



# Indonesian Visa Information

**Student Exchange Program at BINUS UNIVERSITY**  
*Odd Semester 2017/2018 (Fall 2017)*

# Type of Indonesian Visa for Student Exchange Program

**VITAS**

**316**

*(Visa Ijin Tinggal Terbatas – Limited Stay Permit Visa)*

## NOTE

- starting 2017, **ALL exchange students must hold a KITAS** (*Kartu Ijin Tinggal Terbatas – Limited Stay Permit Card*) by **applying VITAS**
- In a case that students enter Indonesia with **other visa type**, they must **convert** to KITAS upon arrival OR **go out** from Indonesia (perhaps to nearby country) to apply the VITAS

# VITAS (limited stay permit visa – study purpose)

## General Information

First Entry  
must be  
Jakarta

**MERP**  
(Multiple Exit  
Re-entry Permit)

## Validity Period

**6/12  
Months**

## Where to apply?

**Chosen  
Indonesian  
Embassy**

# VITAS Application Required Documents

- ✓ **Personal Data** (as in the application form)
- ✓ **“Financial Statement” & “Non Political Involvement and Non Working Statement”** (as in the application form)
- ✓ **Color Copy Passport** (front page, valid at least 2 years from the application date)
- ✓ **Passport-size Photo**
- ✓ **Academic Transcript**
- ✓ **Health Statement** (max. 3 months from the application date)

# VISA (VITAS) Application Process

**1** Submit BINUS Application Form and All Required Documents **Student**

**2** Register as BINUS Student (get BINUSIAN ID) **IO**

**3** Apply for Study Permit and Recommendation Letter to Ministry of Higher Education **IO**

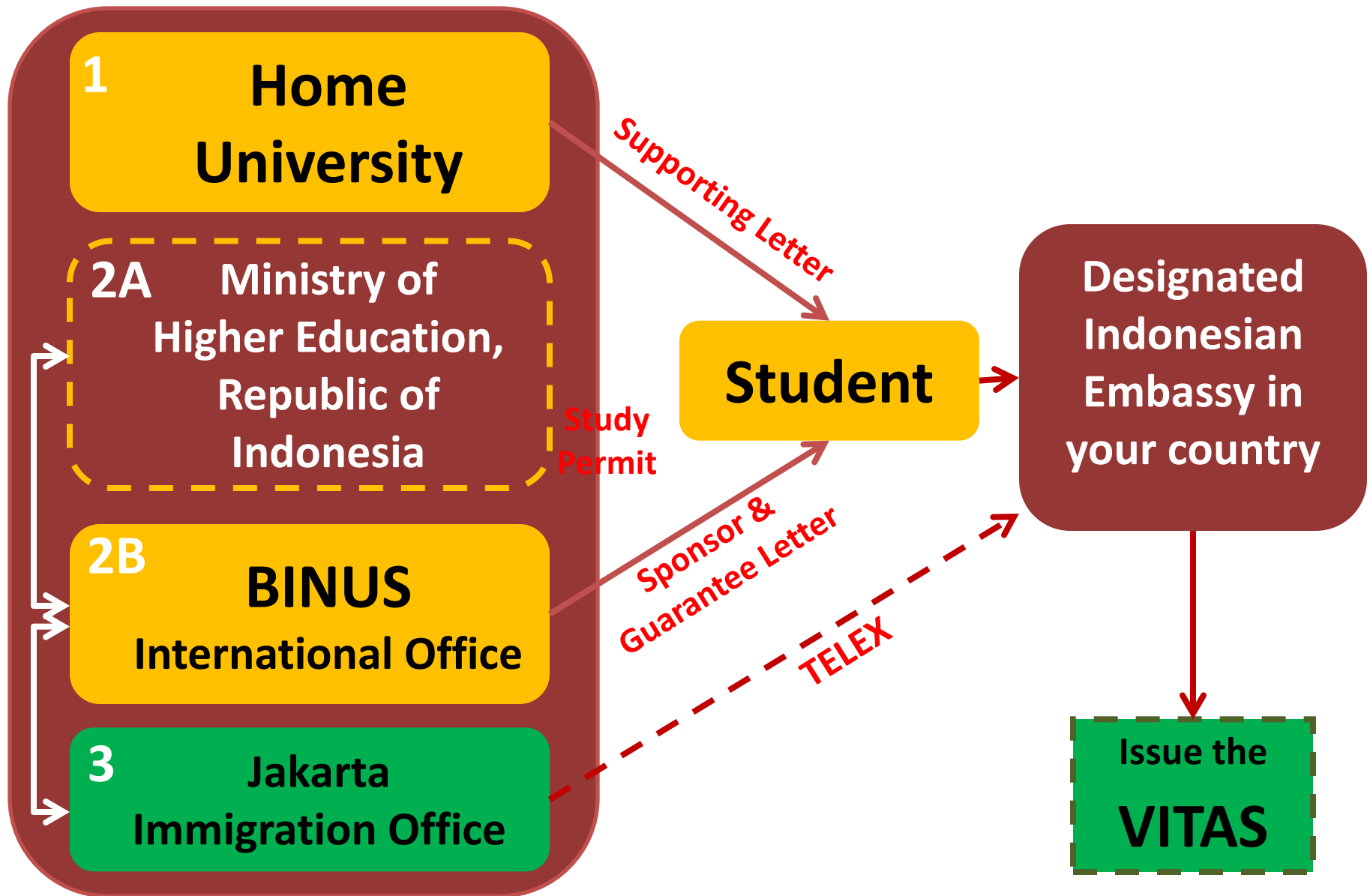
**4** Provide Invitation, Visa Sponsor Letter, and Welcome Package **IO**

