



Research Center for Society and Culture

National Research and Innovation Agency

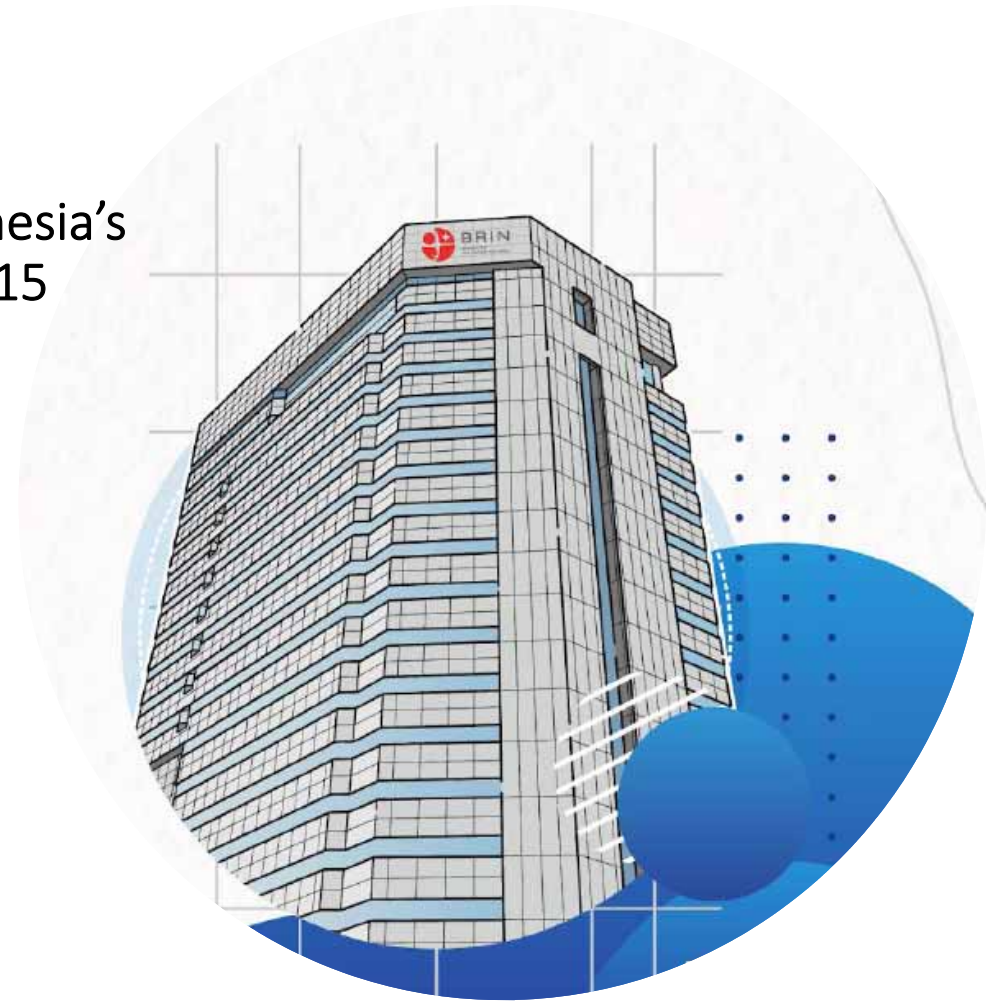
# Sharing Session:

How to successfully apply for the New Indonesia's  
Research Approval and Research Visa C315

Dr Lilis Mulyani

Research Center for Society and Culture  
National Research and Innovation Agency  
(PRMB BRIN)

Australian Embassy, 18 October 2022



# I. Research Ethics and Approval



Memorandum of Understanding *or*  
Letter of Intent *or*  
Agreement

3 - 6 months to  
settle agreement  
with BRIN

• Ethics Clearance - ***Klirens Etik***

- BRIN Research Ethics Committee
- Documents needed:
  - Cover letter
  - Research Proposal
- ***Online process:***  
<<https://klirensetik.brin.go.id/>>
  - Registration
  - Download and fill in forms
  - Upload docs and application submission
- Actual processing time: 3 - 8 weeks\*

