

## **Research Permit Procedure in JKT, Indonesia (June 2008)**

Arrive in Jakarta.

Immigration stamp should say report to Jakarta.

\*\* as of March 2008, KITAS is needed for a stay greater than 1 month

### **JAKARTA**

#### **Day 1:**

GO TO:

(1) **RISTEK (Kementerian Negara Riset dan Teknologi)**

Gedung BPPT II, Lantai 8

Sekretariat Perizinan Peneliti Asing

Meet: Pak Wayu ([sriway2461969@yahoo.com](mailto:sriway2461969@yahoo.com))

Others there: Mbak Tina, Mbak Yeti

Nomor: (021) 3169293

FaX: (021) 398361180

- GET:

- o letter for Polisi in JKT (permohonan SKJ)
- o letter for Immigrasi in JKT (asking for KITAS—limited stay permit)

- Pay research fee \$100 US (or in Rupiah)

(2) **Polisi (POLDA)** (about 15-20 min taxi ride from RISTEK)

Gedung MABES POLRI

Jl. Trunojoyo No. 3

Kebayoran Baru, JKT Selatan

- enter from back side

- Locket Bagi Orang Asing (hours: M-F 9am – 2pm)

- BRING:

- o Letter from RISTEK
- o Copy of passport, visa, immigration stamp
- o 2 photos (red background)
- o Fill out their questionnaire

- PAY: Rp 50,000

- RETURN: next day to pick up SKJ (Surat Keterangan Jalan) = traveling permit (this was ready for me when I arrived the next business day)

(3) **Immigrasi PUSAT** (about 30 min taxi ride from POLDA; but difficult to find taxi when done)

Ditjen Immigrasi

Jl. Merpati II, Lantai 3

Kemayoran

Jakarta Pusat

Contact person: Pak Putra

- Closed 12-1pm
- To Do:
  - Buy formulir first (FOTOCOPY LOKET)
  - Fill out
  - Submit:
    - Letter from RISTEK
    - Formulir
    - Copy passport
    - Copy visa
  - Return next day!
  - NOTE: if KITAS for 3 months or less, no need to request an exit permit. So when ready to leave Indonesia, all need to do is surrender KITAS at airport

## **DAY 2:**

GO TO:

- (1) **Polisi:** pick up SKJ (ready) in room 2017 (2<sup>nd</sup> floor)—
  - Tip: make multiple copies HERE at POLDA before moving on
- (2) **Immigrasi:**
  - Sign form
  - Pay Rp 350,000
  - Sign kartu & booklet
  - FOTOS and digital fingerprint
  - RETURN: next day
- (3) **RISTEK**
  - GET:
    - SIP (surat izin penelitian) = research permit letter
    - SIP kartu
    - Letter for dept dalam negeri in JKT (asking for SPP = Surat Pemberitahuan Penelitian)
    - Letter for PHKA (dept of forestry, asking for SIMAKSI = permit to enter protected area)
    - DONE AT RISTEK!
    - Note: only need letter for local police asking for SKLD if staying 6 or more months
- (4) **Dept. Dalam Negeri** (\*MUST go here before PHKA because need SPP to get SIMAKSI)  
Jl. Medan Merdeka Utara No. 7, JKT Pusat  
Office: Politik dan Kemasyarakatan, Ditjen Kesatuan Bangsa dan Politik  
KESBANG, Gedung Baru, Lt 5

Contact: Pak Bedjo

- BRING:
  - o Letter from RISTEK (which includes a copy of SIP)
  - o 2 Photos (red background)
  - o Copy of SKJ
- RETURN: next day to get SPP (\*had to encourage him to finish it before 3 pm the next day)

### **DAY 3:**

GO TO:

(1) **Dept Dalam Negeri** (they said 3 pm, I arrived at 1:30)

- o GET:
  - SPP

(2) **Departemen Kehutanan**

Gedung Manggala Wanabakti Blok I, Lantai 8

Jl. Jendral Gatot Subroto, JKT Selatan (tell taxi: near Gedung MPR-DPR)

Bagian Hukun dan Organisasi

- o BRING:
  - o SPP
  - o SKJ
  - o Surat IZIN (incl with letter from LIPI)
  - o Copy passport, visa
  - o Copy research proposal
  - o 2 Materai Rp 6000 (purchase at post office—there is a PO Located in the front part of this building complex on 2<sup>nd</sup> floor)
    - NOTE: they said return in 2 days but I returned the next day to bug them (Met with Ibu Mita, she said to contact: Pak Aset or Pak Akbar, TEL: 5730 300, 5730 301)
    - NOTE: they told me to allow AT LEAST ONE WEEK!!!