

1. Copy of passport
2. Copy of visa number 315
3. Copy of Arrival Date Stamp on the Passport.
4. Two pieces of 4x6 red background photograph.
5. Finger Printing and digital photo will be taken at Immigration Office

5. Report to The Ministry of Environment and Forestry (Kementerian LHK)

For foreign Researchers who will conduct research in more than one conservation areas (National Park, Wildlife Reserve or Nature Reserve), they should report to Secretary of Directorate General of the Essential Nature Resources Conservation, The Ministry of Environment and Forestry (Sekretaris Ditjen KSDAE – Kementerian Lingkungan Hidup dan Kehutanan) in Jakarta to obtain SIMAKSI. The researcher who will conduct research in only one conservation area, the SIMAKSI will be issued by the office of National Park or Nature Resource Conservation Institute (BKSDA) in the provincial capital city. For obtaining the SIMAKSI, the following documents are needed:

1. Copy of research proposal
2. Copy of CV
3. Copy of Travelling Permit Letter (SKJ) from MABES POLRI.
4. Copy of Research Permit Letter from the Ministry of Research, Technology and Higher Education
5. Copy of Research Notification Letter (SPP) from Ministry of Home Affairs.
6. Copy of passport
7. Copy of visa number 315
8. Revenue stamp values of Rp. 6000 (Materai 6000)

Foreign Research Permit and Type of Visa

The validity period for a Research Permit is maximally for 12 months. Extended period is possible only for two consecutive terms; each is 12 months long. Multi-year research activity must be stated explicitly in the proposal. Type of visa which should be used for doing research is VITAS 315 (Temporary Stay Visa for Conducting Research Number 315), while VITAS number 317 is for the spouse/ family of foreign researcher. After a foreign researcher and his/her family receive VITAS either number 315 or 317, he/she must report to the Immigration office by at the latest 30 calendar days since the arrival date. Foreign researcher will get fining from Immigration Office for Rp.300.000 each-day for late report. Foreign researcher who hold VITAS number 315 and receive KITAS, will obtain Multiple Exit Re-entry Permit (MERP) the researcher could leave from Indonesia temporarily then return to Indonesia to continue the research.

Stop Temporarily, Continuation, and Completion of the Research

- (1). After receiving the KITAS and MERP stamp on his passport, If the researcher plans to make temporary recess and to leave Indonesia prior to his continuing the work, he could leave the country directly without any reporting to the Ministry of Research, Technology and Higher Education nor Immigration Office;

- (2). For foreign researcher who has finished his research activity, he should request for an Exit Permit Only (EPO). Letter of request for the exit permit must be addressed to The Minister for Research, Technology and Higher Education, attached with a recommendation letter from local partner, and a copy of the tentative final report;
- (3). Based on the above request, The Ministry of Research, Technology and Higher Education will issue the letter of request for Exit Permit Only (EPO) addressed to the Head of Immigration Office where the KITAS has been issued;
- (4). To avoid problems when re-entering Indonesia by respectively re-applying for a new research visa number 315, the foreign researcher when left Indonesia by using MERP and can not return to the country until his MERP expired, he should request to the Ministry “MERP TIDAK KEMBALI” in order to change his Immigration status to be Exit Permit Only (EPO). To proceed the “MERP TidakTembali” since the researcher has already exited, he should send via email the scanned copies of the KITAS (Limited Stay Permit Card), ITAS (Limited Stay Permit stamp on the passport, MERP (Multiple Exit re-entry Permit stamp on the passport), the visa number 315 and passport to the Ministry of Research , Technology and Higner Education. The Ministry then provide the covering letter addressed to the Immigration Office from which the KITAS issued., in order to change his immigration status to be EPO

Report Writing Standard

The foreign researcher has to submit a progress report every three month and tentative final report once he/she finishes the research project in Indonesia. If he conducts the research project in Indonesia less than three months, he should submit only the tentative final report. In writing the report, he should follow the following standards:

1. Quarterly Progress Report

The progress report, must contain the followings:

- (1) Research objectives.
- (2) Description of study field.
- (3) Research material or object to be investigated.
- (4) Research approach or methods.
- (5) Provisional results.
- (6) Problems encountered.
- (7) Planned activities in the next three months.

2. Final Report

The final report, must contain the following:

- a. Introduction, include:
 1. Background information.
 2. Scientific justification on the selection of subjects and sites to be investigated.
 3. Review on and comparison with other studies that have been conducted previously on the same subject and or in the same region or else where with similar conditions.
 4. Hypotheses to be tested (if any).

