

IMMIGRATION & CITY GOVERNMENT RULES GUIDEBOOK For International Students

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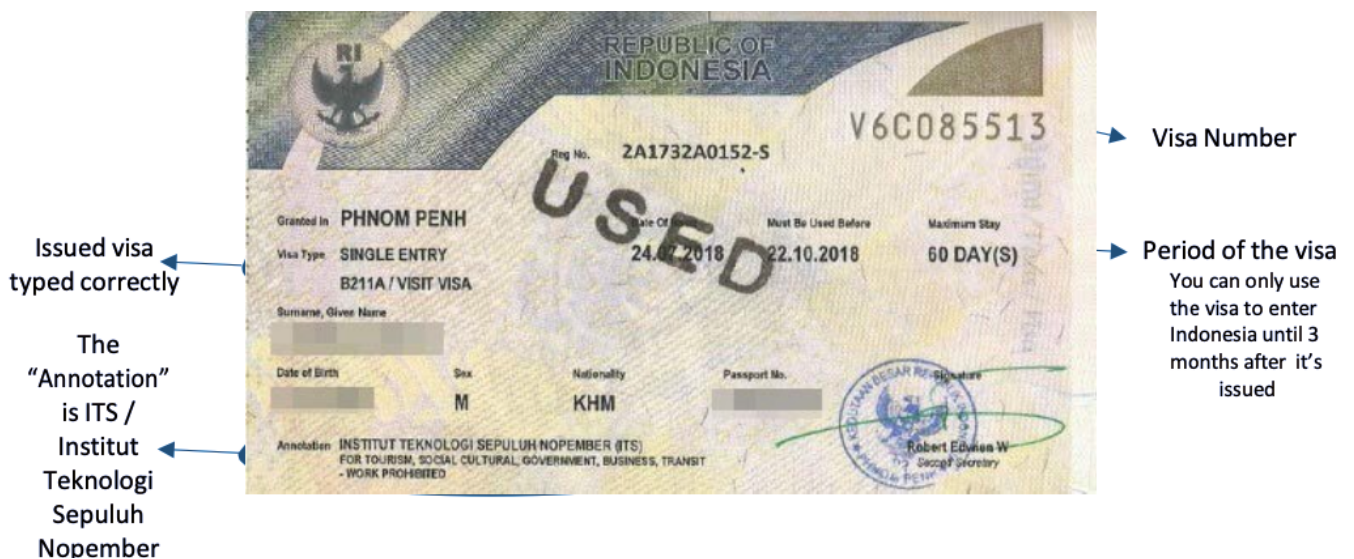
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VKSB 211-A

VKSB (Visa Kunjungan Sosial Budaya - Social/Cultural Visit Visa) - a visa for those coming to Indonesia for a short-term stay, not as tourists and not for business. This single entry visit visa is valid for 30-60 days after your arrival in Indonesia. During your program at ITS, the maximum visa (VKSB) extension would be 4 times. SO, if you take 60 days VKSB and extend it 4 times you will get 6 months single entry visa. Thus, we strongly recommend you to process a VKSB which valid for 60 days. VKSB 211-A also could be converted to Multiple Exit and Re-Entry Visa, but only for 1 to 2 years conversion, not for 6 months.

However, during the COVID-19 pandemic, VKSB 211-A visa is not allowed for students in any program.



VISA ON ARRIVAL (VOA)

Visa on Arrival (VOA) is valid for 30 days started from the date of arrival in Indonesia. This visa is preferred for tourist, and not very recommended for students. This visa is extendable only for other 30 days.



VISA AVAILABILITY DURING COVID-19 PANDEMIC

During COVID-19 pandemic, the only available Visa for international students is **VITAS 316** regardless type of the program that you participate (short course, exchange, internship, or full degree). VKSB 211-A and Visa on Arrival (VoA) are currently restricted for international students.

VITAS-316 Requirements

There are three types of VITAS based on its validity:

- 6 months
- 12 months
- 24 months

There are two general requirements to apply VITAS, **1) Passport validity** and **2) Study Permit** from the Indonesian Ministry of Education, Culture, Research, and Technology.

Applying process of study permit takes time around 2-3 weeks for non-scholarship students and 1-3 months for scholarship students, such as Kemitraan Negara Berkembang (KNB) scholarship.

The following are documents you should prepare for both **Study Permit** and **VITAS 316**:

1. A letter of sponsorship or financial guarantee (if you are privately financed)
2. Health report / medical statement (signed by a medical doctor, 30 days validity)
3. Format photograph with red background
4. Letter of Acceptance (LoA)
5. Statement Letter for Finance Commitment
6. Statement Letter for Behaviour Commitment
7. Full dose COVID-19 vaccine certificate
8. Statement letter to comply with health protocols in Indonesia
9. Statement letter to cover medical expenses independently
10. Police clearance / criminal record letter

11. A copy of valid passport:
- a. 6-month Study Permit and ITAS : Min. 12-month passport validity
 - b. 12-month Study Permit and ITAS: Min. 18-month passport validity
 - c. 24-month Study Permit and ITAS: Min. 30-month passport validity

The whole process of Visa application, VITAS conversion, and Study Permit are organised by ITS Global Engagement immigration staff.

