



# **Guide Book For Visa and Immigration Matters**



## Administration and Immigration Fee

### Freshman

Subject	Visa VKSB 211A	Visa VITAS 316
Exchange / Internship	\$ 150	\$ 150
Full Degree		
Extra Fee (Only for Calling Visa Country**)	\$ 15	

Note: Fee is only applied for administration process of the extension.

\*\*\*) Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Pakistan

Payment is paid directly to International Office once you arrived at ITS.

Administration and Immigration Fee will be applied to cover :

1. Study Permit Letter
2. Residential Letter
3. Police Notification Letter
4. Photo printing
5. Stamp duties
6. Administration of immigration arrangement for activities such as document registration, mailing, transportation of immigration division.
7. Airport pick-up service
8. City Tour, cultural trip, and other student activities.



### Notes:

The registration fee **excludes** the **monthly fee of visa extension, fee of visa conversion, and yearly fee of KITAS extension and local transport cost to go to Immigration Office.**



## On-going Student

This fee appointed to:

1. Full Degree student that will process visa extension. Usually this process will be processed after 1 or 2 year stay in Indonesia.
2. Student Exchange and Internship student should pay this fee, if student would like to extending program at ITS.

Subject	Visa VKSB 211A	Visa VITAS 316
Student Exchange / Internship / Full Degree KITAS Extension*		\$ 30
Extra Fee (Only for Calling Visa Country**)		\$ 15

\*) Fee is only applied for administration process of the extension.

\*\*\*) Afghanistan, Guinea, Israel, North Korea, Cameroon, Liberia, Niger, Nigeria, Somalia, Libya, Iraq, Pakistan

Payment could be paid directly cash to International Office

Administration and Immigration Fee will be applied to cover :

- |                               |  |
|-------------------------------|--|
| 1. Study Permit Letter        | 4. Stamp duties  |
| 2. Residential Letter         | 5. Administration of immigration arrangement for activities such as document registration, mailing, transportation of immigration division |
| 3. Police Notification Letter |  |
| 4. Photo printing             |  |

Notes:

The registration fee **excludes** visa extension fee and local transport cost to go to Immigration Office.

## Student Self Expense for Visa

Visa Type	Extension	Conversion
VKSB	IDR 355.000 / month (maximum 4 times)	-
VKSB to KITAS	IDR 2.055.000 for 1 year	IDR 2.055.000 for 1 year
	IDR 3.405.000 for 2 year	IDR 3.405.000 for 2 year
VITAS to KITAS	IDR 1.305.000 for 6 months	IDR 1.305.000 for 6 months
	IDR 2.055.000 for 1 year	IDR 2.055.000 for 1 year
	IDR 3.405.000 for 2 year	IDR 3.405.000 for 2 year



# Types of Visa

Period of Stay	VITAS 316	VKSB 211	Visa on Arrival (VoA)
> 60 Days	√	√ (Not recommended)	-
< 60 Days	-	√	√ (Not recommended)
< 2 Weeks	-	√	√


## VITAS 316

VITAS 316 is students visa or study purpose visa, Indonesia government is determined VITAS type 316 (Student Visa) as the most recommended visa for Exchange (include laboratory activities) and Full Degree student. This limited stay visa is valid for 30 days after your arrival in Indonesia and you need to convert it as soon as possible to 6 months, or 1 year, or 2 years Multiple Exit and Re-Entry Visa.

If the student want to take this kind of visa, student needs to submit every documents requirements on time to the deadline. If there are some incomplete documents, regretfully the student only could take VKSB 211 A. The reason is because VITAS 316 is require Study Permit from Ministry of Research, Technology and Higher Education, which could be issued after 1 – 2 months process.




### Why vitas 316 need to be converted to kitas before 30 days of arrival?

VITAS 316 is 30 days single entry visa. VITAS 316 is just a  to multiple entry. KITAS is the true multiple entry visa. If you don't convert it, then it will be expired after 30 days. If you buy VITAS 316 for 6 month you can only convert it to 6 month KITAS and so on.

## VKSB 211-A

VKSB (*Visa Kunjungan Sosial Budaya – Social/Cultural Visit Visa*) – a visa for those coming to Indonesia for a short-term stays, not as tourists and not for business. This single entry visit visa is valid for 30 – 60 days after your arrival in Indonesia. During your program at ITS, the maximum visa (VKSB) extension would be 4 times. So if you take 60 days VKSB and extend it 4 times you will get 6 months single entry visa. Due to that reason, we strongly recommend you to process a VKSB which valid for 60 days.

VKSB 211 also could be converted to Multiple Exit and Re-Entry Visa. But only for 1 year and 2 years conversion, not for 6 months. If you are Exchange/Internship Students with 3-6 months study permit in LoA, you need to pay 1 year visa conversion but could only have 3-6 months Multiple Exit and Re-Entry Visa stay permit, exactly the same with the period which stating in your LoA. If the Embassy in your country prohibit VKSB 211A to be taken for study purpose, then you can make the visa in Singapore or Malaysia.



