

IMMIGRATION MATTERS Guidance Book



UNIVERSITAS
INDONESIA

Veritas, Probitas, Justitia
— EST. 1849 —

International Office UI
International Mobility
2019-2020



ENJOY THE LITTLE
THINGS IN LIFE.
FOR ONE DAY YOU
MAY LOOK BACK &
REALISE THEY WERE
THE BIG THINGS.

- ROBERT BRault -

- **Study Permit:** The permission for foreign students who will study at UI. Issued by The Ministry of Education, Jakarta. Processing time: around 2 weeks
- **Telex Visa:** Visa Recommendation that issued by the Ministry of Law and Human Rights, Directorate General of Immigration, Jakarta. It will be send directly to the Embassy RI/Consulate General RI in your country after the issuance.
- **VITAS** (Visa Tinggal Terbatas): Limited Stay Visa. Valid for 6 months or 1 year.
- **Domicile Letter** (SK Domisili): Residential Letter from RT/RW(chief of neighborhood) and Kelurahan (Administrative village/chief of village)
- **E-ITAS** (Ijin Tinggal Terbatas online): Electronic Limited Stay Permit. For VITAS user. Issued by the Immigration Office near domicile and should be processed within 30 days after arrival.
- **MERP:** Multiple Exit Re-Entry Permit. For e-ITAS user ONLY. When you apply for e-ITAS, automatically you should apply for MERP.
- **STM** (Surat Tanda Melapor): Police Report. It should be processed within 7 days after e-ITAS Issuance.
- **SKTT** (Surat Keterangan Tempat Tinggal): Temporary Residential Card. It Should be directly processed after STM Issuance
- **EPO** (EXIT PERMIT ONLY): Report to the Immigration Office before you leave Indonesia.

WHAT KIND OF VISA THAT I MUST USE?

- FOR STUDENTS:
 1. **Limited Stay Visa for Education (VISA 316):** This visa is recommended for International students who will stay at UI for Full Degree Program, Exchange/Study Abroad Program. If you use this visa you can apply the limited stay permit (e-ITAS) and multiple exit re-entry permit (MERP) for 6 months or 12 months depends with your program duration.
 2. **Social-Cultural Visa / Visit Visa (VISA 211):** This visa could be used for International students who will stay at UI for short course program (less than 3 months). This visa only valid for 30 days or 60 days. It could be renewed at the immigration office.
- FOR RESEARCHER: **Limited Stay Visa for Research (VISA 315)**
- FOR LECTURER: **Limited Stay Visa for Working (VISA 312)**

VISA ≠ STAY PERMIT, VISA is defferent with STAY PERMIT. Visa is applied at the Indonesian Embassy in your country before your departure, while Stay permit is applied at the Immigration Office after your arrival.

Brief Steps Pre-Departure for Student (Student Visa)

Letter of Acceptance



Study Permit
(Ministry of Higher Education) *will be proceed by International Office UI



Telex Visa
(Directorate General of Immigration RI)



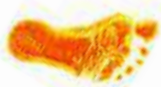
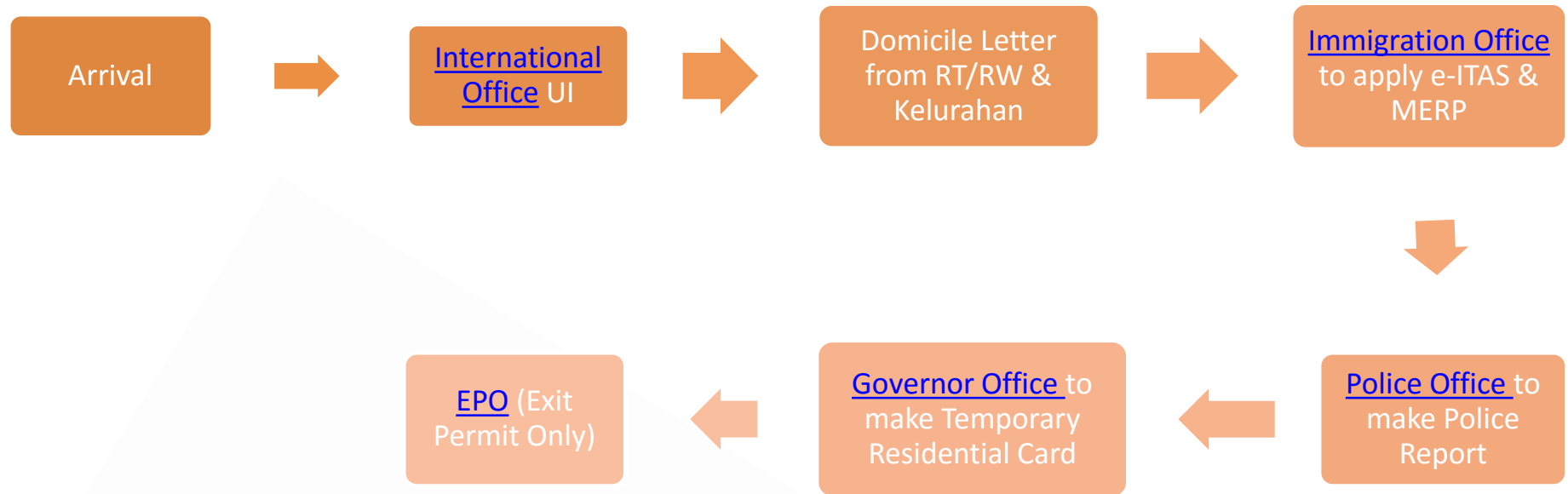
Embassy RI/Consulate General of RI
applied by the student



