



ITS
Global
Engagement



ITS
Institut
Teknologi
Sepuluh Nopember

A series of wavy lines in blue and yellow, flowing from the left side of the page towards the right, positioned above the title.

IMMIGRATION & CITY GOVERNMENT RULES GUIDEBOOK

for International Students/faculty members
Institut Teknologi Sepuluh Nopember (ITS)
Surabaya

Updated : 25 January 2024



ITS
Global
Engagement



ITS
Institut
Teknologi
Sepuluh Nopember

Table of Contents

- 01** Visa on Arrival and E-Visa on Arrival
- 02** Image of Voa and E-Voa
- 03** 97 countries eligible for Voa and E-Voa
- 04** Overview: Types of Visa
- 10** Additional ITS Administration Fee
- 11** How to Apply for Visa
- 12** Police Notification Report or STM
- 12** Proof of Residency or SKTT
- 13** Further Information

Visa on Arrival Vs E-Visa on Arrival

Visa on Arrival can be applied by foreigners directly when arriving at the arrival airport / port in Indonesia, meanwhile for **Electronic Visa on Arrival (E-Voa)** submission can be done through the website evisa.immigration.go.id prior departure.

Both VoA & E-VoA are available for international students/faculty members who are from 97 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/faculty members who will take part in the short program at ITS. This visa is valid for **30 days** stay and allowed to be extended for up to 90 days maximum.

Both visa fee are **IDR 500.000** for 30 days stay and **Free** for ASEAN Countries. For VoA, the fee should be paid in cash at the arrival airport/port, while for E-VoA fee should be paid by Credit Card after the online registration.

Some eligible program at ITS Surabaya with this visa:

1. Short Program (less than 30 days)
2. Short internship (less than 30 days)
3. Guest Lecture
4. Courtesy Visit
5. International Conference
6. International Meeting/Summit

Image of Voa



Image of E-Voa



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



B211A



Jakarta, 18/11/2020

Dear,
JANE DOE
PULLMAN JAKARTA INDONESIA THAMRIN CBD

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	: 123456789012345
Visa Type	: VISIT
Visa Registration Number	: 2A00IM12345AU
eVisa Number	: EVU123456LN
Visa must be used by	: 18/02/2021
Length of Stay in Indonesia	: 60 DAY
B. APPLICANT DATA	
Gender	: FEMALE
Place of Birth	: SYDNEY
Date of Birth	: 01/01/2000
Nationality	: AUSTRALIA
Passport Type	: PASPOR
Passport Number	: N1234567
Place of Issue	: AUSTRALIA
Passport Expiry Date	: 01/01/2025
Address in Indonesia	: TPULLMAN JAKARTA INDONESIA THAMRIN CBD

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;
- Foreign Nationals with Electronic Limited Stay Permit Visa are required to register at a local Immigration Office, without leaving Indonesian territory, maximum 30 days after the Telex is issued;
- For more information, please visit www.imigrasi.go.id.

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

List of 97 countries

1. Albania
2. Andorra
3. Argentina
4. Armenia
5. Australia
6. Austria
7. Bahrain
8. Belarus
9. Belgium
10. Bosnia and Herzegovina
11. Brazil
12. Brunei Darussalam
13. Bulgaria
14. Cambodia
15. Canada
16. Chile
17. China
18. Chinese Taipei
19. Colombia
20. Croatia
21. Cyprus
22. Czech Republic
23. Denmark
24. Ecuador
25. Egypt
26. Estonia
27. Finland
28. France
29. Germany
30. Greece
31. Guatemala
32. Hong Kong
33. Hungary
34. Iceland
35. India
36. Ireland
37. Italy
38. Japan
39. Jordan
40. Kazakhstan
41. Kenya
42. Korea, Republic of
43. Kuwait
44. Laos
45. Latvia
46. Liechtenstein
47. Lithuania
48. Luxembourg
49. Macau SAR
50. Malaysia
51. Maldives
52. Malta
53. Mexico
54. Monaco
55. Morocco
56. Mozambique
57. Myanmar
58. Netherlands
59. New Zealand
60. Norway
61. Oman
62. Palestine
63. Panama
64. Papua New Guinea
65. Peru
66. Philippines
67. Poland
68. Portugal
69. Qatar
70. Romania
71. Russia
72. Rwanda
73. San Marino
74. Saudi Arabia
75. Serbia
76. Seychelles
77. Singapore
78. Slovakia
79. Slovenia
80. South Africa
81. Spain
82. Suriname
83. Sweden
84. Switzerland
85. Tanzania
86. Thailand
87. Timor Leste
88. Tunisia
89. Turkiye
90. Ukraine
91. United Arab Emirates
92. United Kingdom
93. United States of America
94. Uzbekistan
95. Vatican
96. Venezuela
97. Vietnam

