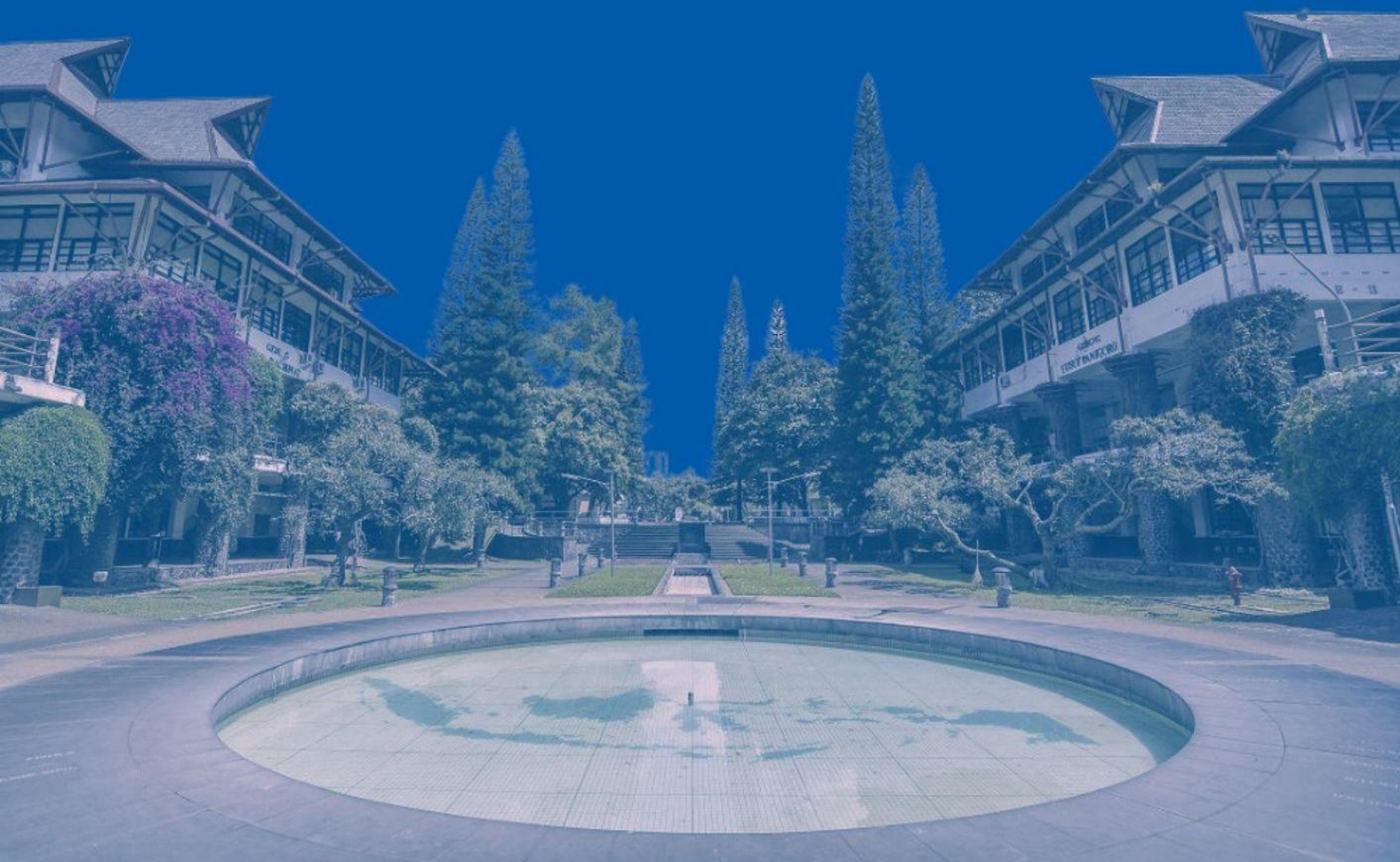




Direktorat Sarana Prasarana dan Sistem Informasi
Institut Teknologi Bandung

User Guide Registration ITB Dormitory



User Guide

ITB DORMITORY REGISTRATION



**DIREKTORAT SARANA PRASARANA DAN SISTEM INFORMASI
INSTITUT TEKNOLOGI BANDUNG**

ITB Dormitory Secretariat, Center for Research and Community Services Building, 5th Floor,
Jalan Ganesha No. 10, Bandung 40132

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PART 1. INTRODUCTION

A. GETTING TO KNOW ITB DORMITORY

Drawing inspiration from advanced nations and recognizing the vital importance of national character development, the government has identified the need to establish a solid foundation beginning with the development of the Indonesian national character. On National Education Day, May 11, 2010, the President of the Republic of Indonesia proclaimed the commencement of the Indonesian national character development program, with education designated as the primary vehicle for that endeavor.

Institut Teknologi Bandung (ITB), as a higher education institution, carries the mandate of advancing the intellectual capacity of Indonesia's human resources. The competencies and roles assumed by its graduates are rooted in the educational process and the institution's reputation, which are consciously shaped and developed into a *trend setter* of superior human resource development, in line with ITB's aspirations and the dignity and honor of the Indonesian nation.

Studying at ITB is not merely about earning an academic degree; it also involves the attainment of academic competencies encompassing cognitive knowledge, skills, attitudes, as well as character and personality. As part of character education, beyond its implicit integration into the academic curriculum, ITB also provides dormitories as everyday living facilities and spaces for students' character development.

ITB Dormitory is directly managed as a residential service by the Direktorat Sarana Prasarana dan Sistem Informasi of ITB. Dormitory buildings are situated at various locations, namely Sangkuriang Dormitory, Kidang Pananjung Dormitory, Kanayakan Dormitory, International Dormitory, Jatinangor Dormitory, and Cirebon Dormitory. ITB Dormitory provides adequate facilities to meet the residential needs of the ITB academic

community. Available facilities include bedrooms, bathrooms, *wifi*, study rooms, a prayer room, a communal kitchen, and other amenities.

ITB Dormitory Registration is divided into two categories: Regular Registration and Non-Regular Registration.

1. **Regular Registration** refers to the rental of dormitory rooms by Indonesian Citizens (WNI) and/or Foreign Nationals (WNA) who reside in ITB Dormitory for one (1) period of stay.
2. **Non-Regular Registration** refers to the rental of dormitory rooms by Indonesian students, international students, ITB guests, and other eligible parties, for activities such as Summer Camp, Short Semester, Exchange Programs, and other academic activities.

Furthermore, the concept of character habituation and development is implemented under the coordination of the ITB Directorate of Student Affairs. The ITB student character development model is carried out in progressive stages, beginning with *self-awareness* during the Preparatory Stage (TPB), self-exploration at the second and third levels, and self-actualization at the final level. This concept is manifested, among other things, through character development within the ITB Dormitory environment, which adopts the concept of *Living and Learning Community*, enabling students to be nurtured around the clock, fostering habits that ultimately shape their character.

B. DORMITORY LOCATIONS

Dormitory	Address	Number of Rooms	Designated For
Internasional	Jl. Cisitu Lama No. 27, Dago, Coblong, Kota Bandung, Jawa Barat 40135	23	International students — male only
Jatinangor	Jl Sayang, Jatinangor, Kab. Sumedang, Jawa Barat 45363	449	TPB (Freshman Year) students

Dormitory	Address	Number of Rooms	Designated For
Kidang Pananjung	Jl. Cisitu Lama XI No. 12, Dago, Coblong, Bandung, Jawa Barat 40135	74	Non-TPB Ganesha undergraduate students — male only
Kanayakan	Jl Kanayakan Baru No.61, Dago, Coblong, Bandung, Jawa Barat 40135	69	Non-TPB Ganesha undergraduate students — female only
Sangkuriang	Jl. Sangkuriang No.60/160 A, Dago, Coblong, Bandung, Jawa Barat 40135	237	Non-TPB Ganesha undergraduate and international students — male and female
Cirebon	Jl. Kebonturi Arjawinangun, Kab. Cirebon, Jawa Barat Indonesia 45162	48	Non-TPB Cirebon undergraduate students — female only

❖ Please click on the dormitory name above to view more detailed information and available facilities.

C. INFORMATION AND CONTACT

Address	ITB Dormitory Services, Center for Research and Community Service Building, 5th Floor, Jalan Ganesha No. 10, Bandung 40132
WA	wa.me//6282128289100
Website	https://asrama.itb.ac.id
Instagram	@asrama_itb
Youtube	Asrama ITB

PART 2. GENERAL DORMITORY REGISTRATION INFORMATION

A. LEGAL BASIS

Based on the ITB Organizational Structure stipulated in ITB Rector Regulation No. 024/PER/IJ.A/OT/2020 dated January 31, 2020, the status of the ITB Dormitory Unit (UPT) was abolished and reorganized into two (2) divisions in terms of both infrastructure management and character development. Currently, ITB Dormitory fulfills its role in fostering character development and habituation among students residing in ITB Dormitory under the ITB Directorate of Student Affairs, while the infrastructure aspects — including accommodation, rooms, physical facilities, and other supporting facilities within the dormitory — are regulated and managed by the Direktorat Sarana Prasarana dan Sistem Informasi of ITB.

In accordance with Presidential Decree (Keppres) No. 17 of 2023 regarding the Declaration of the End of the COVID-19 Pandemic Status in Indonesia as of June 21, 2023, ITB has undertaken preparatory measures to fulfill the facility needs of the ITB academic community, one of which is student housing in the form of ITB Dormitory, which will resume accepting residents at full capacity.

Furthermore, students in the Preparatory Stage Program (TPB) will conduct their academic activities at ITB Jatinangor Campus starting from the 2023/2024 academic year. This was officially communicated through Circular Letter (SE) of ITB Rector No. 119/IT1.A/KM/2023 regarding the implementation of TPB academic activities at ITB Jatinangor Campus. Based on a simulation conducted by the Sub-Directorate of Academics, Student Affairs, and Public Relations of ITB Jatinangor Campus, approximately 8,000 students will conduct their academic activities in Jatinangor, comprising 5,000 TPB students and 3,000 departmental students.

In this regard, the Direktorat Sarana Prasarana dan Sistem Informasi of ITB issued Announcement No. 2950/IT1.B05.2/TU.09/2025 regarding the

Registration of Prospective Jatinangor Dormitory Residents for New Undergraduate Students of the 2025/2026 Academic Year. New Undergraduate Students of the 2025/2026 Academic Year at Institut Teknologi Bandung are eligible to register as prospective ITB Dormitory residents, subject to the following conditions.

1. TPB students who are applicants or recipients of KIP-K and ADik/3T scholarships
2. TPB students who are not recipients of KIP-K and ADik/3T scholarships

B. SCHEDULE

The schedule of dormitory registration activities for prospective residents follows the applicable Regular or Non-Regular Dormitory Registration Announcement issued by ITB for the relevant period.

PART 3. ITB DORMITORY REGISTRATION

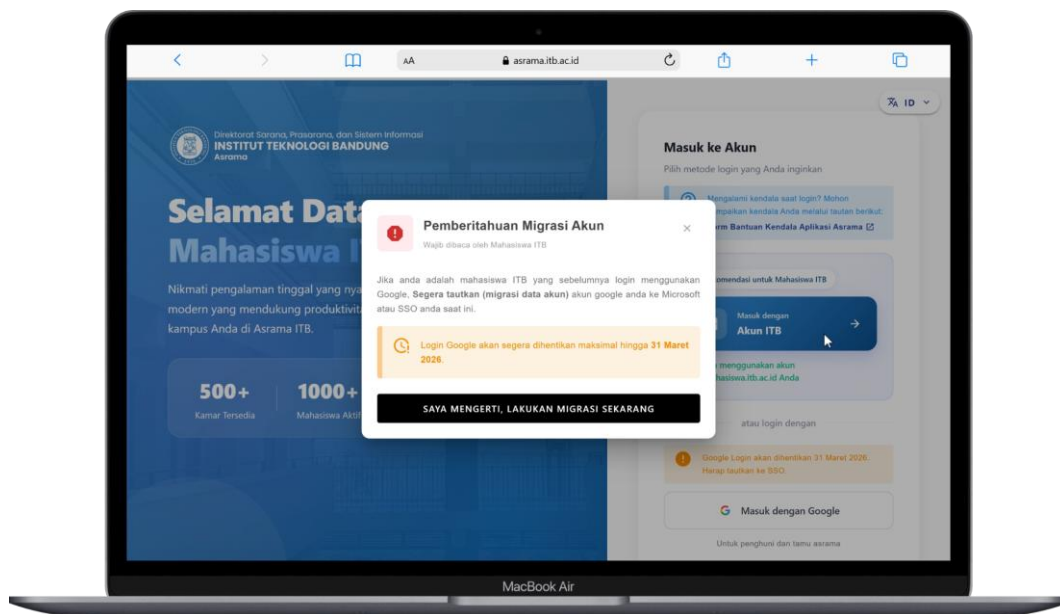
Dormitory Resident Access is the access privilege granted to ITB students to use the ITB Dormitory website. Users with this access privilege may perform registration, payment, check-in, check-out, and view their dormitory registration history.

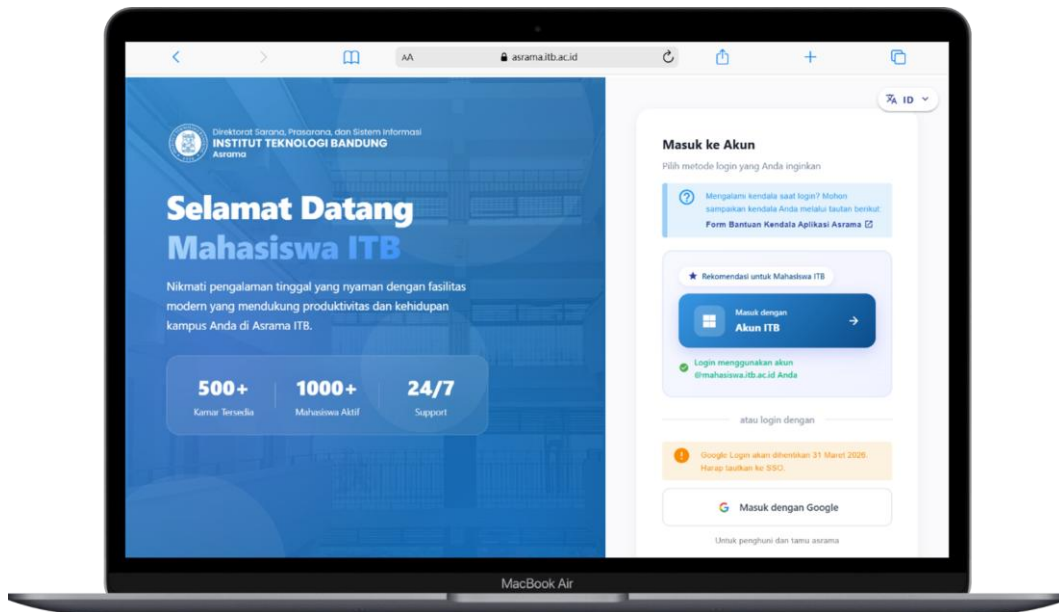
A. Dormitory Resident Login

This guide is intended to assist ITB students in logging into the application through simple steps. Please ensure you have an active ITB email account.

