

Applying for the Indonesian Research Permit

By Jonna Vogeley

To undertake research in Indonesia, scholars must apply for an ethics clearance and a visa. I briefly outline the first part of the process, which took place in Australia, and the second part, which took place in Bali. Before you start the application journey, you will need to check if your university has a Memorandum of Understanding (MoU) with an Indonesian university. An MoU is a requirement, and you will also need to find a local research partner, also referred to as the guarantor, who will support you when dealing with local authorities or making payments (via Indonesian banks). A guarantor is also responsible for your actions locally and is obligated to report any changes, for example, the change of your local address. Once you have located an Indonesian research partner, you can start the process. Table 1 on p.6 offers an overview of the complete procedure, including fees.

Start the process in your home country.

First, you will need to apply for an ethics clearance through the National Research and Innovation Agency (BRIN) which can be accessed via this link: <https://klirensetik.brin.go.id>. I suggest you also read the instructions listed on their website before applying <https://klirensetik.brin.go.id/prosedur>. All your forms must be submitted in Bahasa Indonesia – this is the first time you may ask your local research partner to support you. If you miss any documents, it will only prolong the process, which should usually take about 2 to 3 weeks. For any specific questions, you can also email research.permit@brin.go.id. Although you are applying for an Indonesian ethics clearance, you still need a local one in your home country.

The number and date on your research permit letter are very important (See Figure 1 below). Be very conservative when estimating the time to gather all documents and receive all permits. I suggest you plan for three months from the start of your application. Saying this took me much longer as I was the first applicant applying through the new system, and much

of the information was unavailable. Accurate time planning is essential as the date on your research permit must match later your arrival date – otherwise, research time may be cut short, or you may apply for new documents with a new date that fits your arrival date. I planned for September 2022 and arrived in November 2022; as a result, I had to request a new research permit letter with a new date. Remember that you rely heavily on your guarantor to pay local authorities and support your application. The following step and Figure 1 explain your research permit, also referred to as Surat Izin Penelitian (SIP).

Figure 1: Letter of research permit issues by BRIN

DIREKTORAT TATA KELOLA PERIZINAN RISET DAN INOVASI DAN OTORITAS ILMIAH
Gedung B.J. Habibie, Jalan M.H. Thamrin No. 8, Jakarta Pusat 10340
Telp: 081110646768 Surel: deputi.fr@brin.go.id Laman: <https://brin.go.id/>

SURAT IZIN PENELITIAN
(LETTER OF RESEARCH PERMIT)
Nomor : [REDACTED]

Revisi Surat Izin Penelitian Nomor : 179/SIPIVIFR/9/2022, tanggal 7 September 2022
Tanggal Lahir dan Tanggal Mulai Penelitian

Badan Riset dan Inovasi Nasional dengan ini memberikan izin untuk melakukan penelitian kepada:
(National Research and Innovation Agency hereby granted permission to):

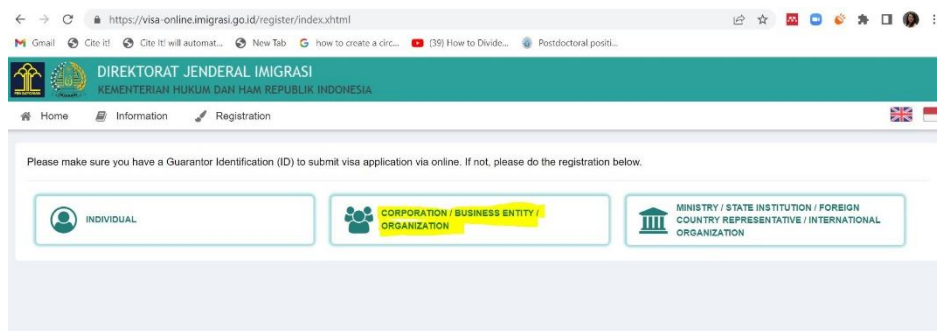
Nama (Name)	:	[REDACTED]
Tempat dan tanggal lahir (Place and date of birth)	:	[REDACTED]
Warga Negara (Nationality)	:	[REDACTED]
Jabatan (Position)	:	[REDACTED]
Institusi (Institution)	:	[REDACTED]
Nomor Paspor (Passport no.)	:	[REDACTED]
Judul Penelitian (Research Title)	:	[REDACTED]
Bidang Penelitian (Field of Research)	:	[REDACTED]
Lama Penelitian (Research Duration)	:	[REDACTED]
Daerah Penelitian (Research Location)	:	[REDACTED]
Mitra Kerja (Counterpart)	:	[REDACTED]

Note: You will need to print this letter and later show it to the immigration office in Denpasar. Highlighted in yellow must match your suggested arrival date in both systems (Step 1 – SIP letter and Step 2- your visa).

Once you receive your Indonesian ethics clearance and a letter of research permit, your local guarantor, along with an individual at the international office at the designated University in Indonesia, will be able to start the visa process via a different system, namely, <https://visa-online.imigrasi.go.id/>. Note that my research focuses on Bali, the local guarantor is based in Bali, and my local university has an MoU in place with Udayana University in Bali; thus, Udayana University was selected for the application. You can visit

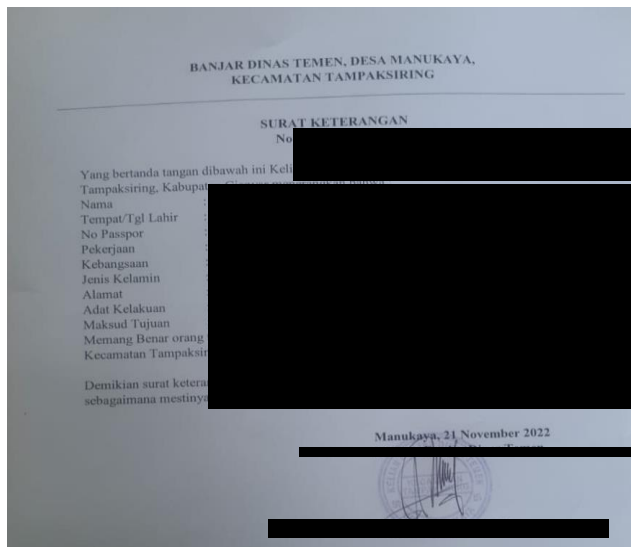
the website for application instructions; they provide a detailed PPT with a step-by-step guide. However, the instructions do not specify that you, your guarantor, and your selected host-country institution must apply to business. See Figure 2. Your guarantor will need time to prepare documents (e.g., ID, guarantor letter).

Figure 2: Visa application via the “corporation/business entity” tab.



I also suggest communicating with the international office, as they will need your passport copy, research permit and other details from your guarantor to complete your file. Further, you are required to organise a surat domisili (or sometimes Surat Keterangan Domisili). It is a letter from your local government that certifies your residential address. It means “letter of domicile”, which functionally is more accurately a “proof of residence”. You can obtain this letter from a police station or local Banjar. The term “Banjar” refers to a community group and their leader. Keep in mind that the immigration office has different rules for various regions in Bali – this means that based on your location, you will find out if you need to get the letter from a police station or a Banjar. For example, if you decide to reside in areas like Kuta, Jimbaran, or Sanur, among many others, you can visit a police station and ask for a “surat domisili”. However, my residence was in a small village in Tampaksiring, and I was asked to get a letter from a local Banjar, not the police. Figure 2 provides an example of the letter I received from the Banjar in Tampaksiring. You can ask your guarantor to help you obtain this letter.

Figure 2: Letter from a local Banjar to certify my local address.



Continue the process in Indonesia.

Once you receive your visa by email, forward the email to your guarantor and the international office and check if the earlier mentioned research permit number and date match your visa number and date. All numbers, including consistency in your date of arrival cross systems, are very important; otherwise, the immigration office will not accept your application.

Further, you will also need to ask your guarantor to request a letter from the Dean to support your KITAS (Kartu Izin Tinggal Terbatas) (KITAS, not visa, there is a separate letter from the Dean to support your visa application, which is required for earlier steps) in you application. KITAS is necessary to live in Indonesia during your research; this is a residence permit card for a temporary or limited stay. It allows you to stay in Indonesia for up to 12 months, but it can be extended if necessary. Because this is a residence permit, the application process takes place from within Indonesia.

To receive your KITAS, you must visit the immigration office in your designated area; the area will be communicated to you by the international office. Visit this link

<https://imigrasidenpasar.kemenkumham.go.id/reservasi> to make an appointment in

Denpasar. The link will change based on your residential address. I suggest you request the correct link from the international office. Figure 3 shows the districts available from the link I provided. If your district is not listed, you have the incorrect link.

Figure 3: Make a booking for your face-to-face visit via a designated link based on your residential address.



Kantor Imigrasi Kelas I TPI Denpasar
Berangkat dari Hati, Ikhlas Melayani

Badung
Denpasar
Bangli
Klungkung
Gianyar
Tabanan

Choose a Districts...

Kecamatan
Choose a Sub Districts

Alamat
Enter your Address

Do not forget to take a screenshot of your booking, as you will need to show it at the immigration office. The link is valid for Bali immigration office centres only. Figure 4 highlights some of the documents required for your immigration appointment. I recommend you meet with your guarantor and the international office to cross-check all the necessary documents. The international office will provide you with all the required details. Make sure to bring original documents (with stamps), and copies, as immigration officers have diverse requests. The main form for your KITAS application will be given to you at the immigration office. I suggest you also carry passport-size photographs (white background colour). The

immigration officer will use the photograph you provide for your file, but you will be asked to return to take another photograph at the immigration office. Be patient and stay positive; the process is worth it 😊.

Figure 4: Documents required for your face-to-face immigration appointment.

The image shows a screenshot of an immigration document and a list of requirements. On the left, there is an 'EXAMPLE' of an 'ENTRY PERMIT MTN' (Multiple Trip Note) with a QR code. The permit details include: Date of Entry: 14/02/2022, Valid Until: 15/02/2022, and a note that the subject must apply for a limited stay permit at a local immigration office within 30 days. To the right of the permit, there are two lines of text: '-> MUST REPORT TO LOCAL IMMIGRATION WITHIN 30 DAYS' and '-> OVERSTAY WILL FINE YOU IDR 1 Million PER DAY'. Below this, a red-bordered box contains the text: 'IMPORTANT!! VISA ON ARRIVAL CAN NOT BE CONVERTED TO ANOTHER VISA INDEX'. At the bottom, a yellow banner reads 'DOCUMENT'S REQUIREMENT FOR REPORT LIMITED STAY PERM'. Below the banner, there are three sections of requirements: A. Documents shall provide INDIVIDUALLY (Residence Certificate, Photocopy and original of nationality passport, Print out E-Visa C316, and A screen shot of email Approval e-visa from Directorate General of Immigration); B. Documents shall provide by Udayana University (Cover Letter and Sponsor Letter /Letter of Guarantee, Copy ID Card Guarantor, and Power of attorney in terms of management through power of attorney (if Any)); and C. Documents shall provide by Immigration Office (Form Perdim 24, 25, 27). A large green checkmark is drawn over the list of requirements.

EXAMPLE

ENTRY PERMIT MTN
Date of Entry: 14/02/2022
Valid Until: 15/02/2022
Subject Must Apply For Limited Stay Permit At Local Immigration Office Within 30 days
19M022621001 21008

-> MUST REPORT TO LOCAL IMMIGRATION WITHIN 30 DAYS
-> OVERSTAY WILL FINE YOU IDR 1 Million PER DAY

IMPORTANT!!
VISA ON ARRIVAL CAN NOT BE CONVERTED TO ANOTHER VISA INDEX

DOCUMENT'S REQUIREMENT FOR REPORT LIMITED STAY PERM

A. Documents shall provide INDIVIDUALLY

- Residence Certificate (should be assisted by Landlord/Housing owner)/Police Report
- Photocopy and original of nationality passport
- Print out E-Visa C316
- A screen shot of email Approval e-visa from Directorate General of Immigration

B. Documents shall provide by Udayana University

- Cover Letter and Sponsor Letter /Letter of Guarantee
- Copy ID Card Guarantor
- Power of attorney in terms of management through power of attorney (if Any)

C. Documents shall provide by Immigration Office

- Form Perdim 24, 25, 27

Unfortunately, I received conflicting information and arrived on a tourist visa, only to discover that a tourist visa cannot be converted to a research visa. Yet, during my time here on a tourist visa, I organised a letter from the Banjar, which I later included in my application.

You may have to visit the immigration office a few times (e.g., submit forms, take a photo, fingerprint, make a cash payment, and come for an interview). During your final visit to the immigration office, you will receive your KITAS ID. See Table 1 below for an overview, including fees.

Table 1: Process overview and fees

In addition to the information provided, see Table 1, see the [Indonesia Permits for Foreign Researchers PDF](#).

Pre-arrival	Post-arrival	Payment
Find an Indonesian guarantor at an Indonesian university.		
Indonesian Ethics BRIN: Print your research permit “Surat Izin Penelitian” (SIP) and forward it to the international office where your guarantor is based. Payment can only be made through your guarantor directly to an Indonesian bank. You will need to transfer funds to your guarantor. <i>The process can take 10 to 12 days.</i>		AUD 185 -some of the two parts payment must be made in USD, not AUD or IDR
Connect with your Indonesian guarantor to the international office at your selected Indonesian university.		
Your university guarantor must register as a “guarantor” via https://visa-online.imigrasi.go.id/index.xhtml S/he will receive a guarantor ID. You must submit your other documents when applying for a visa. Once, I received an email from the international office in Indonesia.		
Ask your guarantor to organise a letter from the police or Banjar (community leader) confirming your future residential address in Indonesia. This is important, and your address must match all documents. Note that in Bali, if you stay in the Gianyar region, you will need a letter from Banjar (not the police), but if you stay in Denpasar, a letter from the police is required confirming your residence. Your guarantor has a local connection and should be able to quickly organise this on your behalf.		
University guarantor and the international office apply for your visa: https://visa-online.imigrasi.go.id/index.xhtml . <i>The process can take 4 to 12 days.</i>		AUD 500 to be paid in IDR
Arrive in Indonesia only once you receive your visa. On arrival, do NOT take a 30-day tourist visa but show your printed research visa to the immigration officer to receive a research visa stamp.	Photocopy your passport page with the stamp; you must bring it to the immigration department and all other documents.	
Visit the immigration department within 30 days to receive KITAS. I suggest you visit the immigration office as early as possible, as the process can take a few weeks. You may be asked to come a few times to the immigration office 1) Submit documents and fill out forms 2) Come back in case you have missed any forms 3) Come back for an interview to take a photo and fingerprints and make a CASH-only payment 4) Come back three days later to pick up your passport.	Carry cash with you as no CC is taken at the immigration premises.	AUD 250 to be paid in cash in IDR
TOTAL		AUD 935 – subject to exchange rates.