

## VISA APPLICATION PROCEDURE

### Types of Visa

- A. Transit Visa
- B. Single Visit Visas, Include:
  - ✧ Tourist Visa
  - ✧ Single Business Visa
  - ✧ Social Visit Visa
  - ✧ Family Visit Visa
- C. Limited Stay Visa
- D. Multiple Visit Visa

※ Application form and personal history form are downloadable from our official website.

A visa application should be submitted directly to the Consular Section with the required document which are mentioned in the following section:

#### **A. TRANSIT VISA**

The maximum length of stay is 14 days from the date of arrival in Indonesia.

Documents required:

1. A completed and signed visa application form
2. Passport (must be valid for at least 6 months from the date of entry into Indonesia)
3. 1 recent (within the past 6 months) photograph in color (L.4cm X W.3 cm)
4. For Seaman, 1 copy of Seaman's Book and original Book
5. Letter of recommendation from the employer in Japan
6. Copy of passport (ID page, in A4 size)
7. Personal History
8. Airline tickets/Confirmation slip
9. Visa Fee ¥ 2,400
10. Additional documents may be requested under certain circumstances

#### **B. SINGLE VISIT VISAS**

##### ✧ TOURIST VISA

The maximum length of stay is 30 days from the date of arrival in Indonesia

Document required:

1. A completed and signed visa application form
2. Passport (must be valid for at least 6 months from the date of entry into Indonesia)
3. 1 recent (within the past 6 months) photograph in color (L.4cm X W.3 cm)
4. Certificate of employment / Student Registration Certificate / Letter of Reference
5. Round Trip Airline tickets/Confirmation slip
6. Copies of Alien Registration Card (Front and back side in A4 size)
7. Re-entry permit (must be valid until the applicant returns to Japan)
8. Signed Statement
9. Copy of passport (ID page, in A4 size)
10. Personal History
11. Visa Fee ¥ 5,400
12. Additional documents may be requested under certain circumstances

✧ **SINGLE BUSINESS VISA**

(Except for the Press / Public Communications / Shooting Film)

The maximum length of stay is 30 or 60 days from the date of arrival in Indonesia

Document required:

1. A completed and signed visa application form
2. Passport (must be valid for at least 6 months from the date of entry into Indonesia)
3. 1 recent (within the past 6 months) photograph in color (L.4cm X W.3 cm)
4. Letter of Invitation from business counterpart / sponsor in Indonesia
5. Letter of Recommendation from the employer in Japan
6. Copy of passport (ID page, in A4 size)
7. Personal History
8. Round Trip Airline tickets/Confirmation slip
9. For the Press / Public Communications / Shooting Film, Letter of Approval from the Ministry of Foreign Affairs in Jakarta, and legalized Equipment List
10. Visa Fee ¥ 5,400
11. Additional documents may be requested under certain circumstances

✧ **SOCIAL VISIT VISA**

The maximum length of stay is 30 or 60 days from the date of arrival in Indonesia

Document required:

1. A completed and signed visa application form
2. Passport (must be valid for at least 6 months from the date of entry into Indonesia)

3. 1 recent (within the past 6 months) photograph in color (L.4cm X W.3 cm)
4. Letter of Invitation from the organization / inviter in Indonesia
5. Letter of Recommendation from the organization / guarantor in Japan
6. Copy of passport (ID page, in A4 size)
7. Personal History
8. Round Trip Airline tickets/Confirmation slip
9. Visa Fee ¥ 5,400
10. Additional documents may be requested under certain circumstances

❖ **FAMILY VISIT VISA**

The maximum length of stay is 30 or 60 days from the date of arrival in Indonesia

Document required:

1. A completed and signed visa application form
2. Passport (must be valid for at least 6 months from the date of entry into Indonesia)
3. 1 recent (within the past 6 months) photograph in color (L.4cm X W.3 cm)
4. Letter of Invitation from the relatives in Indonesia
5. Letter of Recommendation from the relatives in Japan
6. Original Family Registration and translation in English or Indonesian (Signature of translator is needed) OR Original Marriage Certificate / Birth certificate and copy, OR in the case of visit to friend, copy of ID Card of inviter is needed.
7. Copy of Passport (ID page, in A4 size)
8. Personal History
9. Round Trip Airline tickets/Confirmation slip
10. Visa Fee ¥ 5,400
11. Additional documents may be requested under certain circumstances

**C. LIMITED STAY VISA**

The maximum length of stay depends on the Letter of Approval from the Director General of Immigration in Jakarta.

Document required:

1. A completed and signed visa application form
2. Passport (must be valid for at least 6 – 24 months depends on Letter of Approval)
3. 1 recent (within the past 6 months) photograph in color (L.4cm X W.3 cm)
4. Letter of Approval from the Director General of Immigration in Jakarta.
5. Letter of Recommendation from the relatives in Japan
6. Copy of Passport (ID page, in A4 size)

7. Personal History
8. Round Trip Airline tickets/Confirmation slip (If the length of stay is more than 12 months, one way ticket is acceptable)
9. Visa Fee            ¥ 6,000 (up to 6 months)  
                                 ¥ 12,000 (up to 12 months)  
                                 ¥ 21,000 (up to 24 months)
12. Additional documents may be requested under certain circumstances

#### **D. MULTIPLE VISIT VISA**

The maximum length of stay is 60 days from the date of arrival in Indonesia. Applicant must meet some requirements before applying for this visa.

