



LTMPT
Lembaga Tes Masuk Perguruan Tinggi



2021 SNMPTN APPLICATION GUIDELINES

v.02.12.04

ABSTRACT

This document contains the 2021 SNMPTN Registration Guidelines which is filled in by the students

Lembaga Tes Masuk Perguruan Tinggi (LTMPT)

2021



2021 SNMPTN Application Guidelines

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1. Introduction

This document contains a guide for SNMPTN enrollment, which students must complete within the period specified by the LTMPT. Students can register for SNMPTN through the LTMPT portal or via the <https://snmptn.ltmpt.ac.id> website. Not all students are eligible to sign up for SNMPTN. Only students who **already have an account** at LTMPT, whose account is **permanent**, including one of **the students who has been granted eligibility** by the school, and who have **complete grades** are eligible to register at SNMPTN.

The stages are as follows:

1. **Login** to the LTMPT portal using the registered email address and password.
2. The students fill in "Completeness of Parents Data" on the **PROFILE** page.
3. The students register for SNMPTN by filling in their selected of study programs on the **OPTIONS** page.
4. The students will fill in the portfolio on the **PORTFOLIO** page if the selected study program requires a portfolio document. If the selected study program does not require portfolio documents, then this page does not need to be filled in.
5. The students fill in their achievements on the **ACHIEVEMENT** page. The achievements listed on this page are optional, meaning they are not mandatory. Please fill in the achievements in accordance with the field and level of achievement required for each choice in the column.
6. The students finalize on the **FINALIZATION** page if all data submitted is considered correct. After you finalize it, the data entry **cannot be canceled and cannot be changed for any reason**.
7. The students **download** and **print** the registration cards.

Each stage will be explained in more detail in later sections of this document.

Note: **Photos** and some **written** information on **the pictures** in this guidelines are **deliberately** black-blocked so that the student's identity is not visible. On your original display there will be no black blocks in either photos or text.

2. Students Login

Please enter the LTMPT Portal initial login page as shown below:



Masukkan kombinasi **email** dan **password** yang telah terdaftar untuk masuk ke portal LTMPT. Jika belum memiliki akun LTMPT, silahkan melakukan registrasi akun LTMPT. Daftar di sini.

Email

Password

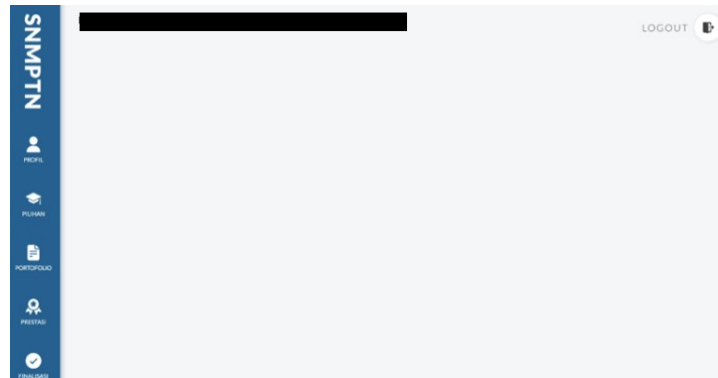
Lupa Password?

Masuk

Partners: Telkom Indonesia, mandiri, BNI, Bank BTN, BRI

Enter your **Email** and **Password** in the login form above on the <https://snmptn.ltmpt.ac.id> page. Use the Email address and Password registered and verified on the LTMPT portal.

If you are eligible to register for SNMPTN, then the display after logging will appear as shown in the following figure:



If you are not eligible to register for SNMPTN, then the notification will show *“Sorry, you are not eligible to participate in 2021 SNMPTN. Please register for 2021 SBMPTN”* as displayed below:

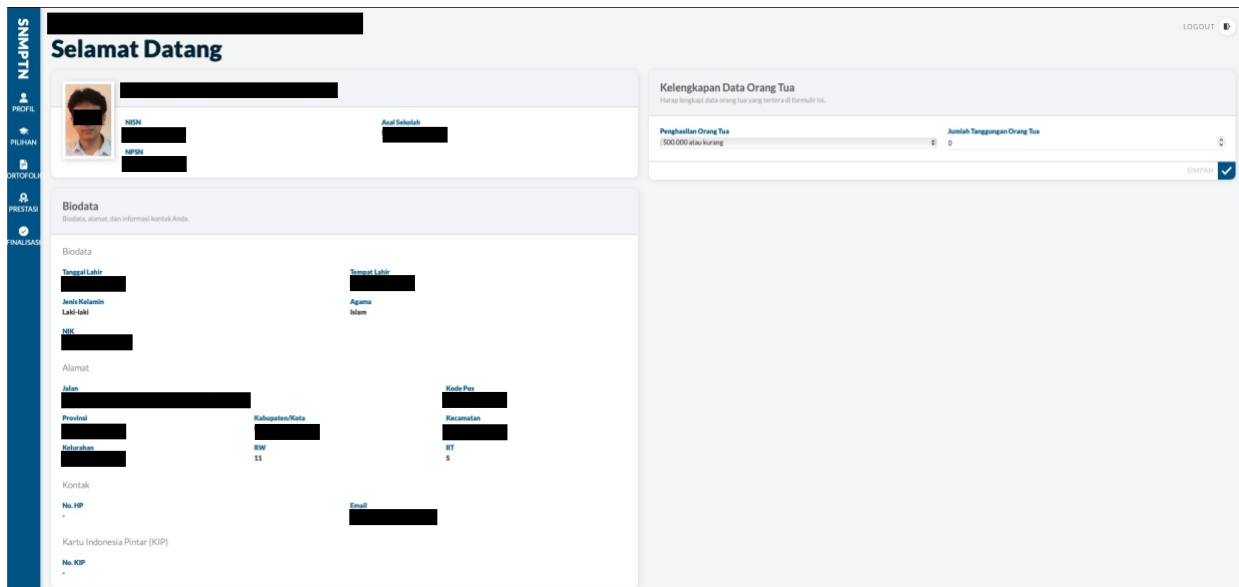


If you are eligible as previously mentioned above but **have not yet made your account permanent** on the LTMPT portal, the following display will appear:



3. Profile

The profile page contains biodata information from the students. It should be noted that all information in the Biodata **is taken from data that has been filled in on the portal**, as well as the Names, NISN, School NPSN, and School Origin. This entry **cannot be changed** in the SNMPTN registration application. Here is the initial view of the profile page:



On the profile page, only column of the Parents Data Completeness that needs to be filled in. The information that must be filled in is **The Parent's Income** (there is already a range of parents' income options), as well as **The Number of Dependents of The Parents**. Here is how it appears:



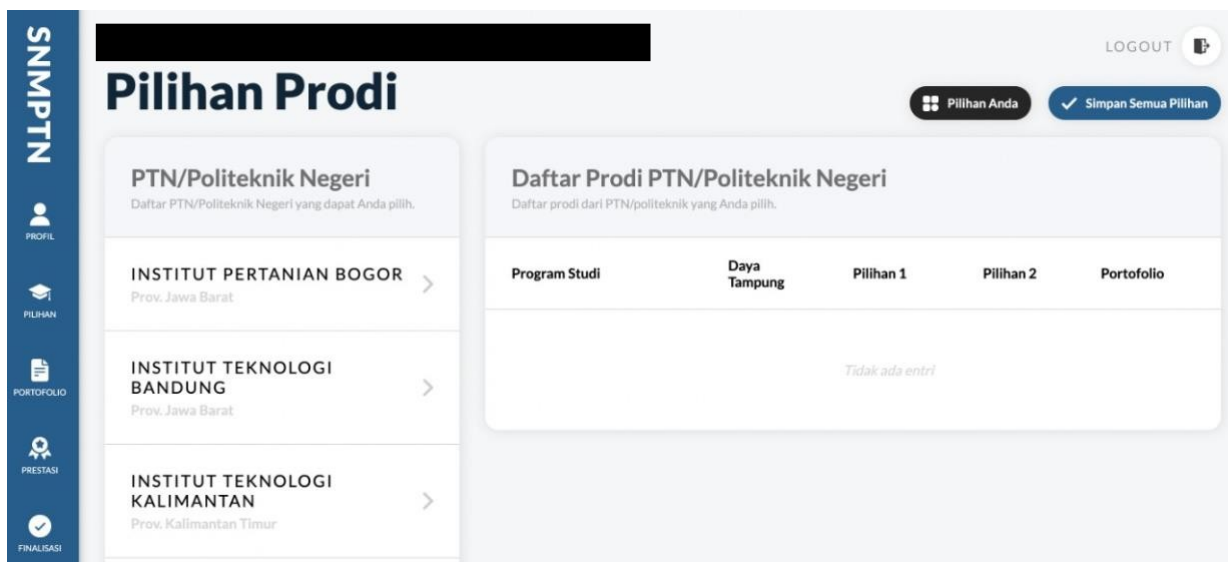
After finishing the **Completeness of Parents Data**, please press the **SAVE** button. If successful, the notification will appear as shown below:



After the profile is updated with the **Completeness of Parents Data**, then you can proceed to the **Choice of Study Program** page.

