

## Student Visa Information

There are several types of visa that serve different purposes. However, since foreign student (full time, study abroad or exchange student) is obliged to have study permit, s/he must apply for student visa. Student visa is strictly for studying only. Foreign student under student visa is *not* allowed to do any paid job during their study at Universitas Pelita Harapan (UPH).

Below are types of student visa that a foreign student must know:

### 1) VITAS (Limited Stay Permit Visa) code: 316

UPH International Office will start the process upon receiving study permit from Ministry of Research, Technology and Higher Education (KEMRISTEKDIKTI). Directorate General of Immigration will later issue the visa for the student to collect it at the chosen Indonesian Embassy (KBRI).

- **Validity:** 1 year or 2 years (T&C apply). Renewable for up to maximum 5 years.
- **Process duration:** 6-8 weeks prior to arrival.
- **Vitas fee:** USD 105 for 1-year visa / USD 180 for 2 years visa (paid at the Indonesian Embassy - KBRI overseas upon collecting visa).

VITAS is a *single-entry visa*. The process will be followed up at designated immigration office. The student must report to the Immigration Office within 7 days upon arrival in Indonesia. First point of arrival must be at Soekarno-Hatta International Airport, Tangerang.

### 2) E-ITAS (Electronic Limited Stay Permit Identification)

E-ITAS is now processed together with MERP (Multiple Re-Entry Permit) at the designated Immigration Office. It requires passport, fingerprint, photograph, and short interview during the visit to the Immigration Office.

- Validity: 1 year or 2 years (E-ITAS validity replaces the VITAS expiration date)
- Process Duration: 3-7 days

Student must bring E-ITAS all the times. If the E-ITAS paper is lost or damaged, feel free to reprint it. Renew E-ITAS as early as 2-3 months prior to the expiry date

### ***E-ITAS Renewal***

Please contact International Office to get the *sponsor letter* for renewing your E-ITAS. Fill up the Application Form and submit the required documents for us to process. The sponsor letter is free of charge and will be issued on the following working day. The process takes approximately 6-8 weeks. Start the renewal process as early as 2-3 months prior to the expiry date.

### 3) EPO (Exit Permit Only)

It must be processed at the end of study / dismissed from faculty / resignation from UPH. Passport and E-ITAS must be returned to the Immigration Office through UPH International Office or appointed agent/broker.

- Validity: 7 days (The student must leave Indonesia within 7 days after EPO is issued)
- Process duration: 2-3 working days.

### 4) Visa Exemption

If the student needs to be in Indonesia before your E-ITAS is ready, s/ he may use visa exemption. It's valid only for 30 days, non-extendable or convertible into another kind of stay permit. Foreigners from 169 countries can enter and exit Indonesian Territory through 124 Immigration Checkpoints in airports, seaports and land border across Indonesia. See **the list of 169 countries for visa exemption** ([click here to download](#)).

If the 30 days Visa Exemption facility is insufficient, please apply for Visa on Arrival (VOA).

### 5) VOA (Visa On Arrival)

This visa can be obtained directly at appointed airports and seaports in Indonesia regardless of the purpose of the visit (Business, Tourist, Social). Foreigners from 90 countries can enter and exit Indonesian Territory through appointed Immigration Checkpoints in airports, seaports and land border across. It's valid for 30 days and extendable for another 30 days at local immigration office. **VOA cannot be converted to obtain other immigration permits.**

#### *General requirements for VOA:*

- Expiration date of the applicant's passport must be at least 6 (six) months at the date of entry.
- At least one blank visa page
- Round-trip airplane ticket
- Visa on Arrival fee (US\$ 35)

See **the list of 90 countries and appointed immigration checkpoints for VOA** ([click here to download](#))

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## PROCEDURE FOR STUDY PERMIT AND E-ITAS

### FULL TIME INTERNATIONAL STUDENT / INTERNSHIP

For any foreign student (of all majors including ITC and study abroad student), s/he must be accepted and must paid the admission fee prior to applying Study Permit and Student Visa (E-ITAS).

**IMPORTANT: For new students, UPH will start the process of study permit 3 months before the class begins. If s/ he needs to be in Indonesia before E-ITAS is ready, please arrange the visa accordingly.**

Students who already own E-ITAS from the previous sponsor (i.e. High School, College, Parent's Company, etc.) **must change** the sponsorship into UPH's sponsorship. To change E-ITAS sponsor, student needs to apply for EPO (Exit Permit Only) and leave Indonesia within 7 days after the EPO issuance date. This means that student must go through the whole E-ITAS process from the beginning again (which then also requires student to travel overseas again for collecting the visa).