1. Accessing the Login Page

- a. Open the ITB Dormitory application or website through your web browser.
- b. Enter the official application URL: <https://asrama.itb.ac.id/login-user>.
- c. You will be directed to the resident login page.



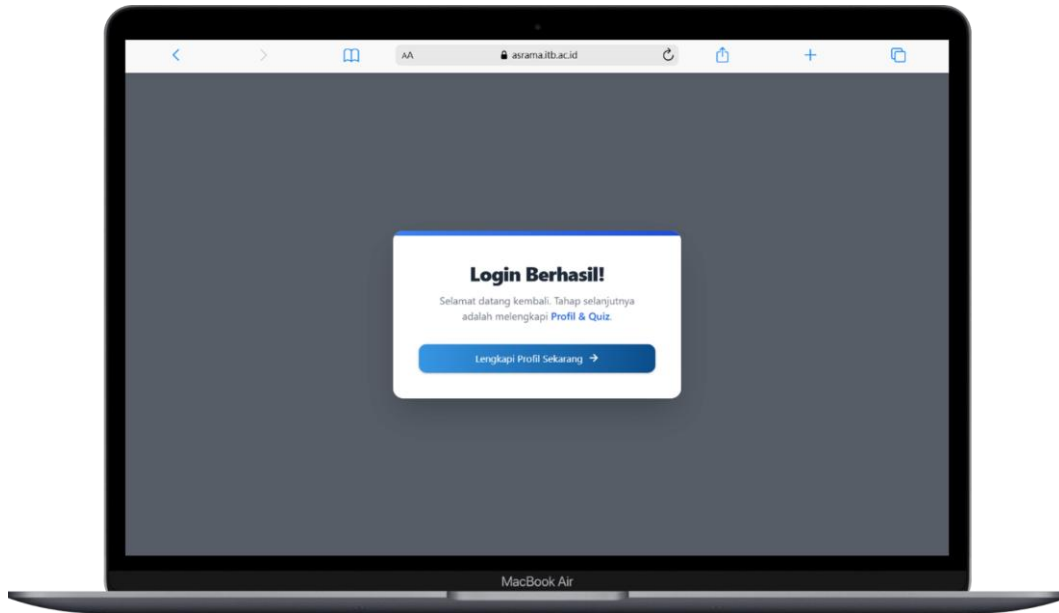


2. Signing In Using a Microsoft Account

- Click the “Sign In with ITB Account” button.
- Enter your email address and password.
- If authentication is required, please confirm via the Microsoft Authenticator application or through an SMS sent to the registered phone number.



- If your credentials are correct, you will be directed to the main page to complete your *profile*.

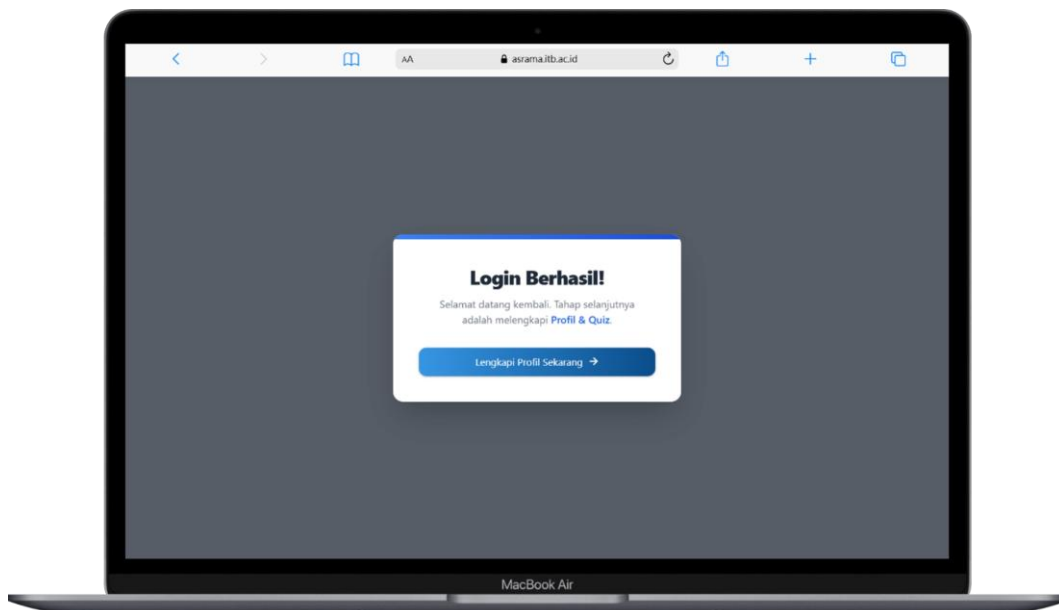


B. Profile Completion

The Profile Completion Page is used by residents to fill in their personal data and emergency contact information before proceeding to other features within the application.

1. Accessing the Profile Completion Page

- a. *Log in* to the application using your user account.
- b. If the profile is incomplete, the user will be automatically directed to the Profile Completion Page.

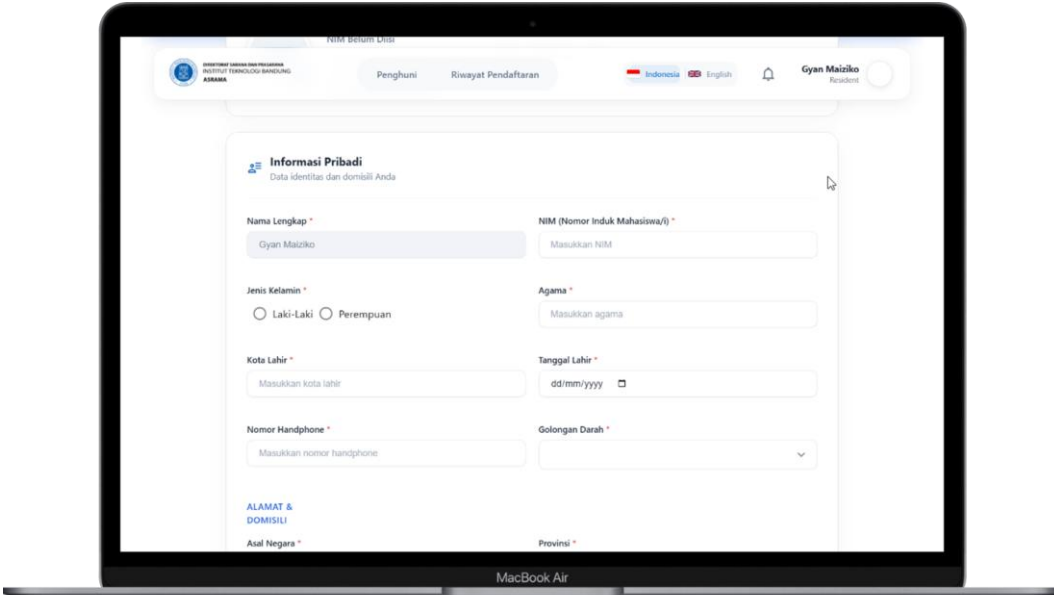


2. Filling In Personal Information

On this page, users are required to fill in their personal data. The following fields must be completed:

Personal Information

- a. Full Name: Enter your full name as stated in your identification document.
- b. Student ID (NIM): Enter your Student Identification Number (if applicable).
- c. Religion: Select your religion from the dropdown menu.
- d. Phone Number: Enter an active mobile phone number.
- e. Gender: Select your gender (Male/Female).
- f. Blood Type: Select your blood type from the dropdown menu.
- g. City of Birth: Enter your city of birth.
- h. Date of Birth: Select your date of birth using the date picker.
- i. Country of Origin: Select your country of origin from the dropdown menu.
- j. Province: Select your current province of residence.
- k. City: Select your city or regency of domicile.
- l. Postal Code: Enter the postal code of your place of residence.
- m. Address: Enter your complete residential address.
- n. Student Status: Select your student status.



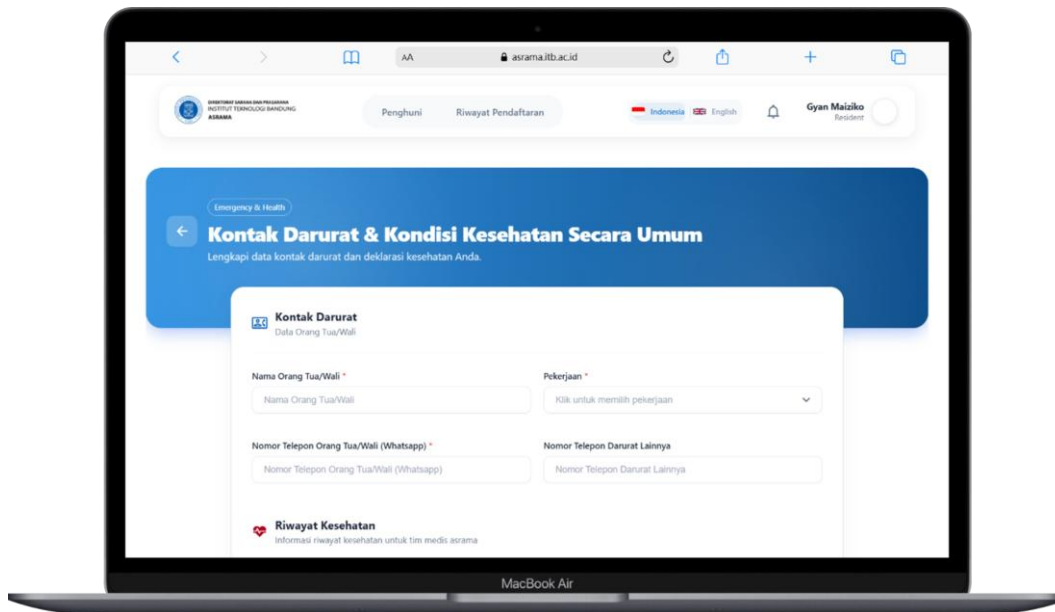
The image shows a laptop screen displaying a web form titled "Informasi Pribadi" (Personal Information). The form is part of a system for ITB (Institut Teknologi Bandung) and is used for registration. The form fields are as follows:

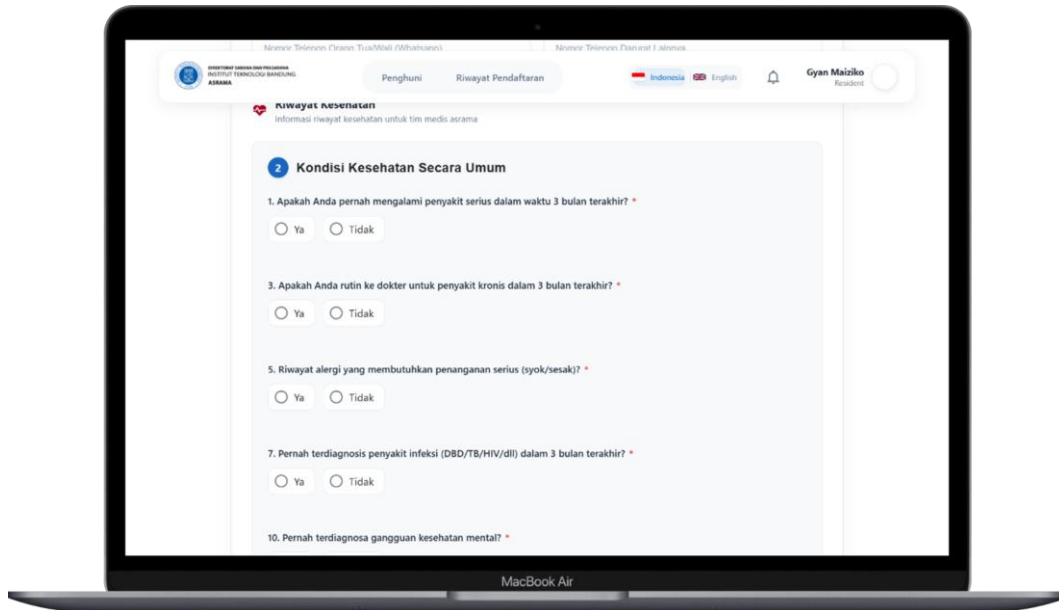
- Nama Lengkap ***: Text input field containing "Gyan Maiziko".
- NIM (Nomor Induk Mahasiswa/i) ***: Text input field with placeholder "Masukkan NIM".
- Jenis Kelamin ***: Radio buttons for "Laki-Laki" and "Perempuan".
- Agama ***: Text input field with placeholder "Masukkan agama".
- Kota Lahir ***: Text input field with placeholder "Masukkan kota lahir".
- Tanggal Lahir ***: Date picker field with placeholder "dd/mm/yyyy".
- Nomor Handphone ***: Text input field with placeholder "Masukkan nomor handphone".
- Golongan Darah ***: Dropdown menu.
- ALAMAT & DOMISILI**: Section header for address and domicile information.
- Asal Negara ***: Text input field.
- Provinsi ***: Text input field.

The laptop is a MacBook Air, and the browser address bar shows "PENGUNTAH" and "Riwayat Pendaftaran". The user's name "Gyan Maiziko" is visible in the top right corner of the page.

Emergency Contact & General Health Condition

- a. Parent/Guardian Name: Enter the name of your parent or guardian.
- b. Parent/Guardian Occupation: Enter the occupation of your parent or guardian.
- c. Parent/Guardian Phone Number: Enter the mobile phone number of your parent or guardian.
- d. Alternative Number: Enter an alternative emergency contact number (if applicable).
- e. Medical History: Complete the questionnaire or questions regarding your personal medical history.





3. Saving Data

- a. Parent/Guardian Name: Enter the name of your parent or guardian.
- b. Parent/Guardian Occupation: Enter the occupation of your parent or guardian.

