



## CONSULATE GENERAL OF THE REPUBLIC OF INDONESIA

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## **INFORMATION ON VISA APPLICATION TO INDONESIA**

### **I. VISIT VISA**

Visit Visas are given to Regular Passport holders.

**Most of Regions and Cities in Indonesia are very safe to travel for US Citizen.**

However, with respect to certain domestic conditions and for their own safety, the visa applicant is advised to contact the Indonesian Embassy or Consulate Generals of through the travel agency on the situation and information of the region that would be visited in Indonesia.

There are regions in Indonesia that the foreign national is not allowed to visit without special written permission and approval. The three regions are: **Maluku, Poso, and Irian Jaya**. The applicant who wishes to enter the restricted regions must obtain special authorization from Indonesian Authorities. **Important: Please inform to the Embassy/Consulate Generals about your intention to visit the Restricted Regions.** This rule also applies to those who work at the regions, e.g. Freeport Employees. As there would be considerable amount of time needed for the process, we strongly suggest applicants apply their visa as early as possible. It may take two weeks or longer before such permission been granted (or denied). **Visitor who enters these regions without permission is subject to arrest, detention, and will be prosecuted according to Indonesian Law.**

**There are several types of the Visit Visa, based on the purpose of Visit:**

- Tourist ( **Single or Multiple Entries** )
- Business ( **Single or Multiple Entries** )
- Social Visit, e.g. to visit family/relative, social or cultural exchange, etc ( **Single or Multiple Entries** )

- Journalist Visa, **please contact the Information Section of the Consulate General to proceed.**
- **Research Visa** (Single Entry), the Embassy/Consulate Generals would not be able to process research visa without an official notification or a formal approval from the State Ministry of Research and Technology and the Directorate General of Immigration. The Applicants should directly contact **The Office of Coordination Team of Foreign Researcher Clearance, the Agency for Research and Technology Implementation** Secretariat PP41, BPPT Building #2, 8th Floor Jl. MH. Thamrin No. 8, Jakarta Pusat 10340, Tel.: 62-21-3169293 Fax.: 62-21-39836180 Homepage: [www.ristek.go.id](http://www.ristek.go.id), email: [frp@ristek.go.id](mailto:frp@ristek.go.id).

Applicants should write a formal letter to the Office by providing all details about the research. The Office may assist the applicant with proper clearance and authorization from related agencies including immigration in Indonesia. Please verify this matter to the Office regarding the necessary document that need to be required for further assistance.

### **Note:**

**Single Entry** means that you could only use the visa one time to enter Indonesia, and then the visa expired/void. The Indonesian Embassy and that Consulate Generals may issue a Single Entry Visa for up to 60 days visit. (The fee for single entry is **US \$45.00**).

**Multiple Entries** means that you could use the visa to enter Indonesia several times within one year (the visa is valid for a year). However, the visitor could only stay no longer than 60 (sixty) days in Indonesia. For the Multiple Entries, the applicant's passport must be valid at least 1 year. The fee for multiple entries is **US \$100.00**

Visa Fee must be paid by Money Order or Company Check, payable to the Consulate General of Indonesia. Personal Check is not accepted.

Please be advised that Indonesian Visa must be used within 90 (ninety) days form the Date of Issuance.

Non-US Citizen applications that hold certain US Visa may not be processed at the Consulate General.

**Please be advised that all Indonesian Representative (Embassy or Consulate General) hold the right to deny any application that deemed ineligible without disclosing the reason.**

### **General requirements for Visit Visa:**

- Passport must be valid **at least 6 months** at the date of entry into Indonesia. **For the Multiple Entries**, the passport must be valid **at least 18 Months**.
- Passport contains at least one blank visa page. *Amendment and endorsement pages cannot be used for visa purposes.*

- Application form (in duplicate) must be completed and signed by the applicant.
- Two recent color photographs (passport size) on picture-quality paper.
- ***For Visa application by mail, please read carefully:***
  - Visa application by mail should enclose a self-stamped and addressed envelope for Express Mail, Fed Ex or any other service that the applicant deems safe. Consulate General is not held responsible for application lost through mail.
  - Before mailing the application, please remember that the applicant's passport must be sent along with the application.
  - Also remember that amendment and endorsement pages cannot be used for visa purposes. Check your passport for a blank visa page. Please be advised that we will return your application and passport if we found no blank visa pages on the passport. This would delay your application processing. Please send your application to:

**Consular Service, Consulate General of Indonesia in San Francisco  
1111 Columbus Avenue  
San Francisco, CA 94133**

- Inoculation is recommended but not mandatory, and is required only if applicant had previously traveled to areas/countries infected by yellow fever.
- Applicants **under 18 years of age** should **attach a notarized copy of birth certificate and notarized letter of consent signed by non-traveling parents/guardian.**
- **Based on your purpose of visit (Tourist, Business or Social Visit), please provide the additional requirements, as follows:**