Student must start applying for new study permit 3 months before the class begins. Follow the steps below:

1. Do the normal process explained in the table below (point number 1 to 5)
  2. Inform UPH International Office where to collect the telex. The visa (VITAS) can only be collected at the Indonesian Embassy (KBRI) overseas.
  3. Wait until the Telex is approved and issued, then applying for EPO (Exit Permit Only) at the Immigration. EPO process takes 2-3 working days.
  4. **Do not leave Indonesia before the EPO is issued.** Plan the trip carefully based on the issuance date of EPO.
  5. Once the Telex is issued and sent via email, collect visa (VITAS) at the designated Indonesian Embassy (KBRI) or Indonesian General Consulate (KJRI). Follow the rest of the procedure accordingly.
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**FULL PROCESS AND STANDARD PROCEDURE FOR OBTAINING KITAS:**

KEY PROCESS		PROCEDURES (PRE-ARRIVAL)
1	Documents Submission	<p>Below are the required documents for processing the study permit and visa. Student must <b>scan</b> all the documents and e-mail to UPH International Office (<a href="mailto:international@uph.edu">international@uph.edu</a>). Each document (except for application form) should be <b>scanned in color</b> and <b>saved in JPEG file (size 150 – 250 KB)</b>.</p> <ol style="list-style-type: none"> <li>1. Complete the form accordingly: <ul style="list-style-type: none"> <li>• <a href="#">Application Form for Student Visa and Permit</a> (for any foreign student except ITC)</li> <li>• <a href="#">Application Form for ITC Student Visa &amp; Permit</a> (for ITC/ EPP student)</li> </ul> </li> <li>2. Passport ID page (min. validity of 18 months for 6 or 12 months visa application; min. of 30 months validity for 24 months visa application)</li> <li>3. Passport cover</li> <li>4. Photo ID in RED background</li> <li>5. Medical Statement (issued by doctor from hospital/clinic)</li> <li>6. Diploma (or latest transcript for existing UPH student, issued by Registrar Office at Building A, 3<sup>rd</sup> Floor)</li> <li>7. <a href="#">Statement Letter</a></li> <li>8. Official Bank Statement or Savings Account Records with min. balance of USD 1,500 or equivalent.</li> <li>9. <a href="#">Financial Statement</a> (ITC/ EPP scholarship student must submit Scholarship Contract)</li> <li>10. Acceptance Letter / Offering Letter from related Admission Office (or “Surat Keterangan Mahasiswa Aktif” for existing UPH student, issued by Registrar Office at Building A, 3<sup>rd</sup> Floor)</li> </ol> <p><b>IMPORTANT:</b> Any update of the requirement, will later be informed to the student.</p>

2	Payment & Verification	<p>Upon receiving the Acceptance Letter from UPH Admission, student should begin the process of applying the Study Permit and later Student Visa. By law, any foreigner who study in Indonesia must obtain <b>Ijin Tinggal Terbatas (Limited Stay Permit)</b> sponsored by her/his university.</p> <p>The visa process can be assisted by a qualified Visa Agent. The agent's handling fee is varied and usually needs to be paid in advance.</p> <p><b>IMPORTANT:</b> For students who use the recommended agent from UPH, the amount and payment details will be notified via email. The visa will only be processed once the visa payment is verified. Student must submit the bank's payment copy receipt (via email) for verification purpose.</p>
3	Study Permit Online Application	<p>After checking for the completion of data and documents, UPH International Office will upload study permit request into online system information of KEMRISTEK-DIKTI (Ministry of Research, Technology and Higher Education).</p>
4	Study Permit Process & Issuance	<p>By default, on Mondays, KEMRISTEK-DIKTI will hold a Clearing House (CH) Meeting, attended by relevant government officials, to evaluate and review every study permit request.</p> <p>At the CH Meeting, the KEMRISTEK-DIKTI will either approve/ denied the Study Permit application. The approved Study Permit will be issued in approx. 2 weeks.</p> <p>UPH International Office will then collect the Study Permit document at the KEMRISTEK-DIKTI Office in Jakarta and email it to the student. Student should make a copy of the Study Permit and submit it to the <b>Registrar Office (RO) – Building A, 3<sup>rd</sup> Floor.</b></p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>- Generally, Study Permit application and issuance process takes approximately 4 (active) weeks. Should there be any long weekends/ public holiday in the month calendar; the process may take longer than 4 weeks.</li> <li>- Study Permit must be submitted to RO as required for joining mid-test and final examination.</li> </ul>

