



Australian Government
Department of Education

Indonesia: permits for foreign researchers

Opportunity through learning

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Introduction

Government of Indonesia *Regulation No. 41/2006* requires all foreign researchers undertaking research activities in Indonesia to have a permit.

Research activities are those systematically conducted in accordance with scientific norms and method in order to gather information, data and/or facts.

The Ministry of Research, Technology and Higher Education (RISTEK DIKTI) is responsible for the permit process, but the process also involves many other government bodies. RISTEK DIKTI's Coordinating Team for Foreign Research Permits (TKPIPA) is the contact point.

The permit process can be as quick as 9 days, but we recommended starting the process as early as possible. A research permit is valid for up to 12 months. It can be extended twice, up to a maximum of 36 months validity in total. Fees depend on duration and category of research, ranging from Rp. 750,000 to Rp. 10,000,000 (approx. \$75-\$1000).

The permit process has three stages: pre-arrival, post-arrival, and post-research.

There are three main outcomes to the process: the research permit, research visa 315 to allow initial entry into Indonesia, and the KITAS and MERP (limited stay permit card and multiple exit re-entry permit).

Foreign researchers planning to visit Indonesia for purposes other than research activities may be eligible for the social cultural visa (211) or business visa (211). The Indonesian Embassy in Canberra can provide advice.

This guide aims to provide clear information on the process and requirements for obtaining a research permit and research visa, based on information available at the time of publication. However, policies and processes are subject to change. If unsure, refer to <https://frp.ristekdikti.go.id/> for up-to-date information.

Pre-arrival

Apply for a research permit online

1. Prepare softcopy documents (in English unless otherwise specified):
 - Letter requesting permission from RISTEK DIKTI to conduct research
 - Research proposal
 - Research abstract
 - Passport (min. 18 months validity)
 - Photos (red background colour)
 - Curriculum vitae
 - MOU and/or letter of agreement between your institution and Indonesian partner institution(s)
 - Material Transfer Agreement (if applicable) between your institution and the Indonesian partner institution(s)
 - Letter of recommendation from a senior researcher from your institution
 - Letter of recognition from an official of your institution
 - Letter of acceptance from Indonesian partner institution(s) in Bahasa Indonesia
 - Letter of recommendation from the Indonesian Embassy
 - Letter of financial guarantee
 - Health certificate
 - List of research equipment to be imported
 - If spouse and/or children are accompanying you: marriage or civil partnership certificate, spouse's CV, child's birth certificate, photos of each family member, passports

Full details on the specific requirements for these documents are available online at <https://frp.ristekdikti.go.id/index.php/info/general/procedure>. Note: you will need hardcopies of these documents for visa authorisation and post-arrival stages.

2. Apply online at <https://frp.ristekdikti.go.id/>. If the online system is not working, send your application to frp@ristekdikti.go.id or frp.ristek@gmail.com.
3. Your application will be evaluated by TKPIPA:
 - If not approved, you will be sent a formal letter of notification.
 - If approved, your application automatically proceeds to visa authorisation.

Visa authorisation

1. Once TKPIPA approves your application, the Directorate-General of Immigration will prepare your Telex Vitas (authorisation letter).

2. After receiving the Telex Vitas, you can apply for research visa 315 at the Indonesian Embassy in Canberra. You need to prepare the following documents:

- Completed and signed visa application form
- Passport (min. 18 months validity)
- Copy of Telex Vitas
- Photos (white background colour)
- Copy of return open/flexible booking plane ticket or travel itinerary
- Hardcopies of the documents submitted online for the research permit

Submit the documents to the Indonesian Embassy in person or by mail at:

Consular and Visa Section
Embassy of the Republic of Indonesia
8 Darwin Avenue, Yarralumla, ACT 2600
Phone: 02 62250 8628/8600

Further information is at: <https://www.kbri-canberra.go.id/en/menu-visa-service/research-visa.html>

3. Collect research visa 315 at the Indonesian Embassy in Canberra or request it be sent to you by mail.

Post-arrival

1. Make an appointment to report to the Secretariat of the Foreign Research Permit at RISTEK DIKTI at:

BPPT 2nd Building, 20th Floor
Jl. M.H. Thamrin No. 8
Jakarta 10340
Telephone: +21-21-3169697; 3169695; 3169673
Email: frp@ristekdikti.go.id

You will need to bring:

- Hardcopies of the documents submitted online for the research permit
- Payment slip for research permit fee (see below)

Pay the research permit fee (see page 11) in cash at a Mandiri Bank branch and receive a payment slip. There is a branch next to the BPPT 2nd Building. Bring your passport and fill out the transfer form with the following information:

Mandiri
103 000 661 222 6
BPN 088
Directorate General of Strengthening for Research and Development, Ministry of Research, Technology, and Higher Education

2. You will receive the following documents from RISTEK DIKTI (approx. 1 hour turnaround time):

- Research permit letter
- Research permit card
- Letter of request for KITAS and MERP addressed to the local Immigration Office
- Letter of request for travel permit addressed to the National Police Headquarters
- Letter of request for research notification letter addressed to the Ministry of Home Affairs
- Letter of request for SIMAKSI addressed to the Ministry of Environment and Forestry (only for research in a conservation areas)

3. Within 30 days of arrival visit the Immigration Office in Jakarta or nearest city to research location to obtain a limited stay permit card (*Kartu Izin Tinggal Terbatas/KITAS*) and a multiple exit re-entry permit (MERP) by submitting:

- Letter of request for KITAS and MERP issued by RISTEK DIKTI
- Guarantee letter from Indonesian partner institution
- Passport and 2 copies of passport (passport details page, visa page and arrival stamp page)

KITAS Online Notification Email after submitting data through: https://izintinggal-online.imigrasi.go.id/Using_Guidance/pelaporanITAS.xhtml

After submitting these documents you will be asked to return within 3 working days to be interviewed, verify your data and complete biometrics. Your KITAS and MERP will be available to collect within a further 4 working days.

