COMING TO WORK IN INDONESIA AS A RESEARCHER (Ph.D)

a foreign research permit guide

v. July 2019
WELCOME TO INDONESIA!

Things to note before you start:

Every foreign researcher who wishes to conduct research within Indonesian territory should:

- Involve local scientist(s) as counterpart, either from local university, research institute or Non Government Organization (NGO)

- Prior to the passage, should apply individually for receiving a research permit from Minister of Research Technology and Higher Education. Without such consent, any research activity(ies) by a foreigner is illegal.
AUTHORIZATION PAPERS
to obtain prior to entering Indonesia

1. **RESEARCH VISA**
   - For RESEARCHER
     - VITAS 315
     - Temporary Stay Visa for Conducting Research Number 315
   - For SPOUSE/FAMILY
     - VITAS 317
   - Issued in FRANCE within 1 to 4 months

2. **SIP (RESEARCH PERMIT)**
   - Issued in INDONESIA within 24 hours
   - Valid for 12 months only. Can be extended for 2 consecutive 12 months terms only.
   - Multi-year research activity must be stated explicitly in the proposal.

3. **KITAS (LIMITED STAY PERMIT)**
   - Issued in INDONESIA within 4 working days

4. **MERP (MULTIPLE EXIT RE-ENTRY PERMIT)**
   - Issued in INDONESIA within 3 working days

5. **SKJ (TRAVELING PERMIT)**
   - Issued in INDONESIA within 24 hours

6. **SPP (RESEARCH NOTIFICATION LETTER)**
   - Issued in INDONESIA within 4 working days

Based on your duration of stay, you will need:

- **STAY ≤ 30 days**
  - 1
  - 2

- **30 days < STAY ≤ 1 year**
  - 1
  - 2
  - 3
  - 4
  - 5
  - 6

- **STAY > 1 year**
  - 1
  - Plus, annual renewal of:
    - 2
    - 3
    - 4
    - 5
    - 6
THE AUTHORITIES
and issued authorization papers

RISTEKDIKTI
Ministry of Research Technology and Higher Education
issues:
SIP (Research Permit)

MABES POLRI
National Police Headquarters
issues:
SKI (Travelling Permit)

IMIGRASI
Immigration office
issues:
KITAS (Limited Stay Permit)
MERP (Multiple Exit Re-entry Permit)
EPO (Exit Permit Only)
ITAS PERAIRAN (Limited Stay Permit for Doing Research in Indonesian Waters)

KEMENDAGRI
Ministry of Home Affairs
issues:
SPP (Research Notification Letter)

KLHK
Ministry of Environment and Forestry
issues:
SIMAKSI (Entering Permit for Conservation Areas)
SATDN & SATLN (Permit for Collecting and Delivering Research Sample)

LIPI
Indonesian Institute of Sciences
issues:
Scientific Recommendation for Collecting and Delivering Research Sample

KEMENHAN
Ministry of Defense
issues:
SC (Security Clearance)
SO (Security Officer)

DIRJEN BEA CUKAI
Directorate General of Customs and Excise
issues:
Letter of Import Duties Liberation (for research equipment)
1 Applying for RESEARCH VISA

**APPLICANT**

- **online application**

**RITEKDIKTI - TKPIPA***
  - *Coordinating Team for Research Approval

**ETHICAL CLEARANCE***
  - *subject to further notice

**APPROVED**
**REJECTED**

**INDONESIAN EMBASSY/CONSULATE**

**VISA 315 issue***
  - *concerning France, VISA processing may take 1-4 months

**Visa Authorization by IMMIGRATION HQ**

Complete Research Application Documents submission to visa authorization issue may take ± 4 WEEKS
PRE-ARRIVAL PROCEDURES

2 Required Documents for RESEARCH PERMIT Application (1/2)

1 FORMAL LETTER
   addressed to:
   Directorate of Intellectual Property Management
   Directorate General of Strengthening for Research and Development
   The Ministry of Research, Technology, and Higher Education Republic of Indonesia
   2nd building of BPPT, 20th floor
   Jl. M.H. Thamrin No.8 Jakarta 10340
   mentioning and cc to Indonesian Embassy/Consulate where the researcher wish to collect VISA 315

