentu. Siswa baru resmi terdaftar setelah pembayaran DPP dan SPP dipenuhi.

4. ORIENTATION / ORIENTASI

There will be class orientation and / or new family orientation day for new students before the school starts. Schedule will be notified later.

Bagi siswa baru, sekolah akan mengadakan orientasi kelas dan / atau orientasi keluarga baru sebelum sekolah dimulai. Jadwal akan diinformasikan kemudian.

Uniform and school supplies can be purchased at school bookstore during school holiday.

Seragam dan keperluan sekolah dapat dibeli di toko buku sekolah selama libur sekolah.

*AVAILABLE IN CERTAIN CAMPUS (TERSEDIA DI KAMPUS TERTENTU).



REQUIRED DOCUMENTS / DOKUMEN YANG DIPERLUKAN

1. HARD COPY

NATIONAL STUDENTS

- 3 latest color photos
(3x4 cm, white collar shirt with red background)
- Copy of school report card* (the last 3 years)
- Copy of Birth Certificate
- Copy of Family Card

INTERNATIONAL STUDENTS

- Copy of student's & parents' passport
- 3 latest color photos
(3x4 cm, white collar shirt with red background)
- Copy of school report card* (the last 3 years)
- Copy of Birth Certificate
- Copy of student's & parents' passport
- Copy of student's & parents' (KIMS / KITAS)

** Legalized English transcript of Grade 4 and up is needed
(only for Grade 6 applicant)*

** Legalized English transcript of Grade 9 and up is needed
(only for Grade 10–11 applicant)*

REQUIRED DOCUMENTS / DOKUMEN YANG DIPERLUKAN

2. SOFT COPY

• SCANNED DOCUMENTS (FOR NATIONAL STUDENTS)

File name follows the following format:

- **FAMILY CARD**
FC – Student's Full Name – Document Number
- **BIRTH CERTIFICATE**
BC – Student's Full Name – Document Number
(replace "/" with "-")
- **PASSPORT (parents and student)**
P – Full Name – Document Number
- **STUDENT'S COLOR PHOTO**
(minimum 80KB, white collar shirt with red background)
Student's Name
- **PARENT'S COLOR PHOTO**
(minimum 80KB, with solid color background)
Parent's Name
- **REPORT CARD (previous year)**
RC – Student's Full Name – Grade, Semester

• SCANNED DOCUMENTS (FOR INTERNATIONAL STUDENTS)

File name follows the following format:

- **PASSPORT (parents and student)**
P – Full Name – Document Number
- **KITAS (parents and student)**
KITAS – Full Name – Document Number
- **STUDENT'S COLOR PHOTO**
(minimum 80KB, white collar shirt with red background)
Student's Name
- **PARENT'S COLOR PHOTO**
(minimum 80KB, with solid color background)
Parent's Name
- **REPORT CARD (previous year)**
RC – Student's Full Name – Grade, Semester

• STUDENT FROM NATIONAL SCHOOL (GRADE 7–11)

Need to submit hard copy and soft copy:

- **STTB SD / SMP (FRONT AND BACK)**
File name follows the following format:
STTB SD – Student's Full Name – Front Page
STTB SD – Student's Full Name – Back Page
STTB SMP – Student's Full Name – Front Page
STTB SMP – Student's Full Name – Back Page
- **SKHUN SD / SMP**
(SURAT KETERANGAN HASIL UJIAN NASIONAL)
File name follows the following format:
SKHUN SD – Student's Full Name – Document Number
SKHUN SMP – Student's Full Name – Document Number

Same color with the original documents

- Maximum size 500KB or 500dpi, minimum 300KB

- All documents should be in JPEG form

ENTRANCE TEST / TES MASUK

EARLY CHILDHOOD CLASSES

(Mom & Child, Pre-Kindy, K1, K2 & K3)

Child observation by teacher
and / or principal,

Duration: Approx. 30 minutes

JUNIOR SCHOOL

GRADES 1-6:

- English
- Mathematics
- Interview (*parent & student*)

Duration: Approx. 2 hours

SENIOR SCHOOL

GRADES 7-11:

- English
- Mathematics
- Non verbal Test
- Bahasa Indonesia
(*for class placement*)
- Interview (*parent & student*)

