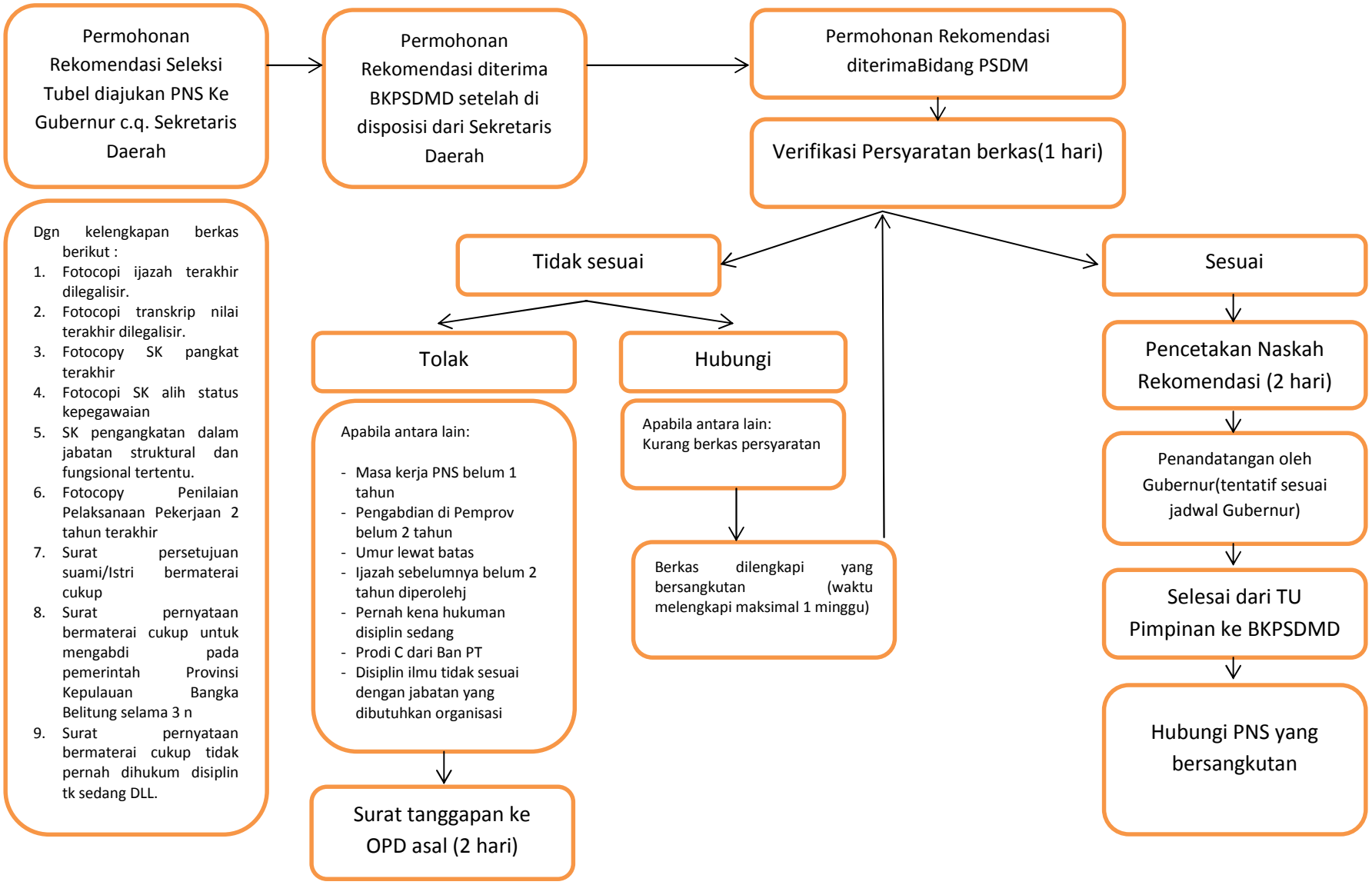ALUR PROSES PENGAJUAN SURAT REKOMENDASI SELEKSI TUGAS BELAJAR