

# **IMMIGRATION & CITY GOVERNMENT RULES GUIDEBOOK**

For International Students



Updated:  
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# Types of Visa

There are three types of available visa which are available for international student:

## 1. Visa on Arrival (VoA)

Visa on Arrival (VoA) is available for international students/staffs who are from 43 selected countries (listed below). Initially, this visa aims to equip the foreigner who comes to Indonesia for tourism purpose. Thus, this visa can only be reserved for international students who will take part in the short program at ITS (less than 2 months). This visa is valid for 30 days stay and allowed to be extended once for another 30 days. In addition to that, international students/staffs from **ASEAN countries** who will join ITS short programs (less than a month) are free of visa.

Here is the list of 43 selected countries that are eligible to hold VoA:

(1) South Africa, (2) USA, (3) Saudi Arabia, (4) Argentina, (5) Australia, (6) Netherland, (7) Belgium, (8) Brazil, (9) Brunei, (10) Denmark, (11) Philippines, (12) Finland, (13) Hungary, (14) India, (15) United Kingdom, (16) Italy, (17) Japan, (18) Germany, (19) Cambodia, (20) Canada, (21) South Korea, (22) Laos, (23) Malaysia, (24) Mexico, (25) Myanmar, (26) Norway, (27) France, (28) Poland, (29) Qatar, (30) New Zealand, (31) Singapore, (32) Seychelles, (33) Spain, (34) Sweden, (35) Swiss, (36) Taiwan, (37) Thailand, (38) China, (39) Timor Leste, (40) Tunisia, (41) Turkey, (42) Uni Arab Emirat, and (43) Vietnam.

## 2. Single Entry Visit Visa (B211A)

For those international students/staffs who intend to join ITS short program/internship (less than 2 months) and are not from those 43 selected countries, Single Entry Visa (B211A) is the option for visiting Indonesia for 60 days maximum. This visa (B211A) is eligible for those who will visit Indonesia for the purpose of official government activities, tourism, social and cultural activities, sport, business and commercial activities, family visit, journalistic activities, or transit.

International student/staff will not be able to apply this visa by themselves. They need to request their sponsor/guarantor to apply the visa for them. For joining short program at ITS, students might be applied by the sponsor (university/hotel/travel agent).

### 3. Temporary Stay Visa (Vitas c316)

Temporary stay visa or visa Index 316 is categorised as one of temporary visiting visa for study purposes only (with non-working intention). Vitas 316 is suitable for international students who aim to enrol at ITS for full degree purpose or for a long period of stay. This visa could be for student exchange (4-6 months), bachelor degree (4 years), master degree (2 years), and doctoral degree (3 - 4 years). Students who hold this visa is prohibited to work during their stay in Indonesia. Any working activity which generates money will be considered against Indonesian immigration law violation.

To apply this visa, international students need an assistance from the guarantor/sponsor to apply this visa. The guarantor must be an educational institution acknowledged by Indonesian Ministry of Education.

Vitas 316 is a single-entry visa **that must be converted into a Limited Stay Permit (ITAS)** within 30 days since the arrival date in Indonesia. The duration of ITAS varies: 6 months, 1 year, and 2 years with Multiple-Exit and Re-entry Visa, depending on your program. International student is able to extend their ITAS during their study period.

Type of Visa	Short program	Student exchange	Internship	Full degree	Validity
VoA	✓	✗	✗	✗	30 days
Single Entry (B211A)	✓	✗	✓	✗	60 days
VITAS c316	✓	✓	✓	✓	60 days



Visa on Arrival (VoA)

MINISTRY OF LAW AND HUMAN RIGHTS OF THE REPUBLIC OF INDONESIA  
DIRECTORATE GENERAL OF IMMIGRATION

Jakarta, 25/01/2022

Dear,

JL. ASRAMA MAHASISWA ITS

We would like to inform you that your visa application has been approved, with the following data (This document contains the approval of your visa application, with the following data)

