

CIRCULAR

Opening hours of the Consular Services will be as follows:

Indonesian Citizen Consular Services, Indonesian Passport, Nationality, Marriage, Divorce, Report of Birth, and Legalization for Government Issued Documents.
(appointment is necessary)

9:15~ 12:00

13:00~16:00 (Monday-Thursday) • 13:30~16:00 (Friday)

Visa and Legalization for Commercial and Trade

(appointment is not necessary)

9:15~ 12:00 (Monday-Friday)

VISA APPLICATION PROCEDURE

(RESIDENTS IN JAPAN ONLY)

Types of Visa :

B. Single Visit Visas (Tourist Visa, Single Business Visa, Social Visit Visa, Family Visit Visa, Media/Journalist 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 except visa on arrival with the required document which are mentioned in the following section:

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 / Recommendation Letter issued by guarantor
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 ¥ 5.700
12. Additional documents may be requested under certain circumstances

*** SINGLE BUSINESS 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 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 ¥ 5.700
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 / guarantee from the employer in Japan, or, if not, letter of Recommendation / guarantee from a family member living in Japan and a copy of passport of signer (signs on letter and passport should be the same)
6. Copy of passport (ID page, in A4 size)
7. Personal History
8. Round Trip Airline tickets/Confirmation slip
9. Visa Fee ¥ 5.700
10. Copy of permission issued by the Directorate General of Immigration, Ministry of Law and Human Rights, Republic of Indonesia
11. 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 family member in Indonesia
5. Letter of Recommendation/guarantee from the family member living in Japan and a copy of passport of signer (signs on letter and passport should be the same)
6. Original Family Registration and translation in English or Indonesian (Signature of translator needed)
OR Original Marriage Certificate and copy / 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. Copy of permission issued by the Directorate General of Immigration, Ministry of Law and Human Rights, Republic of Indonesia
11. Visa Fee ¥ 5.700
12. Additional documents may be requested under certain circumstances

*** MEDIA / JOURNALIST VISA**

(for Permission issued please contact Information Affair at the Consulate General 06-6252-9828)

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. Legalized Equipment list with a cover letter
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. Permission issued by the Ministry of Foreign Affairs in Jakarta and Director General of Immigration in Jakarta
10. Visa Fee ¥ 5.700
11. Additional documents may be requested under certain circumstances

C. LIMITED STAY VISA

The maximum length of stay depends on the Permission Issued by 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 the permission)
3. 1 recent (within the past 6 months) photograph in color (L.4cm X W.3 cm)
4. Permission issued by the Director General of Immigration in Jakarta
5. Letter of Invitation from business counterpart / sponsor in Indonesia
6. Letter of Recommendation from the employer in Japan
7. Copy of Passport (ID page, in A4 size)
8. Personal History
9. Round Trip Airline tickets/Confirmation slip (If the length of stay is more than 12 months, one way ticket is acceptable)
10. Visa Fee ¥6.300 (up to 6 months) ¥12.000 (up to 12 months) ¥20.700 (up to 24 months)
11. 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. Permission issued by the Director General of Immigration in Jakarta
5. Letter of Invitation from business counterpart / sponsor in Indonesia
6. Letter of Recommendation from the employer in Japan
7. Copy of Passport (ID page, in A4 size)
8. Personal History
9. Round Trip Airline tickets/Confirmation slip
10. Visa Fee ¥12.600,-
11. 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\$ 35 (up to 30 days)

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

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|--------------|-------------|-------------|
| 1. Algeria | 9. Cambodia | 17. Fiji |
| 2. Argentina | 10. Canada | 18. Finland |
| 3. Australia | 11. China | 19. France |
| 4. Austria | 12. Cyprus | 20. Germany |
| 5. Bahrain | 13. Czech | 21. Greece |
| 6. Belgium | 14. Denmark | 22. Hungary |
| 7. Brazil | 15. Egypt | 23. Iceland |
| 8. Bulgaria | 16. Estonia | 24. India |

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|-------------------|------------------|------------------------------|
| 25. Ireland | 39. Netherlands | 53. South Korea |
| 26. Italy | 40. New Zealand | 54. Spain |
| 27. Japan | 41. Norway | 55. Suriname |
| 28. Kuwait | 42. Oman | 56. Sweden |
| 29. Laos | 43. Panama | 57. Switzerland |
| 30. Latvia | 44. Poland | 58. Taiwan Territory |
| 31. Libya | 45. Portugal | 59. Tunisia |
| 32. Liechtenstein | 46. Qatar | 60. Turkey |
| 33. Lithuania | 47. Romania | 61. United Arab Emirates |
| 34. Luxembourg | 48. Russia | 62. United Kingdom |
| 35. Maldives | 49. Saudi Arabia | 63. United States of America |
| 36. Malta | 50. Slovakia | 64. Timor Leste |
| 37. Mexico | 51. Slovenia | |
| 38. Monaco | 52. South Africa | |

There are 29 Airports and 88 Seaports where on arrival visa is issued to visitors from above mentioned 64 countries.