**1. Tourist Visa Applicant, please provide the following additional requirements:**

- Itinerary (original/copy) or a letter from travel agents, airline, Steamship Company, confirming the purchase of tickets into Indonesia (Note the officer may ask the copy of the original airplane ticket).
- Letter of Employment, indicating the employment status of the applicant. For retiree, please submit proof of the retirement fund.
- For Non-US citizen: Please provide Copy of US Permanent Residence/Visa/Valid I-20 from schools/universities. **Please be advised that applicant with a B1/B2 visa would not be processed unless there is firm ground for the application. Such application suggested for obtaining Indonesian visa from country of origin/country of residency.**
- Copy of bank statement; indicate the current applicant's fund at least two weeks prior to the date of obtaining visa.

**Note: The Tourist Visa holder could not enter the restricted regions (Maluku, Poso and Irian Jaya).**

**2. Business Visa Applicant, please provide the following additional requirements:**

- Itinerary (original/copy) or a letter from travel agents, airline, Steamship Company, confirming the purchase of tickets into Indonesia (Note the officer may ask the copy of the original airplane ticket).
- A letter of intent (in *duplicate*) from employer or sponsor, which describes the purpose of the visit and guaranteeing all transportation and living expenses that will incur in Indonesia.
- **For Multiple Entries Visa** includes a letter of invitation (in duplicate) from business partner or sponsor in Indonesia, which describes the purpose of visit.
- The applicant who wishes to enter the restricted regions (Maluku, Poso and Irian Jaya) must obtain **special authorization from Indonesian authority. Please mention to the Consulate Generals about the intention to visit the restricted regions.** This rule also applies to those who previously work at the regions and hold immigration permission, e.g. Freeport employees. **The applicant could also contact the employer/company/sponsor in Indonesia to obtain such permission through the Clearing House at the Department of Foreign Affairs (DEPLU).** Please contact the **Directorate for Consular Affairs** at the Department. **The Indonesian Embassy/Consulate Generals would not issue the visa without official notification of approval from the Indonesian authority to enter such regions.**
- If you are a non-US citizen, includes either: copy of US Permanent Residence/ Visa/ Valid I-20 from schools/universities. **Please be advised that applicant with a B1/B2 visa would not be processed unless there is firm ground for the application. Such application suggested for obtaining an Indonesian visa from country of origin/country of residency.**

**3. Social Visit Visa Applicant, please provide the following additional requirements:**

- Itinerary (original/copy) or a letter from travel agents, airline, Steamship Company, confirming the purchase of tickets into Indonesia (Note the officer may ask the copy of the original airplane ticket).
- A letter of invitation (in duplicate) from family or social organization, which describes the purpose of the visit and guaranteeing all transportation and living expenses that incur in Indonesia.
- For family visit, includes either: (1) a copy of KIMS/KITAS (Indonesian immigration's temporary stay permit) of the principal/person who is a non-Indonesian citizen that sponsoring your visit, or (2) if your sponsor is an Indonesian

citizen, a copy of the KTP (Indonesian ID card). Please be advised that foreigner who does not have KIMS/KITAS could not sponsor a family visit.

- The applicant who wishes to enter the restricted regions (Maluku, Poso and Irian Jaya) must obtain special authorization from Indonesian authority. Please mention to the Embassy/Consulate Generals about the intention to visit the restricted regions.

This rule also applies to those who previously work at the regions and hold immigration permission, e.g. religious worker, Freeport employees. For a member of a family who wishes to join their family in such region, **the rule also applied**. It is more convenient if your principal in Indonesia obtains the permission before you apply for the visa. **The applicant could also contact the employer/ company/ sponsor in Indonesia to obtain such permission through the Clearing House at the Department of Foreign Affairs (DEPLU).** Please contact the **Directorate for Consular Affairs** at the Department. **The Indonesian Embassy/Consulate Generals would not issue the visa without official notification of approval from the Indonesian authority to enter such regions.**

- If you are a non-US Citizen, includes either: copy of US Permanent Residence/ Visa/ Valid I-20 from schools/universities. **Please be advised that applicant with a B1/B2 visa would not be processed unless there is firm ground for the application. Such application suggested to obtain Indonesian visa from country of origin/country of residency.**

## II. LIMITED STAY VISA

Limited Stay Visa are given to Regular Passport Holders, valid for a 1 (one) year stay in Indonesia and must not exceed the validity period of his/her travel documents.