5	Telex Process at the Immigration	<p>After the Study Permit is issued, the next process will take place at the <b>Immigration</b>. The process normally takes approximately 7 working days if there is no issue occurred during the process.</p> <p>Starting April 2017, Telex Visa application can only be processed via online. One institution is only allowed to have a single account that can be opened at one device at a time. The process for uploading documents must go through UPH International Office. Therefore, student and any agency must not request for a new login account to the Immigration as it would cause unnecessary delay and issue for the Telex process.</p> <p>This telex process will require the student or visa agent to make visa payment at local bank appointed by the Immigration (i.e. Bank BRI - Bank Rakyat Indonesia).</p> <p>Once the online application is approved, Directorate General of Immigration will send a <b>Telex (Visa Approval)</b> to UPH International Office's email. The scanned copy of the Telex will be forwarded to the student by email and it must be printed out in order to collect the visa at the Embassy.</p>
6	Visa (VITAS) Collection	<p>Upon telex issuance, student can start purchasing round ticket. It is strongly suggested for the student to check the Embassy's website before collecting the visa.</p> <p>Upon collecting the visa, student is required to <b>submit the copy of telex and passport, also completing a form at the designated embassy overseas</b>. An amount of <b>fee*</b> will be charged by the embassy and normally <b>it takes 3 to 5 working days before visa can be collected</b>.</p> <p><b>*Fee for 1-year VITAS is equivalent to USD 105 and 2 years VITAS is equivalent to USD 180. The fee needs to be paid in local currency (cash).</b></p>
7	Arrival in Indonesia & Report to Immigration	<p>We strongly advise you to arrive at <b>Soekarno-Hatta International Airport, Tangerang</b> before travelling or going to other parts of Indonesia. The reason is because the student <b>must report to the Immigration within 7 days upon arrival</b>. To do this, submit <b>Passport</b> to Immigration (or through International Office if using UPH recommended agent).</p> <p><b>IMPORTANT:</b> Consequences of late report to Immigration will result in overstay penalty (IDR 300,000/ late day).</p>
8	E-ITAS Biometric	<p>After reporting to the Immigration, the student will be notified to go visit the Immigration Office within 5 to 7 working days. The purpose of the visit is to have a <b>brief interview, photograph and finger-print taken</b>.</p>

9	E-ITAS Issuance	<p>Approximately within 7 working days, the Immigration will stamp <b>Limited Stay Permit</b> on the passport and issue <b>E-ITAS (Electronic Limited Stay Permit)</b> that will later be sent via email.</p> <p>Student must bring E-ITAS all the times. If the E-ITAS paper is lost or damaged, feel free to reprint it.</p>
*	E-ITAS & Study Permit Renewal*	<p>E-ITAS and Study Permit are valid either for 6 months, 12 months or 24 months, depending on the validity period granted by KEMRISTEK-DIKTI (Ministry of Research, Technology and Higher Education) and Directorate General of Immigration.</p> <p><b>IMPORTANT!</b>  <b>Students are responsible to ensure that the E-ITAS &amp; Study Permit are renewed in time (before the expiration date). The renewal process shall be initiated at least 3 months prior to the expiration date.</b></p> <p>For the complete renewal process and procedure, <a href="#">CLICK HERE</a>.</p>
**	EPO**	<p><b>Prior to leaving Indonesia permanently due to the following reasons, students must apply for EPO (Exit Permit Only) at least 2 weeks before the departure date:</b></p> <ul style="list-style-type: none"> <li>● Completion of study</li> <li>● Withdrawal of study</li> <li>● Return to home country for good</li> <li>● Dismissed/ Dropped Out (DO)</li> </ul> <p><b>EPO process:</b></p> <ul style="list-style-type: none"> <li>● Preparing passport, E-ITAS, and copy of STM (<i>Surat Tanda Melapor</i>) from Police Department</li> <li>● Filling up the application form to get sponsor letter from UPH International Office</li> <li>● Upon receiving sponsor letter, student/ visa agent should process it to designated immigration office</li> </ul> <p><b>IMPORTANT!</b>  <b>Student is advised to inform the Departure Date to UPH International Office and should NOT purchase the flight ticket before the EPO is issued.</b> The EPO process takes 2-3 working days. Student must leave Indonesia within 7 days.</p>