Limited Stay Visa (VITAS/Visa index 316) for 6 months or 12 month



Brief Steps After Arrival for Limited Stay Visa/VITAS User (for students and lecturers)



Letter of Acceptance



UNIVERSITAS INDONESIA
Veritas, Probitas, Justitia

Kampus Salemba Jl. Salemba Raya No 4, Jakarta 10430
Kampus Depok Kampus Universitas Indonesia Depok 16424
Tel. 62 21 7867 222/ 7884 1818 Fax. 62 21 7884 0060
Email: pusadem@ui.ac.id | www.ui.ac.id

No. : 387 / UN2.R1/ PDP.00.01 Seleksi Mahasiswa/ 2018
Ref. : Letter of Acceptance

Mr. Pierre Aymar Marie Tristan Audouin Rouquayrol D'arc
ESCP Europe
79, avenue de la Republique
75543 Paris Cedex 11
France
T +33 1 49 23 24 45

Dear Mr. Pierre Aymar Marie Tristan Audouin Rouquayrol D'arc,

I am pleased to invite you to our Student Exchange Program from January to June 2019. During your stay, your host will be the Master of Management, Faculty of Economics & Business, Universitas Indonesia. The faculty will provide facilities and necessary support for your study. You will be responsible for your living cost, health insurance, and other expenses during your study here.

As additional responsibilities associated with your international student status, you must comply with all visa conditions attached to your visa, maintain an up-to-date personal and contact information, and report the progress of your study to:

Ms. Windi
International Office
Universitas Indonesia
1st Fl. Central Administration Bldg
UI Campus, Depok 16424, INDONESIA
Ph/Fax: (62-21) 78880139
Email: io-ui@ui.ac.id, Website: www.ui.ac.id

November 8, 2018

Vice Rector for Academic and Student Affairs

Prof. Dr. Bambang Wibawarta, S.S., M.A.

- Cc:
1. Rector
 2. Director of Education
 3. Dean, Faculty of Economics & Business
 4. Vice Dean for Academic, Research & Student Affairs, Faculty of Economics & Business
 5. Manager of Education, Faculty of Economics & Business
 6. Head, Master of Management, Faculty of Economics & Business
 7. Head, International Office, Faculty of Economics & Business



To Get Study Permit

The Require Documents:

1. Recommendation Letter from Universitas Indonesia,
2. Letter of Acceptance from Universitas Indonesia,
3. A completed application form (UI form)*,
4. Copy of transcript academic record/Educaton certificate/Score transcript,
5. Curriculum Vitae (CV),
6. Recent Colored close-up Official photograph (4x6 cm) with RED Background,
7. Letter of Financial Guarantee to cover study and living expenses during your study or sponsorship/scholarship certificate,
8. Bank account balance with minimum balance 1500 USD
9. Health certificate from legal-practicing medical doctor stating that the student is both physically and mentally capable to conduct the studies,
10. Law Declaration
11. Colored scan Copy of Passport that still valid for at least 18 months (front cover and identity page), it must be well scanned (don't take a photo shot from camera), full page and don't give any marks on it.
12. Telex visa Form
13. Proof of the payment of telex visa fee

Study Permit



**KEMENTERIAN RISET, TEKNOLOGI DAN PENDIDIKAN TINGGI
DIREKTORAT JENDERAL KELEMBAGAAN ILMU PENGETAHUAN,
TEKNOLOGI DAN PENDIDIKAN TINGGI**

Gedung D Lantai 6, Jalan Jenderal Sudirman, Pintu Satu - Senayan,
Jakarta - 10270

Telepon : (021) 57946063 - Fax. (021) 57946062

Nomor : 0369/C5.4/PI/XI/2018

26 Nov 2018

Perihal : Persetujuan Ijin Belajar Baru mahasiswa asing
a.n Mr. Pierre-Aymar, Marie, Tristan, Audouin Rouquayrol Darc
w.n. Perancis