4. Choice of Study Program

The initial appearance of the **CHOICE OF STUDY PROGRAM** page is as follows:



Please **select one of the State PTN/Polytechnics** from the list provided in the State PTN/Polytechnic Choices column. After that, it will appear **A List of Study Programs that can be chosen by the students**. Study programs that will appear are only **study programs that allow majors from the students' SMA/SMK/MA to register**. Here is the example of how it appears:

PTN/Politeknik Negeri	Program Studi	Daya Tampung	Pilihan 1	Pilihan 2	Portofolio
INSTITUT PERTANIAN BOGOR Prov. Jawa Barat	DAN AGRI KEBUMIHAN	114	<input type="radio"/>	<input type="radio"/>	-
INSTITUT TEKNOLOGI BANDUNG Prov. Jawa Barat	MATEMATIKA & TEKNOLOGI PENGETAHUAN ALAM	186	<input type="radio"/>	<input type="radio"/>	-
INSTITUT TEKNOLOGI KALIMANTAN Prov. Kalimantan Timur	TEKNIK PERTAMBANGAN & PERENCANAAN (FTTM)	135	<input checked="" type="radio"/>	<input type="radio"/>	-
	TEKNIK PERTAMBANGAN & PERENCANAAN (FTTM) - KAMPUS CIREBON	43	<input type="radio"/>	<input type="radio"/>	-

If there is a study program that **you cannot choose** due to the major requirements, then it will appear as follows:

PTN/Politeknik Negeri	Program Studi	Daya Tampung	Pilihan 1	Pilihan 2	Portofolio
INSTITUT TEKNOLOGI BANDUNG Prov. Jawa Barat	FAKULTAS ILMU DAN TEKNOLOGI KEBUMIHAN (FTTK)	114	Anda tidak dapat memilih program studi ini.		
	FAK. MATEMATIKA & TEKNOLOGI PENGETAHUAN ALAM (FTMKA)	186	Anda tidak dapat memilih program studi ini.		
	FAK. TEKNIK PERTAMBANGAN & PERENCANAAN (FTTM)	135	Anda tidak dapat memilih program studi ini.		
	FAK. TEKNIK PERTAMBANGAN & PERENCANAAN (FTTM) - KAMPUS CIREBON	43	Anda tidak dapat memilih program studi ini.		
	FAKULTAS ILMU DAN TEKNOLOGI KEBUMIHAN (FTTK) - KAMPUS CIREBON	11	Anda tidak dapat memilih program studi ini.		
INSTITUT TEKNOLOGI SUMATERA Prov. Lampung	FAKULTAS SENIRUPA DAN DESAIN (FSRD)	99	<input type="radio"/>	<input type="radio"/>	Seni Rupa-DS-KR
	FAKULTAS SENIRUPA DAN DESAIN (FSRD) - KAMPUS CIREBON	18	<input type="radio"/>	<input type="radio"/>	Seni Rupa-DS-KR

Each student can choose **two study programs from one PTN/State Polytechnic or two PTN/State Polytechnic**. If you choose **two** study programs, **one must be at a State PTN/Polytechnic in the same province as the original SMA/MA/SMK**. If you choose **one** study program, you **can choose a State PTN/Polytechnic in any province**. It is recommended **not** to cross majors (depending on the provisions of the intended State PTN/Polytechnic).

There is also information whether the selected study program requires **portfolio** documents or not in the Portfolio column. If the Portfolio column is -, then the study program **does not need** a portfolio document. The following is an example of a display if the study program requires a portfolio document:

IRUPA SRD)	99	<input type="radio"/>	<input checked="" type="radio"/>	Seni Rupa-DS-KR
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If you have selected the study programs, please press **Save All Options** as shown in the following figure:



Then, a confirmation pop-up will appear as follows if your study program choice does not require a portfolio:

Simpan Pilihan

Apakah Anda yakin akan menyimpan pilihan Anda?

Batal **Simpan**

Select **Save** and if **successful** a notification will appear as shown in the following figure:

Berhasil menyimpan pilihan, silakan mengisi portofolio/prestasi

If you have **Saved your Choices** and then you decide to **change** the choices that have been made from study programs that **do not require portfolio** input to study programs that **require portfolio** input, thus a confirmation pop-up will appear as follows:

Simpan Pilihan

Apakah Anda yakin akan menyimpan pilihan Anda?
Anda harus mengunggah portofolio untuk prodi yang memiliki syarat portofolio.