**Note (please read carefully):**

**The limited stay visa is always a single entry.** What if the visa holder supposed to exit and re-enter Indonesia many times? After the holder of such visa arrived in Indonesia, they should contact the nearest immigration office to apply for the temporary stay permit (KIMS/KITAS) and also to apply for an exit and re-entry permit if they plan to travel abroad and wish to re-enter Indonesia. Usually the sponsor in Indonesia has arranged all necessary permit and knew how to proceed to obtain KIMS/KITAS and re-entry permit from the local immigration.

**Indonesian Embassy/Consulate Generals must have the authorization from the Indonesian Immigration in order to get a limited stay visa issued. If you want to apply for the limited stay visa, please contact your sponsor in Indonesia to apply it through the nearest Immigration office. If granted, the immigration would send official notification to the Indonesian Embassy/Consulate Generals.**

**The Indonesian Embassy/Consulate Generals would not issue a limited stay visa without an official notification or approval from the Indonesian Immigration office in Indonesia.**

Please remember if you wish to enter/stay at the *restricted regions* (Maluku, Poso, and Irian Jaya), you must first obtain permission from *appropriate authorities*, including Immigration.

**The requirements for the Limited Stay Visa:**

- Passport must be valid at least 6 months at the date of entry into Indonesia
- Passport contains at least one blank visa page. *Amendment and endorsement pages cannot be used for visa purposes.*
- A letter of intent ( in duplicate ) from employer or sponsor, which describes the purpose of the visit and guaranteeing all transportation and living expenses that will incur in Indonesia.
- Application form ( in duplicate ) must be complete and signed by the applicant. The application form is available at the website.
- Two recent color photographs (passport size; 2x2 inch) on picture-quality paper.
- Applicant's curriculum vitae in triplicate.
- Police certificate of good conduct in triplicate.
- Work agreement/contract in triplicate.
- Employee's certificate in triplicate.
- Three copies of marriage certificate and birth certificate of accompanying family member (spouse/children).
- Certificate of vaccination in triplicate.
- Visa application by mail should enclose a self-stamped and addressed envelope for Expres Mail.
- For those conducting activities in religious, research, education, or social mission, must enclose the original and a copy of a letter of recommendation from the institution or specific department/division that has assigned them.
- For those who wish to work in a foreign investment or domestic investment venture, or as a technical professional on assignment by a foreign aid organizations, must furnish a letter of recommendation from a technical department in Indonesia, the Indonesian Department of Labor, the Indonesia Investment Coordinating Board, and a copy of the letter of agreement to employ foreign labor.
- Length of Stay: Over 3 (three) months up to 2 (two) year.
- **The fee for Limited Stay Visa:**
  - Up to **6 (six) months** is **US\$ 50.00**

- Up to **1 (one) year** is **US\$ 100.00**
- Up to **2 (two) year** is **US\$ 175.00**
- **Payment:** Fee must be paid in form of **Money Order or Cashier's Check** payable to: **Consulate General of Indonesia**.
- **Validation:** Visa for any entry must be used within 3 months from the date of issue. Upon arrival, report to the Immigration to obtain a semi-permanent residence card.
- For those seeking *repatriation*, they must provide proof of former Indonesian citizenship and proof of a guarantee of living expenses in Indonesia.

**All the requirements above apply to spouse and family members, except for the letter of intent, curriculum vitae, work agreement/contract and recommendation from sponsor.**

## **WORKING PERMIT IN INDONESIA**

Employing of a foreign operational director, manager, technician, expert and even specialized workers by a company in Indonesia is allowable as long as there is no Indonesian who is qualified to fill the position or job. The Department of Labor in Indonesia issues regulations on this matter in the form of a list of professional positions in every business sector that are open for the employment of expatriates.

An expatriate wishing to take up employment in Indonesia needs to obtain a working permit.

Usually, the Working Permit will be taken care by the employer.

## **III. SPECIAL VISA FOR RETIRED/SENIOR CITIZEN**

A temporary stay visa may be issued to a retired/senior citizen who wants to visit Indonesia and stay longer than 60 days. The special visa shall be valid for one year and could be extended not more than 5 (five) times consecutively. Meaning, this special visa is valid for up to 5 (five) years (extension is subject to immigration approval).

Please note that Special Visa for Retired/Senior Citizen is treated same as a Limited Stay Visa. It means that the applicant should seek authorization from Indonesian immigration prior to apply for the visa at the Embassy/Consulate Generals. The Special Visa is a single entry visa.

### **The requirement for the Special Visa:**

- Passport must be valid at least 6 months at the date of entry into Indonesia.
- Passport must contain at least one blank visa page. Amendment and endorsement pages cannot be used for visa purposes.