• Research Approval - ***Surat Ijin Riset***

- Deputy of Research and Innovation Facilitation
- ***Offline process*** with Directorate for Foreign Research and Innovation Permit and Scientific Authority BRIN
- Documents/Letters needed:
  - Cover Letter from the Indonesian partner institution
  - Permohonan Penetapan Bebas Tarif (0% PNPB) - Tax free request letter, for researchers/research team with MoU/Agreement only
- Actual processing time: 7 - 10 days



# Tariffs for Research Permit

B. TARIF (TARIFFS)

KATEGORI (Category)	Izin Baru (<1 bulan) (New Permit <1 month)	Izin Baru (<6 bulan) (New Permit <6 month)	Izin Baru (6-12 bulan) (New Permit 6-12 month)	Izin Perpanjangan (<1 bulan) (Renewal Permit <1 month)	Izin Perpanjangan (<6 bulan) (Renewal Permit <6 month)	Izin Perpanjangan (6-12 bulan) (Renewal Permit 6-12 month)	Dokumen Perjalanan untuk Spouse & Dependent (Travel Document for Spouse & Dependent)	Perpanjangan Dokumen Perjalanan untuk Spouse & Dependent ((Travel Document for Spouse & Dependent))
Biaya Pendaftaran (Registration Fee)	100.000	100.000	100.000	100.000	100.000	100.000	100.000	100.000
Perguruan Tinggi Asing (foreign College)	1.750.000	2.500.000	5.000.000	750.000	1.250.000	2.500.000	1.000.000	500.000
Lembaga Lit-bang Asing (foreign R&D Institute)	1.750.000	2.250.000	5.000.000	750.000	1.250.000	2.500.000	1.000.000	500.000
Badan Usaha Asing (Foreign Corporation)	3.000.000	5.000.000	10.000.000	1.750.000	2.500.000	5.000.000	1.000.000	500.000
Orang Asing (Foreigners)	750.000	1.300.000	1.500.000	500.000	650.000	750.000	1.000.000	500.000

## REQUIREMENTS FOR OBTAINING FREE TARIFFS

BRIN provides free tariffs with the following criteria and requirements:

1. Provide research proposal
2. Provide a letter of recommendation/ letter of approval from guarantee institute
3. Provide document of collaboration with BRIN working unit and
4. Provide a letter to the Deputy Chairman of BRIN for Research and Innovation Facilitation, no later than 7 working days prior to the research implementation.

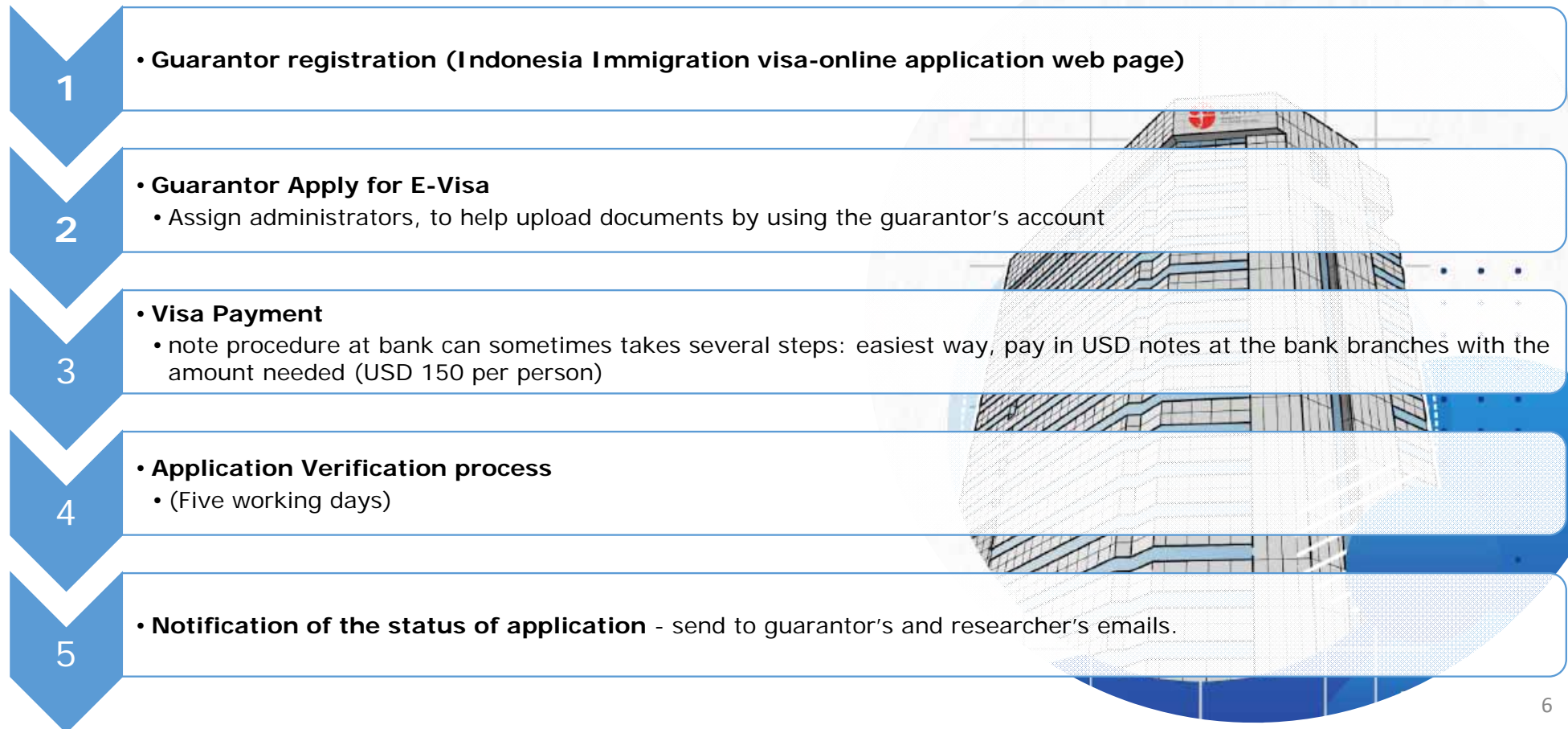
All documents are uploaded through [klirensetik.brin.go.id](https://klirensetik.brin.go.id). For further information please contact secretariat through email [research.permit@brin.go.id](mailto:research.permit@brin.go.id).

