



# INFORMATION SHEET - Academic Year 2018/2019

## STUDENT VISA [KITAS] PROCEDURE

### International Student

International students of foreign nationalities must obtain a proper visa prior to studying at President University. It is compulsory for all foreign students to have:

1. VITAS/KITAS (Limited Stay Permit - for study),
2. MERP (Multiple Exit Re-Entry Permit),
3. STUDY PERMIT,
4. EPO (Exit Permit Only).

Below are the process and procedure (PRE-ARRIVAL) on how to obtain KITAS

### PROCEDURE 1 - DOCUMENT SUBMISSION

Submit the following required documents to President University, International Office by mail and email:

1. APPLICATION FORM for student VISA and STUDY PERMIT
2. Copy of Color Scanned PASSPORT (all pages; minimum validity of 18 months)
3. Recent CLOSE-UP COLOR PHOTOGRAPH in RED background (taken within the last 3 months) with size
  - a. 3 cm x 4 cm (6 pieces),
  - b. 4 cm x 6 cm (6 pieces),
  - c. 6 cm x 9 cm (6 pieces)
4. Copy of MEDICAL STATEMENT (Certificate of Good Health issued by local doctor/hospital)
5. Copy of LETTER OF ACCEPTANCE, from the University (by President University)
6. STATEMENT LETTER
7. FINANCIAL STATEMENT LETTER (Statement Letter of Financial Guarantee)
8. Copy of latest official ACADEMIC TRANSCRIPT and DIPLOMA

### PROCEDURE 2 - PAYMENT & VERIFICATION

Upon receiving Letter of Acceptance, student may begin processing the proper VISA through President University, Office of Admission-International Office. By law, any foreigner studying in Indonesia must obtain:

1. VITAS/KITAS (Limited Stay Permit - for study),
2. MERP (Multiple Exit Re-Entry Permit),
3. STUDY PERMIT,

The initial process required to be done in Indonesia with the assistance of Document Agent through President University – International Office. VISA and permit handling fee (agent service fee, In Indonesia) must be paid in advance (via bank transfer).

Since the process for getting the Telex (VISA Approval) may take up to 4 weeks, we strongly suggest that students remit the payment for VISA handling fee at least one week after the acceptance. The amount and payment details will be informed to students via email along with the Letter of Acceptance.

#### IMPORTANT:

The VISA will only be processed after the payments has been verified. Student must submit the bank's payment copy receipt (via email) for verification purpose.

Below is the reference price list for processing visa through visa agent:

NO	IMMIGRATION DOCUMENT	PRICE LIST
1	VITAS/KITAS (Limited Stay Permit - for study), - 12/24 Months + STUDY PERMIT	IDR 5,000,000. -
2	MERP (Multiple Exit Re-Entry Permit), -12 Month	IDR 2,000,000. -
3	EPO (Exit Permit Only).	IDR 500,000. -



### PROCEDURE 3 - KITAS APPLICATION

The VISA application will be processed at the Immigration and other Government Bureau and its institutions. This process takes up to 4 weeks. Student must confirm where they would like to collect the VISA (which country)

### PROCEDURE 4 - ISSUANCE OF TELEX & STUDY PERMIT

The Telex (VISA Approval) will then be issued for processing STUDY PERMIT. The Telex will then be addressed to the designated Indonesian Embassy or Consulate General at overseas.

STUDY PERMIT, it will be sent to President University and directly forwarded to Office of Academic Affairs. A scanned copy of Telex will be sent to the student through email.

### PROCEDURE 5 - COLLECTING VISA

Student may check with the designated Indonesian Embassy at overseas to discuss what will be the proper method of collecting the VISA. Generally, students are required to submit the copy of Telex and PASSPORT, also complete a form at the Embassy.

The fee is varying at each Embassy, approximately it is equivalent to IDR 1,5 million (about USD 100), and it takes about 3-5 working days before VISA can be collected.

### PROCEDURE 6 - ARRIVAL IN INDONESIA & REPORT TO IMMIGRATION

After receiving the sticker VISA stamped on your passport, you may now enter Indonesia as a student. The first point of entry must be set to Jakarta, as you need to report to the Immigration before continue travelling to other part of Indonesia.

You must submit the Passport and Departure Card to the Immigration through International Office. Under some circumstances where student is arriving on weekend or public holiday, you must report on the following working day.

#### **IMPORTANT:**

The report to the nearest immigration office must be done within 24 hours upon arrival. Any form of incompliance in reporting to the Immigration or any misuse conduct of VISA is considered a violation to the law and the individual will be given penalty which may result in deportation

### PROCEDURE 7 - PHOTOGRAPH & FINGERPRINT

In about 5-7 working days after passport submission, International Office will notify the student to visit the Immigration Office in Tangerang to have brief interview, photograph taken and finger print scan for processing KITAS CARD.

#### **IMMIGRATION OFFICE - TANGERANG**

Jl. Taman Makam Pahlawan Taruna No.10  
Kelurahan Sukasari, TANGERANG, BANTEN 15811  
Phone: (021) 557 90871/72; Fax: (021) 557 71874  
Mobile: 0852 5414 1067  
Email: [kanim\\_tng@imigrasi.go.id](mailto:kanim_tng@imigrasi.go.id),  
Website: [http://kanim\\_tangerang.netii.net](http://kanim_tangerang.netii.net)

### PROCEDURE 8 - KITAS CARD ISSUANCE

In about 2 weeks later, student will then receive the KITAS CARD (Kartu Ijin Tinggal Terbatas) along with your passport and departure card returned by the Immigration.

#### **IMPORTANT:**

KITAS is a single-entry permit, and will be cancelled once you leave the country. Should you wish to travel overseas during the course of your study, you must make sure you already obtain the MERP (Multiple Exit Re-Entry Permit). Check with IO for your MERP.

### PROCEDURE 5 - COLLECTING VISA

Upon completion of study and before leaving Indonesia, student must return their KITAS CARD to the Immigration (through International Office) and must apply for the appropriate clearance, EPO (Exit Permit Only) to terminate the current KITAS.

Should student wish to re-visit the country in the near future with leisure / holiday purposes, they can obtain VISA on Arrival (VOA) at the airport by paying USD 35/ entry/person which is valid for 30 days and can be extended for another 30 days.

### PROCEDURE 10 - LEAVE INDONESIA

Student must leave the country within 7 days after the EPO issuance. If student do have travel plans within Indonesia before returning to home country, they must consult with International Office on the most suitable timing to process the EPO.