- b. Objectives, include:
 1. Objectives and scope of research have to be described clearly.
 2. Local research description in detail covers physically aspects (geography, topography, and climatology) as well as Biology, social-economic, cultural, and other aspects which are relevant to scope of research.
 3. Reason for selecting the method that being used.
- c. Result and Discussion, include:
 - (a) Description in detail of research result which has been acquired.
 - (b) Discussion of research result cover its valuation, interpretation and significance, as well as suggestion for subsequent research.
 - (c) The benefit for Indonesian development program.
- d. Conclusion, include:
 1. Crucial points which may be encountered from research result.
 2. Problem solving of research, encouraging or discouraging of hypotheses stated in the research objectives.

Table1: Tariff for Foreign Research Permit Fee (Indonesian Rupiah)

CATEGORIES	New (<1 month)	New (<6 months)	New (6 – 12 months)	Extension (<1 month)	Extension (<6 months)	Extension (6-12 months)	New Travel Document for Spouse & Dependent	Extension Travel Document for Spouse & Dependent
Registration Fee	100.000	100.000	100.000	100.000	100.000	100.000	100.000	-
University	1.750.000	2.500.000	5.000.000	750.000	1.250.000	2.500.000	1.000.000	500.000
R&D Institution	1.750.000	2.500.000	5.000.000	750.000	1.250.000	2.500.000	1.000.000	500.000
Company	3.000.000	5.000.000	10.000.000	1.750.000	2.500.000	5.000.000	1.000.000	500.000
Individuals	750.000	1.300.000	1.500.000	500.000	650.000	750.000	1.000.000	500.000

The above listed fee does not include:

- Fee for collecting visa at Indonesian Embassy or Consulate General;
- Fee for Limited Stay Permit Card (KITAS) at Immigration Office.
- Fee for Police Registration Card (SKLD) at National Police Headquarters or Provincial Police Headquarters in Provincial Capital CITY.
- Other fee at related government agencies (if any).



Foreign Research Permit Guide



The Ministry of Research, Technology and Higher Education Republic of Indonesia

Welcome to Indonesia

This brochure is intended to guide you during the administrative process since you arrived in Indonesia

Preface

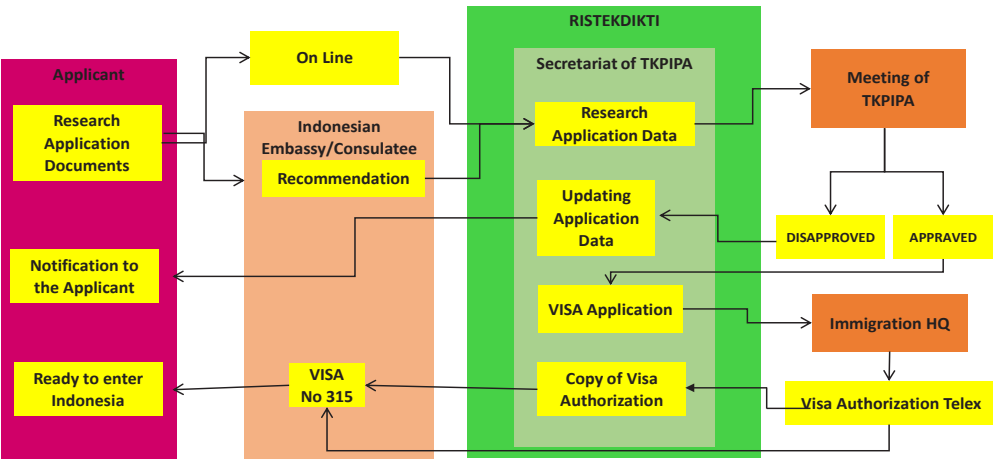


According to Government Decree No: 41/2006, all foreign universities, research and development institution, foreign entity, and foreign national are welcome to conduct research in Indonesia. They are encouraged to participate in R & D activities in order to develop Science and Technology cooperation and ultimately to increase Science and Technology transfer in Indonesia. Foreign researchers who will conduct research in Indonesia have to involve local scientist as counterpart either from local university, research institute or Non Government Organization (NGO) who has competency in the research topic.

Research Permit Procedures

For every non-Indonesian citizen researcher that plans to conduct research within Indonesia territory, prior to the passage, he or she should apply individually for receiving a research permit from the Minister of Research Technology and Higher Education. Without such consent, any research activity(ies) by a foreigner is illegal

FOREIGN RESEARCH PERMIT PROCEDURES (Pre Arrival to Indonesia)



After receiving the completed Research Application Documents until the visa authorization telex issued by the Immigration Head Quarters, the process takes around 4 weeks.

