



Guide Book For Visa and Immigration Matters







Types of Visa

| Period of Stay | VITAS 316 | VKSB 211 | Visa on Arrival (VoA) |
|----------------|-----------|-------------------|-----------------------------------|
| > 60 Days | V | (Not recommended) | - |
| < 60 Days | - | V | $\sqrt{\text{(Not recommended)}}$ |
| < 2 Weeks | - | V | V |

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 211A. The reason is because VITAS 316 is require Study Permit from Ministry of Research, Technology and Higher Education, which could be issued after 1 month process.





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

VITAS 316 which student made in Indonesia Embassy 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

*KSB (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.



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.





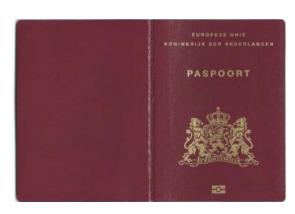
General Visa Requirements

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 | 60 days after arrival 30 days after arrival | |
| Visa Type | Single Entry (Extendable or Convertable to Multiple Entry) Single Entry (Convertable to Multiple Entry) | | Single Entry (Extendable once) |
| Telex Requirement | Based on Embassy | Yes | - |
| More Effort | Post Departure | Pre Departure | - |
| | Self ex | penses | |
| In Indonesia Embassy Visa Fee | ± 35* | \pm 55* (convertable to 6 month) \pm 105* (convertable to 1 year) \pm 180* (convertable to 2 year) | - |
| At the Airpot | | | IDR 500.000 |
| Extension Fee in Indonesia | IDR 500.000 x 4 times | - | IDR 500.000 |
| Duration of Extension | 2-3 weeks - | | 2 weeks |
| | - | IDR 1.600.000 for 6 months | - |
| Conversion to KITAS in Indonesia | IDR 2.500.000 for 1 | IDR 2.500.000 for 1 year | - |
| | IDR 3.750.000 for 2 | IDR 3.750.000 for 2 year | - |
| Duration of Conversion | 1.5 – 2 months | 2-3 weeks | - |

Note: *Embassy might be charge different fee





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 NOW MEER

15MAY



1

2



STUDY PERMIT ARRANGEMENT

1 MONTHS

VISA ARRANGEMENT by ITS IO

5-10 DAYS On December



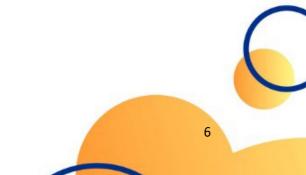
3

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.

Steps:

- 1. ITS apply the online visa application (only sponsor who can apply, in this case is ITS).
- 2. Student must make a confirmation on http://bit.ly/ITSvisaconfirmation

| Α | В | С | D | Е | F | G | Н | I |
|---------|------------------------|---|----------------------|--|-----------|------------|--------------|--|
| NO ÷ | | 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 you choose VKSB and it needs TELEX.
- 2. The online application process will take plus minus 5 days (Indonesian 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).
- 4. ITS will send the Immigration Authorization Letter / TELEX after application is accepted. Once it's sent, you should immediately apply your visa in Indonesia Embassy.
- 5. Student brings TELEX along with all of other requirements to the Embassy (you need to check the other requirements on the website of the Embassy).





Notes:

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 PENGUASAAN | 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

Visa type you could process



Demikian, agar maklum.



<u>Informasi:</u>

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





Visa Time Table

NON-TELEX REQUIRED

ANNOUNCEMENT of THE ACCEPTANCE

15 NOW MEER

15 MAY



1



VISA SPONSORSHIP LETTER

1 WEEKAFTER CONFIRMATION

VISA ARRANGEMENT by STUDENTS

1-18DAYS



3







VISA ARRANGEMENT by ITS IO

VKSB 211 A (not require a TELEX)

Make the Confirmation on http://bit.ly/ITSvisaconfirmation

| Α | В | С | D | E | F | G | Н | 1 |
|---------|------------------------|---|----------------------|--|-----------|------------|---|--|
| NO ∓ | | 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 = | | Flight Itinerary (Only for VKSB Online Application = who need to submit) |
| example | Bilqis Oktaviani Putri | Ankara | Turkey | V | V | - | - | - |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Notes:

Director

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



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.







THANK YOU!

Should you still have any query, please do not hesitate to let IO know! intladmission@its.ac.id