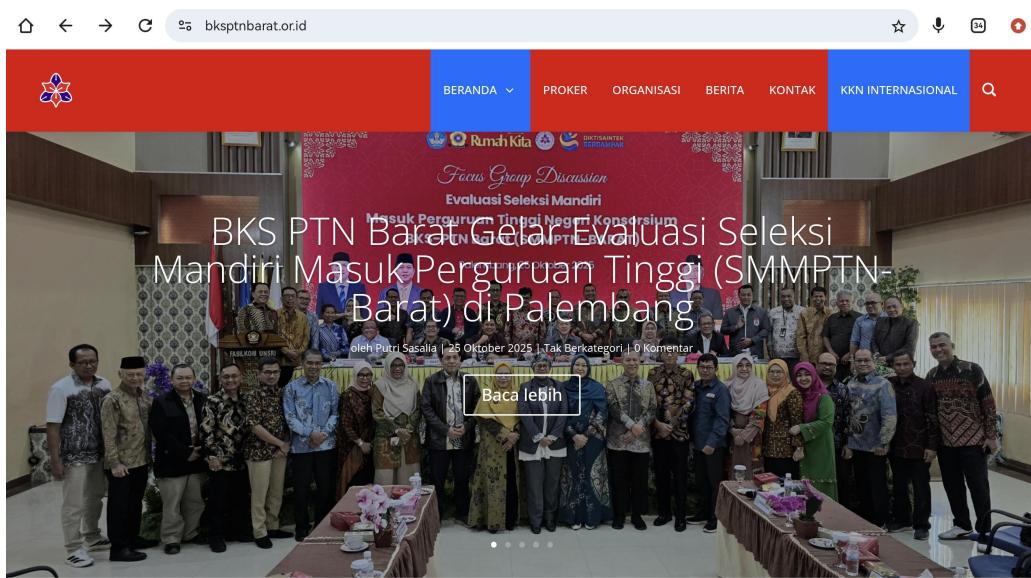


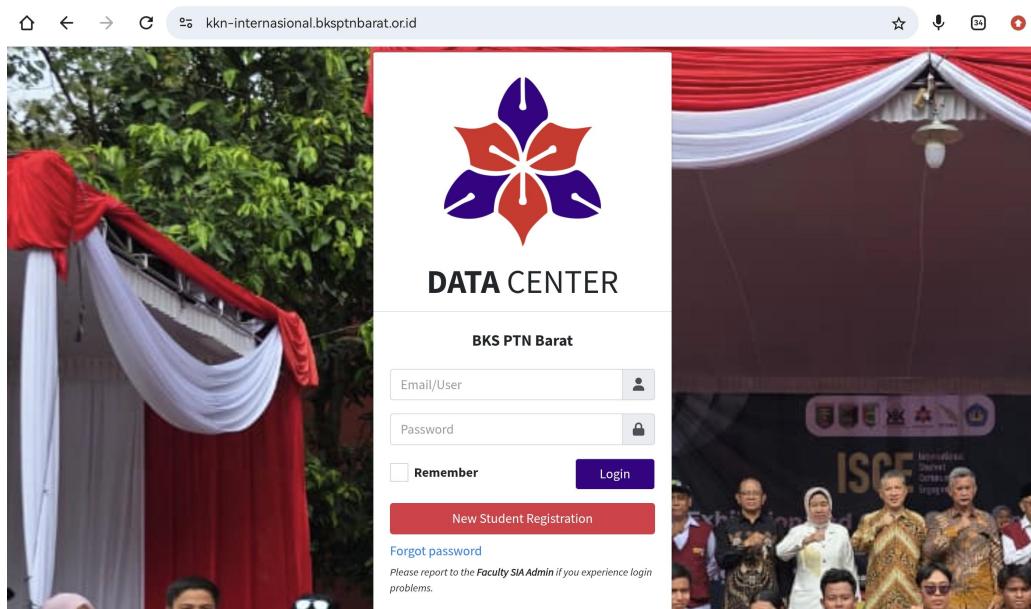
GUIDANCE BOOK FOR REGISTRATION OF KKN INTERNATIONAL (FOR INTERNATIONAL STUDENTS)

The Guidance Book is intended for international students who will participate and register for the 2026 BKS PTN-Barat International KKN activities. Registration for International KKN students can be accessed at the link "<https://kkn-internasional.bksptnbarat.or.id>" or by opening the BKS PTN-Barat website (<https://bksptnbarat.or.id>) and having the "International KKN" menu. The following are the registration stages that can be carried out by students.