Flow of Applying Visa

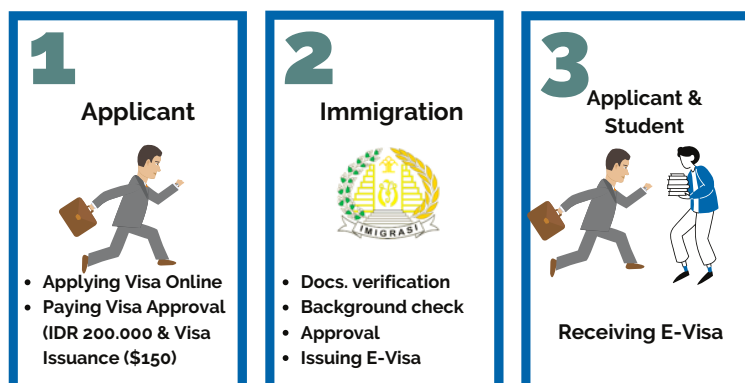
All of visa form issued during COVID-19 pandemic is Electronic Visa (E-Visa). Please identify the difference between the process of applying visa before and after COVID-19 Pandemic.

BEFORE COVID-19 OUTBREAK:



AFTER COVID-19 OUTBREAK:

ELECTRONIC VISA



Fee for VITAS 316

A. Visa Application Fee

- a. Visa Approval : IDR 200.000 (US\$ 14)
- b. Visa Issuance : \$150

B. Temporary Stay Permit (ITAS)

- a. Temporary Stay Permit on Arrival : IDR 750.000
- b. Temporary Stay Permit (max. 6 months validity) : IDR 1.000.000
- c. Temporary Stay Permit (max. 12 months validity) : IDR 1.500.000
- d. Temporary Stay Permit (max. 24 months validity) : IDR 2.000.000

C. Multi Re-Entry Permit (MERP)

- a. Re-entry Permit Validity Period Max. 6 months : IDR 600.000
- b. Temporary Stay Permit (max. 1 year) : IDR 1.000.000
- c. Temporary Stay Permit (max. 2 years) : IDR 1.750.000
- d. Temporary Stay Permit (max. 24 months validity) : IDR 3.250.000

ITS Administration Fee

Besides all of the VITAS 316 fee mentioned above, ITS Global Engagement will take a charge international students due to all of the administration will be arranged by us. There is a difference between freshman student who needs to apply new-VITAS and on-going student who needs for VITAS extension.

- a. Freshman International Student : \$170
- b. On-going International Student (Extension) : \$ 30
- c. Extra fee (only for Calling Visa Country) : \$ 15

Nb: (Afghanistan, Guinea, Israel, Kamerun, Korea Utara, Liberia, Nigeria, and Somalia)

ITS Administration Fee will be applied to cover:

- a. Study Permit Letter
- b. Residence Letter
- c. Police Notification Letter
- d. Photo Printing
- e. Stamp Duties
- f. Airport Pick-up Service
- g. City tour and other student activities
- h. Local transport cost to go to immigration

Note:

- All the payment could be paid directly by cash to ITS Global Engagement Office
- The registration fee **excludes** monthly fee of visa extension, fee of visa conversion, and yearly fee of ITAS extension.

Stay Permit Extension

Requirements

- A letter of recommendation from the Department/Faculty, addressed to the Head of ITS International Office
- A letter of recommendation issued by the ITS International Office, addressed to the Head of the Immigration Office in Surabaya
- A form of sponsorship
- A valid passport
- A valid study permit

Extension Fee:

- | | |
|---------------------------------|-----------------|
| a. ITAS Extension for 6 months. | : IDR 1.600.00 |
| b. ITAS Extension for 1 year | : IDR 2.500.000 |
| c. ITAS Extension for 2 years: | : IDR 3.750.000 |

*) Extension fee includes Multiple Re-Entry Permit Fee

Police Report

Surat Tanda Melapor (STM)

Within the first 24-hours of your arrival in Indonesia, you must make a report to police office nearest to your residence to get STM card.

Here are the requirements:

- A copy of your passport
- A copy of the KTP (Indonesian ID Card) of the host

Please come to ITS Global Engagement Office for assistance!

Certificate of Residence

Surat Keterangan Tempat Tinggal (SKTT)

Within 14 days of your arrival, you have to make a report to the civil registry office to get certificate residence.

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

Please come to ITS Global Engagement Office for assistance!