Overview: Types of Academic Purpose Visa

A

C9
Short Course
60 days

C

E30B
Bachelor's
Degree Visa
1 year/2 years

E

E30D
Doctoral's Degree
Visa
1 year/2 years

B

C9B
Bhs. Indonesia
Short Course
60 days

D

E30C
Master's Degree
Visa
1 year/2 years

F

C22A
Academic
Internship Visa
180 days



C9

Short Course

60 days

A person who is attending a benchmarking activity, short course, or short training program

A. Stay

Up to 60 Days (Extendable)

B. Cost

IDR 2,000,000

C. Document Requirement

1. Passport valid for at least 6 (six) months (for holders of travel documents other than passports such as emergency passports, documents of identity, etc. must be valid for 12 months).
2. Personal bank statement with minimum amount USD \$2000 or equivalent the last 3 months period (including name, date of period, and balance account)..
3. A recent color photograph.
4. Proof of guarantee from the guarantor
5. Proof of registration or certificate as a participant in benchmarking activity, short courses, or short training program from government agency or private institution.

D. Visa Validity

- This visa must be used to enter Indonesia within 90 days from the date of issue.
- Please note that the validity period is different from the period of stay, please check your visa for Information on the period of stay.



C9C Bahasa Indonesia Short Course 60 days

A person who attended a short course or short training related to Bahasa Indonesia

A. Stay

Up to 60 Days (Extendable)

B. Cost

IDR 2,000,000

C. Document Requirement

- Passport valid for at least 6 (six) months (for holders of travel documents other than passports such as emergency passports, documents of identity, etc. must be valid for 12 months).
- Personal bank statement with minimum amount USD \$2000 or equivalent the last 3 months period (including name, date of period, and balance account)..
- A recent color photograph.
- Proof of guarantee from the guarantor
- Proof of registration or certificate as a participant in benchmarking activity, short courses, or short training program from government agency or private institution.

Visa Validity

- This visa must be used to enter Indonesia within 90 days from the date of issue.
- Please note that the validity period is different from the period of stay, please check your visa for Information on the period of stay.



E30B Bachelor Degree Visa 1 Year / 2 Years

A person who plans to enroll for a bachelor's degree in a college, including student exchange program

A. Stay

Up to 1 Year (Extendable, but based on study period at LoA)

Up to 2 Years Extendable, but based on study period at LoA)

B. Cost

US\$150 + Rp2,700,000 (Up to 1 year)

US\$150 + Rp3.950.000 (Up to 2 years)

(Note: The visa fee also includes the residence permit /ITAS and Multi Re-entry Permit)

C. Document Requirement

- Valid Nationality Passport at least 6 (six) months.
- Proof of living expenses of at least US\$ 2,000 (two thousand US Dollars) or equivalent.
- Latest color photograph.
- Guarantee letter from a guarantor, which is an Indonesian citizen or the educational institution where foreigners carry out education.
- Letter of acceptance from the educational institution in Indonesia that explains the length of time the foreigner will be enrolled in the educational institution.
-

Visa Validity

- This visa must be used to enter Indonesia within 90 days from the date of issue.
- Please note that the validity period is different from the period of stay, please check your visa for Information on the period of stay.