4. Notes

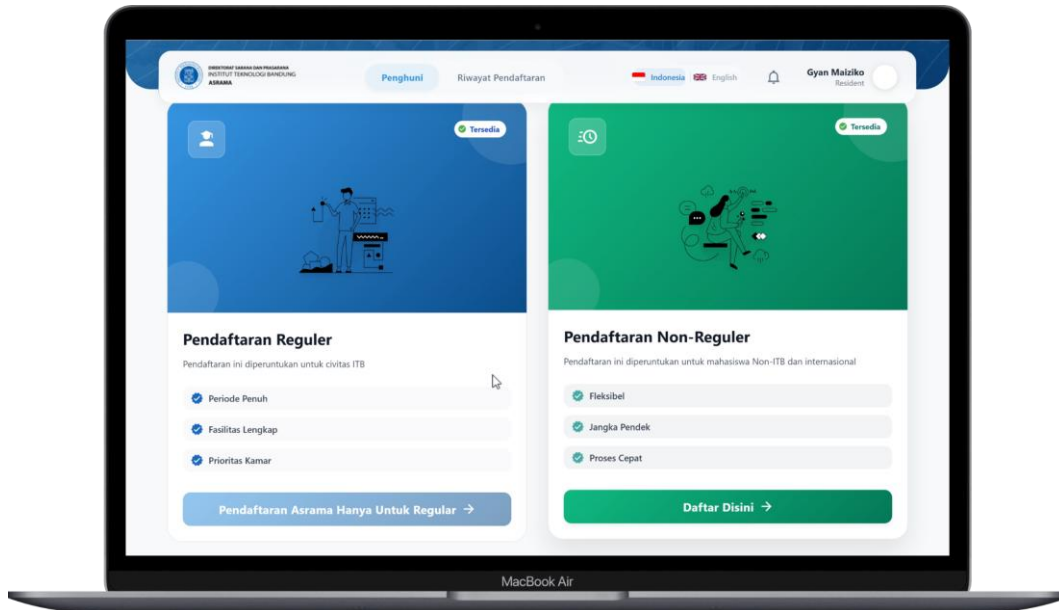
- a. All fields marked with an asterisk (*) are mandatory.
- b. Ensure that all entered data is accurate and valid, particularly the emergency contact number.
- c. If any entry is incorrect, the system will display an error message on the relevant field that needs to be corrected.

C. Completing the Quiz

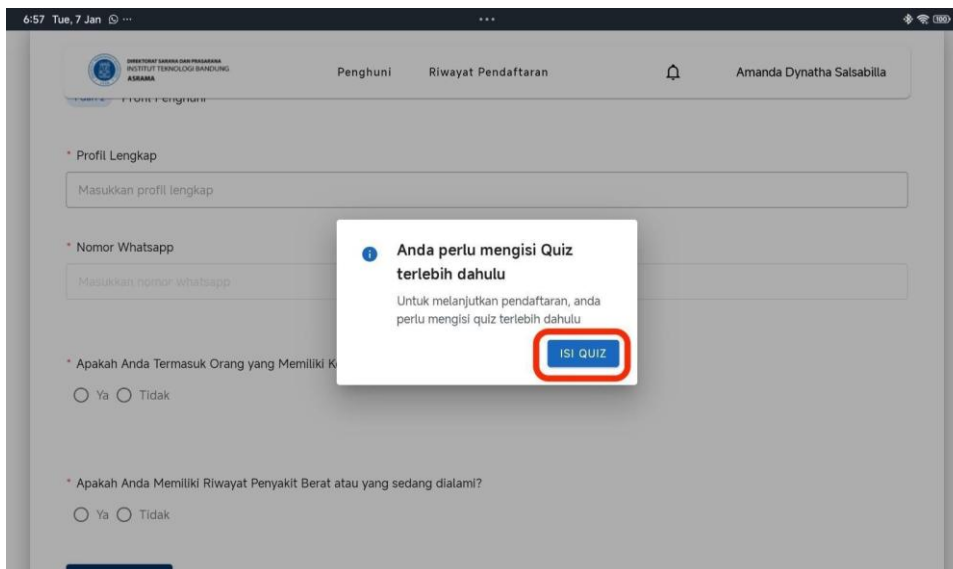
The Quiz feature is used to assess the knowledge and personality of prospective dormitory residents. This form is a mandatory step before the dormitory registration can proceed. Users must answer all questions correctly in order to advance to the next stage.

1. Accessing the Quiz Form

- a. Log in to the application using your user account.
- b. Select the Dormitory Registration menu.

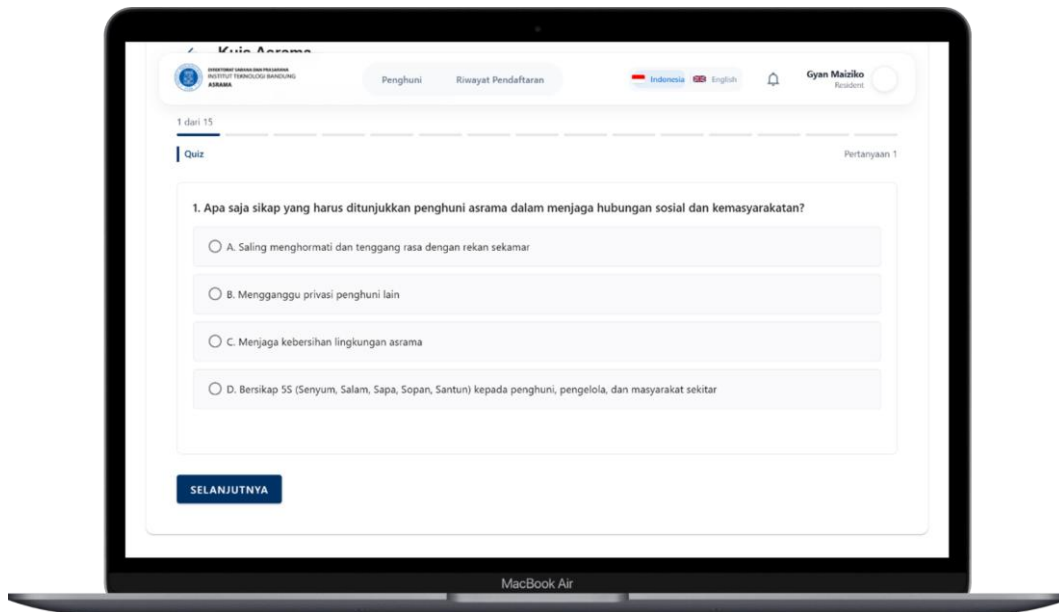


- c. The system will automatically display the Quiz dialog if the user has not yet completed the test.



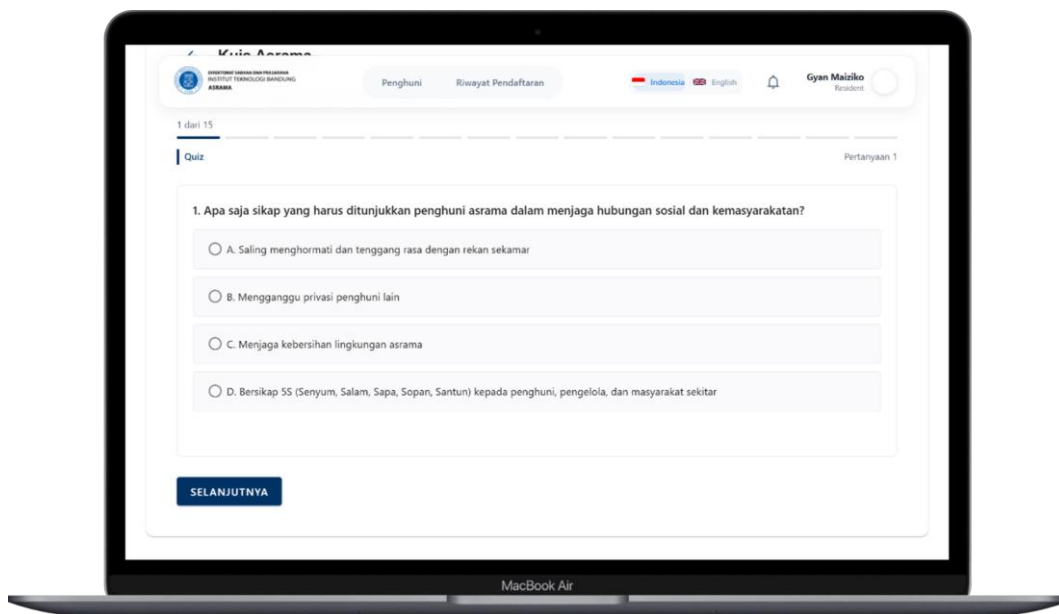
2. Filling In the Quiz Form

- Quiz Title: Dormitory Resident Knowledge & Personality Test.
- Number of Questions: Consists of 1–15 questions.
- Question Type: Multiple Choice — Users select the single most correct answer.

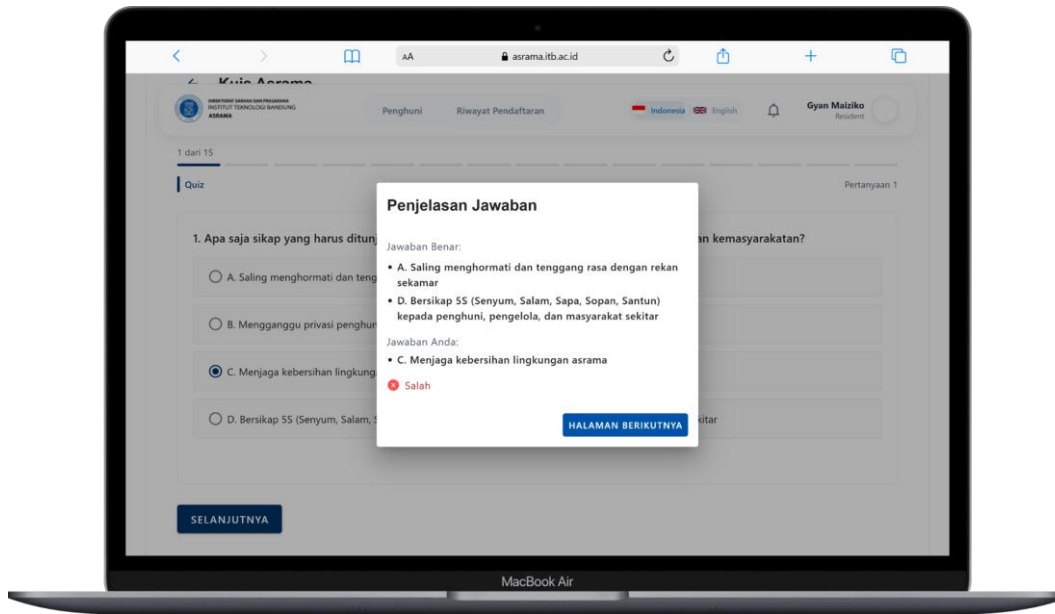


3. Saving and Completing the Quiz

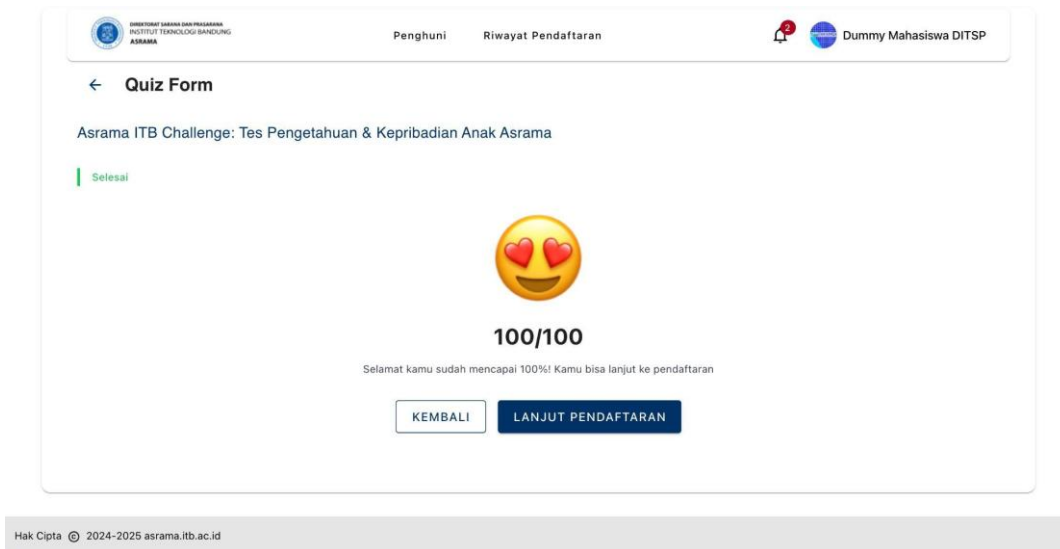
- a. Answer all questions displayed on the screen.
- b. Click the Next button to save your answer.



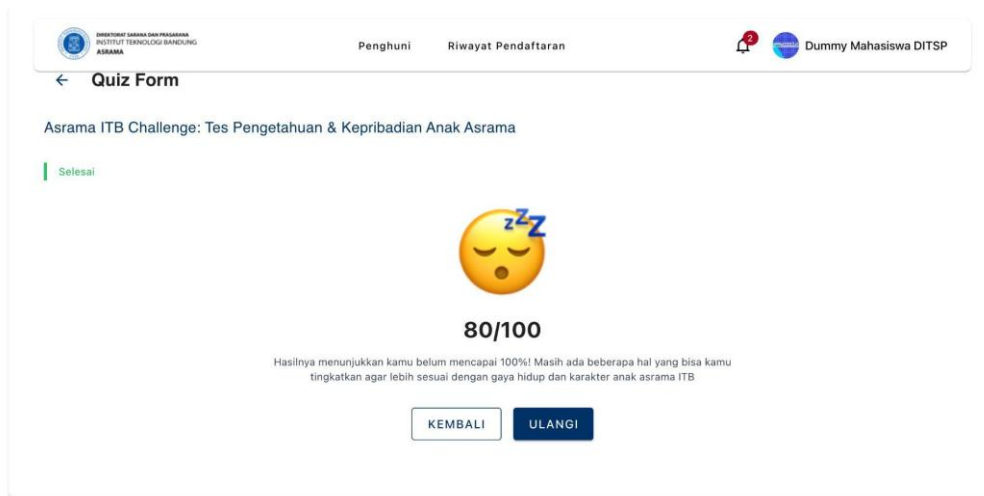
c. The system will evaluate your answers:



d. If All Correct (100%): The user will be directed to the dormitory registration page.



- e. If Any Answer Is Incorrect: The user will be prompted to start over from the beginning.

