**Pengajuan Penerbitan Kartu Istri (KARIS) dan Kartu Suami (KARSU)**

Nama : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pangkat/Gol. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NIP/NRK : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prodi : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **No** | **Berkas** | **Checklist** |
| --- | --- | --- |
| 1 | Fotokopi SK PNS |  |
| 2 | Laporan Perkawinan Pertama |  |
| 3 | Daftar Keluarga PNS |  |
| 4 | Fotokopi Akta Perkawinan/Buku Nikah |  |
| 5 | Pas Foto Suami Isti 3x4 cm hitam putih (soft file juga dikirim ke email: fs@itera.ac.id |  |

*\*masing-masing berkas 3 rangkap*