4. Report to the National Police Headquarters (MABES POLRI) to obtain travel permit (*Surat Keterangan Jalan/SKJ*) (approx. 1 day) by submitting:
 - Letter of request for travel permit issued by RISTEK DIKTI
 - Copy of research permit letter
 - Copy of passport and visa
 - Two 4x6cm photos (red background colour)

5. Report to the Ministry of Home Affairs to obtain two research notification letters (*Surat Pemberitahuan Penelitian/SPP*) – one for the provincial government and one for the provincial police (approx. 4 working days) – by submitting:
 - Letter of request for research notification letter
 - Copy of research permit letter
 - Copy of travel permit issued by MABES POLRI
 - Copy of passport and visa
 - Two 4x6cm photos (red background colour)

6. Report to the provincial government office local to the research location. Present the research notification letter issued by the Ministry of Home Affairs and obtain letters for district-level Centres for National Unity and Politics (*Badan Kesatuan Bangsa dan Politik Kabupaten/Kota*). Any subdistricts and villages that you will visit must be listed in the letters to the district-level Centres.

7. If you will undertake research in a conservation area, you need an entry permit (*Surat Izin Masuk Kawasan Konservasi/SIMAKSI*). If you will undertake research in one conservation area, apply to the Office of National Park or Natural Resource Conservation Institute in the local provincial capital city (approx. 5 working days). If you intend to undertake research in more than one conservation area, apply to the Directorate General of Essential Natural Resources Conservation of the Ministry of Environment and Forestry (approx. 5 working days). To obtain the SIMAKSI, you must submit:
 - Copy of research proposal
 - Copy of CV
 - Copy of passport and visa
 - Copy of research permit letter issued by RISTEK DIKTI
 - Copy of travel permit issued by MABES POLRI
 - Copy of research notification letter issued by Ministry of Home Affairs

- Letter of request for SIMAKSI issued by RISTEK DIKTI

- 8. If samples will be collected and/or transported out of Indonesia, a permit for collecting and delivering research samples is needed. It is issued by the Directorate General for Conservation of Nature Resources and Ecosystem of the Ministry of Environment and Forestry. Before applying for this permit, you need a scientific recommendation from the Centre for Biology at the Indonesian Institute for Sciences (biology@mail.lipi.go.id). To apply for the recommendation you must submit:
 - Copy of research proposal, including: (i) objectives or purposes of collecting samples; (ii) method and locations of collecting samples; (iii) method of sample preservation; (iv) location of sample preservation and sample analysis and (v) types and amount of sample
 - Copy of research permit letter
 - Copy of Material Transfer Agreement between your institution and the Indonesian partner institution(s)

Post-research

1. When you finish your research you must apply for an Exit Permit Only (EPO). This terminates the research permit, research visa 315, KITAS and MERP. To apply for the EPO, upload the following documents to your online account at <https://frp.ristekdikti.go.id/>:

- Letter of request for EPO addressed to Director of Intellectual Property Management, RISTEK DIKTI
- Recommendation letter from the Indonesian partner institution(s)
- Copy of the preliminary final report

RISTEK DIKTI will send you a letter of EPO endorsement.

2. Submit the following documents in person to the Immigration Office where you applied for your KITAS and MERP:

- Letter of EPO endorsement from RISTEK DIKTI
- Completed EPO form
- Recommendation letter from the Indonesian partner institution(s)
- Original Passport
- Copy of passport and KITAS
- Copy of research permit letter

The Immigration Office will process the EPO and stamp your passport. You then have 7 days to leave Indonesia.

3. Before leaving Indonesia, you must update your online account at <https://frp.ristekdikti.go.id/>.

Note: If you submit the EPO late or stay in Indonesia after your KITAS has expired, you may be fined up to Rp. 1,000,000 per day.

Renewing the research permit

1. To extend your research permit you must upload the following documents to your online account at <https://frp.ristekdikti.go.id/>:
 - Letter of request for research permit extension
 - Recommendation letter from the Indonesian partner institution(s) for the extension
 - Copy of the preliminary final report
2. TKPIPA will evaluate your application. If it is approved, you will need to recomplete the post-arrival process (pages 6-8).

Research permit fees

Category	New <1 month	New <6 months	New 6-12 months	Extension <1 month	Extension <6 months	Extension 6-12 months	New travel docs for spouse & dependent	Extension for spouse & dependent
Registration fee	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
University	1,750,000	2,500,000	5,000,000	750,000	1,250,000	2,500,000	1,000,000	500,000
R&D institution	1,750,000	2,500,000	5,000,000	750,000	1,250,000	2,500,000	1,000,000	500,000
Company	3,000,000	5,000,000	10,000,000	1,750,000	2,500,000	5,000,000	1,000,000	500,000
Individual	750,000	1,300,000	1,500,000	500,000	650,000	750,000	1,000,000	500,000

Fees in Indonesian Rupiah, current as of August 2019, subject to change

The above fees do not include: fee for research visa, fee for KITAS and MERP, fee for SIMAKSI and other fees charged by related government agencies (if any).

- Research visa: US\$165 for 1 year
- KITAS and MERP: Rp. 2,055,000 for the issuance of both permits
- Fee for SIMAKSI:
 - Less than 1 month: Rp. 5,000,000/person
 - 1-6 months: Rp. 10,000,000/person
 - 7-12 months: Rp. 15,000,000/person