Yth. Direktur/Rektor/ Ketua Universitas Indonesia
Di Tempat

Merujuk surat dari Wakil Rektor Bidang Akademik dan Kemahasiswaan Universitas Indonesia nomor 920.a/UN2.R1/PDP.00.02/2018 tanggal 30 Oktober 2018 perihal seperti tersebut pada pokok surat, dengan hormat kami sampaikan bahwa ditinjau dari aspek akademik Direktorat Jenderal Kelembagaan Iptek dan Dikti, Kementerian Riset, Teknologi dan Pendidikan Tinggi dapat menyetujui Ijin Belajar Baru mahasiswa asing atas nama:

	Nama :	
	Warga negara :	
	Paspor :	
	Tempat / Tgl. Lahir :	
	Program/Jenjang :	
	Penyelenggara :	
	Lama Ijin Belajar :	
	Pembiayaan :	

Surat persetujuan ini diterbitkan dengan ketentuan-ketentuan sebagai berikut: Mematuhi Mukum yang berlaku di Indonesia, Mematuhi Peraturan Perguruan Tinggi, dan Tidak Bekerja selama Belajar di Indonesia

Ditjen Kelembagaan IPTEK-DIKTI mempunyai kewenangan untuk mencabut izin belajar ini apabila yang bersangkutan melakukan penyimpangan atau penyalahgunaan izin. Atas perhatian dan kerja sama yang baik, kami sampaikan terima kasih.



Ditandatangani Secara Elektronik Oleh :
a.n. Direktur Pembinaan Kelembagaan Perguruan Tinggi
ub. Kepala Sub Direktorat Kerjasama Perguruan Tinggi
Kepala Seksi Kerjasama Luar Negeri

Adhrial Refaddin
NIP. 197504212008121003

Tembusan: Kantor Imigrasi Terkait

Catatan :

- UU ITE No. 11 Tahun 2008 Pasal 5 ayat 1
"Informasi Elektronik dan/atau Dokumen Elektronik dan/atau hasil cetaknya merupakan alat bukti hukum yang sah"
- Dokumen ini telah ditandatangani secara elektronik menggunakan **sertifikat elektronik** yang diterbitkan **BSrE**
- Dokumen ini dapat dibuktikan keasliannya dengan memindai QR Code yang telah tersedia menggunakan Aplikasi **Very DS** yang dapat diunduh melalui Google Playstore.



To Get Telex Visa

The Require Documents:

1. Fill the request telex visa form
2. Recommendation Letter from Universitas Indonesia,
3. Guarantee letter from Universitas Indonesia,
4. Copy of Study Permit (please refer the required documents to get this first),
5. Letter of Financial Guarantee to cover study and living expenses during your study
6. Colored scan Copy of Passport that still valid for at least 18 months (front cover and identity page), it must be well scanned (don't take a photo shot from camera), full page and don't give any marks on it.
8. Copy Bank Account balance/Bank Statement with minimum balance 1500 USD
9. Proof of the telex visa payment
10. Telex visa Fee: **IDR 300.000** (it can be paid in USD or Euro, but please make sure it's equivalent enough to IDR 300.000, you may transfer more for conversion charge)

IMPORTANT: if you already filled the form to process the telex visa, you can't change the KBRI that you already choose for applying the visa and if you suddenly cancel the program at UI during the process of study permit and telex visa, you still have to pay the telex visa fee and the telex visa fee that already transferred can't be refund.

TELEX VISA FEE

- The fee is Rp 300.000 (IDR)
- You have to pay it through Bank Transfer to:

Name of Bank : BNI
Branch : UI Depok
Address : Gedung Perpustakaan Pusat Universitas Indonesia, Depok, 16424
Phone Number : +6221 7270040
Name of Account : IO Student Visa
Account Number : 8950-927-902003-464
Swift Code : BNINIDJA
Currency : **Indonesian Rupiah (IDR) Only.** it can be paid in USD or Euro, but please make sure it's equivalent enough to IDR 300.000, you may transfer more for conversion charge.

- Please note that all transaction fees or charges will be borned by your goodself.
- Please make sure you tell the bank to write/input your name and purpose of transfer to make it easier for us to verify your payment and the amount that we receive later.
- Kindly send the remmited slip (proof of the payment) to yunitha.fw@ui.ac.id for verification purpose.