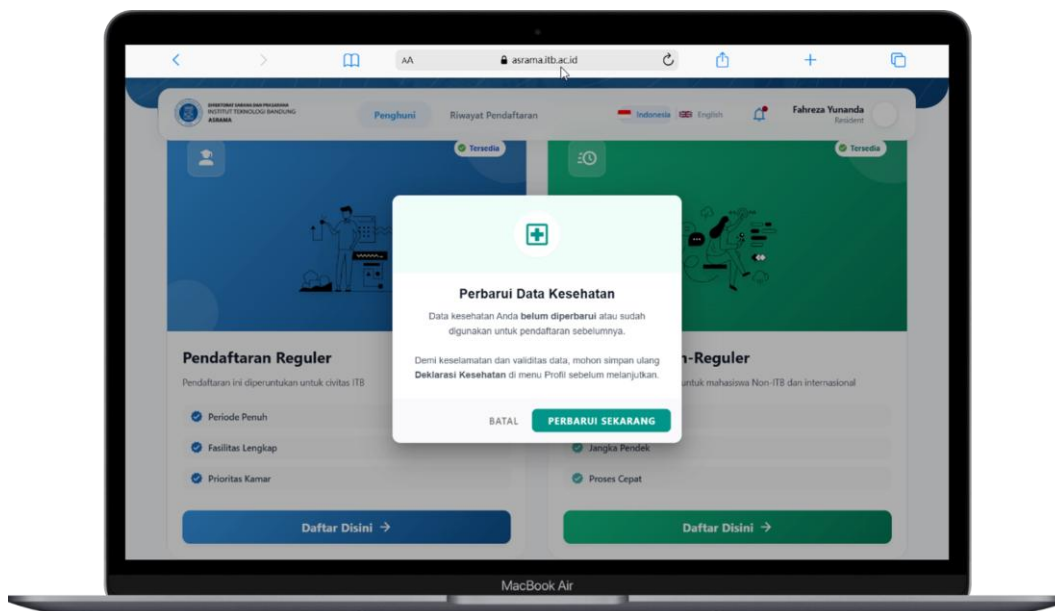


D. Regular Dormitory Registration

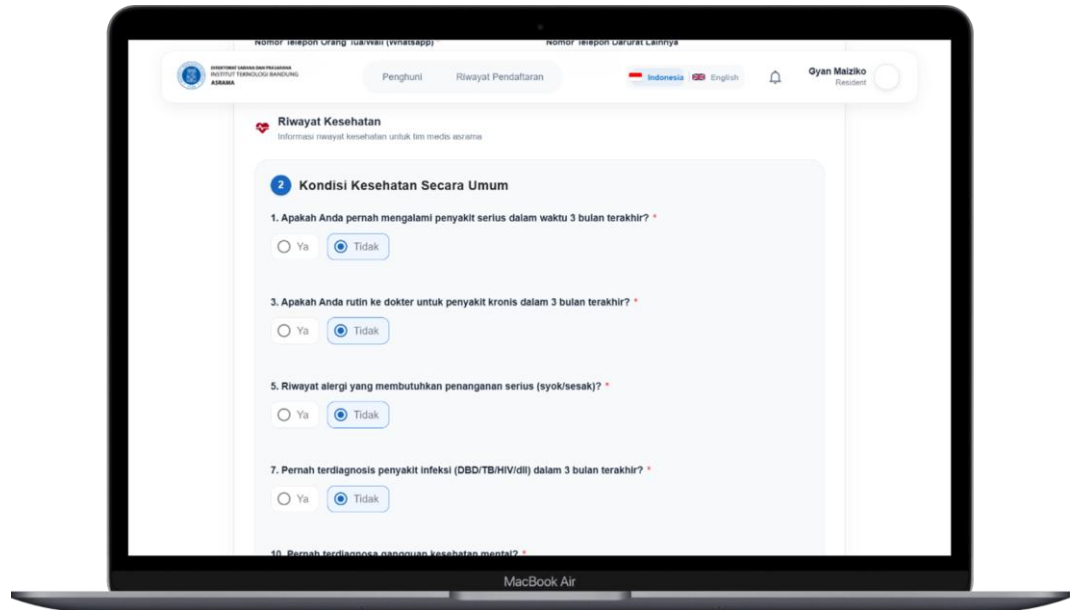
The Dormitory Registration feature is used by prospective residents to register online. The registration process consists of two steps: completing the resident profile and filling in the dormitory registration information.

1. Accessing the Dormitory Registration Page

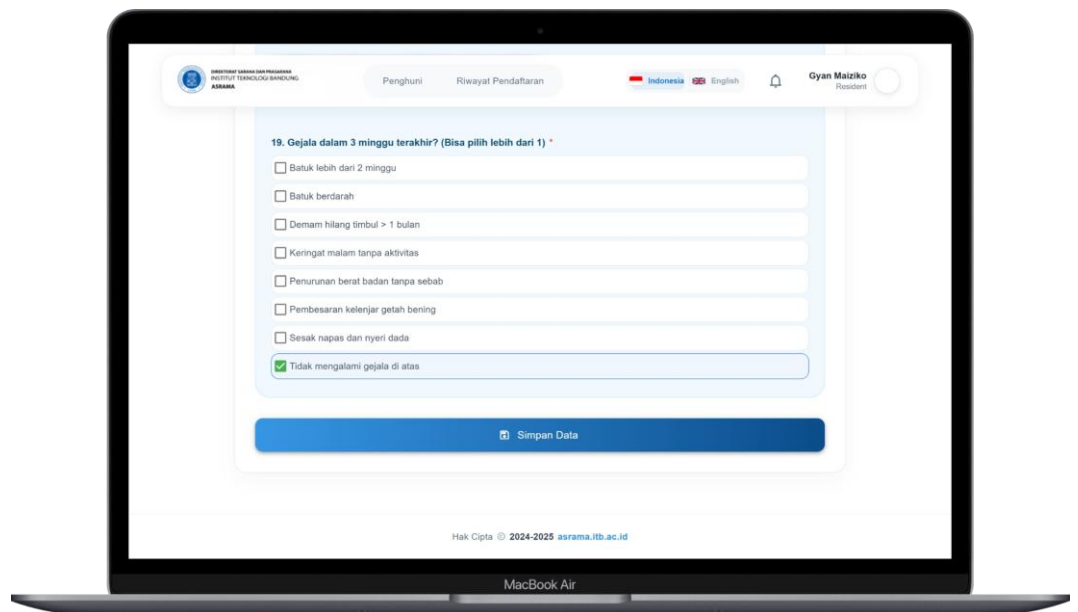
- a. Log in to the application using your resident account.
- b. Select the Dormitory Registration menu.
- c. Select Regular Dormitory Registration and click the “Register Here →” button. If you have not yet filled in your medical history, the system will prompt you to complete it in the Profile menu first.



- d. Complete all medical history questions.



e. Then save the completed medical history data.

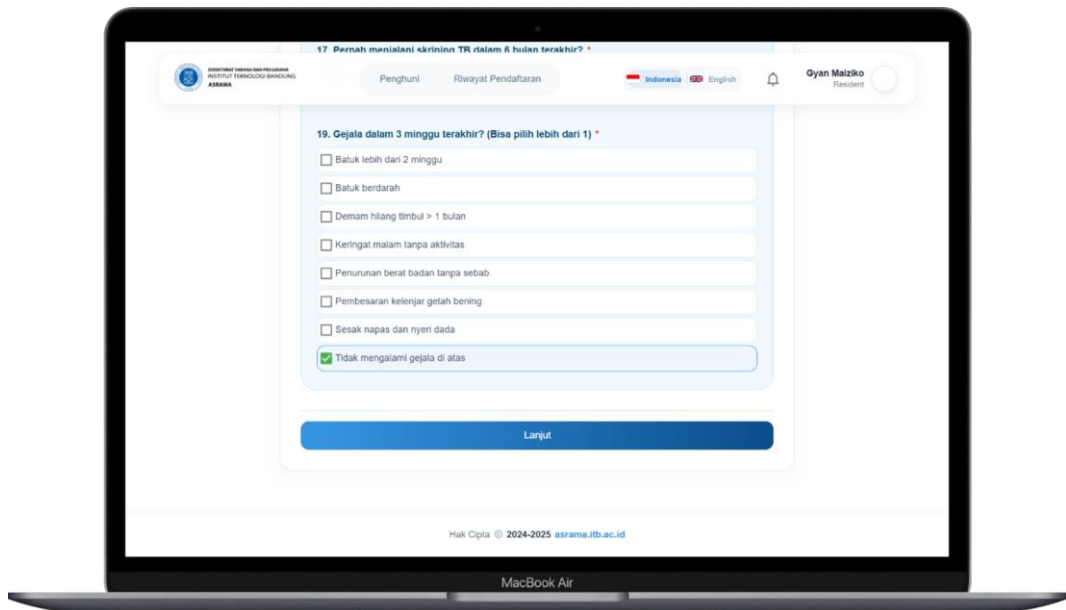


2. Filling In the Resident Profile

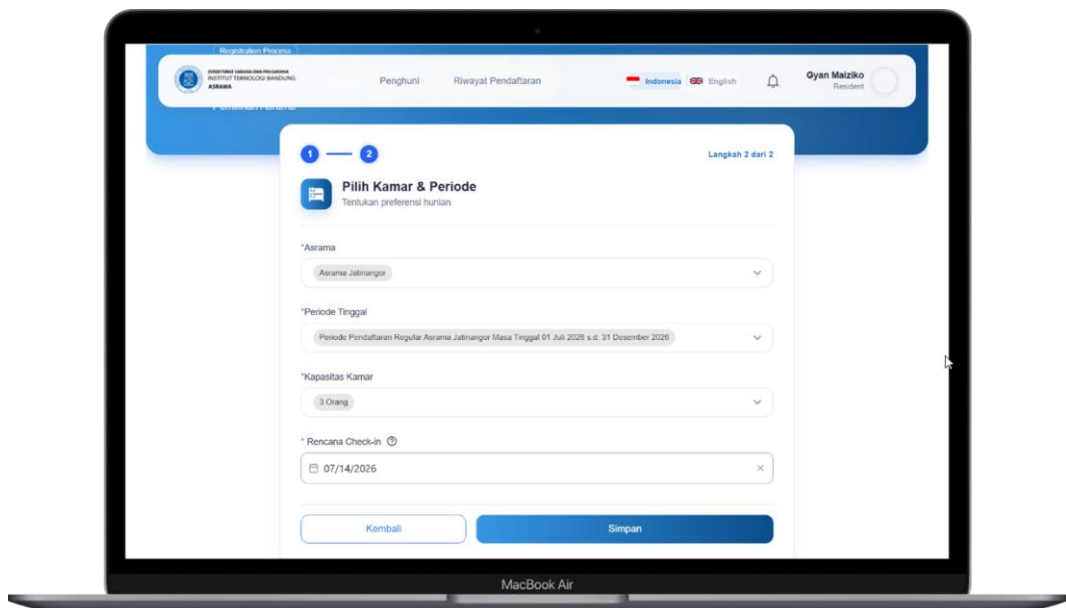
This form contains the basic information of the prospective resident. The following fields must be completed:

- a. Complete Profile: The prospective resident's previously entered personal data will be displayed automatically. Please verify that all data is accurate.
- b. WhatsApp Number: Enter an active WhatsApp number for communication purposes.

- c. If you have not yet completed your medical history, you will be required to fill in all medical history-related questions during the registration process.



- d. Then click the “Next” button to proceed with the registration.

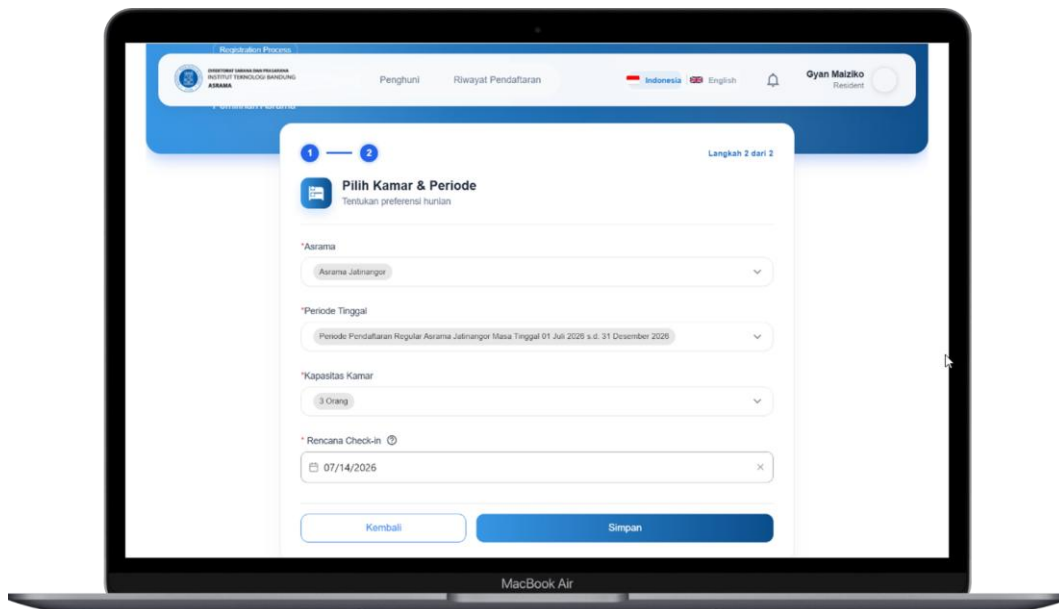


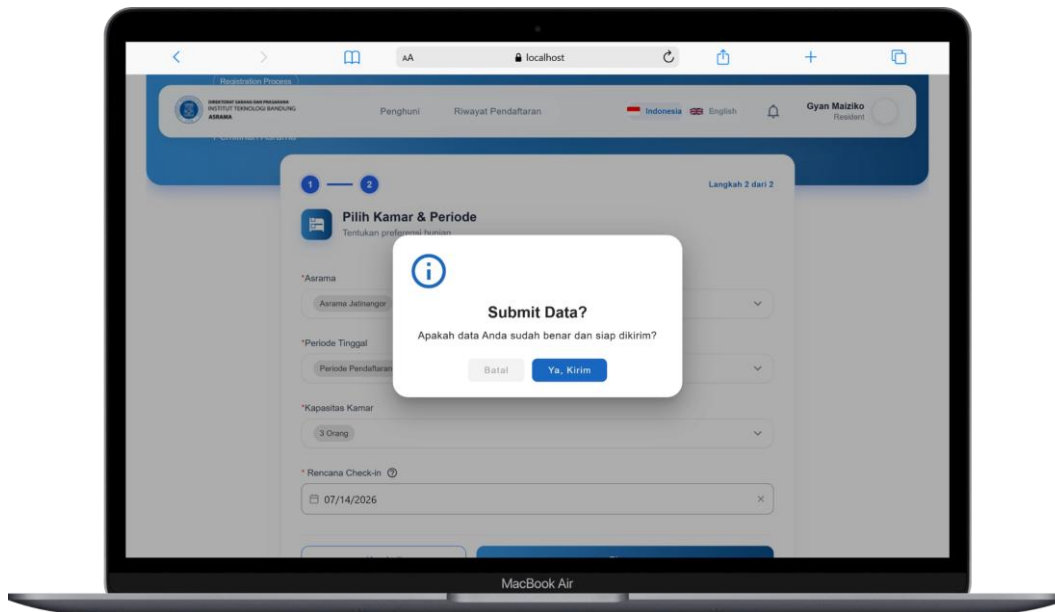
- e. On the Select Room & Period page, please fill in your dormitory preferences according to your needs.
- f. Warning: The system restricts check-in scheduling. You are not permitted to select a check-in date on Saturdays or Sundays.