**5** Apply for Visa Approval (TELEX) to Directorate General of Immigration **Visa Agent**

**6** Get TELEX to be sent to student's chosen Indonesian embassy/consulate **Visa Agent**

**7** Visit and Apply VITAS in chosen Indonesian embassy/consulate **Student**

# VISA (VITAS) Application Process





# VITAS – What to do next?



**Arrival Report**

**Get your KITAS**

**Apply for EPO (Exit Permit Only) before leaving Indonesia permanently**



# MISCONDUCT

## LATE ARRIVAL REPORT

Failure to report on time will be considered as an illegal stay. If this happens, student needs to go through certain investigation process done in Jakarta immigration office

## OVERSTAY

**Overstay will be fined USD 30/day  
Need to report to immigration office**

# VITAS

# KITAS (*the card*) – from Immigration Office

1

Arrival Report - Submit Your Passport



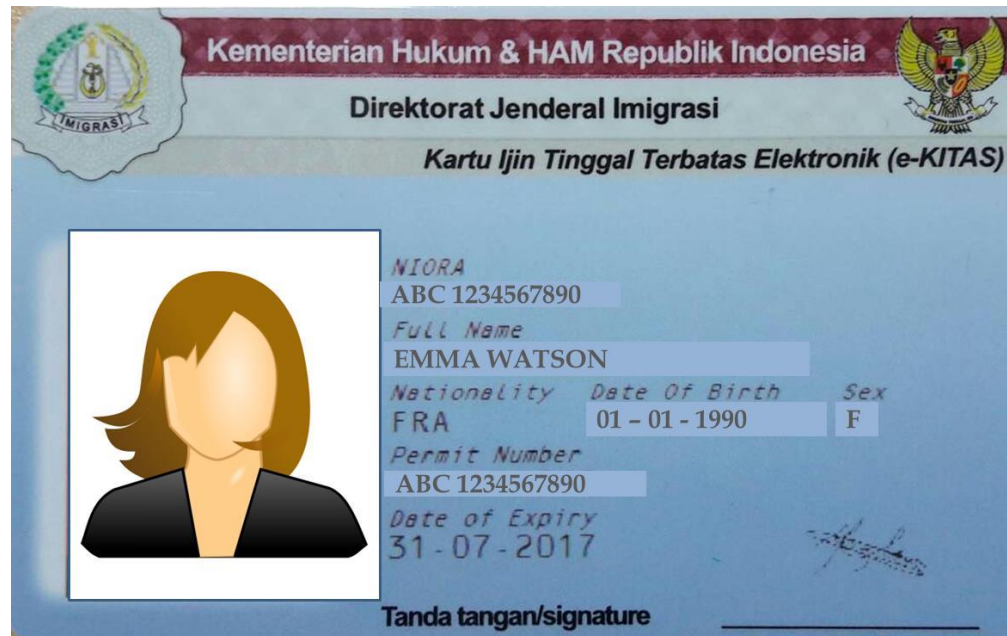
2

Have finger print & Photo taken at the immigration office



3

Get KITAS & Passport



# HOW MUCH YOU NEED TO PAY (VISA COST)

You have to pay **TWO TIMES** for Indonesian visa (VITAS):

## 1<sup>st</sup> Fee: Visa (VITAS) Application

to be paid when you apply for the visa, to Indonesian Embassy in your country (visa fee may be vary in different embassies, please check their website; approx. ±USD 60)

## 2<sup>nd</sup> Fee: TELEX + KITAS + EPO

to be paid in upon your arrival for the permit, to the visa agent in Indonesia (Jakarta)

- VITAS 6 months: IDR 4,300,000
- VITAS 12 months: IDR 5,500,000

# VITAS/KITAS USAGE OVERVIEW



# ADVANTAGES

The most appropriate visa for study purpose (legally)

Once approved, there is no need for extension during 6/12 months

Exit Re-entry permit to Indonesia available

Owning a KITAS allows you to pay local rate at several tourist destination

Travel within Indonesia without the need of bringing passport (KITAS can be used as valid identity card)

## VITAS

# DISADVANTAGES

The initial process must be done in Indonesia to get the study permit, recommendation letter & Visa Approval (TELEX)

Takes longer for initial process

Relatively more complicated hence must use and pay visa agent fee to do the process

Relatively more expensive since will need visa agent to start and complete visa process

## VITAS

**International Office**

**BINUS UNIVERSITY**

**Anggrek Campus – Room 331 (3<sup>rd</sup> floor)**

**Jl. Kebon Jeruk Raya No. 27, Jakarta Barat, 11530**

**T. +62 21 534-5830 ext. 1322/1323/1324**

**E. io@binus.edu**

**Consultation & Visiting Hours**

**Monday to Friday**

**1-5 PM**