Documents required :

1. A completed and signed visa application form
2. Passport (must be valid for at least 18 months from the entry into Indonesia)
3. 1 recent (within the past 6 months) photograph in color (L.4cm X W.3 cm)
4. Letter of Invitation from business / sponsor in Indonesia
5. Letter of Recommendation from the relatives in Japan
6. Copy of Passport (ID page, in A4 size)
7. Personal History
8. Round Trip Airline tickets/Confirmation slip
9. Visa Fee    ¥ 12,000,-
10. Additional documents may be requested under certain circumstances

#### **Payment Procedure of Visa Application Fee**

Payment slip for visa fee is provided after submitting documents. Please complete the payment indicated on the payment slip at nearby post office before the date of receipt. When you receive your passport with new visa, please submit a receipt issued by post office. We issue you a receipt for visa application fee.

#### **Visa on Arrival**

Entry Requirements for Visa on Arrival:

1. Passport must be valid for a at least 6 months as of the date of entry into Indonesia
2. Round Trip Airline tickets/Confirmation slip
3. Visa Fee US\$ 25 (up to 30 days)

**The list of countries below is permitted to enter Indonesia using Visa on Arrival:**

1. Algeria	34. Lithuania
2. Argentina	35. Luxembourg
3. Australia	36. Maldives
4. Austria	37. Malta
5. Bahrain	38. Mexico
6. Belgium	39. Monaco
7. Brazil	40. Netherlands
8. Bulgaria	41. New Zealand
9. Cambodia	42. Norway
10. Canada	43. Oman
11. China	44. Panama
12. Cyprus	45. Poland
13. Czech	46. Portugal
14. Denmark	47. Qatar
15. Egypt	48. Romania
16. Estonia	49. Russia
17. Fiji	50. Saudi Arabia
18. Finland	51. Slovakia
19. France	52. Slovenia
20. Germany	53. South Africa
21. Greece	54. South Korea
22. Hungary	55. Spain
23. Iceland	56. Suriname
24. India	57. Sweden
25. Iran	58. Switzerland
26. Ireland	59. Taiwan Territory
27. Italy	60. Tunisia
28. Japan	61. Turkey
29. Kuwait	62. United Arab Emirates
30. Laos	63. United Kingdom
31. Latvia	64. United States of America
32. Libya	65. Timor Leste
33. Liechtenstein	

**There are 20 Airports and 23 Seaports where on arrival visa is issued to visitors from above mentioned 65 countries.**

### **Airports**

1. Adi Juanda in Surabaya (East Java)
2. Adisutjipto in Yogyakarta (Central Java)
3. Adi Sumarmo in Solo (Central Java)
4. El Tari in Kupang (East Nusa Tenggara Province, Timor)
5. Halim Perdanakusuma in Jakarta (Capital of Indonesia)
6. Hassanudin in Makasar (South Sulawesi)
7. Ngurah Rai in Denpasar (Island of Bali)
8. Polonia in Medan (North Sumatera)
9. Sam Ratulangi in Manado (North Sulawesi)
10. Selaparang in Mataram (Lombok Island)
11. Sepinggan in Balikpapan (East Kalimantan)
12. Soekarno Hatta in Jakarta (Capital of Indonesia)
13. Sultan Syarif Kasim II in Pekanbaru (Riau Province of Sumatera)
14. Tabing in Padang (West Sumatera)
15. Sultan Iskandar Muda, in Banda Aceh, Nanggrou Aceh Darussalam
16. Hang Nadim, in Batam, Kepulauan Riau
17. Minang Kabau in Padang (West Sumatra)
18. Husein Sastranegara in Bandung, West Java
19. Ahmad Yani, in Semarang (Central Java)
20. Supadio in Pontianak (West Kalimantan)

### **Seaports**

1. Bandar Bintan Telani Lagoi in Tanjung Uban, Bintan (Sumatera)
2. Bandar Seri Udana Lobam in Tanjung Uban (Sumatera)
3. Batu Ampar in Batam (Batam Island)
4. Belawan in Belawan (North Sumatera)
5. Benoa in Bali (Island of Bali)
6. Bitung in Bitung (Sulawesi)
7. Jayapura in Jayapura (Irian Jaya)
8. Marina Teluk Senimba (Batam Island)

9. Maumere in Flores (East Nusa Tenggara)
10. Nongsa in Batam (Batam Island)
11. Padang Bai in Bali (Island of Bali)
12. Pare-pare in Pare-pare (South Sulawesi)
13. Sekupang in Batam (Batam Island)
14. Sibolga in Sibolga (North Sumatra)a
15. Soekarno-Hatta in Makassar (South Sulawesi)
16. Sri Bintan Pura in Tanjung Pinang (Riau)
17. Tanjung Balai Karimun (Sumatera)
18. Tanjung Mas in Semarang (Central Java)
19. Tanjung Priok in Jakarta (Capital of Indonesia)
20. Teluk Bayur in Padang (West Sumatra)
21. Batam Centre in Batam (Batam Island)
22. Tenau in Kupang (East Nusa Tenggara Province)
23. Yos Sudarso in Dumai (Riau Province, Sumatra)

#### **List of Countries entitled to Free Short Visit Visa to Indonesia**

In conjunction with Decision No.103/2003 signed by the President of the Republic of Indonesia with regard to the new visa policy, from the 1st February 2004, there will be a change of regulation on the Free Short Visit Visa to Indonesia. The maximum length of stay is 30 (thirty) days.

1. Brunei Darussalam
2. Chile
3. Hong kong
4. Macau
5. Malaysia
6. Morocco
7. Peru
8. Philippine
9. Singapore
10. Thailand
11. Vietnam

### **List of countries required approval to obtain visa**

All visa applications from nationals of the following countries need an approval from Immigration Office in Indonesia before traveling.

1. Afghanistan
2. Bangladesh
3. Cameroon
4. Guinea
5. Iraq
6. Israel
7. Liberia
8. Niger
9. Nigeria
10. North Korea
11. Pakistan
12. Somalia
13. Srilanka