Telex Visa

KEMENTERIAN HUKUM DAN HAM RI
DIREKTORAT JENDERAL IMIGRASI
Jl. HR. Rasuna Said Kav. 8-9
Jakarta Selatan

Jakarta, 17/07/2014
Kepada Yth,
UNIVERSITAS INDONESIA
KAMPUS DEPOK JL. MARGONDA
RAYA
DEPOK (KOTA)

PEMBERITAHUAN

Sehubungan dengan permohonan saudara untuk mendatangkan
warga negara asing dengan nama seperti tersebut dibawah ini :

NO.	NAMA NOMOR PENGUSAHAAN	L/P TGL LAHIR	KEBANGSAAN NO. PASPOR	LAMA TINGGAL NO. FILE
1.	CHIKAKO TAKEDA	P 30/09/1994	JPN	12 BULAN

maka dengan ini kami beritahukan bahwa permohonan saudara dimaksud telah
dikabulkan dengan penguasaan Direktur Jenderal Imigrasi kepada

Perwakilan R.I di : OSAKA
Jenis Visa : VISA TINGGAL TERBATAS
Tanggal : 17/07/2014

Demikian, agar maklum

17 JUL 2014



- * PERSETUJUAN INI BERLAKU SELAMA 2 (DUA) BULAN SEJAK DITANDATANGANI
- * PEMBERITAHUAN INI BUKAN UNTUK PENGAMBILAN VISA
- * PENGUSAHAAN VISA DIKIRIM TANGGAL :

Issued by Directorate General of Immigration RI in Jakarta



To Apply Limited Stay Visa

- Apply the visa at Indonesian Embassy in your country
- The maximum length of stay depends on the approval that issued by the Director General of Immigration in Jakarta (max. 6 months or max. 1 Year).
- Document required:
 1. A completed and signed visa application form
 2. Passport (must be valid for at least 6-24 months depends on the permission and visa that you will apply)
 3. 1 recent (within the past 6 months) photograph in color (L.4cm X W.3 cm)
 4. Copy of permission (Telex Visa) issued by the Directorate General of Immigration, Ministry of Law and Human Rights, Republic of Indonesia
 5. Letter of Acceptance from UI
 6. Letter of Recommendation from the employer in your own country or from your university
 7. Copy of Passport (ID page, in A4 size)
 8. Personal History (CV)
 9. Round Trip Airline tickets/Confirmation slip (If the length of stay is more than 12 months, one way ticket is acceptable)
 10. Visa Fee (depends on KBRI in your own country)
 11. Additional documents may be requested under certain circumstances

Embassy RI/Consulate General of RI – VITAS/LIMITED STAY VISA



For More Information



- <http://www.indonesia-osaka.org/wp-content/uploads/2015/02/1.-VISA-PROCEDURE.pdf>
- <http://kbritokyo.jp/visa/>
- <http://kbriseoul.kr/kbriseoul/index.php/en/2013-01-06-23-12-43/visa>
- <http://www.kemlu.go.id/singapore/Pages/AboutUs.aspx?IDP=53&l=id>
- <http://www.kbrikualalumpur.org/index.php/visa/general-requirements>
- <http://www.kemlu.go.id/bandarseribegawan/Pages/AboutUs.aspx?IDP=1&l=en>
- <http://visa4indonesia.nl/>

OR

Directly ask the required documents and the visa fee to the Embassy RI/Consulate General of RI in your own country.

ARRIVAL STAMPS

Please note that the officer at the airport immigration checkpoints will give you arrival stamp. Please make sure that you get the right arrival stamp. There are 4 kinds of arrival stamps:



1. Visa Exemption Stamp (only for tourist, not for students who will study at UI)



2. Visa on Arrival Stamp (only for tourist, not for students who will study at UI)



3. Visit Visa Stamp (for students who use social cultural visa/visa 211)



4. Limited Stay Permit Stamp (for students who use student visa/limited stay visa/visa 316)

NEWEST ARRIVAL STAMP/STICKER



AS PER JANUARY
2019, THE
IMMIGRATION USE A
STICKER FOR ARRIVAL
STAMP/ENTRY
PERMIT.

THE STUDENTS HAVE
TO REPORT TO
INTERNATIONAL
OFFICE FIRST AS
SOON AS POSSIBLE
AFTER THEIR
ARRIVAL.

AFTER YOUR ARRIVAL FOR VITAS/LIMITED STAY VISA USER ONLY

- Please notice that after you arrived at Indonesia, you have to report to the immigration office within 30 days to process your stay permit during your stay at Indonesia. So, please come to International Office UI with bring your passport as soon as possible and please make sure that you already have the fixed address to stay during your program at UI
- fill the forms to get the cover letter to process domicile letter
- please bring your money to pay the police certificate administration fee: Rp. 50.000 (for foreigner who stays at DEPOK area)
- You are not allowed to go outside Indonesia if you haven't apply for E-KITAS and Multiple Exit Re-entry Permit at the Immigration office, but you are allowed to go to another cities in Indonesia.