Batal **Simpan**

The next possibility is if you have **Saved your Choices** and then you decide to **change** the choices that have been made from study programs that **require portfolio** inputs to study programs that still **require portfolio** inputs with the same **type of portfolio inputs**, a confirmation pop-up will appear as follows:



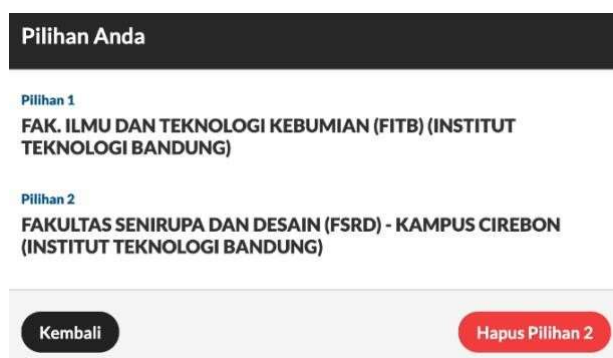
Finally, if you have **Saved your Choices** and then you decide to change the choices that have been made from study programs that **require portfolio** inputs to study programs that still **require portfolio** inputs but **the type of portfolio inputs is different**, a confirmation pop-up will appear as follows:



You can review the study programs you have selected by pressing the **Your Choice** button which is located next to the Save Your Selection button



Once selected, you will see the study program choices that you filled in before, as shown in the following figure:



5. Portfolio

Some study programs require you to fill in a portfolio, such as Art Dance, which is required to upload dance videos and so on. Select the **PORTFOLIO** page, then the study program you choose that **requires a portfolio input** will appear as follows:

If the selected study program **does not require a portfolio**, the page in the image above will be **empty** (only the Portfolio header appears). To view the instructions and portfolio requirements please **Download Instructions** and **Download Documentation** provided.

To **fill in the portfolio**, select **Choose File** to select a file to upload then press the **SAVE** button. **Download PPT** is used to download the portfolio PPT that you have uploaded. If **successful** saving, a notification will appear as follows:

Berhasil mengunggah file [REDACTED].pptx

If you **have uploaded** the portfolio, but before finalizing it you change your mind and **change the choice of study program** that **does not require a portfolio** to be filled in, then the previous portfolio input will be **deleted**.

6. Achievement

Here is the initial view of the **ACHIEVEMENT** page:

Prestasi

Unggah Prestasi

Unggah maksimal 3 data prestasi Anda.

Prestasi 1

Bidang Prestasi
Seni Tari

Tingkat Prestasi
Nasional

Bukti Prestasi
Choose File No file chosen

Maksimal 100 MB.

Unduh Bukti Prestasi
Unduh

The achievement is **not mandatory**, means that if you do not have achievements in the Fields and Levels of Achievement required for your choice, this page can be left **empty** without uploading and filling in anything.

This page can only have a **maximum of 3** achievements entered. Please choose the following options for the **Field of Achievement** to be fulfilled:

- Olahraga
- Seni Rupa/Lukis
- ✓ Seni Tari
- Drama/Sastra
- Seni Suara/Musik
- Pramuka/Organisasi Ekstrakurikuler
- Penelitian
- Olimpiade (Lainnya)
- Olimpiade Matematika
- Olimpiade Fisika
- Olimpiade Kimia
- Olimpiade Biologi
- Olimpiade Astronomi & Astrofisika
- Olimpiade Komputer
- Olimpiade Geografi
- Olimpiade Ilmu Kebumihan
- Olimpiade Ekonomi

Then, complete the **Achievement Level** which must be filled in as in the following options:

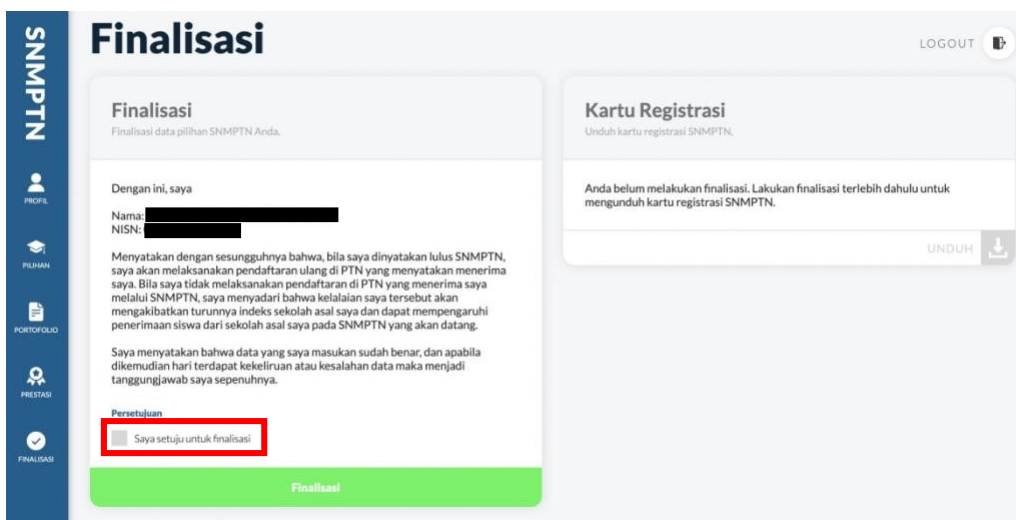
- Internasional
- ✓ Nasional
- Propinsi
- Kabupaten/Kodya
- Sekolah