Issued visa typed correctly

The "Annotation" is ITS / Institut Teknologi Sepuluh Nopember

Visa Number

Period of the visa  
You can only use the visa to enter Indonesia until 3 months after it's issued

## Visa on Arrival (VoA)

Visa on Arrival (VOA) is valid for 30 days, it's calculated from the first day of your arrival in Indonesia and extendable at the Immigration Offices in Indonesia for 1 (one) time only to have another stay of 30 (thirty) days. We would never recommend you to use the VoA which is only intended for those who are visiting Indonesia as tourists, NOT for those intending to live for an extended period of time because this kind of visa is only could be extended 1 times (30 days). One of VoA purposes is Short Course (Short courses (sometimes referred to as CPD programmes) are defined at Brookes as courses leading to the award of less than 60 academic credits.

We will not give any responsibility if you take this visa during your program, and highly recommend you to make VKSB 211A in Singapore if you can not make any visa in your country.



Date of Arrival

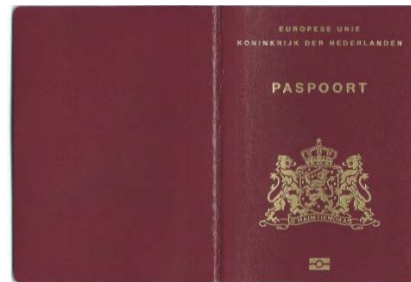
## General Visa Requirements

- VITAS 316 : Passport's expiry date must be more than 22 months after the program application.
- VKSB B211A: Passport's expiry date must be more than 12 months after the program application.
- Passport's HD scan of:

**Biodata Page**

and

**Cover Page**



Action	VKSB B211A	VITAS316	VoA
Expiry Date	60 days after arrival	30 days after arrival	30 days after arrival
Visa Type	Single Entry (Extendable or Convertable to Multiple Entry)	Single Entry (Convertible to Multiple Entry)	Single Entry (Extendable once)
Telex Requirement	Based on Embassy	Yes	-
More Effort	Post Departure	Pre Departure	-
<b>Self expenses</b>			
In Indonesia Embassy Visa Fee	± 35 (Embassy might be charge different fee)	± 55 (convertable to 6 month) ± 105 (convertable to 1 year) ± 180 (convertable to 2 year)	-
At the Airport	-	-	± 35
Extension Fee	IDR 355.000 x 4 times	-	IDR 355.000
Duration of Extension	2-3 weeks	-	2 weeks
Conversion to KITAS in Indonesia	-	IDR 1.305.000 for 6 months	-
	IDR 2.055.000 for 1 year	IDR 2.055.000 for 1 year	-
	IDR 3.405.000 for 2 year	IDR 3.405.000 for 2 year	-
Duration of Conversion	1.5 – 2 months	2-3 weeks	-

## IMPORTANT NOTES

- Every Indonesia Embassy run different fee and regulations standart
- Every Indonesia Embassy need a different amount of time to issued the visa

Example:

- in France, VITAS 316 will be issued after 15 days (national holiday and weekend is not include)
  - In Denmark, VITAS 316 will be issued within 1 day
  - In France, VKSB couldn't be taken for study purpose
  - In Netherland, VKSB could be issued for study purpose
  - In Netherland, VKSB requires visa online application / Immigration Authorization Letter
  - In Singapore, VKSB doesn't need visa online application / Immigration Authorization Letter
- Every applicants need to get more proactive to the visa requirements

Example:

- Information of Visa's documents requirements;
- Information of the time needed on visa process, etc



# Visa Time Table

TELEX REQUIRED

ANNOUNCEMENT of THE ACCEPTANCE

15 NOVEMBER  
15 MAY



1

2



STUDY PERMIT ARRANGEMENT

1 MONTHS

VISA ARRANGEMENT by ITS IO

5-10 DAYS  
On December



3

4



VISA ARRANGEMENT by STUDENTS

1-18 DAYS



## TELEX VISA ARRANGEMENT by ITS IO

### 1. VISA ONLINE APPLICATION

Output of this online visa application is **Immigration Authorization Letter / TELEX**. That letter is one of the requirement of VKSB (in some countries) and VITAS 316 (in every country). It will be issued by the Head Office of Immigration in Jakarta, Indonesia.

Notes:

- Only sponsor who can apply, in this case is ITS
- It will take plus minus 5 days (national holiday and weekend is not include).
- System could reject the application if your scan of passport / round flight itinerary ticket (**only for VKSB**) are not in high definition and scan version (please kindly refer to passport requirements before).
- We will send the “Immigration Authorization Letter” or TELEX after application is accepted. Once it's sent, you should immediately apply your visa in Indonesia Embassy.

