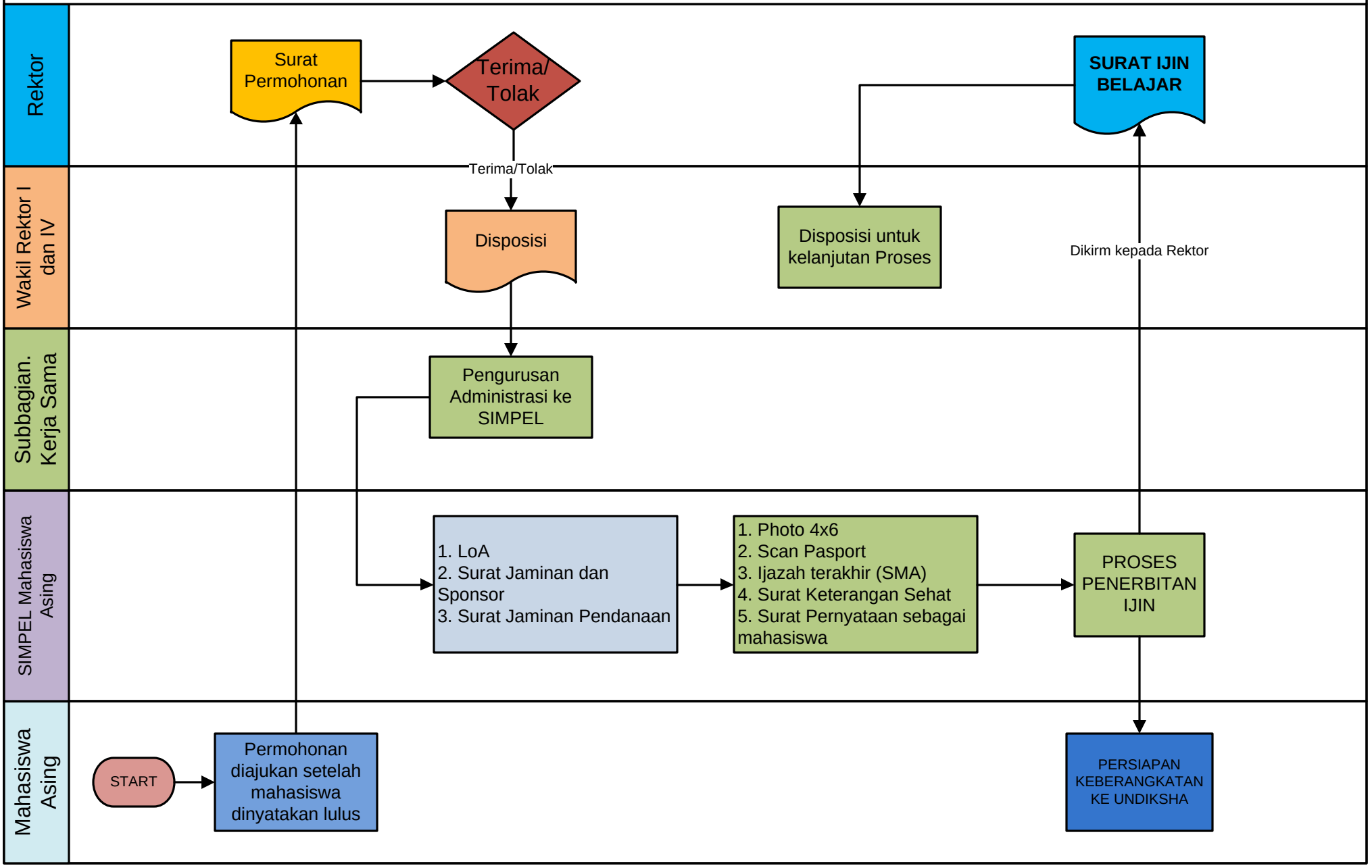SOP PENGURUSAN IJIN BELAJAR MAHASISWA ASING