Document Required for Application

The following enlists are required documents which should be prepared during the submission for research permit application:

1. A formal letter addressed to The Ministry of Research, Technology and Higher Education, f.d.t Director of Intelectual Property Management as Secretary of the Coordinating Team for Foreign Research Permit (TKPIPA). The letter should be stated clearly in which Indonesian Representatives (Embassy or Consulate General) abroad the applicant will collect the research visa number 315. The cc must be sent to the above mentioned Indonesian Embassy or Consulate General.
2. One copy of research proposal contains at least: title, objectives, methodology, locations (districts, cities and provinces should be mentioned clearly), and duration of the research in Indonesia.
3. One copy of abstract of the research proposal, containing the title, methodology, and objectives.
4. One scanned copy of applicant’s passport (The passport must be valid at least for 18 months when the applicant collects the Research Visa number 315). It means applicant should hold the passport which the date of expiration is still valid at least for 18 months when the researcher is collecting the visa.
5. One copy of the applibant’s curriculum vitae (CV) including a list of publications, if any. The position of the applicant in the institutional employment must be stated clearly, e.g.Professor, Researcher, Student, Research Assistant, Technician, etc.
6. One copy of local counterpart’s Curriculum Vitaea including a list of publications, if any;
7. One copy of applicant’s recent close up red background 4x6 cm size photograph;
8. Memorandum of Understanding (MoU) and Implementing Arrangement or Letter of Agreement between applicant’s institution and Indonesian partner institutions (local counterpart is needed if the research project will be multiyears and involve many researchers or scientists;
9. Material Transfer Agreement (MTA), if applicant will send or bring research sample or specimen.

Directorate of Intelectual Property Management
Directorate General of Strengthening for Research and Development
The Ministry of Research, Technology, and Higher Education
Republic of Indonesia
The 2nd building of BPPT, 20th floor
Jl. M.H. Thamrin No. 8 Jakarta 10340

Tel

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Homepage

Online Registration

: (+6221) 316 2222 ext. 9777 and 9797

: (+6221) 21 3983-6180

: frp@ristekdikti.go.id

: http://www.ristekdikti.go.id/

: http://frp.ristekdikti.go.id/

10. Two letters of recommendation from: [a] professor or supervisor or other senior scientist and [b] official letter of recognition issued by the institution or university where the applicant’s works.
11. A letter of Acceptance from Indonesian research institute or university which will act as the research counterpart. (The letter should be addressed to Secretary of The Coordinating Team for Foreign Research Permit, Ministry of Research, Technology and Higher Education (Sekretaris Tim Koordinasi Pemberian Izin Penelitian Asing (TKPIPA) Kementerian Riset,Teknologi dan PendidikanTinggi and It should be written in Bahasa Indonesia). For long term research collaboration, it is essential to arrange for agreement documents, such as Memorandum of Understanding (MoU), Implementing Arrangement and Material Transfer Agreement (MTA) between the researcher’s institution and the Indonesian counterpart’ institution if the researcher plans to take specimen or samples to be analysed either in his home country or in Indonesia;
12. A letter of guaranteeing sufficient fund to cover research and living expenses during conducting research in Indonesia (The amount of the research funding(s) should be stated in US\$). The Applicant should up load scanned copy of Bank Account with with balance at least is USD 1,500.00 or in other currency equivalent to USD 1,500.00;
13. Health certificate from legal practising medical doctor stating that the applicant is both physically and mentally capable to conduct the research (optional).
14. A recommendation letter(s) from Indonesian Representative (Indonesian Embassy or Consulate General) in the Applicant’s country of residence (optional).
15. A list of research equipments that will be brought or imported to Indonesia, along brief technical specification and mention the estimated value for each equipment on the use should be stated in US\$.
16. If the Applicant plans to bring his/her spouse and depemdents, he/she should submit the spouse’ CV; a copy of marriage certificate or other citizen partnership certificate, child (children) birth certificate(s), copies of his/her family passports, and 4 (four) recent close-up photographs of each family member.

All the above documents in soft copies should be uploaded through Online Registration System in <http://frp.ristekdikti.go.id/>. If you face technical difficulty in uploading the soft file, the documentscould be sent to email address: frp@ristekdikti.go.id. Applicant should bring with him all hard copy documents when the applicant comes and reports his arrival at the Ministry of Research, Technology and Higher Education (Ristekdikti) office in Jakarta. The applicant can not apply more than one research application in the same time.

Arrival at Jakarta

In addition, after the Research Permit Letter and Research Permit Card submitted by the Ministry of Research, Technology and Higher Education, the researcher must report to the following offices (See the flow Chart) :

POST ARRIVAL PROCEDURES								
Activities	Authorities					Quality Standar		
	Applicant	RISTEKDIKTI	POLICE	IMMIGRATIONS	Other Office	Require Document	Time	Output
Arrive in Indonesia and report to RISTEKDIKTI						Passport,visa number 315, photograph	24 hr	
Receive researh permit letter and recommendation letters for Police, Immigration, Ministry of Home Affairs, and PHKA								Research Permit (SIP), recommendation letters
Report to Police Head Quarters								Travelling Permit (SKJ)
Receive SKJ (Travelling Permit)						SIP	1 day	
Report to local Immigration Office							4-7 Working day	Limited stay permit (KITAS)
Report to Ministry of Home Affairs						SIP	4 Working days	Research Notification Letter (SPP-central)
Receive KITAS from Immigration, and SPP from Home Affairs							1 day	
Report to Badan Kesbang dan Politik at Local Government, showing the SPP						SIP, SPP	7 day	SPP - local
Ready to start researh								