2 RESEARCH PROPOSAL
   title, objectives, methodology, location, and duration of research in Indonesia

3 ABSTRACT OF THE RESEARCH PROPOSAL
   title, objectives and methodology (500 words)

4 COLORCOPY OF APPLICANT’S PASSPORT
   Passport should be valid at least for 18 months when applicant collects VISA 315

5 APPLICANT’S PHOTOGRAPH
   Close up, 4x6 cm, red background

Submit documents in **soft copy**, **only one project at a time**, via:

Online Registration System
frp.ristekdikti.go.id

or, should technical difficulty occurs,
frp@ristekdikti.go.id*

Documents in **hard copies** are to be brought when applicant comes to Indonesia and report one’s arrival to RISTEKTIKI office in Jakarta.
<table>
<thead>
<tr>
<th>Step</th>
<th>Document/Memo</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Applicant’s CV</td>
<td>+ position in institution &amp; list of publications (if any)</td>
</tr>
<tr>
<td>7</td>
<td>Local Counterpart’s CV</td>
<td>+ list of publications (if any)</td>
</tr>
<tr>
<td>8</td>
<td>Memorandum of Understanding (MoU)</td>
<td>between applicant’s institution with Indonesian partner institution(s), for multiyear project involving many researchers/scientists</td>
</tr>
<tr>
<td>9</td>
<td>Material Transfer Agreement (MTA)</td>
<td>Should applicant wish to send/bring research sample or specimen</td>
</tr>
<tr>
<td>10</td>
<td>Letters of Recommendation</td>
<td>from: a) Professor/Supervisor/Other senior scientist b) Official letter of recognition issued by head of institution/university where the applicant works/studies</td>
</tr>
<tr>
<td>11</td>
<td>Letter of Acceptance</td>
<td>from Indonesian research institute/university research counterpart</td>
</tr>
<tr>
<td>12</td>
<td>Guarantee Letter</td>
<td>of having sufficient fund to cover research and living expenses during research in Indonesia, stated in US $ + scanned copy of Bank Account with balance of ≥ USD 1500 or equals in other currency.</td>
</tr>
<tr>
<td>13</td>
<td>Health Certificate</td>
<td>(optional)</td>
</tr>
<tr>
<td>14</td>
<td>Recommendation Letter(s)</td>
<td>from Indonesian Representative in applicant’s country of residence (optional)</td>
</tr>
<tr>
<td>15</td>
<td>List of Equipment(s)</td>
<td>Including brief technical specification and estimated value in USD (optional)</td>
</tr>
<tr>
<td>16</td>
<td>Complementary Doc (For Family Members)</td>
<td>Should applicant brings one’s spouse/children, submit also: a) Spouse’s CV b) Copy of marriage/citizen partnership certificate c) Child/children birth certificate(s) d) Copy of family passports e) 4 recent close-up photographs of each family members</td>
</tr>
</tbody>
</table>

**PRE-ARRIVAL PROCEDURES**

**2 Required Documents for RESEARCH PERMIT Application (2/2)**
POST-ARRIVAL PROCEDURES: PRIMARY

1. a procedural roadmap upon arrival in Jakarta

<table>
<thead>
<tr>
<th>1</th>
<th>RISTEKDIKTI</th>
<th>declare to</th>
<th>24 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>MABES POLRI</td>
<td>report to</td>
<td>24 hours</td>
</tr>
<tr>
<td>3</td>
<td>KEMENDAGRI</td>
<td>report to</td>
<td>4 working days</td>
</tr>
<tr>
<td>4</td>
<td>IMIGRASI</td>
<td>report to*</td>
<td>4 working days (KITAS &amp; MERP) 3 working days (EPO)</td>
</tr>
<tr>
<td>5</td>
<td>KLHK</td>
<td>report to**</td>
<td>4 working days (SIMAKSI) 12 working days (SATDN &amp; SATLN)</td>
</tr>
</tbody>
</table>

If STAY ≤ 30 days, applicants only need to undergo steps: 1 2

Applicant has to report to local Immigration Office within 30 calendar days since arrival date.

**Optional, should applicant wishes to conduct research in conservation area(s).**

Late report will be fined: IDR 300,000 / EUR 20 per day
POST-ARRIVAL PROCEDURES: PRIMARY

2 issued & required documents

ISSUES

1. SIP
2. COVER LETTER: SKJ, SPP, KITAS, SIMAKSI

REQUIREMENTS

1. PHOTOGRAPHS (2 pcs)
   - Red background
   - 2 pcs (2x3 cm & 4x6 cm)

2. MATERAI 6000
   - Revenue Stamp of Rp 6000, 00

Researcher is required to fill a set of questionnaire provided at the Ristekdikti Office.

