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RÉPUBLIQUE FRANÇAISE

KEDUTAAN BESAR PRANCIS
DI INDONESIA

INSTITUT
FRANÇAIS
INDONESIA



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

issued in **FRANCE**
within **1 to 4 months**

For **RESEARCHER**

VITAS 315
Temporary Stay Visa for Conducting Research Number 315

For **SPOUSE/FAMILY**

VITAS 317

2 SIP (RESEARCH PERMIT)

issued in **INDONESIA** within **24 hours**

Valid for **12 month 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:

SKJ (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

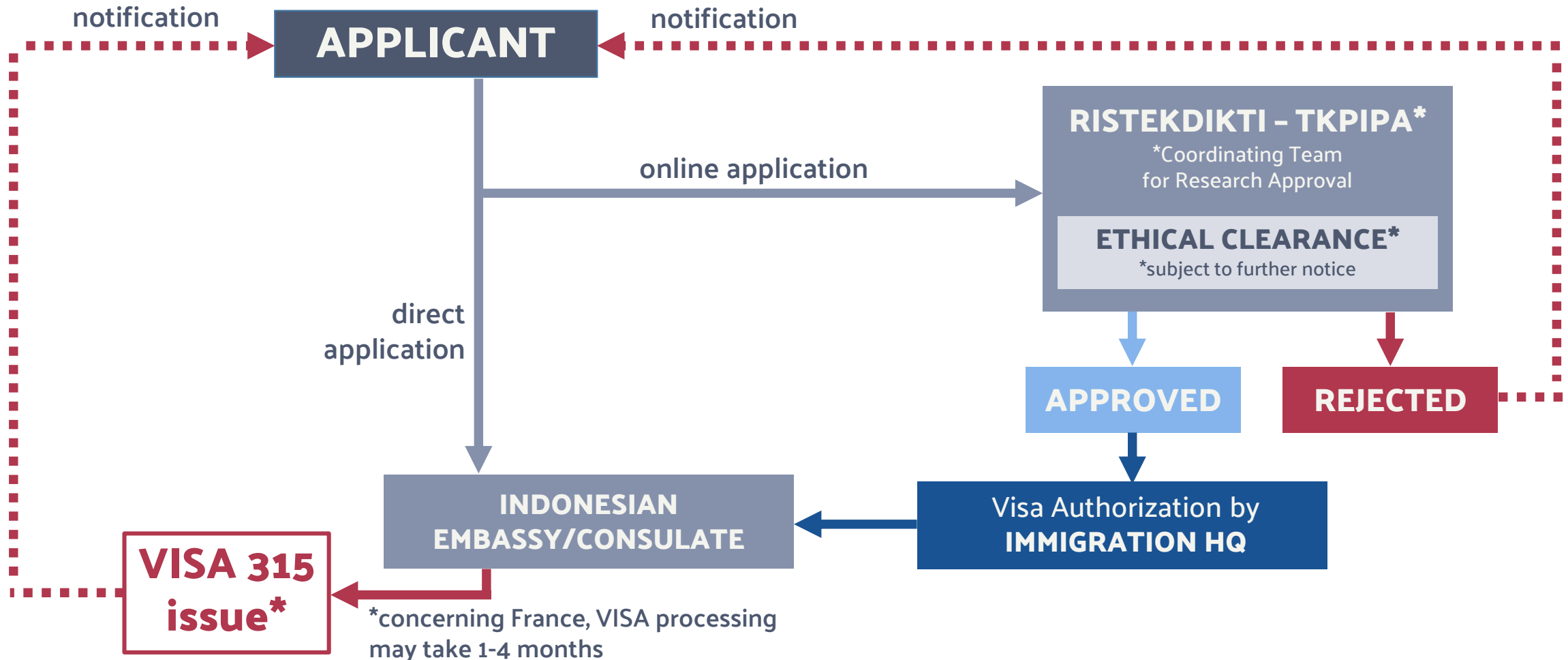
issues:

Letter of Import Duties Liberation (for research equipment)

PRE-ARRIVAL PROCEDURES

① Applying for RESEARCH VISA

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)

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 RISTEKTIKTI
office in Jakarta.

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

PRE-ARRIVAL PROCEDURES

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

6

APPLICANT'S CV

+ position in institution & list of publications (if any)

7

LOCAL COUNTERPART'S CV

+ list of publications (if any)

8

MEMORANDUM OF UNDERSTANDING (MoU)

between **applicant's institution** with **Indonesian partner institution(s)**, for multiyear project involving many researchers/scientists

9

MATERIAL TRANSFER AGREEMENT (MTA)

Should applicant wish to send/bring research sample or specimen

10

LETTERS OF RECOMMENDATION

from:

- a) Professor/Supervisor/Other senior scientist
- b) Official letter of recognition issued by head of institution/university where the applicant works/studies

11

LETTER OF ACCEPTANCE

from **Indonesian research institute/university** research counterpart

12

GUARANTEE LETTER

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.

13

HEALTH CERTIFICATE

(optional)

14

RECOMMENDATION LETTER(S)

from Indonesian Representative in applicant's country of residence (optional)

15

LIST OF EQUIPMENT(S)

Including brief technical specification and estimated value in USD (optional)

16

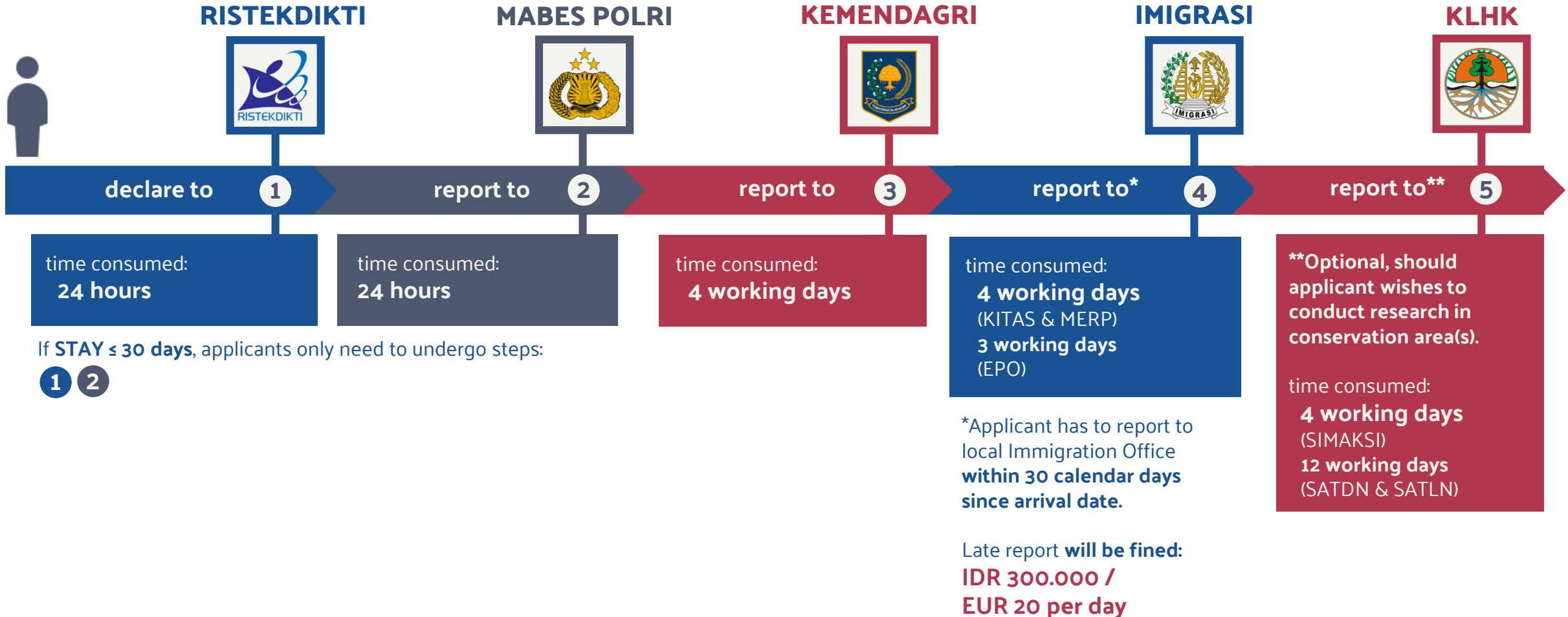
COMPLEMENTARY DOC (FOR FAMILY MEMBERS)

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**

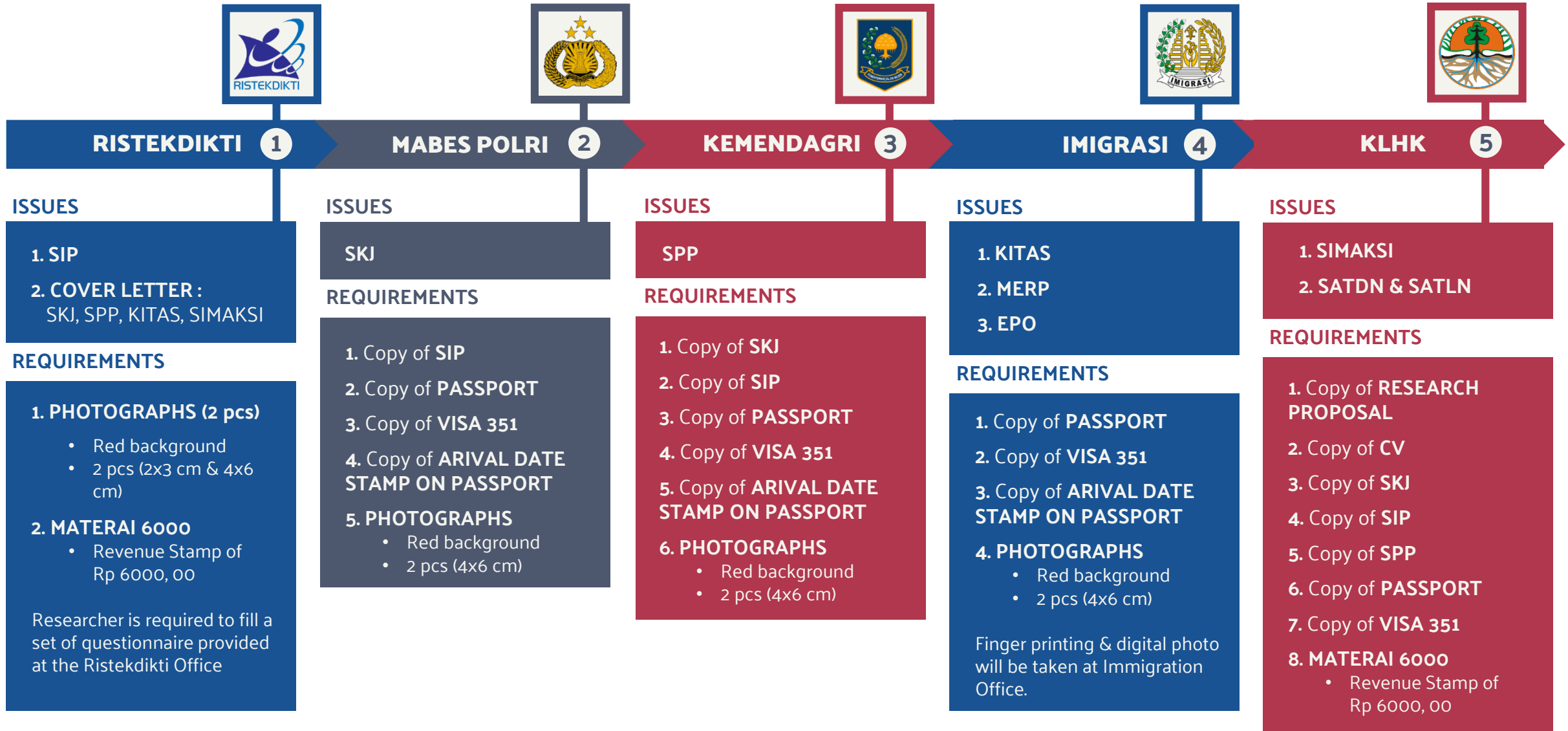
POST-ARRIVAL PROCEDURES: PRIMARY

1 a procedural roadmap upon arrival in Jakarta



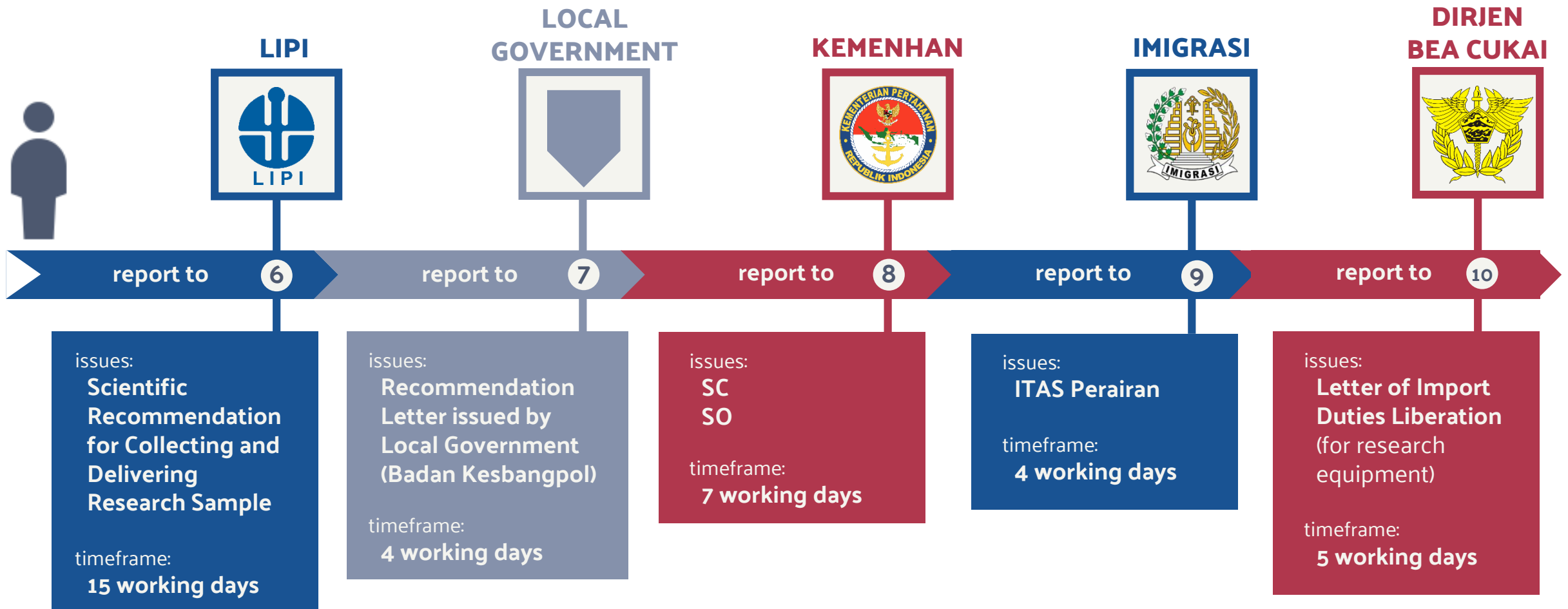
POST-ARRIVAL PROCEDURES: PRIMARY

② issued & required documents



POST-ARRIVAL PROCEDURES: **COMPLEMENTARY**

3 particular case



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

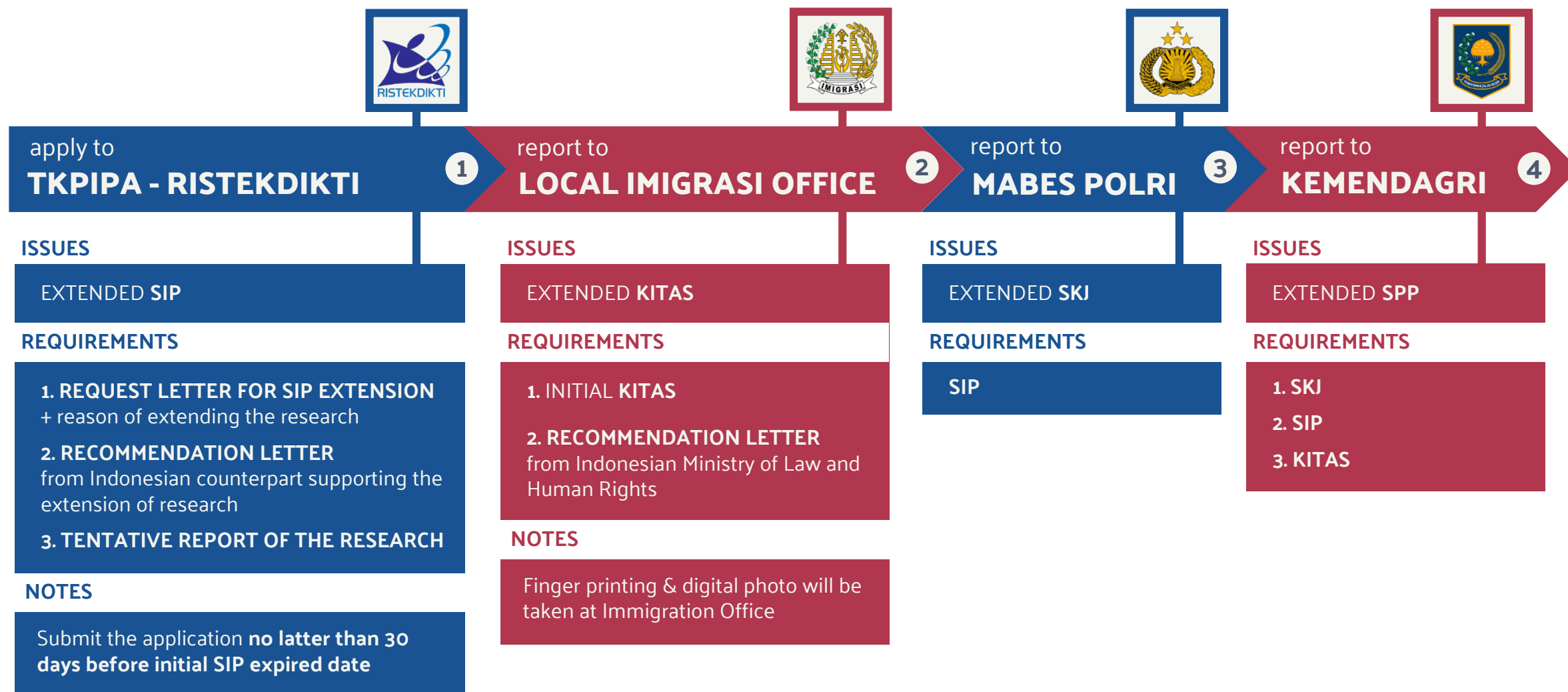
WRITTEN APPLICATION TO KKP

+ attachments of :

- Technical data about vessels
- Technical data about on-board equipment
- Data about vessel crew

RESEARCH PERMIT EXTENSION PROCEDURES

If STAY > 1 YEAR



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 :



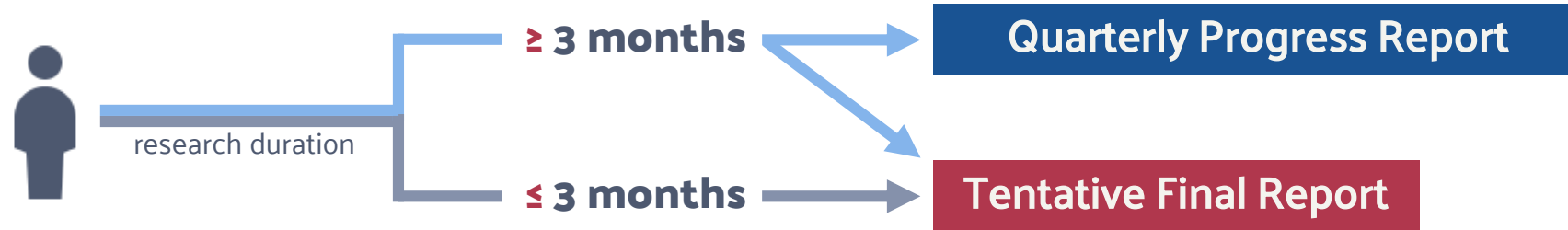
C Researcher leaves Indonesia using MERP but cannot return until MERP expired :

To avoid problems when re-entering Indonesia by respectively re-applying for a new research visa 315,



REPORT WRITING STANDARD

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



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.

FINAL REPORT

Must contain :

1. 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).

2. 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.

3. 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.

4. 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*

CATEGORIES	INITIAL SIP				EXTENDED SIP			
	≤ 1 month	≤ 6 months	6-12 months	for spouse & dependent	≤ 1 month	≤ 6 months	6-12 months	for spouse & dependent
Registration Fee	IDR 100.000	IDR 100.000	IDR 100.000	IDR 100.000	IDR 100.000	IDR 100.000	IDR 100.000	
	≈ EUR 7	≈ EUR 7	≈ EUR 7	≈ EUR 7	≈ EUR 7	≈ EUR 7	≈ EUR 7	
University	IDR 1.750.000	IDR 2.500.000	IDR 5.000.000	IDR 1.000.000	IDR 750.000	IDR 1.250.000	IDR 2.500.000	IDR 500.000
	≈ EUR 110	≈ EUR 157	≈ EUR 313	≈ EUR 63	≈ EUR 47	≈ EUR 79	≈ EUR 157	≈ EUR 32
R&D Institution	IDR 1.750.000	IDR 2.500.000	IDR 5.000.000	IDR 1.000.000	IDR 750.000	IDR 1.250.000	IDR 2.500.000	IDR 500.000
	≈ EUR 110	≈ EUR 157	≈ EUR 313	≈ EUR 63	≈ EUR 47	≈ EUR 79	≈ EUR 157	≈ EUR 32
Company	IDR 3.000.000	IDR 5.000.000	IDR 10.000.000	IDR 1.000.000	IDR 1.750.000	IDR 2.500.000	IDR 5.000.000	IDR 500.000
	≈ EUR 188	≈ EUR 313	≈ EUR 625	≈ EUR 63	≈ EUR 110	≈ EUR 157	≈ EUR 313	≈ EUR 32
Individuals	IDR 750.000	IDR 1.300.000	IDR 1.500.000	IDR 1.000.000	IDR 500.000	IDR 650.000	IDR 750.000	IDR 500.000
	≈ EUR 47	≈ EUR 82	≈ EUR 94	≈ EUR 63	≈ EUR 32	≈ EUR 41	≈ EUR 47	≈ EUR 32

*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 member(s) 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.

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 Manggala 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



KEDUTAAN BESAR PRANCIS
DI INDONESIA

INSTITUT
FRANÇAIS
INDONESIA

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

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