FOR GRADE 11:

Interview with IB Diploma Coordinator

Duration: Approx. 4 hours



UNIVERSITIES WHERE SPH GRADUATES HAVE BEEN ACCEPTED / UNIVERSITAS YANG TELAH MENERIMA LULUSAN SPH

ASIA

Hong Kong

Chinese University of Hong Kong
Hong Kong University of Science
& Technology
Hong Kong Polytechnic University
University of Hong kong

Indonesia

Universitas Gajah Mada
Universitas Indonesia
Intitute Teknologi Bandung
Universitas Pelita Harapan
University Atmajaya

Japan

Ritsumeikan Asia Pacific University
Sophia University

South Korea

Seoul National University
Yonsei University

Singapore

Lasalle College of the Arts
Nanyang Academy of Fine Arts
Nanyang Technological University
National University of Singapore
Singapore Management University
Yale-NUS College

AUSTRALIA

Australia

University of Adelaide
Australian National University
Macquarie University

University of Melbourne
Monash University
University of New South Wales
Royal Melbourne Institute
of Technology
University of Sydney
University of Western Australia
University of Queensland

New Zealand

University of Auckland
Auckland University of Technology

EUROPE

Netherlands

Delf University of Technology
Erasmus University Rotterdam
Rotterdam Utrecht University
University of Groningen

Spain

IE University

Switzerland

Ecole Hoteliere de Lausanne Erasmus

United Kingdom

Bristol University
Imperial College of London
King's College London
Warwick University
University of Manchester
University of Birmingham
University of London
University of Nottingham
Durham University
University of Edinburgh
University of St. Andrews
University College London
University of Exeter
University of York

NORTH AMERICA

Canada

McGill University
Redeemer University College
Trinity Western University
University of British Columbia

University of Alberta
University of Toronto
University of Waterloo
York University

United States

American University
Babson College
Biola University
Boston College
Boston University
Brandeis University
Brown University
California Institute of Technology
Calvin College
Carnegie Mellon University
Claremont McKenna College
College William and Mary
Columbia University
Cornell University
Duke university
George Fox University
Georgetown University
Georgia Institute of Technology
Harvard University
John Hopkins University
New York University
Northwestern University
Pennsylvania State University
Smith College
Tufts University
University of Southern California
University of California, Berkeley
University of California, Los Angeles
University of Chicago
University of Illinois
University of Michigan
University of Minnesota
University of Notre Dame
University of Pennsylvania
University of Richmond
University of Virginia
Villanoya University
Wesleyan University
Wheaton College

... and many other universities around
the world

ASSOCIATED WITH



SEKOLAH PELITA HARAPAN

LIPPO VILLAGE

2500 Bulevar Palem Raya
Lippo Village, Tangerang 15811
Phone: (021) 546 0233-34
Fax: (021) 546 0242
Email: sph-lv@sph.ac.id

LIPPO CIKARANG

Jl. Dago Permai No. 1
Komplek Dago Villas
Lippo Cikarang, Bekasi 17550
Phone: (021) 897 2786-87
Fax: (021) 897 2795
Email: sph-lc@sph.ac.id

PLUIT VILLAGE

Pluit Village Mall
Jl. Pluit Indah Raya
Jakarta Utara 14450
Phone: (021) 6667 0315
Fax: (021) 6667 0314
Email: sph-pv@sph.ac.id

SENTUL CITY

Jl. Babakan Madang
Sentul City, Bogor 16810
Phone: (021) 8796 0234
Fax: (021) 8796 0069
Email: sph-sc@sph.ac.id

KEMANG VILLAGE

Jl. Pangeran Antasari 36
Jakarta Selatan 12150
Phone: (021) 290 56789
Fax: (021) 290 56446
Email: sph-kv@sph.ac.id



SPH

www.sph.edu



📍 SEKOLAH PELITA HARAPAN LIPPO VILLAGE



📍 SEKOLAH PELITA HARAPAN SENTUL CITY



📍 SEKOLAH PELITA HARAPAN LIPPO CIKARANG



📍 SEKOLAH PELITA HARAPAN KEMANG VILLAGE



📍 SEKOLAH PELITA HARAPAN PLUIT VILLAGE