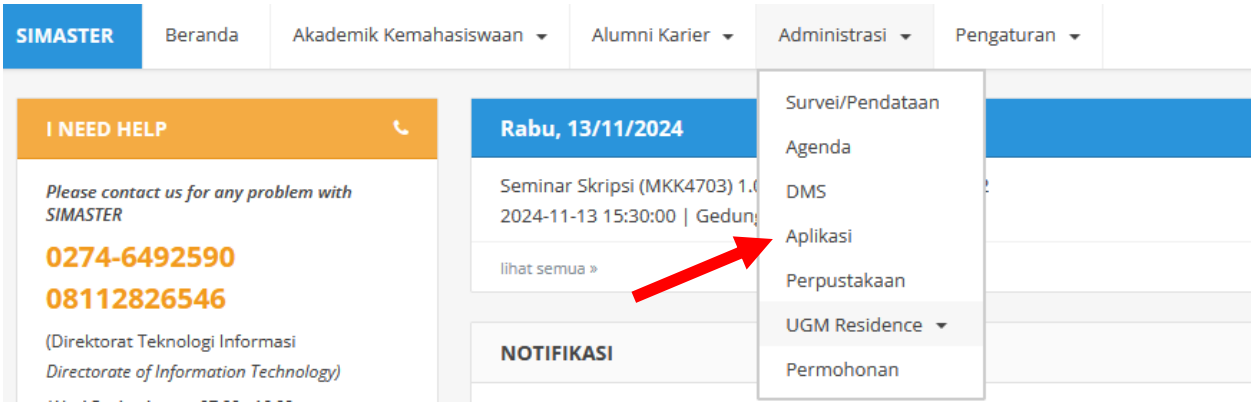
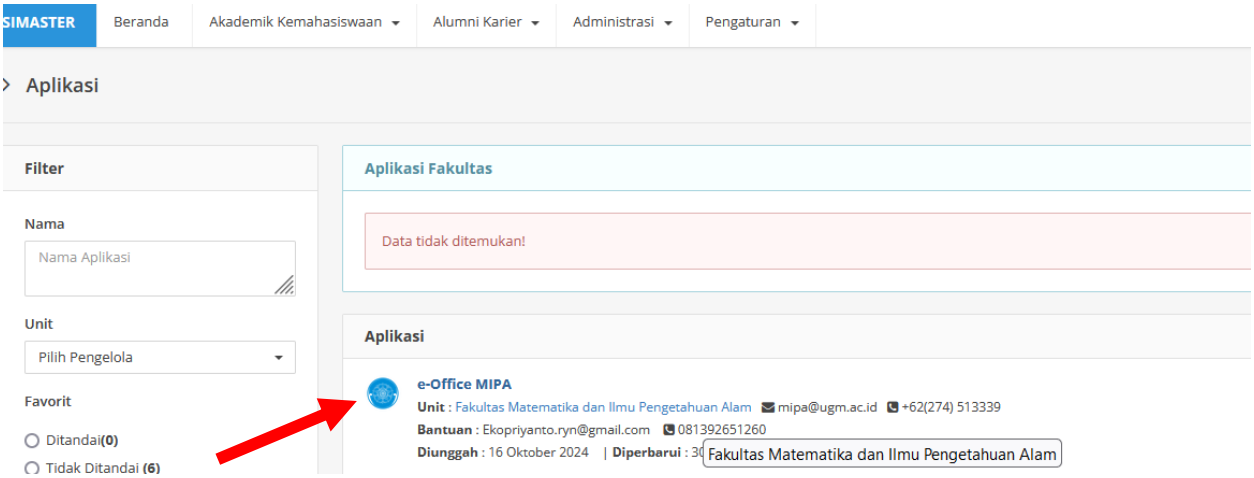
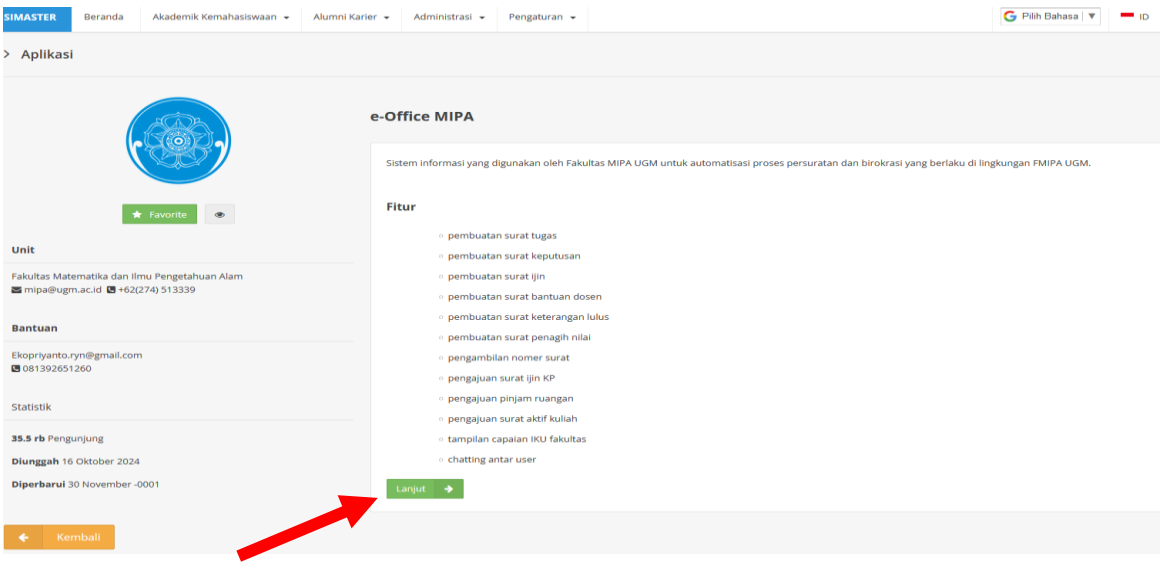
Cara Pembuatan Surat Instan Keterangan Aktif Kuliah, Surat Izin Kerja Praktik(KP,PKL), Surat Izin Penelitian(Tugas Akhir/Skripsi/Thesis) Simaster e-Office MIPA