Furthermore, upload the **Proof of Achievement** by pressing the **Choose File** button then selecting the file you want to upload with a **maximum size of 2MB in jpg or pdf format**. Download the Proof of Achievement which is used only to see whether the achievement file that has been uploaded whether it is correct or not with validation by each student. When it is done, press the **SAVE** button and the following notification will appear if **the save is successful**:



7. Finalization

The following is the initial display of the **FINALIZATION** page:



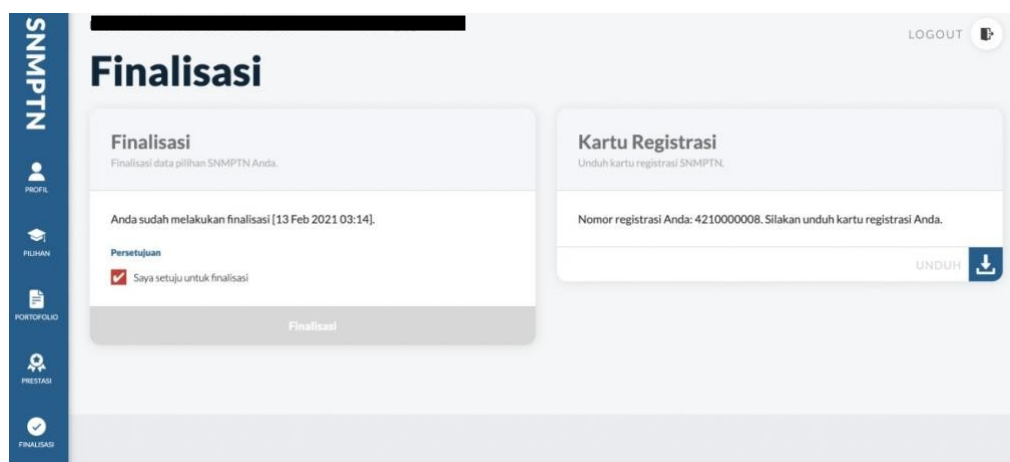
Please **finalize your selected SNMPTN data** if you are sure that all entries **have been filled in correctly**. It should be noted that once finalization has been completed, **all data entries cannot be changed anymore** and you **cannot cancel the Finalization** in any way.

If you are sure that it is correct, give a **checklist** to the agreement statement "I agree to finalize it" as shown in the previous figure in **the box marked in red**.

An approval **pop-up** will then appear once you choose **Finalization**, as shown in the following figure:



Select **Finalization** if you are sure all your entries are **correct**. After that, the display of the finalization page will change with a description of **the date and time of the finalization**, as shown in the following figure:



8. Registration Card

The registration card is on the same page as Finalization. You can only **download the registration card** if you **have finalized it**.



The registration card that you download is the registration card for SNMPTN registration. Here is the example of how it appears:



**KARTU TANDA PESERTA
SNMPTN 2021**



NOMOR PENDAFTARAN
[REDACTED]

NAMA SISWA
[REDACTED]

NISN
[REDACTED]

SEKOLAH
[REDACTED]

KABUPATEN/KODYA
[REDACTED]

PROVINSI
[REDACTED]

Pilihan PTN & Program Studi

PILIHAN 1	PILIHAN 2
1152065 - DESAIN KOMUNIKASI VISUAL ISBI ACEH	0 -

Pernyataan

Saya menyatakan bahwa data yang saya isikan dalam formulir pendaftaran SNMPTN 2021 adalah benar dan saya bersedia menerima ketentuan yang berlaku di Perguruan Tinggi dan Program Studi yang saya pilih. Saya bersedia menerima sanksi pembatalan penerimaan di PTN yang saya pilih apabila melanggar pernyataan ini.

ttd.

(_____)
Nama Lengkap

After downloading the registration card, the students' SNMPTN registration process has been finished.