






**INSTRUCTIONS
LEGALISATION OF DIPLOMAS AND TRANSCRIPTS
DURING THE COVID-19 PANDEMIC
FACULTY OF PHARMACY UNIVERSITAS AIRLANGGA**

**QUALITY MANAGEMENT SYSTEM
AIRLANGGA INTEGRATED MANAGEMENT SYSTEM
(AIMS)**

UNIVERSITAS AIRLANGGA

Revised number	:	0
Revised date	:	-
Effective from	:	6 August 2021
Document code	:	IK-UNAIR-FF-PBM-09-01

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1. Purpose :

Ensure that legalizing diplomas and transcripts is carried out and executed properly.

2. Scope :

Academic Section

3. Person in charge:

Vice Dean I

4. References:

- a. Universitas Airlangga Education Guidelines
- b. Faculty of Pharmacy Education Guidelines Universitas Airlangga

5. Instructions :

1. Alumni need to send the diplomas and academic transcripts scan files to the Academic Officer Staff (Adji Widdyanto) via WhatsApp (+62-812-3386-3586) or email to akademikfunair@gmail.com. Please send us good-resolution scan files from the original documents, not photocopies.
2. Alumni need to transfer the donation (Rp. 4000 / sheet) to Bank BNI Virtual account of Unair Rector: 9883030300000442, Account Name: AIRLANGGA UNIVERSITY during working days from 09.00 to 12.00 WIB. The maximum copy of the diploma and academic transcript legalization is 10 sheets for each document.
3. Please send the transfer proof to the Academic Officer Staff (+62 812-3386-3586) during staff work hours (weekdays from 09.00 to 12.00 WIB).
4. The Academic Officer Staff will check the authenticity of diplomas and academic transcripts.
5. The legalizing process will take 7 working days.
6. Once the process is finished, the Academic Officer will send the document via mail/delivery shipping to the alumni correspondence address. The cost of delivering the document is borne by the Alumni on a Cash On Delivery (COD) or with another paying mechanism.