STUDY PERMIT AND VISA GUIDE

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- For quicker access, please open the bookmark panel and click on the subject you wish to read.
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LATEST UPDATES & CURRENT PROCEDURE

❖ As the main sponsor of the student visa, we are responsible to make sure that every student obtains the appropriate legal permits and documents during their study period at UPH. To ensure student's compliance with all the government regulations, **starting from the Academic Year 2021/2022** we have a new policy that **all student visa and permit processes (either new or renewal) must be processed through UPH**. Thus, student is no longer allowed to process the permit and visa independently.

❖ Due to pandemic, the KEMDIKBUDRISTEK (Ministry of Education, Culture, Research and Technology) and the Immigration **only allows and approve Student Visa and Permit application if the student is already in Indonesia (Onshore)**. Student visa and permit application either new or renewal from overseas (Offshore) is not available yet.

❖ The process for the Student Visa and Study Permit application **should begin 2-3 months prior** to your first day of class (for new application) or before E-ITAS expiry date (for renewal application). Please pay attention to the public or university holidays.

❖ To apply for ≤ 12 months study permit/student visa you will need the minimum passport validity of **18 months**. To apply for 24 months study permit/student visa you will need the minimum passport validity of **30 months**.

STUDY PERMIT AND VISA DOCUMENTS

All international students must apply for the following documents:

Program	Program Duration	Visa and Permit Documents
Full-Time Degree (Undergraduate, Graduate, and Post- Graduate)	S1: 3,5 – 4 years S2: 18 months S3: 3 – 3,5 years	Study Permit E-ITAS / E-ITAP STM SKTT EPO / ERP Non-Return*
Exchange/Study Abroad	1-2 semesters	Study Permit E-ITAS STM SKTT EPO / ERP Non-Return*

Short Course Program (Study Tour, Summer/Winter Camp)	<4 weeks	For visa-exempted countries: Study Permit For visa-required countries: Study Permit Single Entry Visa B211A
Short Course Program (Study Tour, Summer/Winter Camp)	>4 weeks	Study Permit Single Entry Visa B211A
BIPA (Bahasa Indonesia bagi Penutur Asing) and EPP (English Pathway Program)	1 year	Study Permit E-ITAS STM SKTT EPO / ERP Non-Return*
Unpaid Internship	-	<6 months: Single Entry Visa B211A >6 months: E-ITAS (>6 months) STM SKTT EPO / ERP Non-Return*

*This permit MUST be processed at the end of study or when the student is about to leave Indonesia permanently for a period of longer than the E-ITAS validity. If student failed to process the Exit Permit (EPO / ERP) then there will be complications / issues when the student return to Indonesia and wants to apply for a new Stay Permit.

TYPES OF STAY PERMITS ALLOWED FOR STUDY IN UPH

❖ The following are a few types of Stay Permit that can be used to study at UPH:

Type of Stay Permit	S1 (Undergraduate)	S2 (Graduate)	S3 (Post-Graduate)
Student E-ITAS (Sponsored by UPH)	✓	✓	✓
E-KITAP	✓	✓	✓
Investor E-ITAS	✓	✓	✓
Spouse E-ITAS	✓	✓	✓
Working E-ITAS	Not Applicable	✓	✓

Note:

- Student who uses these Stay Permit to study at UPH (e.g., E-KITAP, Investor, Spouse and Diplomatic Visa) must submit the Proof of the valid visa and fill out the **Appendix Form for UPH Non-Sponsored Visa**.

- E-KITAP, Investor, Spouse, and Working visa are not sponsored by UPH, but students are **still required to apply for Study Permit and submit the valid E-ITAS to UPH IO**.

❖ Student E-ITAS and other type of E-ITAS holder (i.e. Spouse, Working, Investor) must apply for STM and SKTT. Student who use E-KITAP must have KK (Kartu Keluarga) / Family Card and KTP (Kartu Tanda Pengenal) / National ID.

❖ Student who has E-ITAS Sponsored by UPH must report to UPH IO and do the required process each time there are any changes to the following information/document:

- **Address** – Address Mutation

- **Passport** – Passport Mutation

- **Leaving Indonesia permanently** – EPO / ERP Non-Return

❖ All foreign student regardless whose visa is sponsored / non-sponsored by UPH must report to UPH IO whenever there are any changes within the **Student Information Details** (such as Mobile number, Email, Emergency Contact, Change of Study Program, etc.) – Update by sending an email to international@uph.edu.

TERMS AND DEFINITIONS

❖ **Study Permit or known as SIB (Surat Izin Belajar):** a permit for study issued by KEMDIKBUDRISTEK (Ministry of Education, Culture, Research and Technology). All international students are required to possess a valid study permit during their study at UPH. Study permit validity can start from 1 (one) week up to 2 (two) years, and student can only apply the period according to their study program and duration.