1. BKS PTN-Barat Website



2. Select the International KKN Menu and the display will appear as follows.



3. If you are a new student and want to register for the 2026 International KKN activity, you can click the red button "New Student Registration" below.

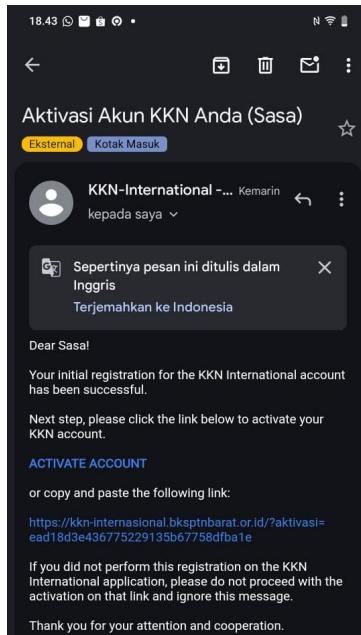
New Student Registration

4. After clicking the button, the following screen will appear. Students can register according to the data displayed in the image.

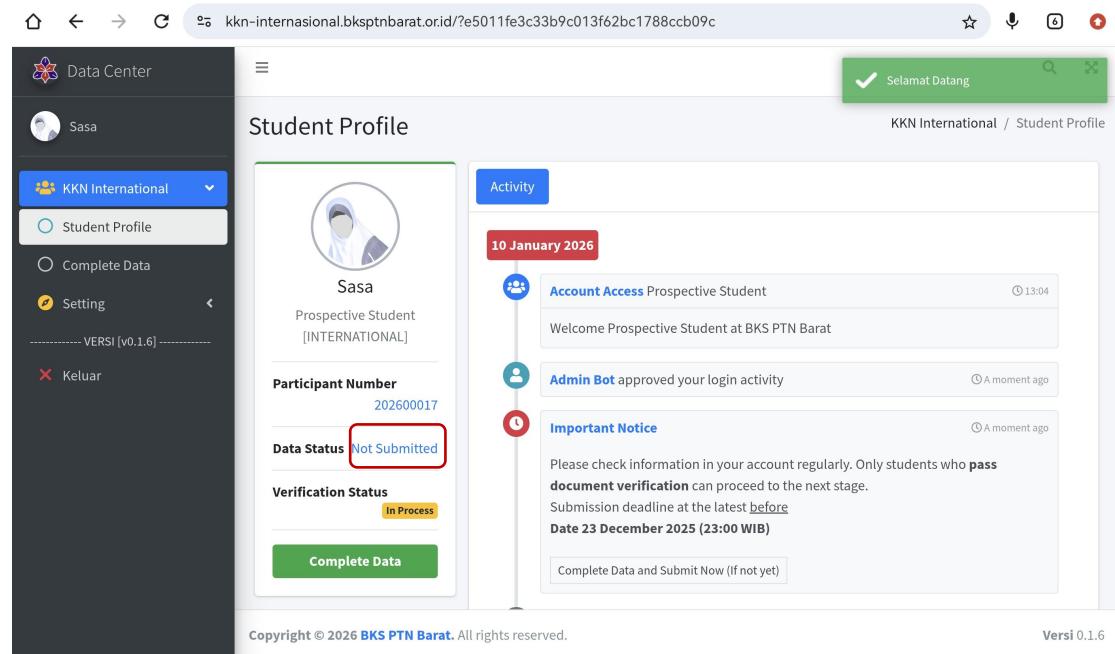
<p>BKS PTN Barat</p> <p>Name <input type="text"/> </p> <p>Contact (HP/WA) <input type="text"/> </p> <p><input checked="" type="radio"/> Men <input type="radio"/> Women</p> <p>-- Select Path --  </p> <p>Email <input type="text"/> </p> <p>Password <input type="text"/> </p> <p>Repeat password <input type="text"/> </p> <p><input type="checkbox"/> I'm Sure <input type="button" value="Submit"/></p> <p>Login (I Already Have an Account)</p>	<p>NOTE</p> <p>“Name” : Write Your Name</p> <p>“Contact” : Write Your Whatsup Number</p> <p>“Men/Women” : Choose Your Gender</p> <p>“Select Path -” : Please click the down arrow and two categories will appear, namely "International" for students outside Indonesia or "National" for Indonesian students.</p> <p>“Email” : Write Your Active Email</p> <p>“Password” : Put Your password for login</p> <p>“Repeat Password” : Repeat your password</p>
---	--

5. If the student has completed all the sections requested on the registration page, then tick "I'm Sure" and click "SUBMIT".