3. Filling In Dormitory Registration Information

At this step, users must complete the registration data. The following fields must be filled in:

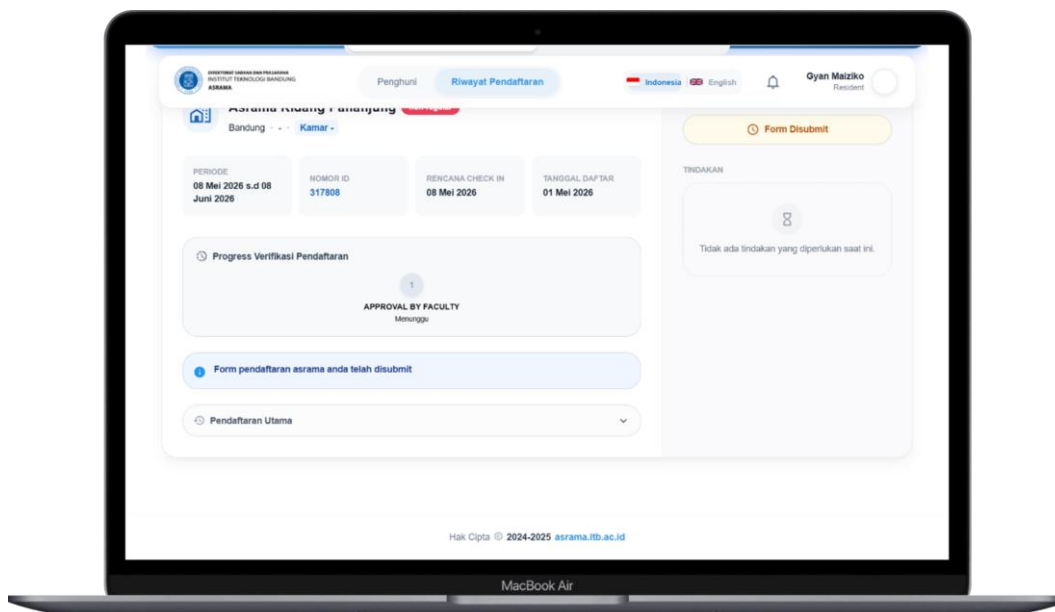
- a. Select Dormitory: Choose the dormitory name from the dropdown list.
- b. Select Period: Choose the registration period from the dropdown list.
- c. Select Room Capacity: Choose the desired room capacity (e.g., single, double, or multiple occupancy).
- d. Planned Check-In Date: Select your intended check-in date using the date picker.
- e. Click the Save button to complete the registration process.
- f. A confirmation pop-up will appear to verify the accuracy of your entered data. If correct, click the “Yes, Submit” button; if not, click “Cancel”.





4. Registration History

- a. Upon successful registration, the user will receive a WhatsApp notification informing them that the registration form is currently under review by the administrator.
- b. The user will then be directed to the registration history page.

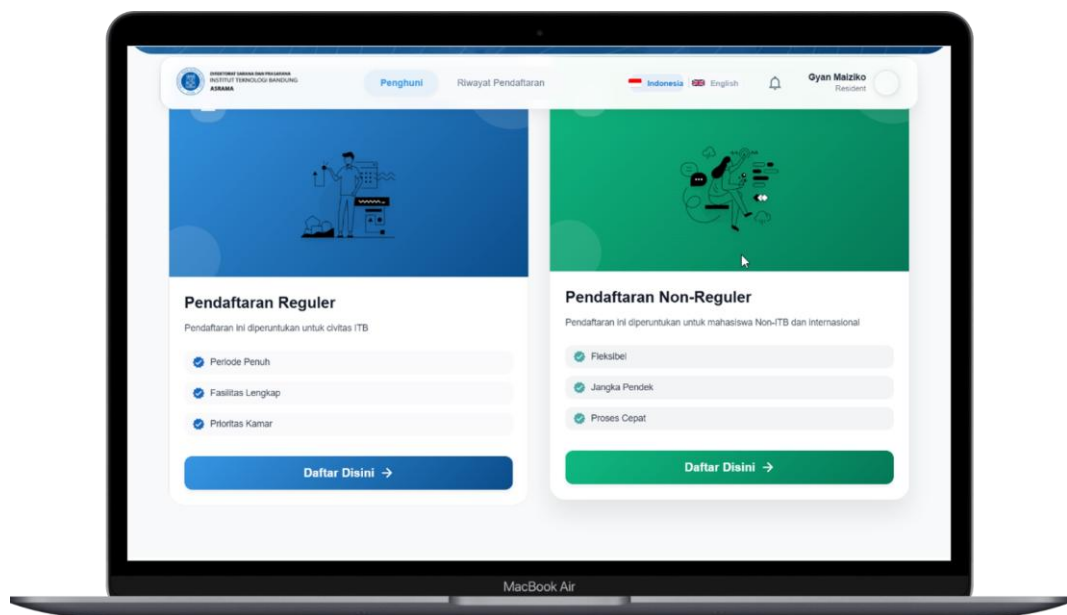


E. Non-Regular Dormitory Registration

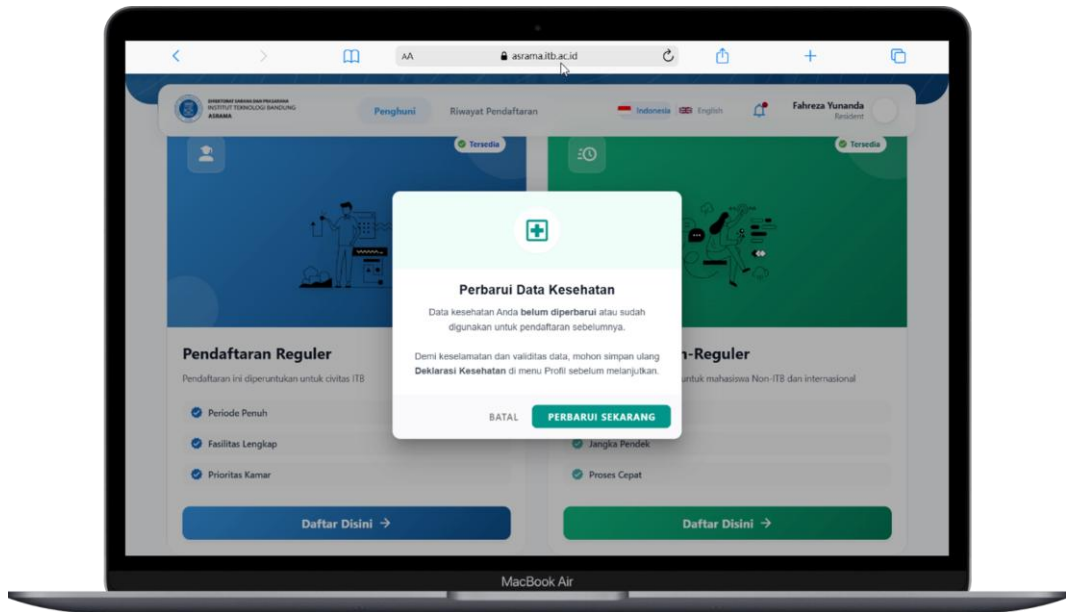
The Dormitory Registration feature is used by prospective residents to register online. The registration process consists of two steps: completing the resident profile and filling in the dormitory registration information.

1. Accessing the Dormitory Registration Page

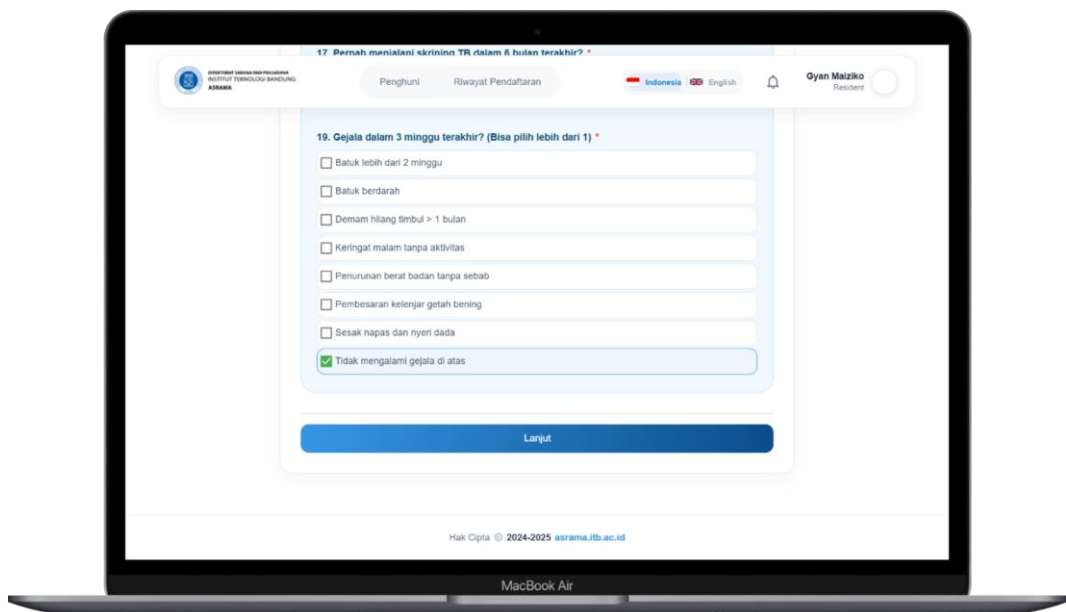
- a. Log in to the application using your resident account.
- b. Select the Non-Regular Dormitory Registration menu.



- c. If the system detects that your medical history in the Profile menu has not been updated, you will be directed to fill in and update your medical history data.



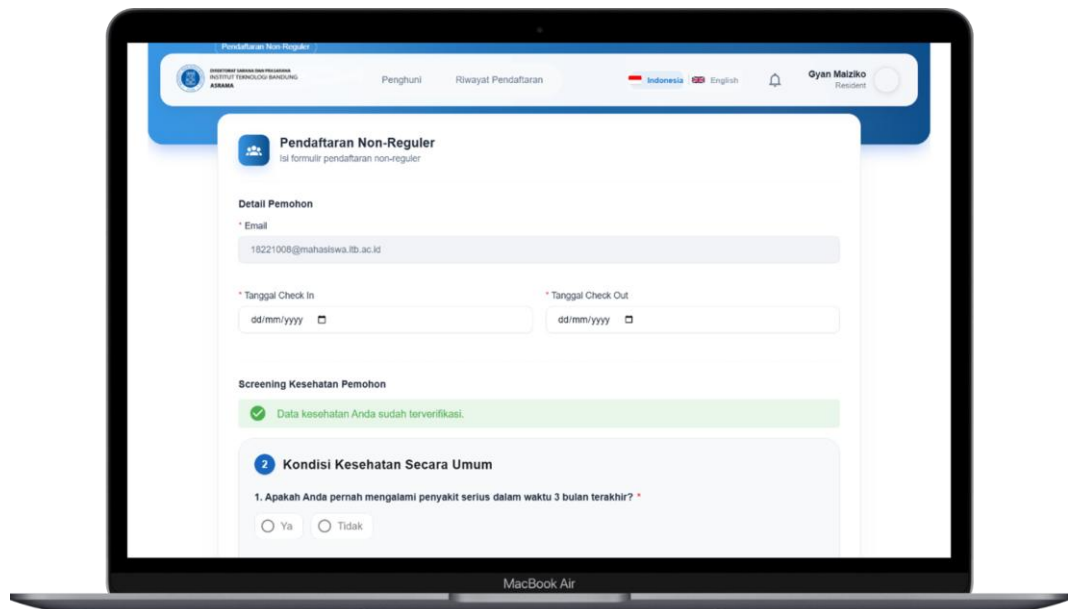
d. Complete all medical history questions and click Save.