Study permit of ≥ 1 year validity can be renewed for as long as the student has not completed their thesis. A study Permit is one of the requirements to apply for E-ITAS sponsored by UPH.

❖ **E-ITAS (Izin Tinggal Terbatas Elektronik):** a temporary stay permit issued by the Immigration. The validity of Student E-ITAS will follow the approved study duration stated in the Study Permit.

Student E-ITAS can be renewed for 6 / 12 / 24 months with a maximum of 5 (five) years validity. Student must finish the E-ITAS renewal process before the expiry date, otherwise

student must process EPO (Exit Permit Only) and leave the country and then reapply for a new E-ITAS. For overstay, student will be charged with overstay penalty per day.

IMPORTANT! Student must report ANY changes of Address, Contact, Passport, and Visa documents to International Office.

❖ **E-ITAP (Izin Tinggal Tetap Elektronik):** is a permanent stay permit usually sponsored by Parents and not sponsored by UPH, which is valid for 5 (five) years. E-ITAP holder is still required to apply for Study Permit and must submit the E-ITAP to International Office. **IMPORTANT!** Student must report ANY changes of Address, Contact, Passport and Visa documents to International Office.

❖ **STM (Surat Tanda Melapor):** is a document issued by the Police Department as proof that the student has reported the arrival to Indonesia. This document is required to process E-ITAS renewal.

❖ **SKTTS (Surat Keterangan Tempat Tinggal Sementara):** is a document issued by the Civil Registry office that functions as an ID card during a student's stay in Indonesia.

❖ **EPO (Exit Permit Only)**: is an exit permit that should be processed BEFORE the student leave Indonesia. Student must notify IO staff and apply for EPO at least 2 (two) weeks before the Departure Date and submit the original passport and flight ticket. After EPO is issued, student must leave Indonesia within 7 (seven) days otherwise the overstay penalty will apply.

❖ **ERP (Exit Re-Entry Permit) Non Return**: is an exit permit that is processed AFTER the student left Indonesia permanently due to circumstances when there is not enough time to process EPO.

❖ **Single Entry Visa - B211A:** is a single-entry visa with a maximum period of stay of 60 (sixty) days and can be renewed up to 4 (four) times with a maximum of 30 (thirty) days for each renewal.

ADDITIONAL NOTES ON REQUIRED DOCUMENTS

❖ **Please scan the documents appropriately using a scanner and make sure the whole documents are clear and readable, do NOT send a photo of the documents.** As the government is very strict about the requirements, documents that do not meet the standard <u>will be rejected</u> by the system.

❖ Please help to make sure that all your documents are **saved in the right format and NOT exceed 300kb**. Also, make sure it is scanned in color and not rotated. Doing this will help us greatly to speed up the work process at International Office.

❖ Please make sure that the **issuance date of the documents does not exceed 60 (sixty) days from the submission date to UPH IO**. As the KEMDIKBUDRISTEK will reject the application and student will be requested to revise or update the document.

REQUIRED DOCUMENTS – NEW / RENEWAL

NO	DOCUMENTS	DOC TYPE	NEW		RENEWAL
			< 3 months	3-24 months	12-24 months
1	Application Form for Study Permit and Visa*	PDF	v	v	v
2	Color Scanned Passport (ID Page + Cover)	JPEG	v	v	v
3	Statement Letter*	JPEG/PDF	v	v	v
4	Regular Student: Financial Statement / Financial Statement (Self-Financed)*	JPEG/PDF	-	v	v
	ITC Student: Scholarship Statement from YUPH	JPEG/PDF	-	v	v
5	Statement Letter (PROKES)*	PDF	v	v	v
6	Photo ID in Color (Red Background)	JPEG	v	v	v
7	Medical Statement issued by Doctor/Hospital	JPEG	-	v	v
8	Offering Letter / Acceptance Letter from Admission	JPEG/PDF	v	v	-
	SKMA (Surat Keterangan Mahasiswa Aktif) from Registrar Office / Faculty	JPEG/PDF	-	-	v
9	Latest High School Diploma	JPEG/PDF	v	v	-
	Official Academic Transcript from Registrar Office	JPEG/PDF	-	-	v
10	Covid-19 Vaccination Certificate	JPEG/PDF	v	v	v
11	Criminal Check Report from Police Department in the country of origin	JPEG/PDF	v	v	-
12	Health / Travel Insurance	JPEG/PDF	v	v	-
13	Visa Payment Confirmation Form*	PDF	v	v	v
14	Appendix for Non UPH Sponsored Visa**	PDF	v	v	v
15	Current Stay Permit / Visa (ITAS/KITAP)	JPEG/PDF	Only if applicant already in Indonesia		v

*Document template provided by UPH

**Only required for KITAP / ITAS / other Stay Permit not sponsored by UPH

All Student Visa and Permit forms can be downloaded **HERE**.