### 2. Make the Confirmation on <http://bit.ly/ITSvisaconfirmation>

A	B	C	D	E	F	G	H	I
NO	Name	City of Indonesia Embaassy (which will be the place to arrange your visa)	Country	Study Permit (Only "Ready" who could take VITAS 316)	VITAS 316	VKSB 211	VKSB Telex	Flight Itinerary (Only for VKSB Online Application who need to submit)
example	Bilqis Oktaviani Putri	Ankara	Turkey	V	V	-	-	-

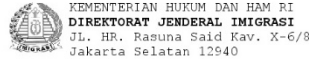
Notes:

- Once you confirm the City of Indonesia Embassy, you can not change it, because the online application only register your name to the specific Embassy.
- If you are in overseas country for a very long period because you are on vacation or exchange program, you can make the visa there.
- If you change the city or the visa type or both, ITS need to start 5 days process from the beginning. So make sure that you will not change it.
- “Ready” in Study Permit means that your Study Permit is issued and you could take vitas 316.
- “VKSB Telex” means that whether the Embassy ask for Immigration Authorization Letter / TELEX or not. So you need to independently ask to the Embassy / observe to the Embassy website about this.
- You need to submit flight itinerary (not booked flight ticket) to ITS if the your choose VKSB and it needs TELEX.

3. Once ITS get "Immigration Authorization Letter" or TELEX, IO will send it to you through email.

Bring this Immigration Authorization Letter along with all of other requirements to the Embassy (you need to check the other requirements on the website of the Embassy).

You can not make the visa in other city and other type of visa aside from what stated in the TELEX



Jakarta, 01 Agustus 2018

Yth,  
 INSTITUT TEKNOLOGI SEPULUH NOPEMBER SURABAYA  
 KAMPUS ITS SUKOLILO SURABAYA  
 Alamat email : tri.its.io@gmail.com

Hal : **PEMBERITAHUAN PERSETUJUAN VISA**

Sehubungan dengan permohonan saudara nomor 3322001208808637 untuk mendatangkan warga negara asing dengan data sebagai berikut:

NO	NAMA & NO PENGUSAHAAN	JENIS KELAMIN & TGL, BLN & THN LAHIR	KEBANGSAAN & NO PASPOR	LAMA TINGGAL & NIORA
1	IMI.2.GR.01.06.03.1876FS.316	Pria	FRA	5 bulan IM2SCA16775

Maka dengan ini kami beritahukan bahwa permohonan saudara dimaksud telah dikabulkan dengan penguasaan Direktur Jenderal Imigrasi, kepada:

City of the Embassy you could process

Perwakilan R.I di : **PARIS**

Visa type you could process

Jenis persetujuan visa : **TINGGAL TERBATAS**

Indeks : **C316**

Demikian, agar maklum.



Informasi:

1. Persetujuan Ini Berlaku Selama 60 (enam puluh) hari.

## Visa Time Table

NON-TELEX REQUIRED

ANNOUNCEMENT of THE ACCEPTANCE

15 NOVEMBER  
15 MAY



1

2



VISA SPONSORSHIP LETTER

1 WEEK AFTER CONFIRMATION

VISA ARRANGEMENT by STUDENTS

1-18 DAYS



3

## VISA ARRANGEMENT by ITS IO

VKSB 211 A (not require a TELEX)

**Make the Confirmation on <http://bit.ly/ITSvisaconfirmation>**

A	B	C	D	E	F	G	H	I
NO	Name	City of Indonesia Embassy (which will be the place to arrange your visa)	Country	Study Permit (Only "Ready" who could take VITAS 316)	VITAS 316	VKSB 211	VKSB Telex	Flight Itinerary (Only for VKSB Online Application who need to submit)
example	Bilqis Oktaviani Putri	Ankara	Turkey	V	V	-	-	-

Notes:

Make sure that the Embassy is allow VKSB 211 A for study purpose.

Make sure that VKSB 211A doesn't required **Immigration Authorization Letter / TELEX**

If the Embassy doesn't require TELEX, give a check in "VKSB 211" coloumn and give "-" in "VKSB TELEX" and "Flight Itinerary" coloumn

### Receiving VKSB 211 A Sponsorship Letter from ITS IO



December 14, 2017

Reference Number : [redacted] /IT2.IV.2 /PP.00.01.00/2017

To:  
Consular Section  
Embassy of Indonesia  
Malaysia

Dear Sir/Madam,

Greetings from Institut Teknologi Sepuluh Nopember (ITS) Surabaya.

Ms. [redacted], student of Universiti Teknologi Petronas, would like to continue her study at the Bachelor Program of Geophysics Engineering Department, Institut Teknologi Sepuluh Nopember (ITS) Surabaya. For her visa, I would like to ask for your kind assistance to issue a type B – 211 visa (VKSB 60 days).

I would greatly appreciate for any assistance you could provide for her in expediting this process.

Thank you for your kind assistance. Should you need any further information, please do not hesitate to contact Ms. Bilqis at [intladmission@its.ac.id](mailto:intladmission@its.ac.id).

Sincerely yours,



Dr. Maria Anityasari  
Director

Notes:

Once student confirms that will take VKSB 211 A, and the Embassy doesn't require TELEX, ITS IO will make visa sponsorship letter.

Student can bring this letter along with LoA and other requirements (please kindly check the requirements independently)

Time which would be needed for issuing this type of visa might be different based on each Indonesia Embassy regulation.