A. Airports

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| 1. Adi Sumarmo in Solo (Central Java) | 15. Maimun Saleh, Sabang |
| 2. Adisutjipto in Yogyakarta (Yogyakarta) | 16. Minangkabau, Padang |
| 3. Ahmad Yani in Semarang (Central Java) | 17. Mopah, Merauke |
| 4. Belitung, Tanjung Pandan | 18. Mozes Kilangin, Tembaga Pura |
| 5. Banaka, Sibolga | 19. Pattimura, Ambon |
| 6. El Tari in Kupang (Timor, East Nusa Tenggara) | 20. Polonoa, Medan |
| 7. Frans Kaisiepo, Biak | 21. Sam Ratulangi, Manado |
| 8. Halim Perdana Kusuma, DKI Jakarta | 22. Sultan Aji Muhammad Sulaiman Sepinggan, Balikpapan |
| 9. Hang Nadim in Batam (Riau Islands) | 23. Soekarno Hatta, Banten |
| 10. Husein Sastranegara in Bandung (West Java) | 24. Sultan Hasanuddin, Makassar |
| 11. I Gusti Ngurah Rai, Bali | 25. Sultan Iskandar Muda, Aceh |
| 12. Juanda in Surabaya (East Java) | 26. Sultan Mahmud Badarudin II, Palembang |
| 13. Kualanamu, Medan | 27. Sultan Syarif Kasim II, Pekanbaru |
| 14. Lombok International Airport in Mataram (West Nusa Tenggara) | 28. Supadio, Pontianak |
| | 29. Tarakan, Tarakanv |

B. Seaports

1. Achmad Yani, Ternate
2. Amamapare, Tembagapura
3. Anggrek, Gorontalo
4. Bagan Siapi-api, Bagan Siapi-api
5. Batam Centre, Batam
6. Batu Ampar, Batam
7. Belakang Padang, Belakang Padang
8. Belawan, Belawan
9. Benete, Sumbawa Besar
10. Benoa, Denpasar
11. Biak, Biak
12. Boom Baru, Palembang
13. Celukan Bawang, Singaraja
14. Citra Tri Tunas, Batam
15. Ciwandan, Cilegon
16. Dumai, Dumai
17. Dwi Kora, Pontianak
18. Gunung Sitoli, Sibolga
19. Jambi, Jambi
20. Jayapura, Jayapura
21. Kabil, Batam
22. Kendari, Kendari
23. Kota Baru, Kota Baru
24. Kuala Enok, Tembilahan
25. Kuala Langsa, Aceh
26. Kuala Tanjung, Tanjung Balai Asahan
27. Kuala Tungkal, Jambi
28. Lauren Say, Maumere
29. Lembar, Mataram
30. Lhokseumawe, Lhokseumawe
31. Malahayati, Aceh
32. Malundung, Tarakan
33. Manado, Manado
34. Marina Teluk Senimba, Batam
35. Marore, Tahuna
36. Merauke, Merauke
37. Miangas, Tahuna
38. Nongsa Terminal Bahari, Batam
39. Nusantara, Pare-pare
40. Nusantara, Tahuna
41. Padang Bai, Singaraja
42. Panarukan, Panarukan
43. Pangkal Balam, Pangkal Pinang
44. Pangkoloan, Palu
45. Panjang, Bandar Lampung
46. Pasuruan, Pasuruan
47. Pemangkat, Sambas
48. Port Bentan Telani Lagoi, Tanjung Uban
49. Port Seri Udana Lobam, Tanjung Uban
50. Port Sri Setia Raja, Bengkalis
51. Probolinggo, Probolinggo
52. Pulau Baai, Bengkulu
53. Sabang, Aceh
54. Samarinda, Samarinda
55. Sampit, Sampit
56. Samudera, Bitung
57. Sekupang, Batam
58. Selat Lampa, Ranai
59. Semayang, Balik Papan
60. Siak Sri Indrapura, Siak
61. Sibolga, Sibolga
62. Sintete, Sambas
63. Soekarno Hatta Makassar
64. Sorong, Sorong
65. Sri Bayintan, Tanjung Pinang
66. Sri Bintan Pura, Tanjung Pinang
67. Sungai Tuntung, Tembilahan
68. Tanjung Balai Karimun, Tanjung Balai Karimun
69. Tanjung Emas, Semarang
70. Tanjung Gudang, Pangkal Pinang