Domicile Letter

**UKUN TETANGGA 007 UKUN WARGA 005
KELURAHAN KUKUSAN
KECAMATAN BEJI KOTA DEPOK**

SURAT KETERANGAN
Nomor : 148 / 017 - Pem - 2016

Yang bertandatangan dibawah ini, Ketua Rukun Tetangga 007 Rukun Warga 005 Kelurahan Kukusan Kecamatan Beji Kota Depok, menerangkan :

Nama : MARGAS FLORIAN JEAN PIARRE
Jenis Kelamin : LAKI-LAKI
Tempat / Tgl Lahir : 20 DESEMBER 1987
Kewarganegaraan : FRANCE
Agama : KRISTEN
Status Perkawinan : B.KAWIN
Pekerjaan : MAHASISWA
Nomor KTP / NIK : (PASPORT) [REDACTED]
Alamat : 31 CHEMIN DU FOIN 33160 SAINT AUBIN DE MEDOC FRANCE

Yang bersangkutan mengurus :
**SURAT KETERANGAN TEMPAT TINGGAL (SKTT) SEMENTARA WNA
GRIYA LD JLN.KHA.DAHLANNO.50A RT 007/05 KUKUSAN KEC BEJI
DEPOK 16425**

Demikian untuk diketahui dan mohon bantuan seperlunya.

No. : 148 / 370 - Pem.
Tanggal : 24.02.2016.

Mengetahui :
KETUA RW 005

Kukusan, 22 - 02 - 2016
KETUA RT 007 RW 005
[Signature]
ADI ROSADI

**UKUN WARGA 05
KELURAHAN KUKUSAN
KECAMATAN BEJI
KOTA DEPOK**

(Letter from RT & RW)

**PEMERINTAH KOTA DEPOK
KECAMATAN BEJI
KELURAHAN PONDOKCINA**
Jl. H. Yahya Nuh No. 24 Telp. (021) 7867282 Depok Kode Pos 16424

SURAT PENGANTAR
Nomor: 472 / 94 - Pem & Trant.

Berdasarkan Paspor nomor: TR5137556, KITAS nomor: 2C11ALD250-Q tanggal berlaku 9-8-2017, STM nomor: STM/755/VIII/2016/Sat Intelkam, Surat dari Dirjen Kelembagaan Iptek dan Dikti, Kementerian Riset, Teknologi dan Pendidikan Tinggi nomor: 2730/CS/PI/2016 tanggal 7-6-2016, Surat Pengantar dari Ketua RT 001 Rw 004 Kelurahan Pondokcina tanggal 31-8-2016, Kelurahan Pondokcina, dengan ini memberi pengantar kepada:

Nama : GOTO KOKI
Jenis Kelamin : Laki-laki
Tempat/Tgl. Lahir : Jepang, 13-7-1995
Warganegara : Jepang
Pekerjaan : Mahasiswa
Nomor Paspor : [REDACTED]
Nomor KITAS : 2C11ALD250-Q

Pada saat ini yang bersangkutan bertempat tinggal sementara/domisili di Parkview Residence Tower II Unit J 223 Jl.Margonda Raya RT 001 RW 004, Kelurahan Pondokcina, Kecamatan Beji, Kota Depok

Demikian surat pengantar ini diberikan untuk dipergunakan sebagaimana mestinya dengan masa berlaku sampai dengan 04-3-2017.

Dikeluarkan di : Depok
Pada tanggal : 05-09-2016

**PEMERINTAH KOTA DEPOK
KECAMATAN BEJI
KELURAHAN PONDOKCINA**

[Photo of Goto Koki]
[Signature]
HENGER PRADISA, SE
97911072002121003

(Letter from KELURAHAN)

**To get this letter you have to report to RT & RW and Kelurahan
(Local Authority) near your accomodation in Indonesia**



To Process Limited Stay Permit (E-KITAS) & MERP

To obtain your stay permit, you have to submit your documents to the Immigration Office:

- Letter of recommendation from UI,
- Guarantee letter from UI,
- Online Form,
- Immigration Form,
- Original Passport,
- Copy of study permit,
- Copy Passport (identification part, visa part, stamp of arrival date part),
- ID Card of Sponsor (Head Office of International Office),
- Domicile Letter (SK Domisili) from RT,RW & Kelurahan.

The E-Kitas & MERP fees are paid directly at the bank after you take the picture and fingerprint and also after you've got the billing code from the immigration office.