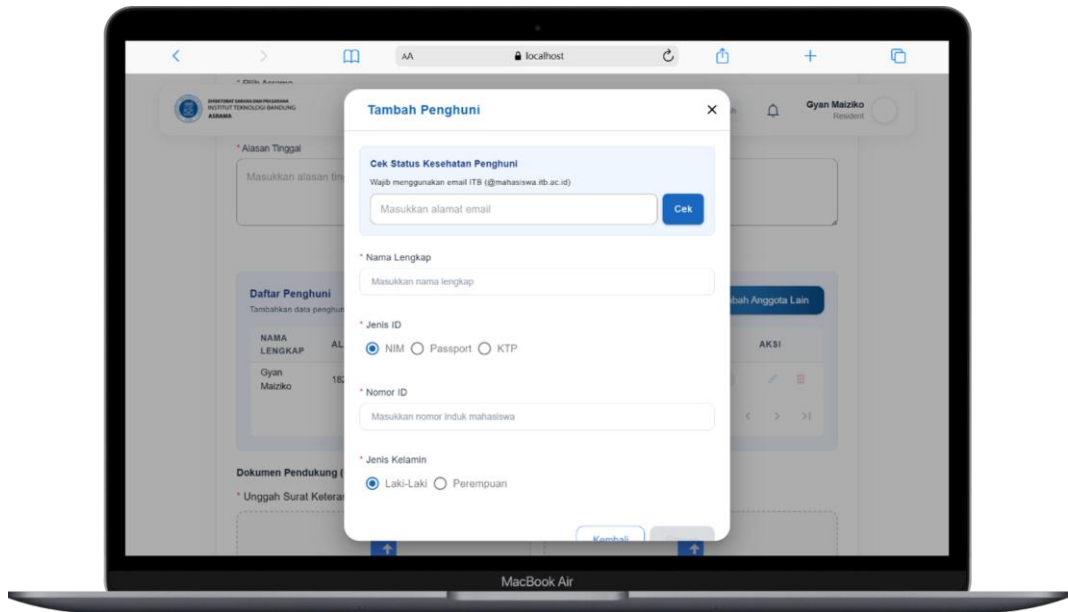
2. Filling In Dormitory Registration Information

At this step, users must complete the registration data. The following fields must be filled in:

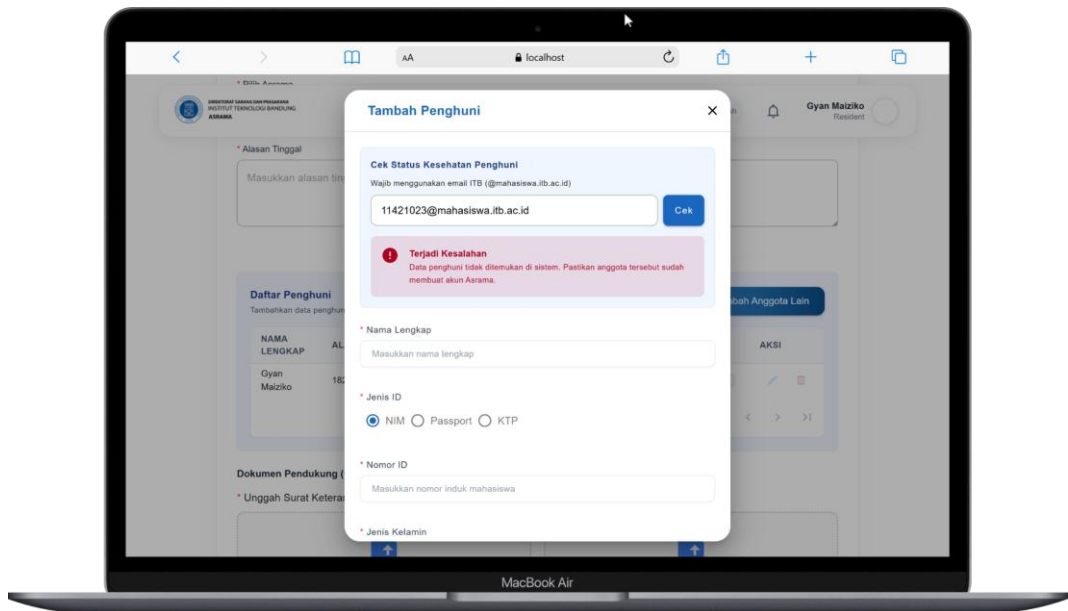
- a. Check-In Date: Ensure it falls within the date range specified in the acceptance confirmation letter.
- b. Check-Out Date: Ensure it falls within the date range specified in the acceptance confirmation letter.
- c. Select the dormitory as specified in the letter.
- d. If you have already completed your medical history, the medical history questions may be disregarded. If not, you will be required to complete them during the registration process.
- e. Fill in the reason for stay as specified in the letter. (Acceptable reasons for stay must be academic in nature.)

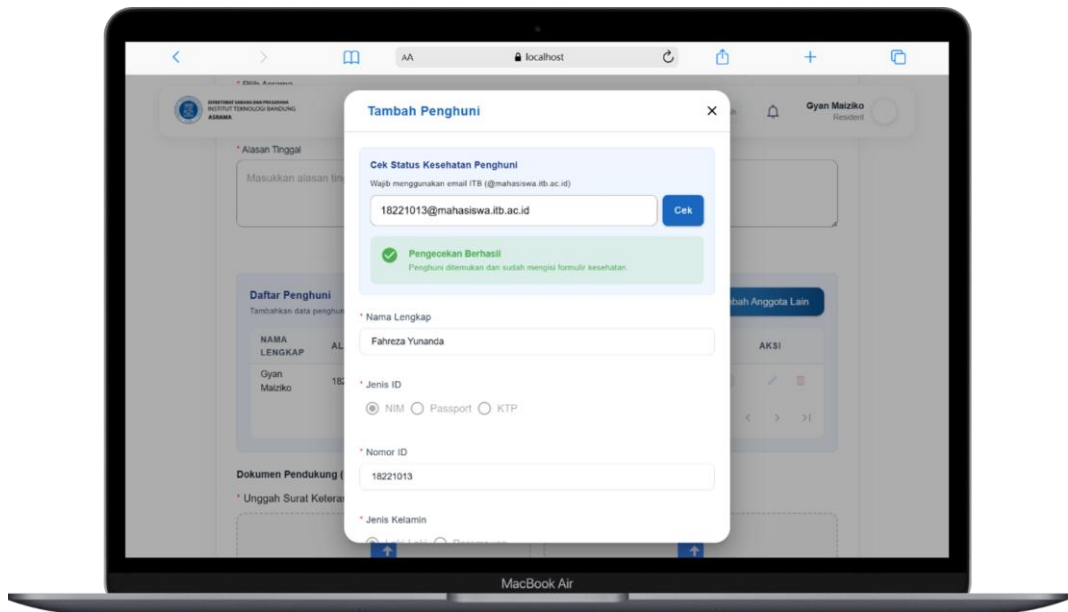


- f. If the “Register as Primary Resident” checkbox is selected on the account, the registrant does not need to add additional residents below.
- g. Add Resident is used when registering collectively. Adding a resident is only permitted if the additional resident belongs to the same department or faculty, has completed their medical history data, and has no serious violations or has not been **blacklist**.



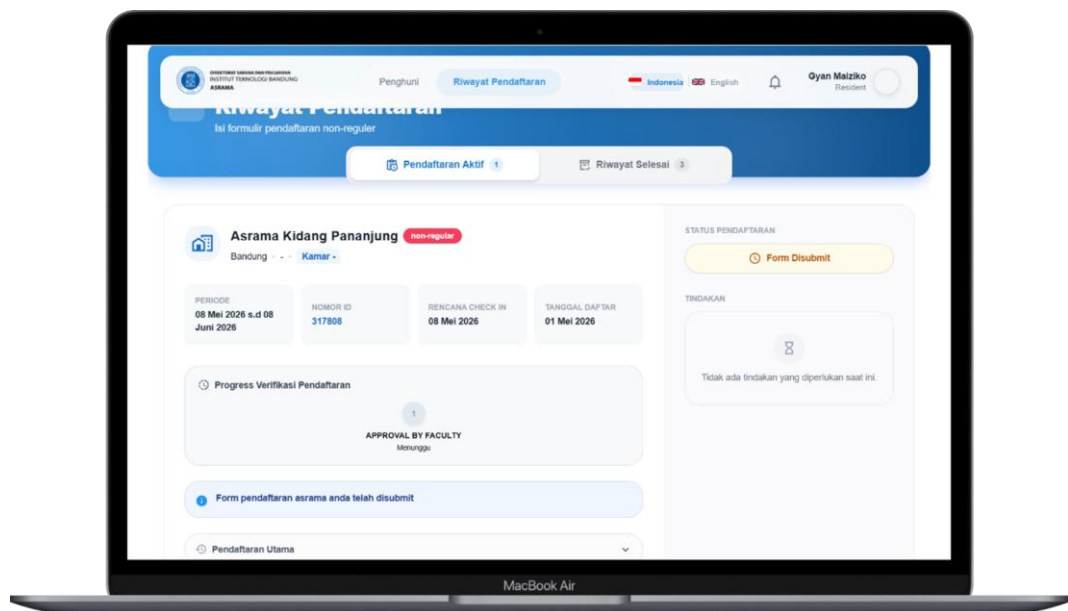
- h. Enter the Student ID Number of the resident you wish to register. If the resident is not found, does not belong to the same faculty, has a violation, or has been **blacklist** the system will display a *warning*. If valid, the system will display a confirmation that the verification was completed successfully.





3. Registration History

- a. Upon successful registration, the user will receive a WhatsApp notification informing them that the registration form is currently under review by the administrator.
- b. The user will then be directed to the registration history page.
- c. Non-Regular Registration is currently undergoing a mechanism update. Registrations that have been *submit* will be reviewed and approved by the relevant faculty. Subsequently, registrations approved by the faculty will be processed by the Directorate of Student Affairs (Ditmawa) for further approval, and finally processed by the dormitory management if both the faculty and Ditmawa approve your registration.

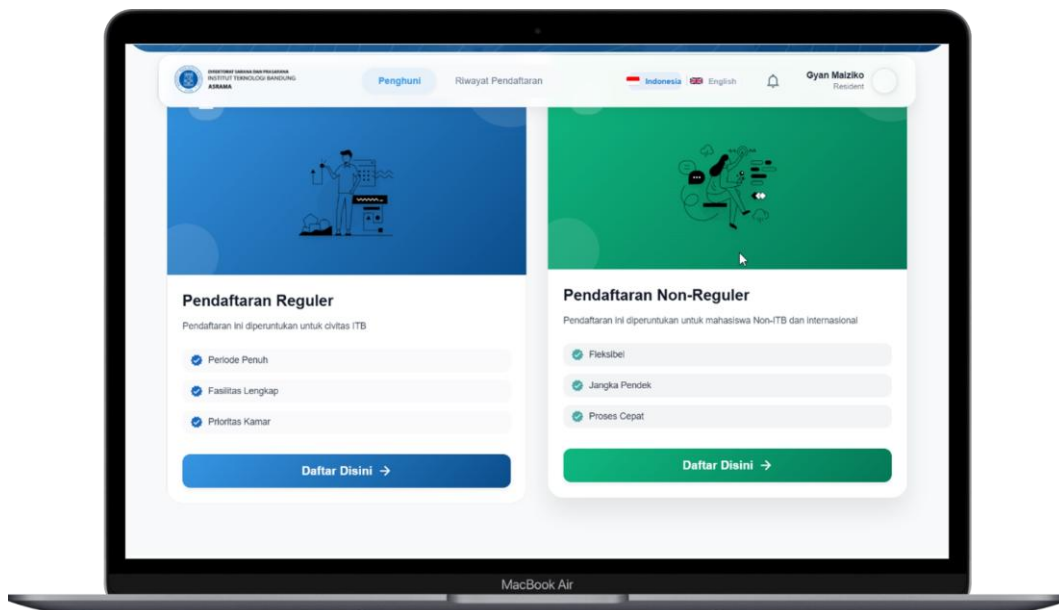


F. Dormitory Payment

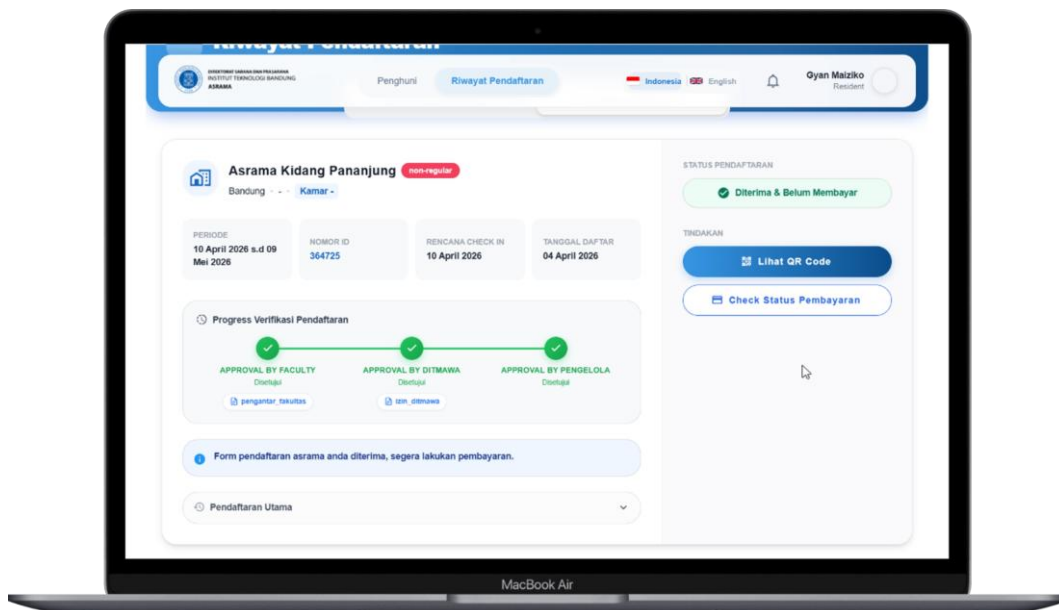
The Dormitory Payment feature allows students or prospective residents to check their registration history, view their payment status, and copy the Virtual Account (VA) number used to complete the dormitory payment.

1. Accessing Registration History

- a. Log in to the application using your resident account.
- b. Select the Registration History menu.

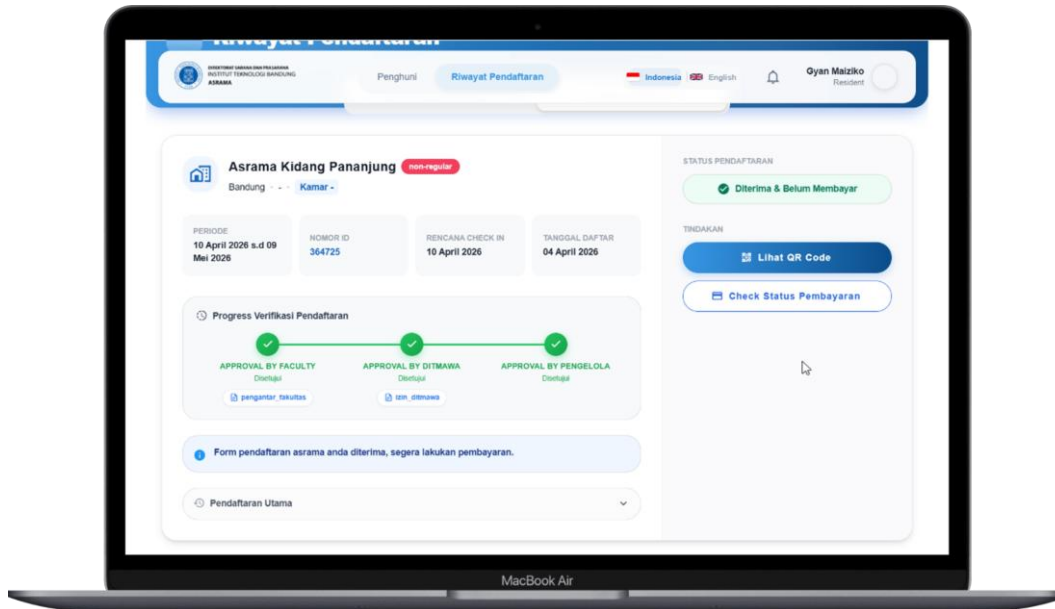


- c. The system will display the Registration History data.