71. Tanjung Harapan, Selat Panjang
72. Tanjung Intan, Cilacap
73. Tanjung Kelian, Pangkal Pinang
74. Tanjung Lontar, Kupang
75. Tanjung Pandan, Bangka Belitung
76. Tanjung Perak, Surabaya
77. Tanjung Priok, DKI Jakarta
78. Tanjung Uban, Tanjung Uban
79. Tanjung Wangi, Jember

80. Tarempa, Tarempa
81. Teluk Bayur, Padang
82. Teluk Nibung, Tanjung Balai Asahan
83. Tembilahan, Tembilahan
84. Tri Sakti, Banjarmasin
85. Tual, Tual
86. Tunon Naka, Nunukan
87. Yos Sudarso, Ambon
88. Yos Sudarso, Cirebon

CROSS-BORDER POSTS

- | | |
|-----------------------|-------------------------|
| 1. Aruk, Sambas | 5. Nanga Badau, Sanggau |
| 2. Entikong, Entikong | 6. Napan, Atambua |
| 3. Metamauk, Atambua | 7. Skauw, Jayapura |
| 4. Mota`ain, Atambua | |

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.

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|----------------------|--------------|
| 1. Brunei Darussalam | 9. Singapore |
| 2. Chile | 10. Thailand |
| 3. Hong Kong | 11. Vietnam |
| 4. Macau | 12. Ecuador |
| 5. Malaysia | 13. Cambodia |
| 6. Morocco | 14. Laos |
| 7. Peru | 15. Myanmar |
| 8. Philippines | |

List of countries required approval to obtain visa

Pursuant to the decree of the Minister of Justice and Human Rights Number MM.HH-03.GR.01.06 – 2012, the list of countries required approval to obtain visa from the Immigration Office in Indonesia before traveling are as bellow:

- | | |
|---------------|----------------|
| 1. Afganistan | 6. Liberia |
| 2. Cameroon | 7. Niger |
| 3. Guinea | 8. Nigeria |
| 4. Iraq | 9. North Korea |
| 5. Israel | 10. Pakistan |

11. Somalia

Journalism Procedures in Indonesia

Foreign companies intending to produce films in Indonesia is obligated to do the following :

1. The relevant foreign company must submit an application to the Department of Culture and Tourism, c.q. the Directorate of Film, through any Indonesian Representative Office in its respective country. The application shall have the following attachments:

a. Cover Letter to the Consulate General of the Republic of Indonesia in Osaka

b. Data of cooperation, the crews and their positions (one person one copy)

c. Personal history (one person one copy)

d. Staff List

e. Synopsis of the project to be filmed

f. Schedule and locations of shooting

g. List of equipments

h. Statement (one person one copy)

i. Copies of passports of the foreign personnel involved (in colored, one person one copy)

All the above documents can be downloaded from the Consulate General of Indonesia website.

2. Each application is subject to administrative examination by Department of Culture and Tourism, based on which the application shall be granted or refused. The evaluation team will be comprised of officers representing the Department of Foreign Affairs, the Department of Laws and Human Rights, the Department of Culture and Tourism, and other related authorities.

3. In this regard, the Department of Culture and Tourism, c.q. the Directorate of Film will be the issuer of permits for filming in Indonesia, and will provide assistance during the production of the film in Indonesia.

4. Approval or refusal of such application shall be decided at lasts 7 (seven) working days after the completion of all requirements.

5. For filming in certain areas, the Directorate of Film may require the foreign company to be accompanied by an appointed supporting team, to ensure the smoothness of the film production. These areas are to be determined by the Directorate of Film.

6. The foreign company is obligated to submit a copy of the produced in the form of Betacam video cassette to the Government of Indonesia, c.q. the Department of Culture and Tourism, to be used for non-commercial only.

Crews of the foreign companies, while conducting activities within the jurisdiction of Indonesia, is required to respect the local norms and traditions, as well as to comply with the prevailing laws and regulations.