The Stamp (Meterai 6000)



**You can buy this stamp (Meterai 6000) at the Post office in
Central Library UI**

Immigration Office LIMITED STAY PERMIT (E-KITAS) & MULTIPLE EXIT RE-ENTRY PERMIT (MERP)



KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA
REPUBLIK INDONESIA
KANTOR WILAYAH JAWA BARAT
KANTOR IMIGRASI KLAS II DEPOK
Komp. Perkantoran Pemda Depok

IB

IZIN TINGGAL TERBATAS ELEKTRONIK
ELECTRONIC LIMITED STAY PERMIT

NIORA

Permit Number

Stay/Multiple Entries Permit Expiry : 06-08-2018

Full Name

Place / Date of Birth

Passport Number / Date of Expiry

Nationality : AUSTRALIA

Sex : MALE

Address : WISMA ALJABAR, JL.KH. AHMAD DAHLAN NO.39, BEJI, DEPOK.

Occupation : MAHASISWA

Notice:

1. According to Article 71 Act Number 6 Year 2011 concerning immigration, every changes of civ status, citizenship, occupation, Guarantor, or change of address must be reported to Local Immigration Office in an immediate period of time.
2. This Limited Stay Permit (Electronic) must be attach to the bearer's Passport at all times
3. For further information please do not hesitate to contact Local Immigration Office or do visit our website www.imigrasi.go.id

Depok, 06-08-2017

Head of Klas II Depok Immigration Office.

ATTENTION FOR STAY PERMIT PERIOD

Please check your Acceptance Letter and Study Permit when you booked your flight ticket, because the validity date of the stay permit will be given based on your Acceptance Letter and Study Permit.

Example:

For Exchange Program:

1 Semester: 12 January 2020 until **30 June 2020**

2 Semester: 12 January 2020 until **8 January 2021**

And we strongly suggest you to arrive during the pick up service that already scheduled by the International Office UI. If you arrive earlier than the schedule, it will affect the stay permit period that will be given later by the Immigration Office.



To Make Police Report (STM)


To obtain this Report certificate, you have to apply at the Police Office by submitting these following documents:


- Letter of Recommendation from UI
- Copy of e-ITAS
- Copy of Study Permit
- Copy of Passport
- ID Photo size 3x4 (2pcs) with **RED** background (**odd** birth year) or **BLUE** background (**even** birth year)
- Domicile Letter from RT, RW & Kelurahan


Police Report (STM)

KEPOLISIAN NEGARA REPUBLIK INDONESIA
DAERAH METRO JAYA
RESORT KOTA DEPOK
Jalan Margonda Raya 14 Kota Depok 16431

LAMPIRAN II


SURAT TANDA MELAPOR
REPORT CERTIFICATE
Nomor : STM / 262 / V / 2014 / Sat Intelkam

Nama Name	Bp. JUNAIDI, M.A.	Alamat Address	Universitas Indonesia Kampus Depok Kec. Beji Kota Depok 16424
Pekerjaan Profession	Kepala Kantor Internasional Pusat Administrasi UI	Pada hari ini Today	R A B U
Tanggal Date	07 - 05 - 2014	Jam Hour	10.00 Wib
		Tanda Tangan Signature	
Telah melaporkan tentang Tamu – Tamu WNA Menginap di rumah kediamannya sbb : Has reported his foreign guest staying in his house as follows			
1. Nama Name	Miss. CHIHIRO HAYASHI	10. Pelabuhan Pendaratan di Indonesia Port of entry in Indonesia	BANDARA SOETTA
2. Alamat Address	Pondok Bundo Jl. Sawo No.3 Margonda Raya Kota Depok	11. Datang dari Negara Arrival from Country	JEPANG
3. Kebangsaan Nationality	JEPANG	12. Maksud kunjungan Purpose of visit	BELAJAR
4. Tempat tgl lahir Place and date Birth	Saitama 08 Mei 1992	13. Tanggal Keberangkatan Departure date	31 Maret 2015
5. Pekerjaan Profession	MAHASISWA	Tujuan Selanjutnya Next Destination	
6. Paspor No. Paspor No.		a. Negara Country	
7. Dikeluarkan oleh Issued by	JEPANG	b. Kota di Indonesia City in Indonesia	DEPOK
8. Visa Transit /Tourist Official Visum Business / Stay	VITAS	Depok, 07 Mei 2014 Yang menerima laporan N a m a : MARGONO HS, S.H. Pangkat/NRP : KOMPOL / 61020469 Jabatan : KASAT INTELKAM Tanda Tangan : 	
9. Tanggal kedatangan Arrival date	31 Maret 2014		





To Make Temporary Residential Card (SKTT)

To obtain this Temporary Residential Card, you have to apply at the governor office by submitting these following documents **within 14 days after your e-ITAS Issuance:**