1. **Login melalui simaster**
2. **Pilih Menu Administrasi => aplikasi => e-Office MIPA**

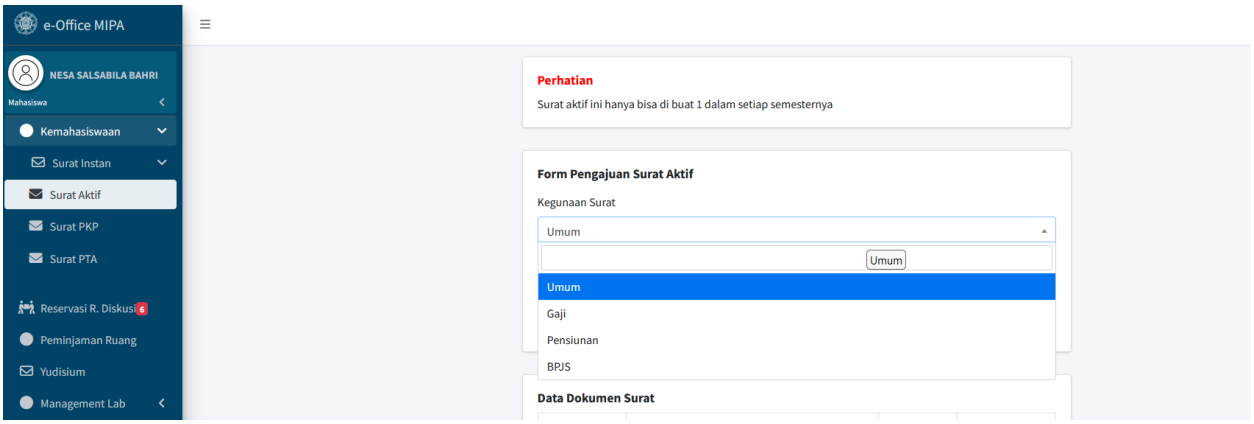




Klik Lanjut



3. **Tekan Menu "Kemahasiswaan"**
4. **Tekan tombol “Surat Instan”**
5. **Tekan Surat Aktif, Piliah (sesuai Kegunaan : Umum, Gaji, Pensiunan, BPJS)**