**A. VISA DATA**

ID/ Application Number	: [REDACTED]
Visa Type	: LIMITED STAY
Purpose of Visit	: WITH NON-WORKING INTENTION TO STUDY
Visa Registration Number	: [REDACTED]
eVisa Number	: [REDACTED]
Visa must be used by	: 25/04/2022
Length of Stay in Indonesia	: 6 MONTH

**B. APPLICANT DATA**

Gender	: FEMALE
Place of Birth	: [REDACTED]
Date of Birth	: [REDACTED]
Nationality	: FRANCE
Passport Type	: [REDACTED]
Passport Number	: [REDACTED]
Place of Issue	: [REDACTED]
Passport Expiry Date	: [REDACTED]
Address in Indonesia	: JL. ASRAMA MAHASISWA ITS

**INFORMATION:**

- Foreign Nationals are required to present the same Travel Document used for the E-Visa application Immigration Inspectors at Immigration Check Points / Inspections;
- Foreign Nationals are subject to all Indonesian Laws and health protocols which is being enforced;
- Stay Permit Extension may be done at a local Immigration Office, nearest to place of residence, when applicable;
- Holders of an electronic temporary stay visa (eVisa) with a visa number ending in 'LN' are required to report to the nearest immigration office within **30 (thirty) days** from the date of entry to Indonesia to obtain a Temporary Stay Permit (ITAS);
- Holders of an electronic temporary stay visa (eVisa) with a visa number ending in 'DN' are required to report to the nearest immigration office within **7 (seven) days** from the date of visa issuance to obtain a Temporary Stay Permit (ITAS);
- For more information, please visit [www.imigrasi.go.id](http://www.imigrasi.go.id).

H.R. Rasuna Said Blok X 6 Kav. 8, Kuningan, South Jakarta - Call Centre 021-1500116

VITAS C316

KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA REPUBLIK INDONESIA  
DIREKTORAT JENDERAL IMIGRASI

Jakarta, 23/10/2020

Yth,

KUTA

Bersama ini kami sampaikan bahwa permohonan visa anda telah disetujui dengan data sebagai berikut:

**A. DATA VISA**

ID/Nomor Permohonan	: [REDACTED]
Tipe Visa	: KUNJUNGAN
Nomor Register Visa	: [REDACTED]
Nomor e-Visa	: [REDACTED]
Tanggal Terakhir Visa dapat digunakan	: 23/01/2021
Lama Tinggal di Indonesia	: 60 HARI

**B. DATA ORANG ASING**

Jenis Kelamin	: WANITA
Tempat Lahir	: [REDACTED]
Tanggal, Bulan & Tahun Lahir	: [REDACTED]
Kebangsaan	: [REDACTED]
Jenis Paspor	: PASPOR
Nomor Paspor	: [REDACTED]
Paspor Diberikan Di	: [REDACTED]
Tanggal Berakhir Paspor	: [REDACTED]
Alamat di Indonesia	: KUTA

**INFORMASI:**

- Orang asing wajib menunjukkan dokumen perjalanan sesuai e-visa kepada petugas imigrasi pada saat pemeriksaan keimigrasian;
- Orang asing wajib mematuhi seluruh peraturan dan protokol kesehatan yang berlaku di Indonesia;
- Perpanjangan Izin Tinggal kunjungan diajukan pada kantor imigrasi meliputi tempat tinggal orang asing;
- Orang Asing pemegang visa tinggal terbatas elektronik wajib melaporkan diri pada Kantor Imigrasi tanpa perlu meninggalkan wilayah Indonesia paling lambat dalam waktu 30 hari sejak visa ini diterbitkan;
- Informasi lebih lanjut dapat mengunjungi [www.imigrasi.go.id](http://www.imigrasi.go.id).