ISSUES

SKJ

REQUIREMENTS

1. Copy of SIP
2. Copy of PASSPORT
3. Copy of VISA 351
4. Copy of ARIVAL DATE STAMP ON PASSPORT
5. PHOTOGRAPHS
   - Red background
   - 2 pcs (4x6 cm)

ISSUES

SPP

REQUIREMENTS

1. Copy of SKJ
2. Copy of SIP
3. Copy of PASSPORT
4. Copy of VISA 351
5. Copy of ARIVAL DATE STAMP ON PASSPORT
6. PHOTOGRAPHS
   - Red background
   - 2 pcs (4x6 cm)

ISSUES

1. KITAS
2. MERP
3. EPO

REQUIREMENTS

1. PHOTOGRAPHS
   - Red background
   - 2 pcs (4x6 cm)

Finger printing & digital photo will be taken at Immigration Office.

ISSUES

1. SIMAKSI
2. SATDN & SATLN

REQUIREMENTS

1. Copy of RESEARCH PROPOSAL
2. Copy of CV
3. Copy of SKJ
4. Copy of SIP
5. Copy of SPP
6. Copy of PASSPORT
7. Copy of VISA 351
8. MATERAI 6000
   - Revenue Stamp of Rp 6000, 00

ISSUES

KLHK

Finger printing & digital photo will be taken at Immigration Office.
POST-ARRIVAL PROCEDURES: COMPLEMENTARY

3 particular case

**LIPI**
- **issues:** Scientific Recommendation for Collecting and Delivering Research Sample
- **timeframe:** 15 working days

**LOCAL GOVERNMENT**
- **issues:** Recommendation Letter issued by Local Government (Badan Kesbangpol)
- **timeframe:** 4 working days

**KEMENHAN**
- **issues:** SC, SO
- **timeframe:** 7 working days

**IMIGRASI**
- **issues:** ITAS Perairan
- **timeframe:** 4 working days

**DIRJEN BEA CUKAI**
- **issues:** Letter of Import Duties Liberation (for research equipment)
- **timeframe:** 5 working days
POST-ARRIVAL PROCEDURES: COMPLEMENTARY

**4 particular case**

**MTA**
(MATERIAL TRANSFER AGREEMENT)

Obligatory, should foreign researcher wishes to bring in/take out research sample from Indonesia

Requirements:
1. **WRITTEN PERMIT** from related governmental stakeholders
2. **SIGNING MTA** with relate government stakeholders

**CONDUCTING RESEARCH IN INDONESIAN WATERS/ USE OF RESEARCH VESSEL**

Required documents:

1. **REQUEST PERMISSION**
   addressed to TKPIPA - RISTEKDIKTI

2. **REQUEST FOR SECURITY CLEARANCE**
   addressed to Ditwillan, Dirjen Strategi Pertahanan, Kementerian Pertahanan (Ministry of Defence)

In the case of research activities in the field of marine and fisheries, required also following documents:

**WRITTEN PERMIT**
from Kementerian Kelautan dan Perikanan/KKP (Ministry of Marine and Fisheries)

preceded by
**WRITTEN APPLICATION TO KKP**
+ attachments of:
  - Technical data about vessels
  - Technical data about on-board equipment
  - Data about vessel crew
RESEARCH PERMIT EXTENSION PROCEDURES
If STAY > 1 YEAR

1. REQUEST LETTER FOR SIP EXTENSION + reason of extending the research
2. RECOMMENDATION LETTER from Indonesian counterpart supporting the extension of research
3. TENTATIVE REPORT OF THE RESEARCH

NOTES
Submit the application no latter than 30 days before initial SIP expired date
ADDITIONAL INFORMATION

Upon Temporary Stop, Continuation and Completion of Research

A. Researcher wishes to make temporary recess & leave Indonesia prior to continuing work:
   After receiving KITAS & MERP stamps on the passport, researcher could leave directly without any report to either RISTEKDIKTI or Immigration Office.

B. Researcher upon completing one's research activities:
   - Researcher request for EPO (Exit Permit Only)
     + letter of request to RISTEKDIKTI
     + recommendation letter from local partner
     + copy of tentative final report
   - RISTEKDIKTI issues Request Letter for EPO
   - Head of IMIGRASI local office where KITAS has been issued

C. Researcher leaves Indonesia using MERP but cannot return until MERP expired:
   To avoid problems when re-entering Indonesia by respectively re-applying for a new research visa 315,
   - Researcher request for MERP “TIDAK KEMBALI”
     + scanned copy of KITAS
     + scanned copy of ITAS
     + scanned copy of MERP
     + scanned copy of VISA 315
     + scanned copy of PASSPORT
   - RISTEKDIKTI issues Cover Letter for changing researcher's immigration status to EPO
   - IMIGRASI local office where KITAS has been issued

email to: frp@ristek.go.id
REPORT WRITING STANDARD

Researcher has to **submit written report** to RISTEKDIKTI with following procedures:

- **QUARTERLY PROGRESS REPORT**
  - ≥ 3 months: Quarterly Progress Report
  - ≤ 3 months: Tentative Final Report

**FINAL REPORT**

**QUARTERLY PROGRESS REPORT**

- Must contain:
  1. Research objective,
  2. Description of the field of study,
  3. Research material or object to be investigated,
  4. Research approach or methods,
  5. Provisional result,
  6. Problems encountered,
  7. Planned activities in the next 3 months.

**INTRODUCTION**

- a. Background information,
- b. Scientific justification on the selection of subjects and sites to be investigated,
- c. Review on and comparison with other studies that have been conducted previously on the same subject and or in the same region or elsewhere with similar conditions,
- d. Hypothesis to be tested (if any).

**OBJECTIVES**

- a. Clear description of objectives and scope of research,
- b. Local research description in detail covers physical aspects (geography, topography, & climatology) as well as biological, socio-economic, cultural, and other aspects which are relevant to scope of research,
- c. Reason for selecting the currently used method.

**RESULT & DISCUSSION**

- a. Detailed description of research result acquired,
- b. Discussion of research result covers its valuation, interpretation and significance, as well as suggestion for subsequent research,
- c. The benefit for Indonesian development program.

**CONCLUSION**

- a. Crucial points which may be encountered from research result,
- b. Problem solving of research, encouraging or discouraging of hypothesis stated in the research objectives.
## Research Permit Fees*

<table>
<thead>
<tr>
<th>Categories</th>
<th>Initial SIP</th>
<th>Extended SIP</th>
<th>for spouse &amp; dependent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>≤ 1 month</td>
<td>≤ 6 months</td>
<td>6-12 months</td>
</tr>
<tr>
<td>Registration Fee</td>
<td>IDR 100.000</td>
<td>IDR 100.000</td>
<td>IDR 100.000</td>
</tr>
<tr>
<td></td>
<td>= EUR 7</td>
<td>= EUR 7</td>
<td>= EUR 7</td>
</tr>
<tr>
<td>University</td>
<td>IDR 1.750.000</td>
<td>IDR 2.500.000</td>
<td>IDR 5.000.000</td>
</tr>
<tr>
<td>R&amp;D Institution</td>
<td>IDR 1.750.000</td>
<td>IDR 2.500.000</td>
<td>IDR 5.000.000</td>
</tr>
<tr>
<td>Company</td>
<td>IDR 3.000.000</td>
<td>IDR 5.000.000</td>
<td>IDR 10.000.000</td>
</tr>
<tr>
<td></td>
<td>= EUR 188</td>
<td>= EUR 313</td>
<td>= EUR 625</td>
</tr>
<tr>
<td>Individuals</td>
<td>IDR 750.000</td>
<td>IDR 1.300.000</td>
<td>IDR 1.500.000</td>
</tr>
<tr>
<td></td>
<td>= EUR 47</td>
<td>= EUR 82</td>
<td>= EUR 94</td>
</tr>
</tbody>
</table>

*Tariffs are based on Indonesian Rupiah (IDR). Conversions to Euro are adjusted from the assumed rate of Rp 16.000 per 1 €

**NOTES**
- Spouse and/or family members are also charged according to permit type
- The list does not include:
  - Fee for collecting visa at Indonesian Embassy/Consulate General,
  - Fee for KITAS at Immigration Office,
  - Fee for SKLD (Police Registration Card) at Police HQ,
  - Other fee at related government agency(ies), if any.

