

ABSTRACT
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Office International Affairs (OIA) of Indonesian Computer University (UNIKOM) is the organization to take care of matters that related about cooperation between UNIKOM with outside parties. In this case, the OIA is especially to accommodate administrative purposes of foreign student into UNIKOM . The purposes should be resolved including the administration of study permit, the administration of limited stay permit, and an extending of stay permit, which is still done manually. One of problem faced is the delay of the foreign students in extending the stay permit in Indonesia, so UNIKOM should receive punishment from the government and the students should at least be displaced out of Indonesia before the extending of the stay permit issued. It is not immediately give away its own complexities and value the effectiveness and efficiency of the system. For it is necessary to build a new information system to handle all of the administration of foreign students in UNIKOM. This information system is web based and has required with the functional requirements on the previous system.

The research method is used in this study using a structured approach method and waterfall development method. The research design used is descriptive method and action method. The method of data collection is used contain observation, documentation, and interview. System design tools is used to describe the system model including file flow diagram (flowmap), context diagram, data flow diagram (DFD) and data dictionary, while the database design used normalization, table relationship, entity relational diagram (ERD), codefication, and file structure. In the building of Standard Operating Procedures of foreign students -information system using the PHP programming language and MySQL as database.

The proposed system is used to assist administrative foreign students in UNIKOM, so the problem faced today could handled well. Suggestions for further research is to evaluate and improve weakness found in the system.

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