Jalan H.R. Rasuna Said Blok X 6 Kav. 8, Kuningan, Jakarta Selatan - Call Centre 021-1500116

Visa B211A

# Visa Requirements

## 1. Visa on Arrival (VoA)

- Valid passport min. 6 months
- Return ticket reservation
- Vaccine certificate
- Visa fee IDR 500.000

Available entry points (airport) for Visa on Arrival arrangement:

- Soekarno Hatta Airport, Jakarta,
- Ngurah Rai Airport, Bali.
- Kualanamu Airport, North Sumatera
- Juanda Airport Surabaya, East of Java,
- Hasanuddin Airport, South Sulawesi,
- Sam Ratulangi Airport, North Sulawesi
- Yogyakarta International Airport,

## 2. Single Entry Visit Visa (B211A)

- Valid passport min. 12 months
- Vaccine certificate
- Formal photo
- Return ticket reservation
- Statement letter to cover any health cost independently
- Statement letter to comply with all health protocol in Indonesia
- Letter of police clearance / criminal record

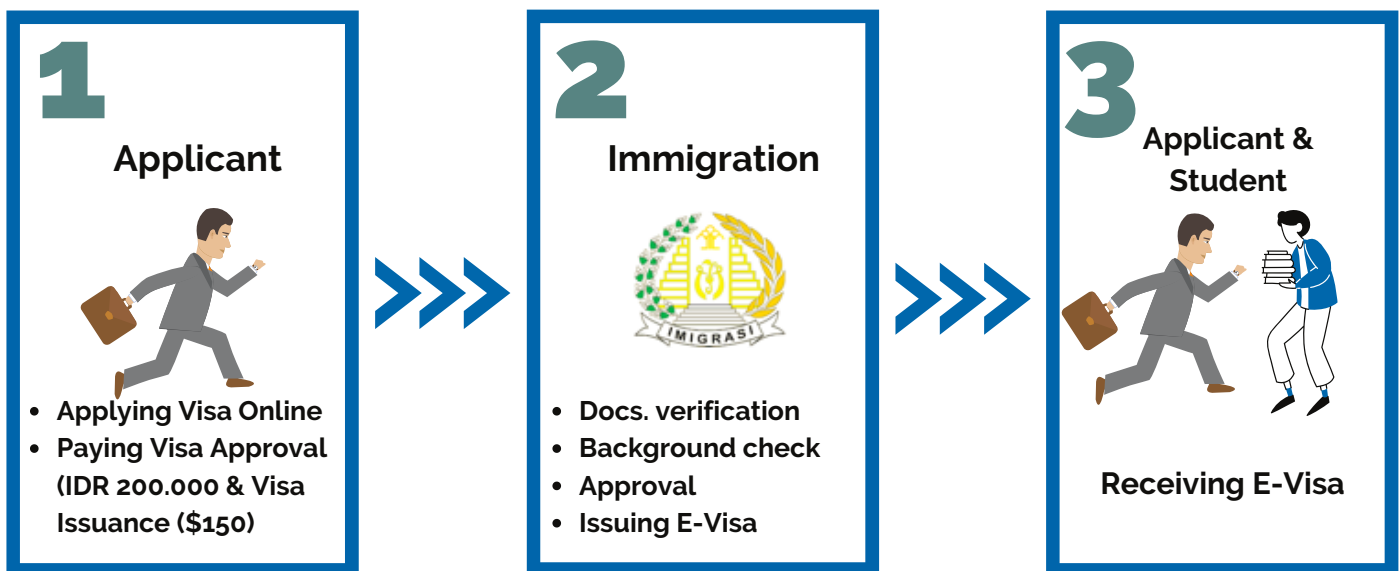
## 3. VITAS C316

- Valid passport min. 18 months
- Vaccine certificate
- Formal photo
- Study permit letter issued by Ministry of Higher Education
- Statement letter to cover any health cost independently
- Statement letter to comply with all health protocol in Indonesia
- Letter of Police clearance / criminal record

# Visa Application Flowchart

**For Visa on Arrival, international student/staff may be able to arrange it in the arrival airport in Indonesia.** However, for single entry visit visa (B211A) and temporary stay visa (VITAS C316), the guarantor/sponsor is the one who has to apply the visa for international student/staff. Both Visa B211A and VITAS c316 are now issued in the electronic form. All of the application process will be done online.

