COMING IN INDONESIA TO WORK AS A RESEARCHER / PH.D

RESEARCH PERMIT
Version 1 – March 2016
VISA PROCEDURES

Stay < 30 days: VISA + Research Permit (SIP)

30 days > Stay ≤ 1 year: VISA + SIP + KITAS

Stay > 1 year: VISA + SIP + KITAS + annual renewal of SIP & KITAS

FOREIGN RESEARCH PERMIT AND TYPE OF VISA

RESEARCH PERMIT

Validity
Maximum 12 months

Extended period
2 consecutive 12 months terms only
Multi-year research activity must be stated explicitly in the proposal

RESEARCH VISA

Researcher
VITAS 315
(Temporary Stay Visa for Conducting Research Number 315)

Researcher’s spouse / family
VITAS 317
Every non-Indonesian citizen researcher who plans to conduct research within Indonesian territory, prior to the passage, should apply individually for receiving a Research Permit from the Minister for Research and Technology. Without such consent, any research activity(ies) by a foreigner is illegal.

Staying procedures authorities in Indonesia

- **Ristekdikti** (Ministry of Research, Technology and Higher Education)
- **KEMDAGRI** (Ministry of Home Affairs)
- **KKP** (Ministry of Marine and Fishery)
- **MABES POLRI** (National Police Headquarters)
- **Report Immigration Office**
- **Kementarian Kehutanan** (Ministry of Environment and Forestry)
Focal point for S&T: Prof Dr ir Nicolas Gascoin, nicolas.gascoin@diplomatie.gouv.fr

PRE ARRIVAL PROCEDURES

1/2

Concerning France, Visa processing may be very long (from 1 to 3-4 months)

Visa processing : 1 week (delay indicated by RISTEKDIKTI)

Total time application to approval decision : 2 weeks
If the researcher plans to bring her/his spouse and children she/he should submit:
- the spouse’s CV
- marriage certificate / other citizen partnership certificates
- Children birth certificates
- family passports
- 4 recent close-up photographs of each family member

All the documents should be uploaded through Online Registration System in [http://frp.ristek.go.id/](http://frp.ristek.go.id/)

Applicant shall bring hard copy documents when she/he comes to Indonesia and report her/his arrival to Ristekdikti office in Jakarta.

No more than 1 research project in the same time
POST ARRIVAL PROCEDURES
FROM SIP TO SIMAKSI

DETECTION TO RISTEKDIKTI
1
Right after arrival
Documents issued
SIP
Request letters for SKJ, SPP, KITAS SIMAKSI
Major document needed
Ristekdikti questionnaire

REPORT TO IMMIGRATION OFFICE
2
Documents issued
KITAS
Major Documents needed
Finger Printing and digital photo (taken at Immigration Office)
MERP
Letter of Request for KITAS and MERP

REPORT TO KEMENDAGRI
3
Document issued
SPP
Major documents needed
SIP
SKJ

REPORT TO KEMENTARIAN KEHUTANAN
4
optional
Document issued
SIMAKSI
Major documents needed
SKJ
SPP
SIP
Research proposal

REPORT TO MABES POLRI
5
Document issued
SKJ
Major documents needed
SIP
Departure Card

LEGEND
SIP = Research Permit
MERP = Multiple Entry-Re Entry Permit
SKJ = Travelling Permit
KITAS = Limited Stay Permit
SPP = Research Notification Letter

If stay < 30 days: Only step 1 & 2 are requested (no need for KITAS)

Late report to immigration Office: 300 000 Rp (20 €) /day

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RESEARCH PERMIT EXTENSION
(STAY >1 YEAR)

Application to the Secretariat of Ristekdikti

No later than 30 days before the expired SIP date

Needed documents:

- Letter of request for SIP extension and explaining the reason of extending the research
- Recommendation letter from the Indonesian counterpart which support the extension request
- Tentative final report

Reporting to local Immigration Office

Extending KITAS

Major needed documents

- Recommendation letter from Ministry of Law and Human Right
- Finger printing and digital photo taken at Immigration Office

Issuing ITAS

Reporting to MABES POLRI

Extending SKJ

Major needed document

SIP

Reporting to MHA

Extending SPP

Major needed documents

SKJ  SIP  KITAS
MATERIAL TRANSFER AGREEMENT (MTA)

Foreign researcher who will bring /take research sample / specimen out of Indonesia should

- Have written permit from related governmental stakeholders
- Sign MTA with related governmental stakeholders

CONDUCTING RESEARCHES IN INDONESIAN WATERS / RESEARCH VESSELS USE

Needed documents

Request for permission to the secretariat of Ristekdikti

Request for security clearance to Ditwillan, Dirjen Strategi Pertahanan, Kementerian Pertahanan.

Case of research activities in the field of fisheries and marine

+ written permit from the Ministry of Marine and Fisheries (KKP) for research vessel and equipment owned

Written application to KKP with attached:
- Technical data about vessels
- Technical data about on-board equipment
- Data about vessel crew
PARTICULAR CASE:
STOP TEMPORARILY AND CONTINUING THE RESEARCH

Temporary recess and leaving Indonesia prior continuing work

After receiving the KITAS and MERP stamps on the passport, the national could leave the country directly without any report to Ristekdikti nor Immigration office.

Research activities finished

- The national should request for a Exit Permit Only (EPO)
- Needed documents: Request letter addressed to Ristekdikti + commendation letter of local partner + tentative final report
- When re-entering Indonesia applying for a new research Visa 315

Researcher who left Indonesia by using MERP can not return the country until MERP expired:
she/he should request « MERP TIDAK KEMBALI » to Ristekdikti in order to change her/his immigration status to be EPO

- Digital needed documents: KITAS + Blue Book (Immigration Control Book) + stamps of ITAS and MERP on the passport book
- Sending email address: frp@ristek.go.id
## RESEARCH PERMIT FEE

<table>
<thead>
<tr>
<th>Status of the researcher</th>
<th>New SIP</th>
<th>SIP Extension</th>
<th>Extension Travel Document for Spouse and dependent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>&lt;1 month</td>
<td>&lt;6 months</td>
<td>6-12 months</td>
</tr>
<tr>
<td>University</td>
<td>~120€</td>
<td>~170€</td>
<td>~340€</td>
</tr>
<tr>
<td>R&amp;D institution</td>
<td>~120€</td>
<td>~170€</td>
<td>~340€</td>
</tr>
<tr>
<td>Company</td>
<td>~200€</td>
<td>~340€</td>
<td>~680€</td>
</tr>
<tr>
<td>Individuals</td>
<td>~50€</td>
<td>~88€</td>
<td>~100€</td>
</tr>
</tbody>
</table>

This list does not include fees:
- For collecting visa
- For KITAS
- For SKLD

Spouse and family members are also charged according to the type of permit.
RIGHTS AND OBLIGATIONS OF THE FOREIGN RESEARCHER’S INDONESIAN COUNTERPART

- Could be from Government / private higher education/ R&D institution competent with the research topic
- Should help the researcher by giving a technical direction, support and effort
- Should take active responsibility and give guidance to the researcher
- Should report to RISTEKDIKTI if the researcher exits from Indonesia
- Might appoint one or more Indonesian researcher to accompany the researches
- Should arrange an agreement that regulate the data sharing and MTA
- Could arrange for an agreement with the researcher in term of co-authorship of intellectual property rights such as patent and any publications
- Should forward the copy of all agreement documents to Secretariat Of Foreign Research Permit of Ristekdikti
- Should give a presentation of a research proposal or progress report and tentative final report of the research finding on behalf of foreign researcher if requested by the coordinating team
FOREIGN RESEARCHER’S OBLIGATIONS

- After arriving in Indonesia, she/he should **report to RISTEKDIKTI**
- Should **make pre-project consultations** with his/her counterpart **before starting the research**
- Should **completely comply** her/his approved working plan with the local partner
- Is **not allowed to take any other job** during conducting research in Indonesia
- Has to **submit a progress report every 3 months** and **final report at the end of the research project**
  - **prohibited** to bring any specimen/samples without the stakeholder permission
- Should **make an agreement between RISTEKDIKTI and counterpart** if ther is any patent, intellectual property rights, brand and registered mark as resulted from the research
- Has to submit **3 copies of every official research result documents** (1 for medias type) to RISTEKDIKTI
- Any publication to be issued in indonesia **should get permission from RISTEKDIKTI**