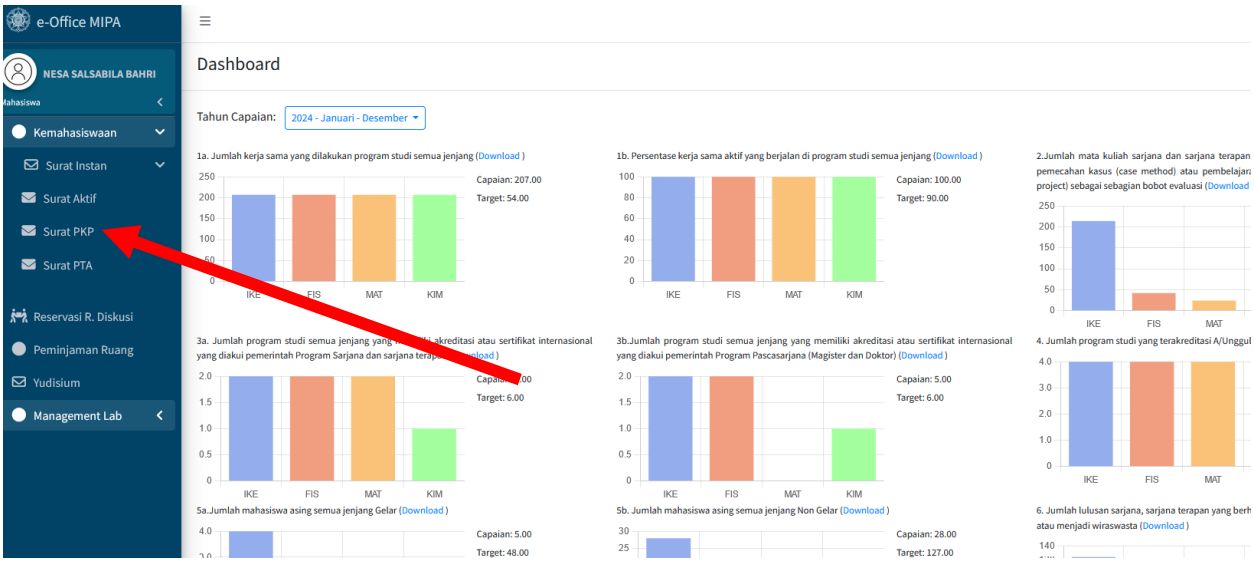


Tekan Proses

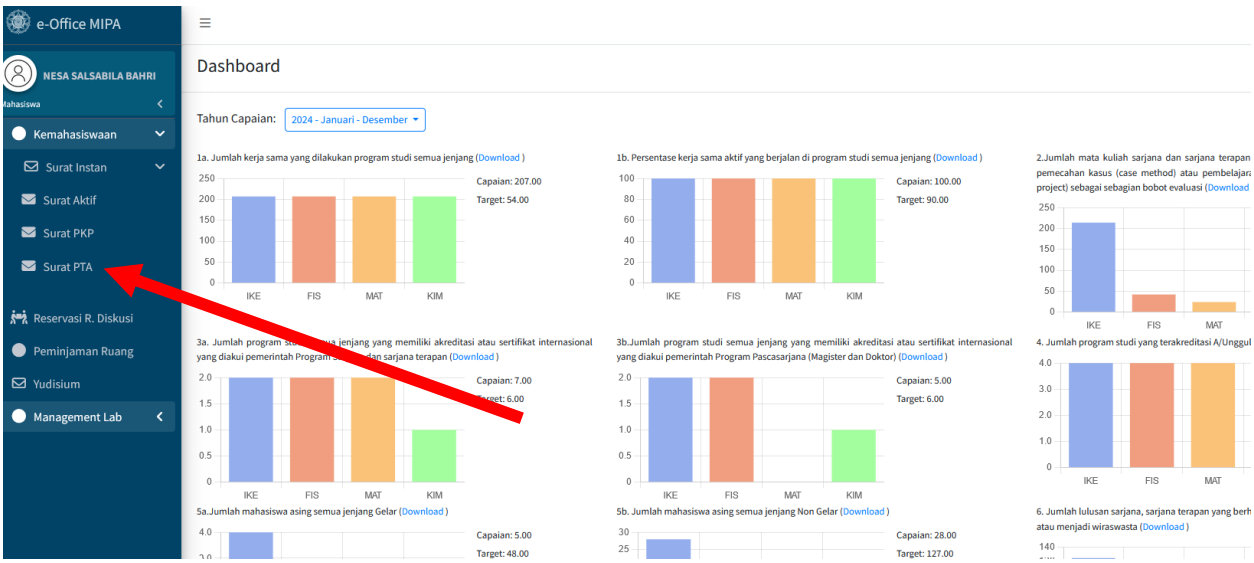
Tekan Cetak

Selesai

8. Tekan Menu Surat PKP (Surat Izin Kerja Praktik/Praktik Kerja Lapangan)



9. Tekan Menu Surat PTA (Surat Izin Penelitian/ Pengambilan Data Penelitian/Ijin Penelitian Tugas Akhir/Skripsi/Disertasi)



Ket : Jika mengalami kendala silahkan hub WA . 081325923383 (Suswiyanti Rahayu)