1. Report to The Ministry of Research, Technology and Higher Education (Kemristekdikti)

Having obtained the research visa number 315, the foreign researcher(s) may depart to Indonesia, and after arriving in Jakarta, applicant should report to The Division of Foreign Research Permit at BPPT 2nd Building, 20th floor, Jl. M.H. Thamrin No.8 Jakarta 10340. Ristekdikti strongly recommends the applicants to inform the Ristekdikti in advance the arrival day in Jakarta so that Ristekdikti could provide all required papers before the arrival *date (Prior Inform Service)*. Foreign researcher has to fill in a questionnaire given by the staff and attach two copies of red-background recent photographs (one copy of 2x3 cm size and one copy of 4x6 cm size) within the questionnaire sheet as well as the revenue stamp 6000 (MATERAI 6000). On the same day, the applicant(s) will receive some covering letters from Secretariat as listed below:

- a) Letter of Research Permit and Research Permit Card.
- b) Letter of request for Travelling Permit (Surat Keterangan Jalan) addressed to **Kepala BAINTELKAM POLRI**, up. **Kabid YANMAS, MABES POLRI**, Jl. Trunojoyo No.3, Kebayoran Baru Jakarta Selatan.
- c) Letter of request for Research Notification Letter (Surat Pemberitahuan Penelitian) addressed to **Direktorat Kewaspadaan Nasional, Ditjen Pemerintahan Umum dan Politik**, Ministry of Home Affairs, Jl. Medan Merdeka Utara No.7 Jakarta.
- d) Letter of request for KITAS (*Kartu Izin Tinggal Terbatas*, Limited Stay Permit Card) and MERP (Multiple Exit Re-entry Permit) addressed to the local Immigration Office where the research will be conducted. Foreign researcher has to report to the local Immigration Office not later than 30 calenderdays since the arrival date. Late report will be fined Rp 200,000 per day.

- e) If the researcher will conduct research in more than one conservation areas such as national park or nature reserve, Letter of request for Entry Permit to Conservation Area (SIMAKSI= Surat Izin Masuk Kawasan Konservasi) should be addressed to the Secretary of Directorate General of Essential Nature Resources Conservation, Ministry of Environment and Forestry (**Sekretaris Direktorat Jenderal Konservasi Sumber Daya Alam Esensial Kementerian Lingkungan Hidup dan Kehutanan**),**Gedung Manggala Wanabakti Blok VII Lt. 7, Jln. Jenderal Gatot Subroto, Jakarta Selatan**. The researcher who will conduct research in only one Conservation area, the SIMAKSI will be issued by office of National Park or Nature Resource Conservation Institute (Kepala Balai Taman Nasional or BKSDA) in the provincial capital city.

Beside the Research Permit Letter and Research Permit Card should be submitted to the Ministry of Research, Technology and Higher Education, the researcher must also report to the following offices:

2. Report to National Police Head Quarters (MABES POLRI)

The foreign researcher should report to the National Police Headquarters (MABES POLRI) at Jalan Trunojoyo No.3, Kebayoran Baru Jakarta Selatan for obtaining Travelling Permit (Surat Keterangan Jalan/SKJ), with the required documents:

1. Copy of Research Permit issued by the Ministry of Research, Technology and Higher Education.
2. Copy of passport.
3. Copy of visa number 315
4. Copy of Arrival Date Stamp on the Passport
5. Two copies of 4x6 cm red background photograph

3. Report toThe Ministry of Home Affairs (KEMDAGRI)

The foreign researcher should report to the Ministry of Home Affairs at Jalan. Medan Merdeka Utara No.7 Jakarta for obtaining the Research Notification letter (Surat Pemberitahuan Penelitian), with the following documents required:

1. Copy of Travelling Permit Letter from MABES POLRI;
2. Copy of Research Permit Letter from the Ministry of Research, Technology and Higher Education
3. Copy of passport
4. Copy of visa number 315
5. Copy of Arrival Date Stamp on the Passport
6. Two copies of 4x6 cm red background photograph

4. Report to Immigration Office

The foreign researcher should report to local Immigration Office in Jakarta or to the nearest city where he will conduct research,for obtaining the Limited Stay Permit Card (KITAS) and Multiple Exit Re-entry Permit (MERP). For obtaining KITAS and MERP, the following documents are needed: