

## **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 and 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)

Please contact our Consular Section by email at:

[kjri-osaka@indonesia-osaka.org](mailto:kjri-osaka@indonesia-osaka.org)

or at telephone number:

06-6449-9883

for further inquiries on procedure/requirements of visa application and other consular services

## **PROCEDURE OF VISA APPLICATION 2017**

### **A. General Provisions**

1. The visa should be used no later than 90 days from its issuance.
2. A refusal/rejection of a visa application and cancellation/revocation of an issued visa would be informed to the applicant or its guarantor in a written statement without mentioning the reason.
3. Approval from the Ministry of Law and Human Rights in Jakarta is required for a visa application:

#### **By foreign citizens:**

- a. Who owns no citizenship/stateless
- b. Whose traveling document is not a passport

**For purposes of:**

- a. Journalism (also requires recommendation from relevant authorities in Indonesia)
- b. Filmmaking (also requires recommendation from relevant authorities in Indonesia)
- c. Providing training, counseling and guidance in an implementation and innovation of industrial technology so as to improve the quality and design of an industrial product as well as cooperation in overseas marketing for Indonesia (also requires recommendation from labor affairs authorities in Indonesia).
- d. Conducting audit, quality control, or inspection upon a company's branch in Indonesia (also requires recommendation from labor affairs authorities in Indonesia).
- e. Conducting work trials by candidates of foreign workers, including internees (also requires recommendation from labor affairs authorities in Indonesia).

**f. Multiple Visit Visa and Limited Stay Visa**

(Note: Approval from the Ministry of Law and Human Rights is valid for 60 days after its issuance.)

**B. Single Visit Visa**

1. Length of stay maximum 60 days
2. Requirements:
  - a. A completed and signed visa application form
  - b. Passport (original and copy) with minimum validity of 6 months (12 months of travel document validity for a stateless applicant)
  - c. Letter of guarantee from a guarantor (except for tourism visit)
  - d. Proof/evidence demonstrating the financial capability to cover expenses during stay in Indonesia (minimum US\$ 1,500,-)
  - e. Return ticket or onward ticket to continue travelling to other destination country, except for a vessel crew intending to transit to join its vessel and continue travelling to other destination country.
  - f. 2 recent photographs (within the past 6 months) in color and size of 4 cm (width) x 6 cm (length) with white background.
  - g. Visa fee ¥ 5,700.

h. Recommendation letter from relevant authority in Indonesia (for journalistic and filmmaking purposes only).

3. Purposes of visit allowed under Single Visit Visa:

**Visa issued either by Consulate General or Ministry of Law and Human Rights:**

- a. Tourism, family, social, art and culture, official duty, non-commercial sport activities, comparative study, short course and short training
- b. To conduct business talks, to purchase goods
- c. To give lecture or to attend seminars and international exhibition
- d. To continue travelling to other destination country
- e. To attend meetings organized by a headquarter or representative office in Indonesia

**Visa issued by Ministry of Law and Human Rights:**

- a. To provide training, counseling and guidance in areas of implementation and innovation of industrial technology so as to improve the quality and design of an industrial product as well as cooperation in overseas marketing for Indonesia
- b. To conduct emergency and urgent work
- c. Journalistic activities (having obtained permission from relevant authorities in Indonesia)
- d. Non-commercial filmmaking (having obtained permission from relevant authorities)
- e. To conduct audit, quality control, or inspection upon a company's branch in Indonesia
- f. To conduct work trials by candidates of foreign workers (including internees)
- g. To join a conveyance (vessel, airplane or other transportation mode used to carry goods or persons) within Indonesian territory

## **C. Media/Journalist Visa**

(Application must be submitted 3 weeks prior to the intended travelling schedule)

### **1. News Coverage**

#### General requirements:

- a. A completed and signed visa application form
- b. Passport (original and copy) with minimum validity of 6 months (12 months of travel document validity for a stateless applicant)
- c. Letter of guarantee from a guarantor during stay in Indonesia
- d. Proof/evidence demonstrating the financial capability to cover expenses during stay in Indonesia (minimum US\$ 1,500,-)
- e. Return ticket or onward ticket to continue travelling to other destination country.
- f. 2 recent photographs (within the past 6 months) in color and size of 4 cm (width) x 6 cm (length) with white background.
- g. Visa fee ¥ 5,700/applicant
- h. Recommendation letter from relevant authority in Indonesia (please consult with your local partner/mixer/stringer).