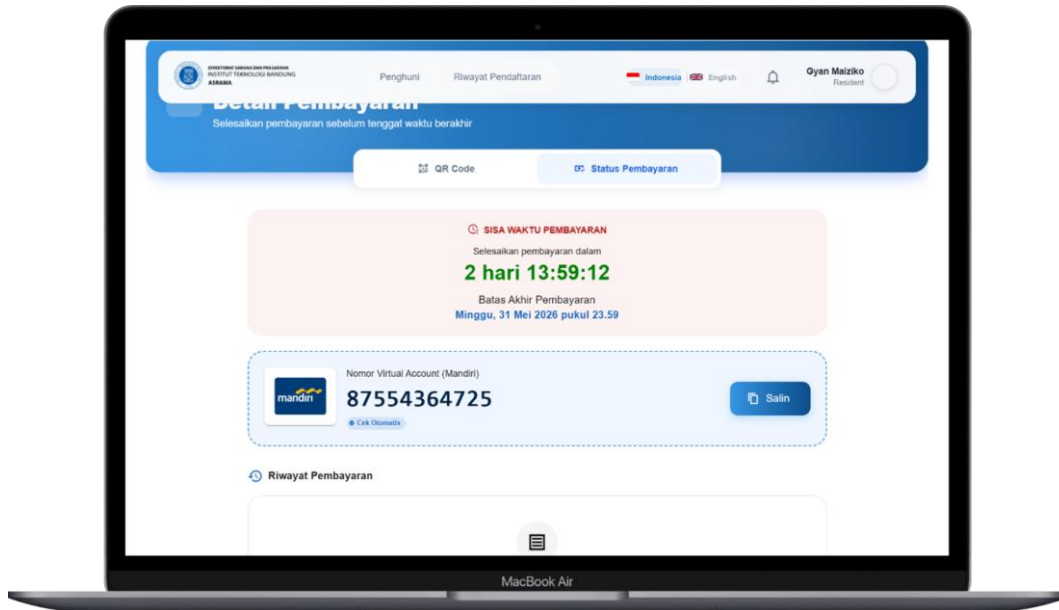


2. Checking Payment Status

- a. Locate the registration you wish to check in the registration history table.
- b. Click the Check Payment Status button in the Actions column.

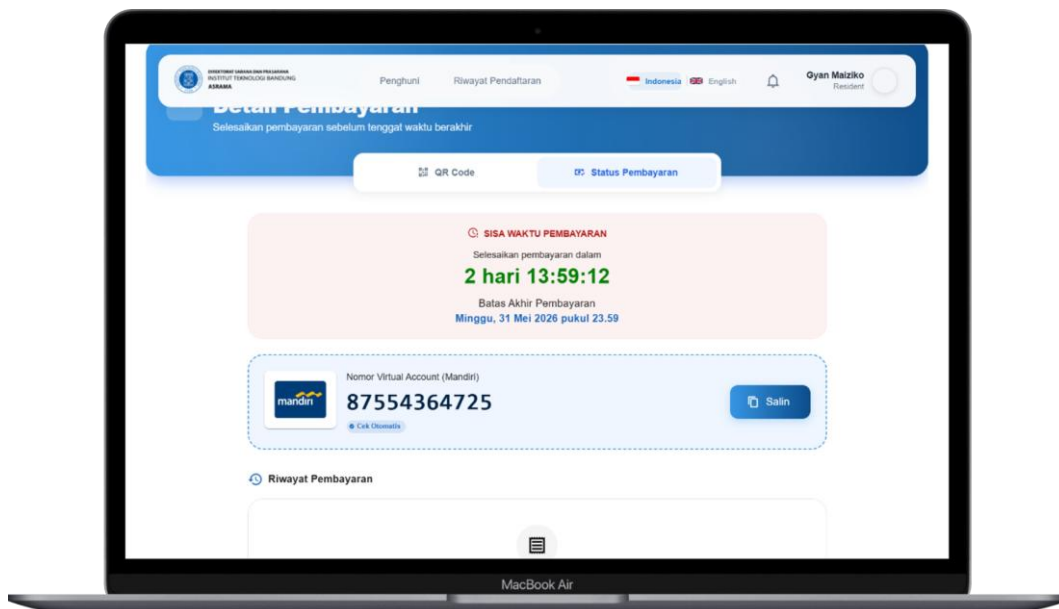


- c. The system will display the payment details on the page or in a dialog box, which includes:
 - Virtual Account (VA) Number: The number used to make the payment.
 - Total Amount Due: The total amount that must be paid.
 - Payment Status: The current payment status.
 - Amount Paid: If partial payment has been made.
 - Outstanding Balance: If the payment has not been fully settled.



3. Copying the Virtual Account (VA) Number

- a. In the payment details section, you will see the VA number.
- b. Click the Copy VA Number button to copy the VA number to your clipboard.
- c. Use the VA number to make payment through the available platforms, such as ATM, mobile banking, or internet banking.
- d. If you are not using Mandiri, select the regular bank transfer menu.
Transfer → Select Mandiri → Enter VA Number → Real-Time Online



4. Awaiting Status Update by the Administrator

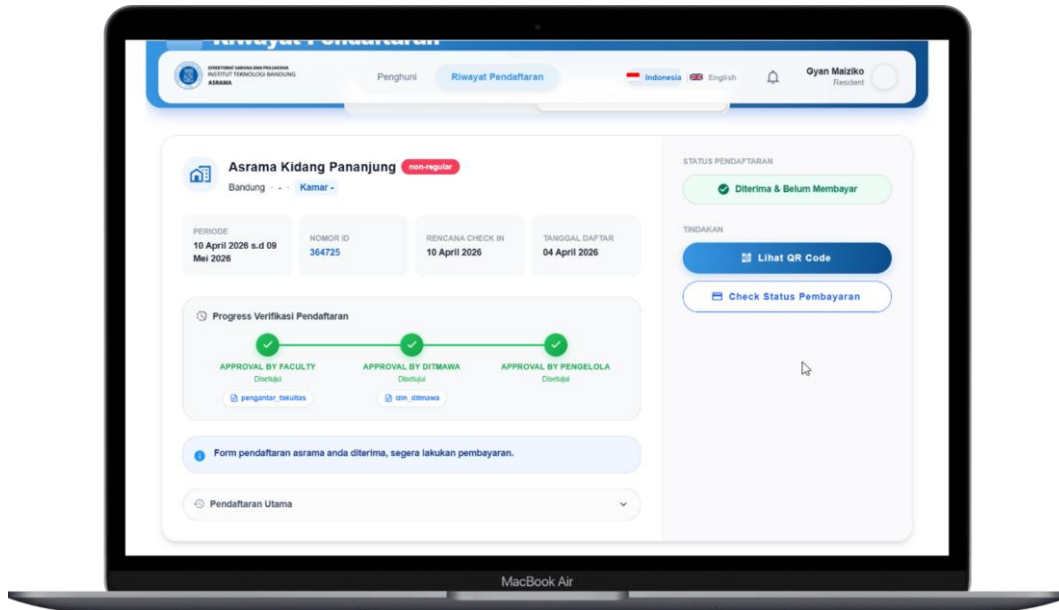
- a. After payment has been successfully completed, please wait for the administrator to upload the payment confirmation from the Mandiri application to the dormitory system, which takes approximately 1–3 business days.
- b. The system will automatically update your payment status.
- c. The payment status will change to:
 - Paid in Full — if the payment has been fully received.
 - Partially Paid — if the payment is insufficient.
- d. You may return to the Payment menu at any time to check for status updates.

G. Dormitory Check-In

The Dormitory Resident Check-In feature is designed to ensure that residents have completed all administrative requirements before occupying their dormitory room. This process involves payment verification, downloading and uploading the declaration letter, and barcode verification at check-in.

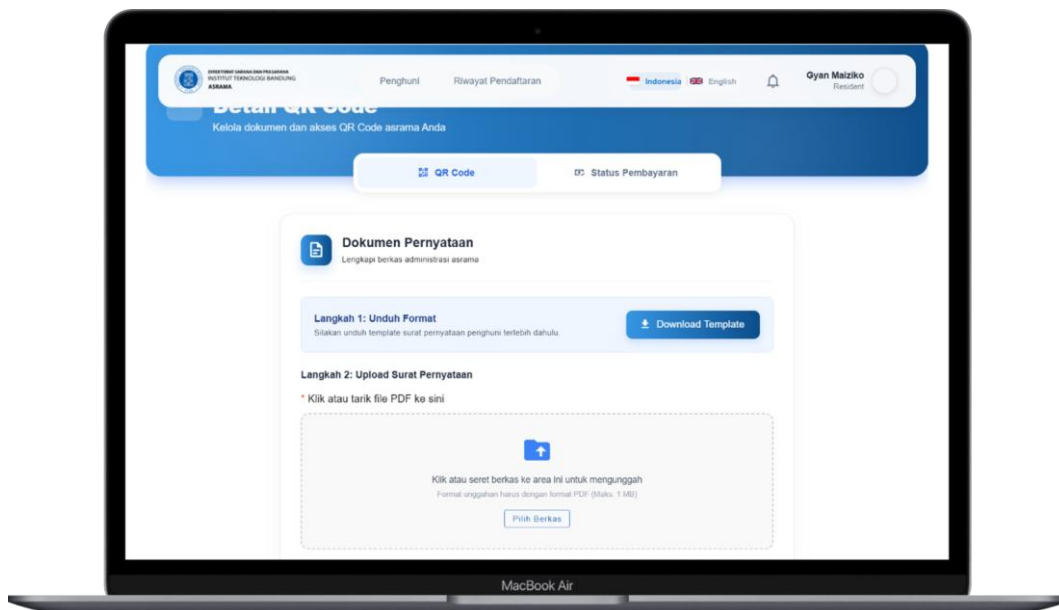
1. Payment Verification

- a. Residents log in to their respective accounts.
- b. Navigate to the Dormitory Registration History menu.
- c. If payment has been confirmed by the administrator, the payment status will change to Paid in Full.
- d. Residents will see the message "Payment Successful — Please Proceed with the Check-In Process."



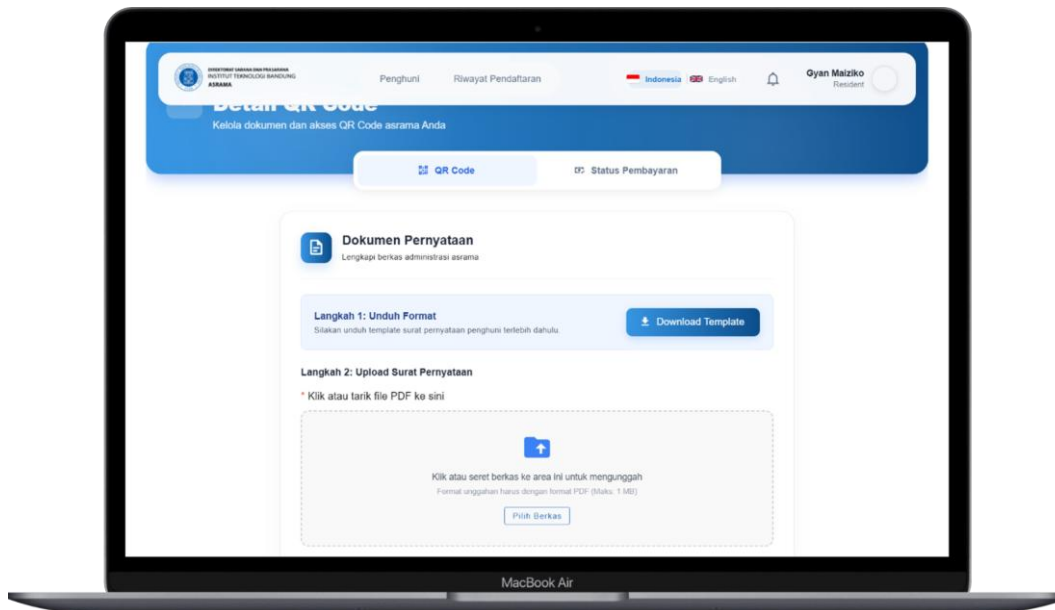
2. Download and Upload the Resident Declaration Letter

- a. After successful payment, residents will find the "Download Declaration Letter" button in their registration history details.



- b. Residents must: download the declaration letter file, print and sign the declaration letter, and affix the required stamp duty (materai) in accordance with the applicable regulations.
- c. After signing, residents must re-upload the letter by following these steps:
 - Click the "Upload Declaration Letter" button.

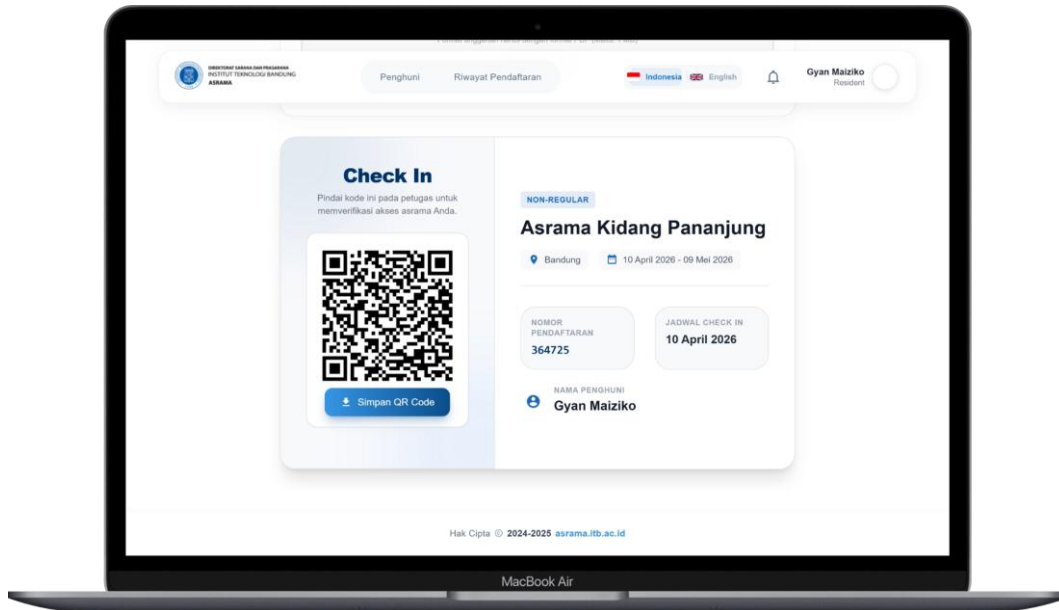
- Select the scanned image or photograph of the declaration letter.
- Ensure the file is in PDF format and does not exceed 1 MB in size.
- Click "Choose File" to upload.



d. If successful, the status will change to Declaration Letter Uploaded.