- Letter of Recommendation from UI
- Copy of e-ITAS
- Copy of Study Permit
- Copy of Passport
- Copy of Police Report
- ID Photo size 2x3, 3x4, 4x6 (2 pcs/size) with **RED** background (**odd** birth year) or **BLUE** background (**even** birth year)
- **Domicile Letter from RT, RW & Kelurahan**

IMPORTANT! If you late to process this document you have to pay penalty fee Rp 2.000.000

Temporary Residential Card (SKTT)

**PROVINSI JAWA BARAT
KOTA DEPOK**

NIK/ Number of Population Identity	: 327000191190000
Nama/ Name	: NIKITA IURCHIKOV
Jenis Kelamin/ Sex	: LAKI - LAKI
Tempat dan Tanggal Lahir/ Place and Date of Birth	: RUSIA, 15 - 11 - 1993
Kewarganegaraan/ Nationality	: RUSIA
Pekerjaan/ Occupation	: MAHASISWA
Alamat/ Address	: MARGONDA RESIDENCE II BLOK
Kelurahan/Desa/ Village	: HH LT. 10 NO. 05 JL. MARGONDA
Kecamatan/ District	: PONDOK CINA
Nomor KITAS/ KITAS Number	: BEI
Masa Berlaku s.d/ Expire date	: 19 - 08 - 2015

Pemegang / Holder

NIKITA IURCHIKOV

a.n. Walikota Depok
Kepala Dinas Kependudukan
dan Pencatatan Sipil

H.M. MISBAHUL MUNIR, SH., M.Si
NIP. 19600131 198303 1 012





Visa Exemption & Visa on Arrival (VOA)

**is strongly not
recommended**





RENEWAL

For Socio Cultural Visa User:

Social Cultural Visa is valid only for 60 days and can be renewed 4 times. The visa that already renewed only valid for 30 days per renewal. Please come to the International office 3/2 Weeks before your expiry date.

Required Documents:

1. Recommendation letter from UI
2. Surat pernyataan dan jaminan (Please bring materai 6000 1pcs every renewal)
3. Copy Passport (identification and visa pages)
4. Copy Domicile Letter
5. Filled the form at the Local Immigration Office



**CHECK
PLEASE!**

***For Visit/Socio-cultural Visa User
ONLY!***

Valid for 30
or 60 Days
from your
arrival date!



Example Social-Cultural Visa





RENEWAL

LIMITED STAY PERMIT (E-ITAS) (*For Degree Students):

Please complete and send these documents by e-mail to yunitha.fw@ui.ac.id and cc to: io-ui@ui.ac.id with Jpeg format (300kb) 2-3 months before your expiry date:

- 1. Recommendation letter from your faculty
- 2. Health certificate (you can go to PKM UI to get "Surat Keterangan Sehat" for free)
- 3. Law and Declaration
- 4. Surat pernyataan dan jaminan (you have to bring the original one to International Office)
- 5. Finance certificate
- 6. Score transcript (you can print it from SIAK NG)
- 7. Colored Copy of Passport (identification page)
- 8. Copy of e-ITAS/KITAS
- 9. Copy of STM (Police Certificate)
- 10. Copy of SKTT
- 11. ID Photo



Documents	Fee*	Process Duration*
Study Permit	Free of charge	3 weeks or more working hours after submitted to DIKTI System
Visa Recommendation (telex visa) to apply VITAS	Rp. 300.000	2 Weeks or more working hours
VITAS (6 months or 1 year)	USD 150 (Currency depends on KBRI in your country)	Depends on KBRI in your country, mostly 1-2 weeks
Socio-Cultural Visa	USD 50 (Currency depends on KBRI in your country)	Depends on KBRI in your country, mostly 1-2 weeks
E-ITAS & MERP (6 months)	Rp. 1.655.000 (No agent)/Rp. 5.000.000 (with agent)	2 Weeks working hours
E-ITAS & MERP (1 year)	Rp. 2.555.000 (No agent)/Rp. 6.000.000 (with agent)	2 Weeks working hours
STM *for e-ITAS User	Rp. 50.000 (administrative fee)/Rp. 300.000 (handling processing fee by agent)	2-5 days working hours
SKTT*for e-ITAS User	Free of charge (No agent)	2 Weeks working hours
Domicile Letter from RT/RW & Kelurahan	Ranging from Rp. 50.000-300.000	Around 1 Week
Overstay Penalty	Rp. 1.000.000/day	
Socio-Cultural Visa Renewal	Rp. 555.000/per 30 days	7 days working hours
Conversion from Social-Cultural Visa into ITAS	Rp. 2.555.000	Around 1 month or more
Exit Permit Only (EPO)	Free of Charge (No agent)/Rp 700.000 (with agent)	3 days-1 Week working hours