#### Specific requirements:

- a. Sponsor letter from employer stating:
  - i. Purpose of journalist visit
  - ii. Places to be visited/covered
  - iii. Date/schedule of coverage
- b. A brief overview on company profile
- c. List of crew(s) travelling and their position(s)
- d. List of equipment(s)
- e. List of interviewee (if any) and approval letter from the interviewee (if any)
- f. Name, address and contact number of local partner/media colleague in Indonesia (if any;  
\*must be an Indonesian citizen)
- g. Statement letter stating: agree and obey all relevant national and local regulations regulating holy places, national parks, and other intended places.
- h. Recent sample of works on Indonesia
- i. Completed and signed Journalist Visa Checklist

## 2. Foreign Correspondent

### General requirements:

- a. A completed and signed visa application form
- b. Passport (original and copy) with minimum validity of 6 months (12 months of travel document validity for a stateless applicant)
- c. Letter of guarantee from a guarantor during stay in Indonesia
- d. Proof/evidence demonstrating the financial capability to cover expenses during stay in Indonesia (minimum US\$ 1,500,-)
- e. Return ticket or onward ticket to continue travelling to other destination country.
- f. 2 recent photographs (within the past 6 months) in color and size of 4 cm (width) x 6 cm (length) with white background.
- g. Visa fee ¥ 5,700/applicant.
- h. Recommendation letter from relevant authority in Indonesia (please consult with your local partner/mixer/stringer).

### Specific requirements:

- a. Sponsor letter from employer stating:
  - i. Purpose of employer
  - ii. Employment period
  - iii. Permanent/temporary address of the correspondent in Indonesia
- b. A brief overview on company profile
- c. CV of the correspondent
- d. List of family member(s) (if any)
- e. Office address in Indonesia
- f. List of equipment(s) (if any)
- g. Statement letter stating: agree and obey all relevant national and local regulations regulating holy places, national parks, and other intended places.
- h. Recent sample of works on Indonesia
- i. Completed and signed Journalist Visa Checklist

### 3. Filmmaking Purpose

#### General requirements:

- a. A completed and signed visa application form
- b. Passport (original and copy) with minimum validity of 6 months (12 months of travel document validity for a stateless applicant)
- c. Letter of guarantee from a guarantor during stay in Indonesia
- d. Proof/evidence demonstrating the financial capability to cover expenses during stay in Indonesia (minimum US\$ 1,500,-)
- e. Return ticket or onward ticket to continue travelling to other destination country.
- f. 2 recent photographs (within the past 6 months) in color and size of 4 cm (width) x 6 cm (length) with white background.
- g. Visa fee ¥ 5,700/applicant.
- h. Recommendation letter from relevant authority in Indonesia (please consult with your local partner/mixer/stringer).

#### Specific requirements:

- a. Sponsor letter from employer stating:
  - i. Purpose of journalist visit
  - ii. Places to be visited/covered
  - iii. Date/schedule of filming
- b. A brief overview on company profile
- c. List of crew(s) travelling and their position(s)
- d. Tentative Agenda in Indonesia
- e. Synopsis or background information of the story/documentation
- f. List of equipment(s)
- g. Name of local partner/mixer
- h. Statement letter stating:
  - i. Agree and obey all relevant national and local regulations regulating holy places, national parks, other intended places
  - ii. That the applicant would hand in/submit one release copy of film shooting result to the Consulate General after completing films

- iii. That the applicant understands that there will be entrance fee for national parks, temples, and cultural objects
- i. List of resource person or interviewee
- j. Completed and signed Journalist Visa Checklist

#### **D. Multiple Visit Visa**

1. Length of stay: maximum 60 days
2. Multiple Visit Visa application requires **approval from the Ministry of Law and Human Rights.**
3. Requirements: the applicant shall fill in the application form and enclose the following:
  - a. Letter of guarantee from a guarantor (except for tourism visit)
  - b. Proof/evidence demonstrating the financial capability to cover expenses during stay in Indonesia (minimum US\$ 1,500,-)
  - c. Return ticket or onward ticket to continue travelling to other destination country, except for a vessel crew intending to transit to join its vessel and continue travelling to other destination country.
  - d. 2 recent photographs (within the past 6 months) in color and size of 4 cm (width) x 6 cm (length) with white background.
  - e. Passport (original and copy).
  - f. Passport validity and application fee required for Multiple Visit Visa depends on the length of visa validity:

<b>Length of Multiple Visit Visa Validity</b>	<b>Passport Validity</b>	<b>Application Fees (¥ 12,600/year)</b>
5 years	6 years	¥ 63,000
4 years	5 years	¥ 50,400
3 years	4 years	¥ 37,800
2 years	3 years	¥ 25,200
1 year	18 months	¥ 12,600

4. Purposes of visit allowed under Multiple Visit Visa:
  - a. Family, social, art and culture, official duty

- b. To conduct business talks
- c. To purchase goods
- d. To attend seminar
- e. To participate in international exhibition
- f. To attend meeting held by a headquarter or representative office in Jakarta
- g. To continue travelling to other destination country

**E. Limited Stay Visa** (requires approval from the Ministry of Law and Human Rights)

1. Limited Stay Visa may be granted with length of stay for:

<b>Length of Stay</b>	<b>Granted to/for</b>
a. 2 years	<ul style="list-style-type: none"> <li>• Investor</li> <li>• Student enrolling to an education program</li> <li>• Expert working for a UN-subsiary international organization</li> </ul>
b. 1 year	<ul style="list-style-type: none"> <li>• Person who conducts a paid-activity related to its profession</li> <li>• Commercial filmmaking (requires approval from relevant authorities)</li> </ul>
c. 6 months	
d. 90 days	
e. 30 days	
	<ul style="list-style-type: none"> <li>• Quality or production control</li> <li>• Inspection or audit upon a branch office in Indonesia</li> <li>• After-sale services</li> <li>• Machine installation and reparation</li> <li>• Non-permanent work in construction field</li> <li>• To organize art, musical and sports shows/events</li> <li>• Professional sports activity</li> <li>• Medical treatment</li> <li>• Work trial by candidate of foreign workers, including internees</li> <li>• Foreigner married with an Indonesian citizen</li> <li>• Child of a foreigner married with an Indonesian citizen</li> <li>• Repatriation</li> <li>• Former Indonesian citizen</li> <li>• Foreign senior tourist</li> </ul>



	<ul style="list-style-type: none"><li>• Expert, investor, trainer, researcher, ecclesiastic/religionist, and student (enrolling to an education program)</li></ul>
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2. General requirements for Limited Stay Visa:

- a. Guarantee letter from a guarantor
  - b. Copy of original passport which is valid for:
    - (i) at least 12 months for 6 months duration of stay;
    - (ii) at least 18 months for 1 year duration of stay;
    - (iii) at least 30 months for 2 year duration of stay.
  - c. Proof/evidence demonstrating the financial capability to cover expenses during stay in Indonesia (minimum US\$ 1,500,-)
  - d. 2 recent photographs (within the past 6 months) in color and size of 4 cm (width) x 6 cm (length) with white background
  - e. Recommendation letter from labor affairs or relevant authorities in Indonesia
- (note: Please send email to [kjri-osaka@indonesia-osaka.org](mailto:kjri-osaka@indonesia-osaka.org) or contact our Consular Section at 06-6449-9883 for further inquiries on requirements of specific purpose of visit)*

3. Limited Stay Visa for 30 days duration of stay may be granted upon a foreigner's arrival at the designated points of entry.

4. Limited Stay Visa in order to work may also be granted to a foreigner who is on vacation:

- a. for maximum 1 year duration of stay
- b. to a foreigner whose country has established cooperation agreement with Indonesia
- c. fields of work allowed: education, tourism, health, social, sports and arts and culture

## F. Visa on Arrival (VOA)

1. VOA is valid for 30 days of stay in Indonesia
2. VOA Index: B213
3. Requirements:
  - a. original Passport valid for at least 6 months;
  - b. return ticket or onward ticket to continue travelling to other destination country, except for a vessel crew intending to transit to join its vessel and continue travelling to other destination country.
4. Purpose of visit allowed under VOA:
  - a. Tourism, family, social, art and culture, official duty, non-commercial sport activities, comparative study, short course and short training
  - b. To conduct emergency and urgent work
  - c. To hold business talks, to purchase goods
  - d. To give lecture or attend seminar
  - e. To participate in international exhibition
  - f. To attend meeting held by a headquarter or representative office in Jakarta
  - g. To continue travelling to other destination country
  - h. To join a conveyance (vessel, airplane or other transportation mode used to carry goods or persons) within Indonesian territory
5. Visa fee: US\$ 35

