

IMMIGRATION MATTERS

Before Leaving

- **Entry Regulation**

International student that plans to conduct study within Indonesia territory, they should apply individually by email to the International Office Universitas Indonesia: io-ui@ui.ac.id, and you will receive the acceptance letter from Universitas Indonesia. After receiving the acceptance letter, you have to process for getting a study permit from the Ministry of National Education of Republic of Indonesia.

Documents Required for application study permit procedure for the International Student

(Issued by UI)

1. Copy of Recommendation Letter from Universitas Indonesia, addressed to the Directorate of Higher Education, Ministry of National Education.
2. Copy of Acceptance Letter from Universitas Indonesia

(Provided by students)

3. A completed application form (UI form).
4. Letter of Recommendation from Indonesian Embassy (KBRI) or Consulate General of Republic of Indonesia (KJRI) in the country of residence.
5. Copy of transcript academic record
6. Curriculum Vitae (CV)
7. 2 (two) recent close-up photograph (4x6 cm) with RED background
8. Letter of Financial Guarantee to cover study and living expenses during your study or sponsorship certificate
9. Health certificate from legal-practicing medical-doctor stating that the student is both physically and mentally capable to conduct the studies.
10. 3 (three) copies of Passport.

Note:

Study permit process will take 1 (one) month in the Ministry of National Education.

The coordination team of foreign study permit is giving approval recommendation to the Ministry of National Education. If the application of foreign study permit is approved, it will be submitted to the Immigration Head Office in Jakarta in order to precede visa authorization.

All international students MUST enter Indonesia with STUDY PERMIT and STUDENT VISA. Social-Cultural Visa is NOT ALLOWED.

- **Student Visa Procedure**

After finishing the study permit process, then the process will continue at the Immigration Head Office-Jakarta to obtain the approval letter that will be needed to obtain the student visa. The Head Office of Immigration -Jakarta will send the approval letter to the Indonesian Embassy in your country of residence by telex visa.

Documents required for application student visa:

1. Copy of study permit from Ministry of National Education.
2. Copy of Recommendation Letter from Universitas Indonesia, addressed to the Directorate of Immigration Headquarter, the Ministry of Law and Human Right.
3. Copy of Acceptance Letter from Universitas Indonesia and completed application form.
4. Letter of Recommendation from Indonesian Embassy (KBRI) or Consulate General of Republic of Indonesia (KJRI) in the country of residence.
5. Copy of transcript academic record
6. Curriculum Vitae

7. 2 (two) recent close-up photograph (4x6 cm) with red background
8. Letter of Financial Guarantee to cover study and living expenses during your study or sponsorship certificate
9. Health certificate from legal-practising medical-doctor stating that the student is both physically and mentally capable to conduct the studies.
10. 1 (one) copy of Passport.

Note:

Approval of student visa process will take 2 (two) weeks after the study permit done at the Immigration Head Office-Jakarta.

After the student visa approved by the Head Office of Immigration -Jakarta, they will send the letter of telex visa to the Indonesian Embassy or the Consulate General of Republic of Indonesia in your home country.

Note:

It takes about 7 (seven) days for Immigration Head Office-Jakarta to send the telex visa to the Indonesian Embassy or Consulate General in your home country. After that, you are able to apply the visa for 6 months or 1 year (depends on your period of study).

Arrival at Jakarta

After obtaining student visa and arriving at Jakarta, you must register yourself to the Immigration Office within 7 (seven) days since the entry permit (a stamp from Airport Immigration) is issued. Then, you can start to process the Limited Stay Permit (Izin Tinggal Terbatas/KITAS).