## ELECTRONIC VISA



To support the sponsor in registering your visa, you will be asked to send all the required documents and transfer the visa fee to the official ITS bank account.

## Visa Fee

- Visa on Arrival. : IDR 500.000
- Single Entry Visa B211A. : IDR 2.000.000
- Vitas C-316. : US\$ 150 + IDR 200.000

# ITAS Conversion Fee

The below information is for students who use VITAS 316 that need to convert their visa into Limited Stay Permit (Izin Tinggal Terbatas / ITAS). The fee for each duration is explained below:

## B. Temporary Stay Permit (ITAS)

a. Temporary Stay Permit (valid for 6 months)	: IDR 1.000.000
b. Temporary Stay Permit (valid for 12 months)	: IDR 1.500.000
c. Temporary Stay Permit (valid for 24 months)	: IDR 2.000.000

## C. Multi Re-Entry Permit (MERP)

a. Re-entry Permit Validity Period Max. 6 months	: IDR 600.000
b. Re-entry Permit Validity Period Max. 1 year	: IDR 1.000.000
c. Re-entry Permit Validity Period Max. 2 years	: IDR 1.750.000

### Note:

- Once you arrived in Surabaya, your Vitas 316 must be converted into Temporary Stay Permit (ITAS) with Multi Re-Entry Permit as an add-on.
- For example, if you would stay in Indonesia for 6 months-study, you need to pay IDR 1.000.000 (ITAS 6 months validity) and IDR 600.000 (MERP 6 months validity)

## ITS Administration Fee for Vitas C316 Holders

Besides all of the VITAS 316 fee mentioned above, ITS Global Engagement will charge the administration fee to international students immigration and residence permit arrangements. There is a difference between freshman student who needs to apply new-ITAS and on-going student who needs for ITAS extension.

a. New International Student	: \$170
b. On-going International Student (Extension)	: \$ 30
c. Extra fee only for Calling Visa Country *	: \$ 15

(\*) Afghanistan, Guinea, Israel, Cameroon, North Korea, Liberia, Nigeria, and Somalia

## ITS Administration Fee will be applied to cover processing documents as follows:

- a. Study Permit Letter
- b. Residence Letter
- c. Police Notification Letter
- d. Photo Printing
- e. Stamp Duties
- f. Airport Pick-up Service
- g. City tour and other student activities
- h. Local transport cost for going to the immigration office

Note:

- All the payment must be paid along with the visa payment. The administration fee is not refundable and it is valid for one year (in case the international student would defer to the next semester)
- The administration fee **does not cover** monthly fee of visa extension, fee of visa conversion, and annual fee of ITAS extension.

## Visa Extension Fee

### Visa on Arrival (VoA)

Another 30 days : IDR 500.000

### Single Entry Visa B211A

Another 60 days : IDR 2.000.000

### VITAS C316

- a. ITAS Extension for 6 months. : IDR 1.600.00
- b. ITAS Extension for 1 year : IDR 2.500.000
- c. ITAS Extension for 2 years: : IDR 3.750.000

\*) Extension fee includes Multiple Re-Entry Permit Fee

# Police Notification Report

## Surat Tanda Melapor (STM)

Within the first 24-hours of your arrival in Indonesia, you must report to the nearest police station from your residential address to get an STM card.

### Here are the requirements:

- A copy of your passport
- A copy of the KTP (Indonesian ID Card) of the host

# Proof of Residency

## Surat Keterangan Tempat Tinggal (SKTT)

Within 14 days of your arrival, you must report to the Civil Registration Office to get a Proof of Residency

### Here are the requirements:

- Statement letter from RT and RW (Head of residence)
- Statement letter from Lurah (Head of village)
- Passport
- Temporary stay permit from immigration
- STM card
- Formal photograph

#### Note:

Based on the Indonesian Law Number 23, 2006, the failure of having Proof of Residency in 14 days after KITAS is issued will cause a fine of IDR 2 million.