## G. Free Visa Scheme

### 1. Requirements:

- a. Valid passport with validity of minimum 6 months
- b. Return or onward ticket to another destination country
- c. Not listed in the Indonesian Immigration's blacklist

### 2. Purposes of visit allowed under Free Visa Scheme:

- a. Tourism
- b. Family
- c. Social
- d. Art and culture
- e. Government assignment
- f. Giving speeches or attending seminars
- g. Attending international exhibitions
- h. Attending meetings held with a central or representative office in Indonesia
- i. Continuing travel to another country

### 3. Length of stay: 30 days

### 4. List of Countries, Special Administrative Territories and certain Entities exempted from the obligation to have a visa to enter Indonesian Territory:

1. Albania;	58. Guyana;	114. Peru;
2. Algeria;	59. Haiti;	115. Poland;
3. Andorra;	60. Honduras;	116. Portugal;
4. Angola;	61. Hungary;	117. Puerto Rico;
5. Antigua and Barbuda;	62. Hong Kong (SAR);	118. Qatar;
6. Argentina;	63. India;	119. Rep. Dominica;
7. Armenia;	64. Rep. of Ireland;	120. Rep. of Korea;
8. Australia;	65. Iceland;	121. Romania;
9. Austria;	66. Ivory Coast;	122. Russia;
10. Azerbaijan;	67. Italy;	123. Rwanda;
11. Bahamas;	68. Jamaica;	124. Saint Kitts and Nevis;
12. Bahrain;	69. Japan;	125. Saint Lucia;
13. Bangladesh;	70. Jordan;	126. Saint Vincent and the

14. Barbados;	71. Kazakhstan;	Grenadines;
15. Belarus;	72. Kenya;	127. Samoa;
16. Belgium;	73. Kiribati;	128. San Marino;
17. Belize;	74. Kuwait;	129. Sao Tome and Principe;
18. Benin;	75. Kyrgyzstan;	130. Saudi Arabia;
19. Bhutan;	76. Laos;	131. Senegal;
20. Bolivia;	77. Latvia;	132. Serbia;
21. Bosnia and Herzegovina;	78. Lebanon;	133. Seychelles;
22. Botswana;	79. Lesotho;	134. Singapore;
23. Brazil	80. Liechtenstein;	135. Slovakia;
24. Brunei Darussalam;	81. Lithuania;	136. Slovenia;
25. Bulgaria;	82. Luxemburg;	137. Solomon Islands;
26. Burkina Faso;	83. Macao (SAR);	138. South Africa;
27. Burundi;	84. Madagascar;	139. Spain;
28. Cabo Verde;	85. Macedonia;	140. Sri Lanka;
29. Cambodia;	86. Maldives;	141. Suriname;
30. Canada;	87. Malawi;	142. Swaziland;
31. Czech Rep.;	88. Malaysia;	143. Sweden;
32. Chad;	89. Mali;	144. Swiss;
33. Chili;	90. Malta;	145. Taiwan;
34. China;	91. Marshall Islands;	146. Tajikistan;
35. Comoros;	92. Morocco;	147. Vatican ;
36. Costa Rika;	93. Mauritania;	148. Tanzania;
37. Croatia;	94. Mauritius;	149. Thailand;
38. Cuba;	95. Mexico;	150. Timor-Leste;
39. Cyprus;	96. Moldova;	151. Togo;
40. Denmark;	97. Monaco;	152. Tonga;
41. Dominica (Commonwealth);	98. Mongolia;	153. Trinidad and Tobago;
42. Ecuador;	99. Mozambique;	154. Tunisia;
43. Egypt;	100. Myanmar;	155. Turkey;
	101. Namibia;	156. Turkmenistan;

44. El Salvador;	102. Nauru;	157. Tuvalu;
45. Estonia;	103. Nepal;	158. Uganda;
46. Fiji;	104. Netherlands;	159. Ukraine;
47. Filipina;	105. New Zealand;	160. Uni Arab Emirates;
48. Finland;	106. Nicaragua;	161. United Kingdom
49. France;	107. Norway;	162. Uruguay;
50. Gabon;	108. Oman;	163. USA;
51. Gambia;	109. Palau;	164. Uzbekistan;
52. Georgia;	110. Palestine;	165. Vanuatu;
53. Germany;	111. Panama;	166. Venezuela;
54. Ghana;	112. Papua New Guinea;	167. Vietnam;
55. Greece;	113. Paraguay;	168. Zambia;
56. Grenada;		169. Zimbabwe.
57. Guatemala;		