- **Limited Stay Permit (Izin Tinggal Terbatas/KITAS) Procedure**

To obtain this permit, you have to apply at the immigration office by submitting these following documents:

1. Letter of admission from the students or university
2. Letter of recommendation or certificate of sponsorship from authorized institution to process KITAS.
3. Letter of acknowledgement from International Office UI, to be addressed to the Immigration Office.
4. Copy of telex visa
5. Copy of study permit
6. Passport or any valid travel document
7. Departure card
8. Curriculum vitae
9. 2 (two) recent close-up photograph (3x4 and 4 x 6 cm) with RED background

- **Certificate of Police Registration Card (Surat Keterangan Laporan Diri/SKLD)**

After getting KITAS (Limited Stay Permit), you have to make a Certificate of Polica Registration Card (Surat Keterangan Laporan Diri/SKLD). This should be made max. 30 (thirty) days since the time of arrival.

Documents required to process SKLD:

1. Letter of request for SKLD from International Office UI, to be addressed to the Police Headquarter.
2. Letter of recommendation or certificate of sponsorship from authorized institution to process SKLD
3. Copy of passport and KITAS
4. 3 (three) pieces of 4x6 photographs in red background,
5. 2 (two) pieces of 3x4 photographs in red background.

Those documents mentioned above should be addressed to Provincial Police Headquarter::

**KABAINTELKAM POLRI
UP. KABID YANMIN
KEPOLISIAN NEGARA REPUBLIK INDONESIA**

(INDONESIAN NATIONAL POLICE)
Jl. Trunojoyo No. 3 Kebayoran Baru
Jakarta Selatan

- **Local Police Report**

You have to make a local police report to the nearest police station in your residence within 24 hours after your arrival.

This registration can be represented by residence's owner in which you live or stay.

Documents needed for registration, such as copy of passport and copy of arrival card to get "Police Registration Letter (Surat Tanda Melapor/STM*)". This STM is required for a residence administration.

Note:

*) The STM is a resort police report acknowledging your residence, which issued by the resort police office nearest your residence. The information required is mostly from your passport and includes arrival date, departure date, etc.

- **Letter for local government report (SKPPS/SKTT)**

After getting KITAS, you should make a local government report to the nearest local government office in your residence. This registration can be represented by the residence's owner in which you live or stay.

For this registration you might need to submit a copy of passport and KITAS. Then, you will get Letter for local government report (SKPPS/SKTT), which is required for a residence administration.

Procedure for extension

Extension procedure for KITAS must be carried out 2 (two) months before expiration.

Note:

You have to extend the study permit in the Ministry of National Education, which is required as one of document you have to submit for KITAS extension.

The procedure to extend the study permit as same as the process for issuing initial study permit.

Study Permit Extension

A foreign student who wants to extend study permit, they have submit all document such as:

1. Copy of study permit that need to be extended.
2. Recommendation Letter from Universitas Indonesia
3. Copy of application form
4. Copy of academic transcript
5. Curriculum vitae
6. Home address
7. Copy of Passport
8. Copy of KITAS
9. Self Report Information from the Local Police

Upon approval of your study permit extension, you can continue to extend the KITAS. All the process and procedure of KITAS extension as same as the process for issuing initial KITAS.

Note :

To find any Indonesia Embassy or Consulate in any country in the world or any foreign embassy in Indonesia, please visit : <http://id.embassyinformation.com/index.php>

Table 1
Estimation of immigration and permit fees for procedures to study at UI

No	Activities	Amount	Length of Process
1	A study permit letter from DIKTI and BKLN/study permit extension	Rp. 550.000,-	1 month
2	Approval letter for Student Visa (Telex Visa issued by Head Office of Immigration, Jakarta)	Rp.650.000,-	2 weeks
3	Immigration for issue KITAS (Limited Stay Permit Card)	Rp 420.000,- (Valid for 6 months) Rp. 770.000,- (Valid for 1 year)	2 weeks
4	Surat Keterangan Laporan Diri (SKLD) to Police Department Head Quarter	Rp 150.000,-	2 weeks
5	SKPP\$/SKTT to City Mayor.	Rp. 350.000,-	7 days
6	STM (Report letter to the police station max. 7 days since the time of arrival)	Rp. 50.000,-	2-3 days

Note:

- International Office will assist students for their immigration arrangement.
- Students are responsible for all expenses.
- The price is subject to change, depends on the applicable policies at that time