6. If you successfully register, you will receive an email message to activate your account, as shown in the following image.



7. Then, please log in to the INTERNATIONAL KKN page by entering the email address and password you registered previously. Then, click "Login." Your international KKN student "Profile" page will appear, as shown in the following image.



The screenshot shows the 'Student Profile' page for a prospective student named 'Sasa'. The left sidebar has a dropdown menu for 'KKN International' with 'Student Profile' selected. Below it are 'Complete Data' and 'Setting' options. The main content area shows a placeholder profile picture for 'Sasa' and the text 'Prospective Student [INTERNATIONAL]'. Underneath is the 'Participant Number' '202600017'. The 'Data Status' is 'Not Submitted' (highlighted with a red box), and the 'Verification Status' is 'In Process'. On the right, there's an 'Activity' section with a message from 'Admin Bot' and an 'Important Notice' about document verification and a submission deadline of 'Date 23 December 2025 (23:00 WIB)'. A button at the bottom right of the notice says 'Complete Data and Submit Now (If not yet)'.

8. On the "Prospective Student Profile" page, there are 3 columns. The left column is the main menu/homepage column that must be completed by students, consisting of the "Prospective Student Profile" menu and the "Complete Data" menu. The second column consists of the student's identity, namely "Participant Number" for international KKN students, "Data Status" with the information "Not Submitted" because the student has not completed their personal data and submitted data in the "Complete Data" menu, "Verification Status" is information that will automatically change according to the committee's provisions. The third column is the student's activity column when logging in and also when receiving announcement notifications provided by the committee.

9. Students please select the "Complete Data" menu/button, and the following display will appear.

Complete Data

General Personal Information

Home Address According to ID Card

Health History/Insurance

Father Biological Father

Mother Biological Mother

Guardian Your Guardian

Documents Important Files

Student ID

University

Faculty

Copyright © 2026 BKS PTN Barat. All rights reserved.

Versi 0.1.6

10. On the page, there are 7 sections of data that must be completed by students, consisting of "Personal Information," "Home Address (According to KTP)," "Domicile Address," "Health (History/Insurance)," "Identity of Biological Father," "Identity of Biological Mother," "Identity of Guardian," and "Documents (Important Files)" which must be uploaded. Each section can be continued with

the button  at the bottom of each page that must be filled in.

11. Then, on the very last page, namely the "Document" upload page, which must be completed by students, it will look like the following image.

No.	Document	Description	Status	Action
1	Recent Passport Photo	Must be a recent formal photo with a clearly visible face Only accepts files in digital image format. Upload image (maximum file size 2 MB)	Not Yet	View
2	Medical Certificate	Medical fitness certificate from a healthcare facility If there is more than one file, please merge them. Upload PDF (maximum file size 2 MB)	Not Yet	View
3	Insurance Card	If applicable Upload Insurance Card Only accepts files in PDF format. Upload PDF (maximum file size 2 MB). Merge files if uploading more than one file	Not Yet	View
4	Statement Letter	Statement Letter If there is more than one file, please merge them. Upload PDF (maximum file size 2 MB)	Not Yet	View
5	Passport	File format (jpg, jpeg, png, or pdf), maximum file size 2 MB	Not Yet	View
6	Parental Consent Letter	Parental Consent Letter If there is more than one file, please merge them. Upload PDF (maximum file size 2 MB)	Not Yet	View
7	Students VISA	Students VISA If there is more than one file, please merge them. Upload PDF (maximum file size 2 MB)	Not Yet	View

[Previous](#)

Copyright © 2026 BKS PTN Barat. All rights reserved. Versi 0.1.6

12. Each file must be a maximum of 2MP in size. Once all data and files have been uploaded, a "SUBMIT" button will appear next to the "Previous" button on the document upload page. If this button doesn't appear, there may be incomplete data.

13. After the submission process is successful, students will receive an automatic email stating that the student has successfully submitted via the BKS PTN-Barat email.

14. Students can then check their accounts or email for any further announcements or notifications regarding the International Community Service Program. These announcements can be made via email, notifications on student accounts, or on the West PTN BKS website.