3. Download and Upload the Resident Declaration Letter

- After the declaration letter has been uploaded, the system will display a unique barcode for the check-in process.
- Residents must come to the dormitory check-in location according to the designated schedule.
- The administrator will scan the resident's barcode using the dormitory verification system.
- If the barcode is valid, the resident's status will be updated to Check-In Successful.
- Residents will receive their room number and may proceed directly to their assigned room.

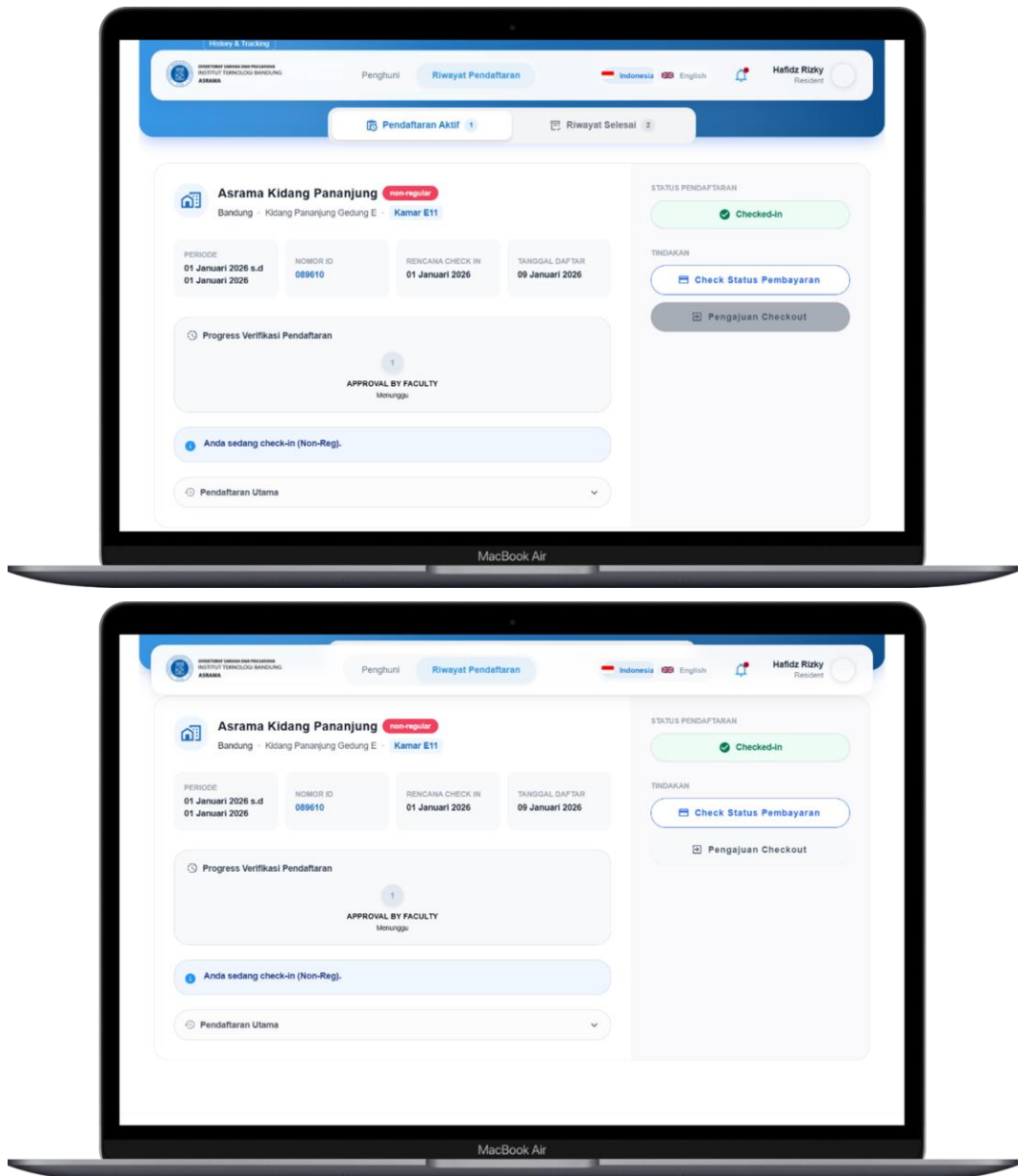


H. Dormitory Check-Out

The Dormitory Resident Check-Out feature is designed to ensure that residents departing from the dormitory have completed all administrative procedures, including filling in the evaluation form and uploading the check-out declaration letter.

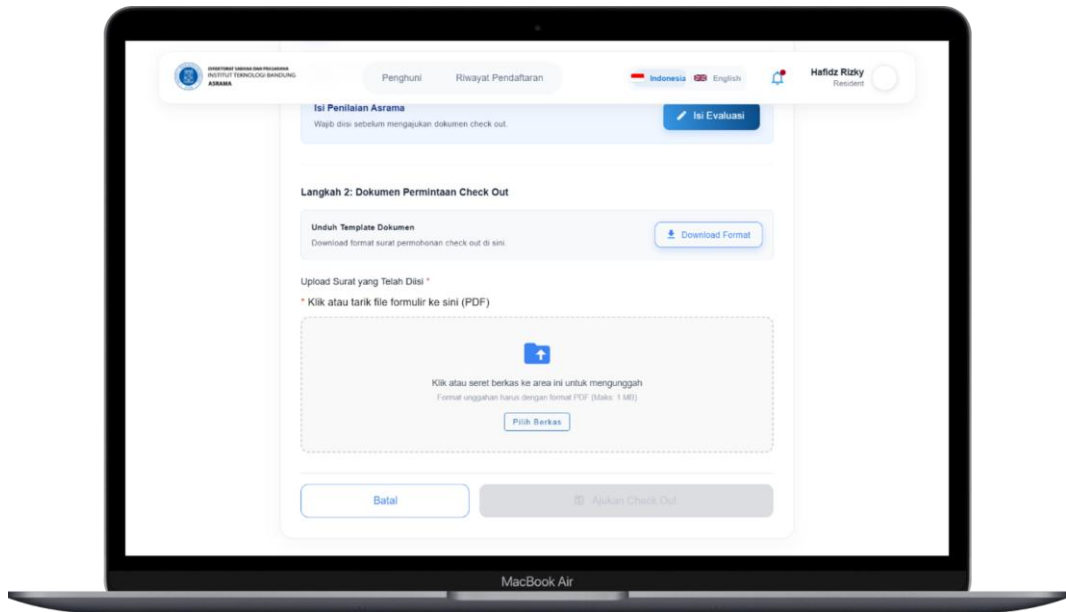
1. WhatsApp Notification 30 Days Before Check-Out

- a. 30 days before the end of their stay, residents will receive a WhatsApp notification from the system containing the following:
 - A reminder to submit the check-out request.
 - A link to the check-out submission page.
- b. Residents log in to the application and navigate to the Dormitory Check-Out menu.
- c. Click the "Submit Check-Out Request" button to initiate the check-out process.

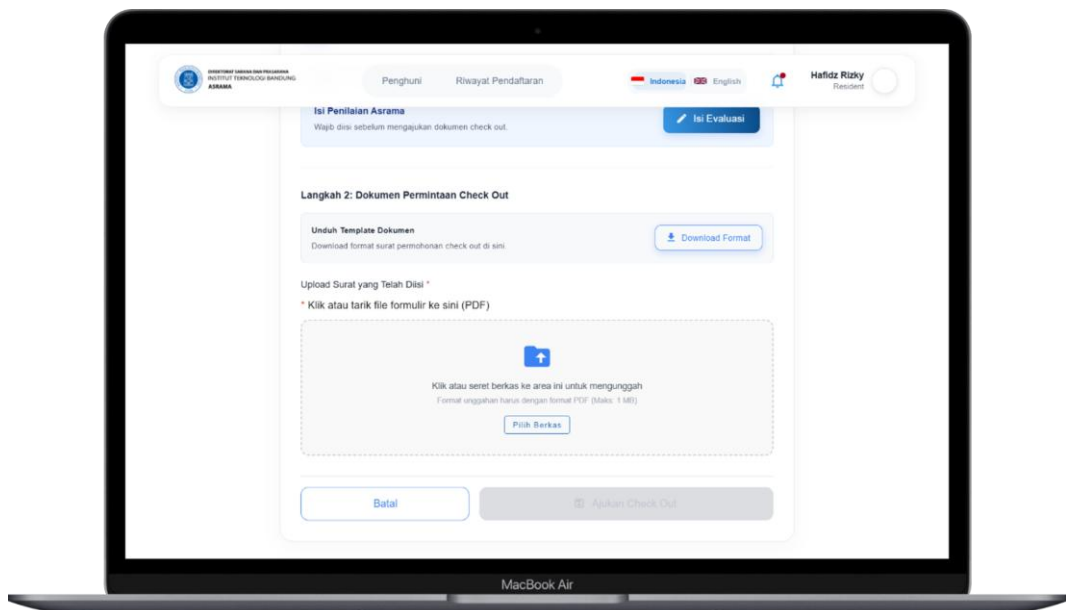


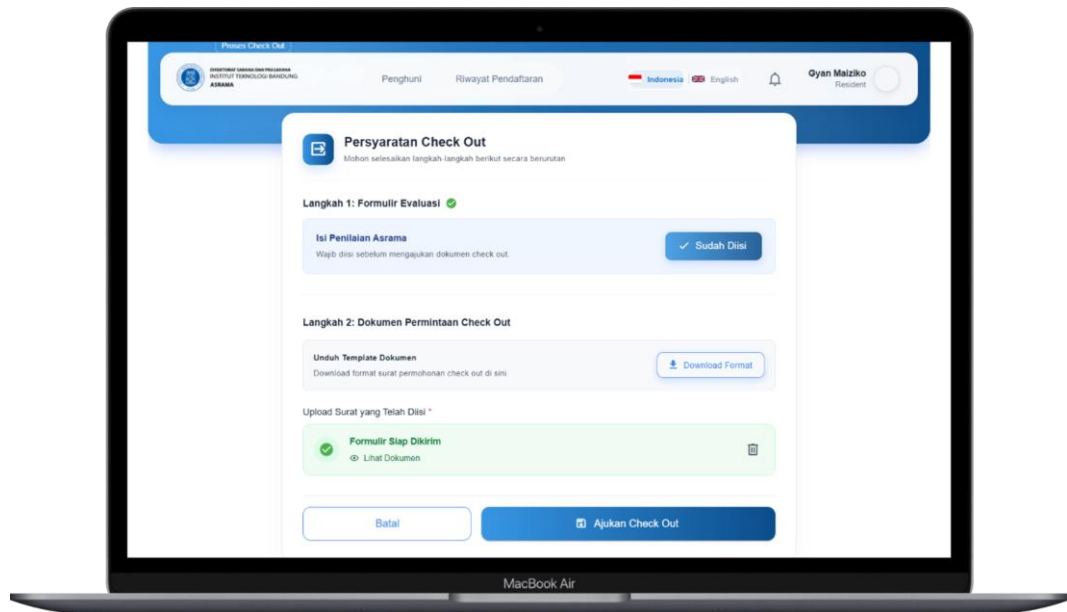
2. Download and Upload the Resident Declaration Letter

- a. After successful payment, residents will find the "Download Declaration Letter" button in their registration history details.



- b. Residents must: download the declaration letter file, print and sign the declaration letter, and affix the required stamp duty (materai) in accordance with the applicable regulations.
- c. After signing, residents must re-upload the letter by following these steps:
 - Click the "Upload Declaration Letter" button.
 - Select the scanned image or photograph of the declaration letter.
 - Ensure the file is in PDF format and does not exceed 1 MB in size.
 - Click "Choose File" to upload.

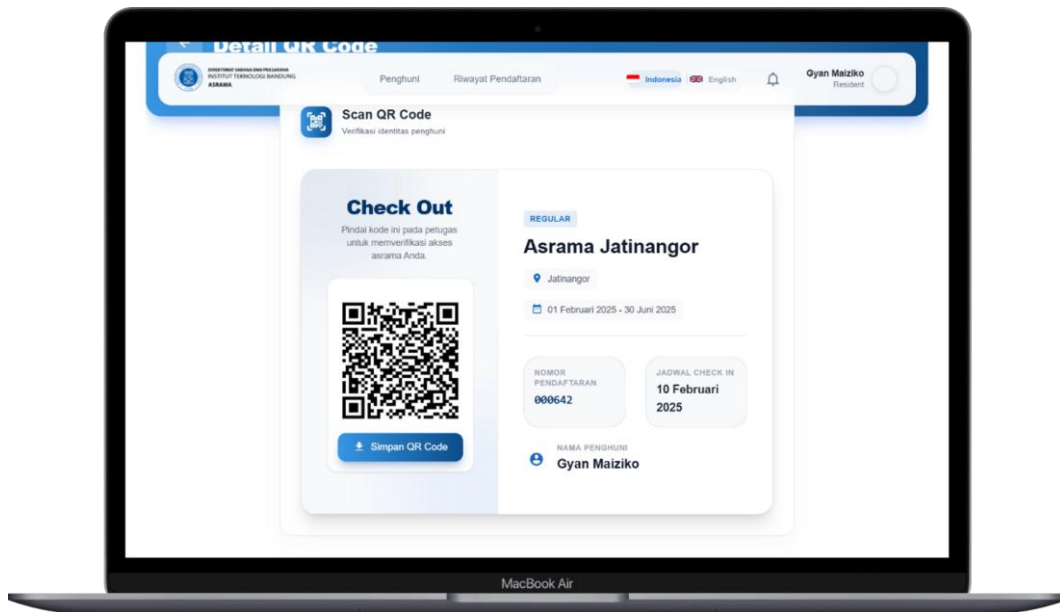




- d. If successful, the status will change to Declaration Letter Uploaded.

3. Download and Upload the Resident Declaration Letter

- a. After the declaration letter has been uploaded, the system will display a unique barcode for the check-in process.
- b. Residents must come to the dormitory check-in location according to the designated schedule.
- c. The administrator will scan the resident's barcode using the dormitory verification system.
- d. If the barcode is valid, the resident's status will be updated to Check-In Successful.
- e. Residents will receive their room number and may proceed directly to their assigned room.



PART 4. CLOSING

This concludes the “ITB Dormitory Registration User Guide.” Should there be any errors, we sincerely apologize and will make the necessary corrections in due course.

Regards,

Compiling Team

ITB Dormitory
Assistants, Year 2026