****Subject to change without notice***

Do's and Don'ts at the Immigration Office, International Office & Classes

Do's: Dress politely; collared shirts,
long jeans/pants, and shoes *Smart
Casual* *IMPORTANT: IT'S A MANDATORY
TO REPORT TO THE INTERNATIONAL
OFFICE & LOCAL IMMIGRATION OFFICE IF
YOU CHANGE YOUR ADDRESS/ROOM NO*

Don'ts



Short pants



Short Skirt



Shirts



Sleeveless



Sandals



Tank top



- ☐ Please ask International Office staff or your Buddy if any information needed during the program. However, please ask nicely and wisely.
- It is considered polite to make an appointment first through email or message before visiting International Office.
- ☐ It's a mandatory to bring your passport everywhere you go based on the immigration regulation
- ☐ Always be careful everywhere you are, don't break any rules and be careful with pickpocket
- ☐ We recommend you to have a fixed address after your arrival and not move to another address or room number in the middle of the program
- ☐ It's prohibited for international students to do paid Job (based on law declaration and study permit)
- ☐ Please behave and show good attitude during the program. Dress properly.
- ☐ Please ask about the food/menu if you feel unsure about the ingredients which is related to your dietary restrictions/allergy
- ☐ Please inform International Office or Buddy if you feel very sick and need go to the clinic/hospital
- ☐ Please open mind and adapt wisely to the differences and culture shock that may happen
- ☐ If you feel any inconveniences or find difficulties during the program, please let us know
- ☐ Please consider and prepare to deal with about some Indonesian typical habits
- ☐ It is not appropriate for showing of affection between opposite sex in front of public, especially for unmarried couple
- ☐ It is not allowed for man and woman (unmarried) to stay together in a room
- ☐ No gambling, smoking, drugs, and alcohol inside UI Campus area and Depok area
- ☐ Don't make any troubles, fights, conflicts, damages, or crimes during the program
- ☐ Please take care of your condition as you may deal with differences, such as people, weather, food, conditions, cultures, personality, religions, etc...

Indonesia has several traditions and customs and it is best if you know them beforehand. Some of them are:

- ☐ Even though hand shaking is deemed appropriate between men and women, bear in mind that a number of Muslim women prefer to introduce themselves to men by nodding their head, smiling, and clasping their hands without any physical contact.
- ☐ Traditionally, when you greet someone, both hands are used when shaking, without grasping.
- ☐ Shoes must be taken off before entering a house or place of worship like mosques.
- ☐ Usually drinks are offered to guests. It is polite to accept.
- ☐ When eating, receiving or giving something, always use your right hand. Right index finger should not be used to point a place, items or people. Use the right hand thumb and fold the remaining fingers to be politer.
- ☐ Taking photographs of houses of worships is allowed; however, permission should be asked first whenever possible, especially if you want to take pictures of the interior.
- ☐ Most Indonesian Muslims do not consume alcoholic drinks and pork.
- ☐ Hence, the tradition of proposing a toast to honor someone is not generally known.

EPO

- After the course and final exams is already finished, every students who use **e-ITAS**, They **SHOULD** apply for **EPO (EXIT PERMIT ONLY)** to Report to the Immigration Office and returning back the SKTT to International Office.
- We suggest you to submit the EPO application **7 days before your departure** and the process will take around 3 days working hours at the immigration office.
- The student should leave within 7 days after the EPO is issued by the immigration office.
- So, if you have any plan to traveling before you go back to your country, please adjust your plan with the EPO Process because it's a **MANDATORY** to do the EPO before you go back to your country.

IMPORTANT SOURCES

- <http://www.imigrasi.go.id>
- <http://www.imigrasi.go.id/phocadownloadpap/Undang-Undang/uu-6-tahun-2011.pdf>
- <http://www.imigrasi.go.id/phocadownloadpap/Undang-Undang/uu%20nomor%206%20tahun%202011%20-%20%20english%20version.pdf>



For more information about the immigration matters, you can contact:

Ms. Nitha

International Mobility-
Immigration Matters Officer

International Office UI
Central Administration
Building, 1st Floor
Kampus UI Depok

Email: yunita.fw@ui.ac.id

Phone Number: +62 21-
78880139



THANK YOU

A large, semi-transparent oval frame is centered on the page. Inside the oval is a night photograph of an airport runway. An airplane is visible in the distance, centered on the runway. The runway is illuminated by a series of bright lights along its length, and several tall, thin light poles are visible on the sides. The sky is dark, and the overall scene is dimly lit, with the primary light sources being the runway lights and the airplane's lights.



UNIVERSITAS
INDONESIA

Veritas, Probitas, Iustitia
— EST. 1849 —