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Per January 1st, 2017 payment for Research Permit Fee should be transferred via:

MANDIRI Bank Account No. 103 000 661 222 6
BPN 088 Ditjen Penguatan Risbang
Directorate General of Strengthening for Research and Development
Ministry of Research Technology and Higher Education
OBLIGATIONS OF FOREIGN RESEARCHER

- Report to RISTEKDIKTI upon arrival in Indonesia
- Make pre-project consultations with one’s counterpart before starting the research
- Completely comply one’s approved working plan with local partner(s)
- Not taking any other job while conducting research in Indonesia
- Submit Quarterly Progress Report per 3 months & Final Report after completing the research process
- Is prohibited to bring in/out any specimen and/or sample without stakeholder permission
- Make agreement between RISTEKDIKTI and counterpart should there be any patent, intellectual property rights, brand & registered mark resulting from the research
- Submit 3 copies of every official research result documents to RISTEKDIKTI
- Any publication to be issued in Indonesia should get permission from RISTEKDIKTI
OBLIGATIONS OF INDONESIAN COUNTERPART

- Could be government/private higher education/R&D institution competent with the research topic
- Helping foreign researcher through technical direction, support & effort
- Take active responsibility & give guidance to foreign researcher
- Report to RISTEKDIKTI if FR researcher exits Indonesia
- Might appoint one or more Indonesian researcher(s) to accompany foreign researcher
- Arrange an agreement regulating data sharing & MTA
- Arrange co-authorship of intellectual property rights agreement(s), e.g. patent & publication, with foreign researcher
- Forward the copy of all agreement documents to TKPIPA - RISTEKDIKTI
- Give research proposal presentation or progress report and tentative final report on behalf of foreign researcher (by request)
STAKEHOLDERS CONTACT POINT
where & how to find them

RISTEKDIKTI
Division of Foreign Research Permit
BPPT 2nd Building, 20th Floor
Jalan M.H. Thamrin No.8
Jakarta Pusat 10340
ristekdikti.go.id
(021) 3168200

MABES POLRI
BAINTELKAM POLRI,
up. Kabid YANMAS
Jalan Trunojoyo No.3
Jakarta Selatan 12110
polri.go.id
(021) 7218000

IMIGRASI
Direktorat Jenderal Imigrasi
Sentra Mulia
Jalan Haji R. Rasuna Said No.Kav X-6, 8
Jakarta Selatan 12940
imigrasi.go.id
(021) 5225029

KEMENDAGRI
Direktorat Kewaspadaan Nasional,
Ditjen Pemerintahan Umum & Politik
Jalan Medan Merdeka Utara No.7
Jakarta Pusat 10110
kemendagri.go.id
(021) 3450038

KLHK
Ministry of Environment and Forestry
Pusat Kehutanan Mangga Wanabakti,
Jalan Gatot Subroto No.2, Senayan
Jakarta Pusat 10270
menlhk.go.id
(021) 8580067

LIPI
Indonesian Institute of Sciences
Jalan Gatot Subroto No.10
Mampang Prapatan,
Jakarta Selatan 12710
lipi.go.id
(021) 5225711

KEMENHAN
Ministry of Defense
Jalan Medan Merdeka Barat
No.13-14, Gambir
Jakarta Pusat 10110
kemhan.go.id
(021) 3458947

DIRJEN BEA CUKAI
Directorate General of Customs
and Excise
Jalan Jend. Ahmad Yani By Pass
Rawamangun, Jakarta Timur 13230
beacukai.go.id
(021) 1500225
CONTACT POINT

Office of Scientific & Technological Cooperation (CST),
French Embassy in Indonesia

Jl. M.H. Thamrin No.20, Jakarta 10350
www.ifi-id.com/sains-and-teknologi

Thierry MARÉ
Attaché of Scientific and Technological Cooperation
in Indonesia and Timor Leste
T  +62 21 2355 7925
M  +62 811 8081 708
thierry.mare@diplomatie.gouv.fr

Stefany CLAUDIA
Deputy Attaché of Scientific & Technological Cooperation
T  +62 21 2355 7911
M  +62 812 8201 2022
stefany.claudia@ifi-id.com