REQUIRED DOCUMENTS – MUTATION (Passport & Address), EPO/ERP

No	DOCUMENTS	DOC TYPE	Passport Mutation	Address Mutation	EPO	ERP
1	Application Form for Study Permit and Visa*	PDF	v	v	v	v
2	Exit Permit Application Form*	PDF	-	-	v	v
3	Color Scanned Passport (ID Page + Cover)	JPEG	v	v	v	v
4	Original Valid Passport	Hard Copy	v	-	v	-
5	Flight Departure Ticket	JPEG/PDF	-	-	v	v
6	Exit Stamp from Airport Immigration	JPEG	-	-	-	v
7	Visa Payment Confirmation Form*	PDF	v	v	v	v

*Document template provided by UPH

All Student Visa and Permit forms can be downloaded **HERE**.

PROCEDURE – NEW & RENEWAL

1. Submit all of the required documents by email to UPH International Office (IO) (international@uph.edu)

2. UPH IO staff will check the documents and if complete, student will be informed on the visa fee and payment details. **Payment must be made in advance before we can process the visa / permit application**.

3. After payment is made, student need to complete and submit the **Visa Payment Confirmation Form** to UPH IO via email to international@uph.edu.

4. IO will issue the Sponsor Letter and start the process for Study Permit.

5. After the Study Permit is issued, UPH IO will send the file to student via email.

6. UPH IO will continue the process for Visa application.

7. Once the e-Visa is issued, UPH IO will notify and ask student to submit the original passport document to begin the process for E-ITAS.

8. Within 1-2 weeks later, student will be notified to visit the designated Immigration office within the area of the student's domicile address for E-ITAS biometrics (fingerprint and photo).

9. Within 1-2 weeks after the visit, the E-ITAS will be issued and sent to student via email.

10. UPH IO will continue the process for STM and SKTT.

11. After the STM and SKTT is issued, UPH IO will send the copy to student via email.

12. Process is complete.

PROCEDURE – MUTATION (Passport / Address)

1. Submit all of the required documents by email to UPH International Office (IO) (international@uph.edu)

2. UPH IO staff will check the documents and if complete, student will be informed on the fee and payment details. **Payment must be made in advance before we can process the visa / permit application**.

3. After payment is made, student need to complete and submit the **Visa Payment Confirmation Form** to UPH IO via email to international@uph.edu.

4. IO will issue the Sponsor Letter and start the process for Passport / Address mutation. Please note that the mutation process will be processed at the Immigration / Civil Registry Office within the area of student's domicile address.

5. Within 7-14 working days, UPH IO will notify student on the process completion (and original passport will be returned to student).

PROCEDURE – EPO

1. Notify UPH International Office (IO) on your intention to leave Indonesia **at least 2 (two) weeks before your Departure Date** and submit the required documents by email to UPH International Office (international@uph.edu). Please pay attention to the public holiday or national holiday.

2. UPH IO staff will inform student / appointed representative on the price and payment details prior to the application process. **Payment must be made in advance before we can process the visa / permit application**.

3. After payment is made, complete and submit the **Visa Payment Confirmation Form** via email to international@uph.edu.

4. IO will issue the Sponsor Letter and process the EPO by submitting the Passport and Flight Ticket to the Immigration.

5. The process for EPO normally takes 3-5 working days. Once EPO is approved, passport will be returned and student **must leave Indonesia within 7 (seven) days from the EPO issuance date**. Otherwise, the overstay penalty per day will apply.

6. Depart from Indonesia. Process is complete.

PROCEDURE – ERP NON-RETURN

1. In circumstances where there was not enough time to process EPO before Departure, student must notify UPH International Office (IO) to process ERP Non-Return and submit the required documents by email to UPH International Office (international@uph.edu) .

2. UPH IO staff will inform student / appointed representative on the price and payment details prior to the application process. **Payment must be made in advance before we can process the visa / permit application**.

3. After payment is made, complete and submit the **Visa Payment Confirmation Form** via email to international@uph.edu.

4. IO will issue the Sponsor Letter and process the ERP Non-Return.

5. Once ERP Non-Return is approved, the Immigration will issue the receipt and UPH IO will send it to student by email.

6. Process is complete.

SAMPLE OF STUDY PERMIT AND VISA DOCUMENTS

The sample of study permit and visa documents can be viewed **HERE**.

CONTACT US

❖ Any questions?
   - Send an email to international@uph.edu, or
   - Call us at (021) 546 0901 ext. 2529, 2542 or 2536; or
   - Visit our office in Building C, 3rd Floor (with appointment only)

❖ Before your visit, please make appointment with us via email.