- Application from (in duplicate) must be complete and signed by the applicant.
- Two recent color photographs (passport size) on picture-quality paper.
- Retired/Senior Citizen must be at least 55 (fifty five) years old.
- A written guarantee statement from retirement fund Institution/bank, either in the country of origin (in the US or others depending on your nationality) or in Indonesia, regarding the availability of funds to support the needs during the requested stay in Indonesia.
- Health insurance, life insurance, and liability insurance related to third party, be obtained from either the country of origin (in the US or others depending on your nationality), or Indonesia.
- A written statement declaring the willingness to reside at available accommodation in Indonesia, obtained either by rent of purchase.
- Foreign senior are required to employ domestic workers during their residency in Indonesia.
- It is advisable that retired/senior citizen consult authorized Indonesian travel agent to assist in obtaining necessary immigration permit prior to arrival in Indonesia.
- Non US-Citizen; Please be advised that applicant with a B1/B2 visa would not be processed unless there is firm ground for the applicant. Such applicant suggested for obtaining Indonesia visa from country of origin.
- Visa application by mail should enclose a self-stamped and addressed envelope for Express Mail.

#### **IV. NON-VISA SHORT TERM VISIT**

Citizens from 11 Countries are given Non-Visa Short Term Visit for purposes of holiday, exhibition, tourism, business, and social-culture visit. The visit is valid for only 30 (thirty) days. This stay will not permit people to obtain an immigration permit.

Citizens of those 11 countries must always have a return ticket and be able to provide proof of availability of living expenses equivalent to US\$ 1,000.00 (one thousand US dollars) prior to arriving in Indonesia.

Those 11 countries are:

- 1. Brunei Darussalam**
- 2. Chili**
- 3. Hongkong SAR**
- 4. Macao SAR**
- 5. Malaysia**
- 6. Morocco**
- 7. Philippines**
- 8. Peru**



- 9. Singapore
- 10. Thailand
- 11. Vietnam

## V. VISA ON ARRIVAL

As of January 26, 2010, Citizens from 63 countries and 1 region are eligible for applying Visa on Arrival (VOA). This visa can be applied directly when you are landed at the certain airports and seaport in Indonesia. **The Visa On Arrival will be issued for up to 30 (thirty) days with the possible extension of another 30 days.**

The General Requirements for visa on arrival are:

- Expiration date of the applicant's passport must be at least 6 (six) months at the date of entry.
- Round-trip airplane ticket

The fee for Visa on Arrival:

- The Visa Fee for up to 30 (thirty) days is US \$ 25.00, the extension for another 30 (thirty) days is US \$ 25.00

The 62 Countries and 1 Region eligible for Visa on Arrival:

<b>1. Argentina</b> <b>2. Australia</b> <b>3. Austria</b> <b>4. Algeria</b> <b>5. Bahrain</b> <b>6. Belgium</b> <b>7. Brazil</b> <b>8. Bulgaria</b> <b>9. Czech Republic</b> <b>10. Cambodia</b> <b>11. Canada</b> <b>12. Cyprus</b> <b>13. China</b> <b>14. Denmark</b> <b>15. Estonia</b> <b>16. Egypt</b> <b>17. Fiji</b> <b>18. Finland</b> <b>19. France</b> <b>20. Germany</b> <b>21. Greece</b> <b>22. Hungary</b>	<b>23. India</b> <b>24. Iceland</b> <b>25. Iran</b> <b>26. Ireland</b> <b>27. Italy</b> <b>28. Japan</b> <b>29. Kuwait</b> <b>30. Laos</b> <b>31. Latvia</b> <b>32. Libya</b> <b>33. Lithuania</b> <b>34. Liechtenstein</b> <b>35. Luxemburg</b> <b>36. Maldives</b> <b>37. Malta</b> <b>38. Mexico</b> <b>39. Monaco</b> <b>40. New Zealand</b> <b>41. Netherlands</b> <b>42. Norway</b> <b>43. Oman</b> <b>44. Panama</b>	<b>45. Poland</b> <b>46. Portugal</b> <b>47. Qatar</b> <b>48. Romania</b> <b>49. Russia</b> <b>50. Saudi Arabia</b> <b>51. Slovak Republic</b> <b>52. Slovenia</b> <b>53. Spain</b> <b>54. South Africa</b> <b>55. South Korea</b> <b>56. Suriname</b> <b>57. Sweden</b> <b>58. Switzerland</b> <b>59. Taiwan, PRC</b> <b>60. Timor Leste</b> <b>61. Tunisia</b> <b>62. United Arab Emirates</b> <b>63. United Kingdom (British)</b> <b>64. United States of America</b> <b>65. Turkey</b>
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