E30C Master's Degree Visa 1 year/2 years

A person who plans to enroll for a master's degree in a college

A. Stay

- Up to 1 Year (Extendable, but based on study period at LoA)
- Up to 2 Years Extendable, but based on study period at LoA)

B. Cost

- US\$150 + Rp2,700,000 (Up to 1 year)
- US\$150 + Rp3.950.000 (Up to 2 years)

(Note: The visa fee also includes the residence permit /ITAS and Multi Re-entry Permit)

C. Document Requirement

1. Valid Nationality Passport at least 6 (six) months.
2. Proof of living expenses of at least US\$ 2,000 (two thousand US Dollars) or equivalent.
3. Latest color photograph.
4. Guarantee letter from a guarantor, which is an Indonesian citizen or the educational institution where foreigners carry out education.
5. Letter of acceptance from the educational institution in Indonesia that explains the length of time the foreigner will be enrolled in the educational institution.

D. Visa Validity

- This visa must be used within 90 days from the date of issue.
- Please note that the visa validity period of the visa is different from the period of stay, kindly check your visa for the period of stay Information.

E30D Doctoral's Degree Visa 1 year/2 years

A person who plans to enroll for a doctoral degree in a college

A. Stay

- Up to 1 Year (Extendable, but based on study period at LoA)
- Up to 2 Years Extendable, but based on study period at LoA)

B. Cost

- US\$150 + Rp2,700,000 (Up to 1 year)
- US\$150 + Rp3.950.000 (Up to 2 years)

(Note: The visa fee also includes the residence permit /ITAS and Multi Re-entry Permit)

C. Document Requirement

1. Valid Nationality Passport at least 6 (six) months.
2. Proof of living expenses of at least US\$ 2,000 (two thousand US Dollars) or equivalent.
3. Latest color photograph.
4. Guarantee letter from a guarantor, which is an Indonesian citizen or the educational institution where foreigners carry out education.
5. Letter of acceptance from the educational institution in Indonesia that explains the length of time the foreigner will be enrolled in the educational institution.

D. Visa Validity

- This visa must be used within 90 days from the date of issue.
- Please note that the visa validity period of the visa is different from the period of stay, kindly check your visa for the period of stay Information.



C22A Academic Internship Visa 180 days

A person who conducts an internship in Indonesia to satisfy the academic requirements of an overseas education

A. Stay

Up to 180 Days (Extendable, but depends on the internship period at LoA)

B. Cost

- IDR 6,000,000

(Note: This visa is Single Entry Visa, **NOT** Multi Re-entry Visa)

C. Document Requirement

1. Passport valid for at least 6 (six) months (for holders of travel documents other than passports such as emergency passports, documents of identity, etc. must be valid for 12 months).
2. Personal bank statement with minimum amount USD \$2000 or equivalent the last 3 months period (including name, date of period, and balance account).
3. Latest color photograph.
4. Proof of guarantee from the guarantor
5. Internship contract or statement from government agency or private institution as the host of the internship program

D. Visa Validity

- This visa must be used to enter Indonesia within a maximum of 90 days from the date of issue.
- Please note that the validity period of the visa is different from the period of stay, please check your visa for information on the period of stay.



Additional ITS Administration Fee

IMPORTANT NOTE

Besides the visa and stay permit fee, ITS Global Engagement will charge the administration fee to international students immigration, residence permit, and also for international students' activities.

The administration fee is \$170 and should be paid at once with the visa and stay permit fee

ITS Administration Fee will be applied to cover some necessities below:

1. Study Permit Letter
2. Residence Permit Letter
3. Police Notification Letter
4. Immigration Office Visit
5. Airport pick-up service
6. International student activities

How to Apply for Visa

01 Documents & Fees

Except VoA & E-VoA, international students/faculty members are expected to provide all required documents for the intended visa application. The visa fee should be transferred to the person in charge at ITS.

02 Registration Process

ITS Global Engagement will apply for the visa based on the program type and also forward the payment to the Immigration Office of Indonesia

03 Visa Application

After document validation and background checks, the immigration will issue the visa and ITS Global Engagement will forward the visa to the students/faculty members

04 Visa is Ready!

Once visa is sent to the students/faculty members, they have to use the visa within 90 days since the date of visa issuance.

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.

For Further Information

please visit the official immigration website via
<https://evisa.imigrasi.go.id/>

or contact ITS Global Engagement via

phone +62 895-1856-5193 (Mr. Harris)

address ITS Global Kampong, Kampus Institut Teknologi
Sepuluh Nopember, Surabaya 60111 Indonesia

email intladmission@its.ac.id / iss@its.ac.id