



INFORMATION SHEET - Academic Year 2018/2019

GENERAL VISA INFORMATION

International Student

There are several types of visa that serves different purpose and you should only apply for proper visa according to its purpose. These are the most common types of visa that can be used for different purposes:

Limited Stay Permit Visa (VITAS /code: 316 - Visa Ijin Tinggal Terbatas) - Appropriate for international students (full-time, exchange and study abroad students).

This visa is a single-entry visa and valid for 1 year or 2 years (depending on the duration of KITAS granted by the Immigration) issued for a visit that is related to work and to other purposes such as investment, research, family unification, performance, sport, social activities, retired/senior citizen, etc.

The application process must begin at least 2-3 months before arrival and must report to the Immigration (through International Office) within 7 days upon arrival in Indonesia (for student coming to President University, first point of arrival must be in Jakarta).

The holder of the Limited Stay Visa is able to extend the visa and obtain the KITAS once he/she arrives in Indonesia. Applicant should obtain the multiple exit and re-entry permit (MERP) and convert the VITAS to KITAS at the Directorate General of Immigration.

VITAS-KITAS is recommended for full-time international student, study abroad or exchange student.

INFORMATION 1 - Student Visa (VITAS) [code: 316]

Compulsory to be processed for foreign student studying at President University. Application process will initially take place at the Immigration Office in Indonesia and student must travel overseas to collect the visa which requires another fee for collecting it at the Indonesian Embassy (KBRI) at overseas.

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| 1 | Validity | 1 year or 2 years. Renewable for up to maximum 4-5 times |
| 2 | Process Duration | 30 days up to 60 days |
| 3 | Processing Fees | +/- IDR 7,000,000 (include STUDY PERMIT, MERP, and KITAS package fee) |
| 4 | Collection Fees | +/- IDR 1,500,000 (for 1 year visa) or +/- IDR 3,000,000 (for 2 years' visa) |

INFORMATION 2 - MERP (Multiple Re-Entry Permit)

Re-Entry permit that is mandatory to be processed right after collecting the VITAS and arrive in Indonesia. This process will take place at the Immigration Office in Tangerang.

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| 1 | Validity | Same as VITAS (1 year or 2 years) depending on the granted visa period |
| 2 | Process Duration | 3-7 working days |

INFORMATION 3 - KITAS (Limited Stay Permit Identification Card)

KITAS is a card for limited single entry stay permit, which is granted to visitors who come to Indonesia with the purpose of study, research, business, sports and social activity, etc.

There are two types of KITAS which is used for either work OR study purpose. Study KITAS cannot be used for work and vice versa. KITAS card is processed together with MERP at the Immigration Office in Tangerang. Requires passport, fingerprint, photograph, and short interview during the visit to the Immigration.

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| 1 | Validity | 1 year or 2 years (KITAS validity replaces the VITAS expiration date) |
| 2 | Process Duration | 3-7 working days |

INFORMATION 4 - Exit Permit Only (EPO)

MUST be processed at the end of study / dismissed from faculty / resignation from the University. Requires passport and KITAS to be returned to the Immigration through International Office. Make sure you keep the KITAS card safe at all times, if you lost it, then the you must go through BAP (Berita Acara Perkara) process which will cost more money and extra time.

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| 1 | Validity | 7 days (must leave Indonesia within 7 days after EPO is issued) |
| 2 | Process Duration | 2-3 working days. |
| 3 | Processing Fees | +/- IDR 500,000 |



INFORMATION 5 - KITAS RENEWAL

You need to contact International Office to get Letter of Sponsor for renewing your KITAS. Fill up the Sponsor Letter Application Form (DOWNLOAD FORM) and submit to us to be processed. The sponsor letter is free of charge and takes 1 (one) working day to process.

INFORMATION 6 - SOCIO CULTURE VISIT VISA (VKSB-Visa Kunjungan Sosial Budaya)

Valid for 60 days to begin with and can be extended every 30 days for 4 times consecutively (for a total of 180 days). Single entry only. Students can apply for VKSB multiple times.

Social Culture Visit Visa (VKSB) is only for single entry, which means that applicant could only use the visa one time to enter Indonesia.

This visa may be issued for those who want to visit Indonesia and stay longer than 60 days. The visa shall be valid for 60 days to begin with and can be extended for 30 days for not more than 4 (four) time consecutively. It means that this visa eligible for up to 180 days (extension subject to immigration approval).

INFORMATION 7 - VISA EXEMPTION FOR SHORT TIME VISIT

Indonesia has giving a visa-free facility to 169 countries under the new visa regulation. President Joko Widodo has signed Presidential Regulation Number 21 of 2016 concerning Visit Visa Exemption on March 2, 2016.

Passport holders of certain countries in the regulation are exempt for having a visa to enter Indonesia. The visa exemption valid only for 30 days, non-extendable or convertible into another kind of stay permit. Foreigners from 169 countries can enter and exit Indonesian Territory through 124 Immigration Checkpoints in airports, seaports and land border.

The visa exemption facility can be used for tourism, family visit, social visit, art and cultural, government duty, to deliver a speech or attend a seminar, international exhibition, meetings with head office or representative office in Indonesia, or transit.

If the 30 days of Visit Visa Exemption facility insufficient, visitor can still apply for Visa on Arrival (given for 30 days and extendable for another 30 days) or Visit Visa.

INFORMATION 8 - VISA ON ARRIVAL (VOA)

In accordance with the Regulation of Minister of Law and Human Right of the Republic of Indonesia Number 26, 2013, citizen from 67 countries/region are eligible for obtaining **Visa on Arrival (VOA)**.

However, starting from March 2016, President Joko Widodo has signed Presidential Regulation Number 21 of 2016 concerning Visit Visa Exemption. Foreigners from 169 countries can enter and exit Indonesian Territory through 124 Immigration Checkpoints in airports, seaports and land border. This visa can be obtained directly when you are landed at the certain airports and seaport in Indonesia regardless of the purpose of your visits (Business, Tourist, Social).

The Visa on Arrival is not a work visa nor a visitation visa. Therefore, it cannot be converted to obtain other immigration permits.

The maximum stays permitted for the visa on arrival is 30 days. If you plan to stay longer than 30 days, you need to mention your intention. Visa on Arrival can be extended for another 30 days. The general requirements for Visa on Arrival are:

1. Expiration date of the applicant's passport must be at least 6 (six) months at the date of entry.
2. At least one blank visa page
3. Round-trip airplane ticket
4. Pay Visa on Arrival fee

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| 1 | Visa for stay up to 7 (seven) days in several Special Economic Zones (SEZ) | USD 15,- |
| 2 | Visa for stay up to 30 (thirty) days | USD 35,- |
| 3 | Extension of stay for up to 30 (thirty) days | USD 35,- |

To support the study process of all non-Indonesian nationality, students are required to apply for a student visa prior to their arrival into Indonesia.

President University, Office of Admission - International Office will provides the assistant that support the permit application process.