

Do you need an Indonesian Visa ?

Yes you do. A citizen of **Netherlands** needs a visa to come to Indonesia as a **Training Research** visitor.

Research

LIMITED STAY VISA and RESEARCH PERMIT

Visa Provisions:

A Limited Stay Visa shall be issued to a foreign national for the purpose of research.

A Limited Stay Permit shall be issued in the form of a Limited Stay Permit Card (KITAS), a 7 x 10 cm. yellow, quadrangular card with information concerning the identity and the photograph of the holder, the center showing the immigration symbol.

Validity of Limited Stay Permit:

A Limited Stay Permit shall be issued to a foreign national in possession of a Limited Stay Visa to stay in the territory of Indonesia for a period of 1 (one) year from the date of admission to Indonesia and is extendible for 5 (five) times consecutively, each extension for 1 (one) year.

Requirements:

The basic requirements for a Limited Stay Visa are the same as the general Visa requirements, with the addition of the following:

- the applicant's passport or travel document must be valid for at least 18 (eighteen) months.
- If researcher plans to bring his or her spouse and children with him/her to Indonesia, the researcher must submit a copy of marriage certificate, spouse's resume, children's birth certificates, photographs and clear photocopies of his/her family's passport.

Researchers must submit their applications and the following supporting documents to do research in Indonesia to LIPI to enable the Co-ordinating Team to review a research proposal :

- A formal letter of request to LIPI to do research in Indonesia, a copy of which is addressed to the Indonesian representative abroad (e.g. Indonesian Ambassador, Consul, Consul General, or Consul). This letter should explicitly state the address of the Indonesian Embassy or Consulate from which the researcher will obtain the visa. If this address is not given, it can cause delays in some cases.

- Six copies of detailed research proposal which should have a title, stated objectives, and descriptions of the methodology and concepts. It must clearly state the locations where field research will be done. If the work is to be done from one or more field stations, this must be stated as : “The fieldwork will be based on name of field station and resident (kabupaten) and province only”.
- A page brief research summary containing title, purpose of research, methodology, and location.
- Six copies of researcher’s curriculum vitae including a list of publications.
- Two letters of recommendation, one from a professor or equivalent senior researcher in the researcher’s discipline and the other from an official of the researcher’s home institute or university.
- Letters of recommendation supporting the research plan from the Indonesian counterpart. A Letter from an Indonesian academic institution and/or Research & Development Centre agreeing to serve as counterpart for the researcher’s tenure in the country is a key document required by LIPI before the application be forwarded to the Coordinating Team.
- A letter guaranteeing sufficient funds to cover research and living expenses in Indonesia and fees for the Indonesian counterpart (s).
- Health certificate from doctor stating that researcher is in a good-health, both physically and mentally, to carry out research in Indonesia.
- Letter of Recommendation from Indonesian representative abroad, usually the Indonesian Ambassador or consul.
- Three recent photographs (passport size with red background)
- Three copies of researcher’s passport. Note : the passport must be valid for at least six months from the date exit, even if the researcher’s will stay in Indonesia only one month.
- A list of the equipment brought to Indonesia, if any, to support the research. The value of this equipment should be stated in US dollars.
- Initial clearance for research proposals is given by the Indonesian Institute of Sciences or Lembaga Ilmu Pengetahuan Indonesia (LIPI), assisted by several concerned agencies within the Government of Indonesia known as Co-ordinating Team, holds a monthly meeting to review research proposals.
- The application takes up to two months mainly because of the security clearances needed
- If the request to LIPI for a research permit is approved, LIPI will request the Directorate General of Immigration to issue a visa authorization number, which will be sent to the Indonesian Embassy or Consulate where the researcher will apply for a visa. This place should be explicitly nominated by the researcher. Note that for visits of less than four months, you will be issued with a “kunjungan sosial budaya” visa. This still means that you must visit LIPI, Police Headquarter and Home Affairs Ministry in Jakarta to obtain permit letters.

UPON ARRIVAL

Researchers must enter Indonesia through Jakarta. Upon arrival in Jakarta, it is essential that researcher informs the Immigration Officials at the Soekarno-Hatta Airport of his/her

research site (s). The researcher will be given three to seven days interval time by the Immigration Officials to report to the Immigration Office in the research site (s).

Within the given period of time, the researcher must report to LIPI and related other offices in Jakarta to obtain necessary permits. It is useful to carry a number of passport size photographs with red background and copies of your passport. You start with LIPI at the following address:

**Bureau of Cooperation and Promotion of Science
and Technology
Lembaga Ilmu Pengetahuan Indonesia (LIPI)
Sasana Widya Sarwono Building, 7th Floor
Jl. Gatot Subroto No. 10 Jakarta Selatan
Phone: (021) 5225711 ext. 233, 236, 237**

The researcher should contact Sub Division of Foreign Researcher Administration, on 7th Floor, room 706, of the Sasana Widya Sarwono-LIPI Building. Phone 62-21-5225711; ext. 236, 237, and 233. Having reported to LIPI, researchers need to visit other offices to obtain permits as complementary to the research permit of LIPI.

RESEARCH VESSEL

Permits for a research vessel to enter Indonesian waters should be obtained from :

**Directorate for Regional Defense
Ministry of Defense
Jl. Dr. Wahidin I No. 1/11 Jakarta Pusat**