Source: <https://klirensetik.brin.go.id/>

## II. C315 Online Visa Application



# E-Visa Application procedure





Please make sure your username and password are always kept confidential and private. Please change your password regularly to avoid the unauthorized use.

**You can only apply for visa application on weekdays at 08:00 WIB until 15:00 WIB.**

### LIST OF VISA APPLICATION

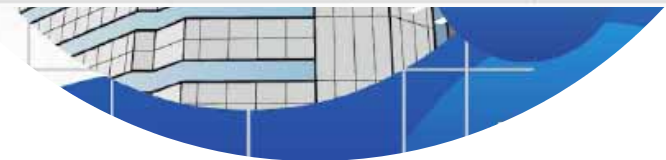
Filters

#### Application Workflow

Please choose from the application list below to show the current workflow of application.

1 Apply    2 Document Checking    3 Payment    4 Foreigner Validation    5 Approval    6 Telex Publishing    7 Done

Application Number	Visa Type	Index	Application Date	Billing Code (IDR)	Billing Code (USD)	Number of Travel Document	Name of Foreigner	Status	Notes	Action
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# Required Documents for Online C315 Visa Application

1. **Surat permohonan dan penjamin** - Request as Guarantor Letter (Indonesia's Partner Institution)
2. **Surat Izin Penelitian** - Research Approval Letter (BRIN)
3. **Sampul paspor** - Passport(s) of the researchers
4. **Halaman biodata paspor** - Passport identity page
5. **Buku rekening tabungan orang asing** - bank account statement (letter or copy of bank account)
6. **Pas foto 3cm\*4cm** (latar belakang putih) - photograph with white background, 3 x 4 cm
7. **Bukti telah menerima vaksin** - Covid 19 vaccine certificate
8. **Bukti kepemilikan asuransi** - insurance document
9. **Surat pernyataan terkait protokol Covid-19** - researcher's statement to follow Covid-19 protocols

## E-visa fees:

1. Administration fee Rp. 200,000,00 (can be paid using mobile banking, multipayment, PNPB)
2. C315 E-Visa Fee USD 150,-  
Suggestion: pay directly at the bank branches with the help of bank staffs (cannot use mobile/internet banking due to different currency, unless you have accounts in USD in affiliated banks)




## Useful tip!!!

Research Approval Letter must be signed in on 'meterai'. Use the e-meterai application for this purpose.

<https://e-meterai.co.id/>





KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA REPUBLIK INDONESIA  
DIREKTORAT JENDERAL IMIGRASI

Jakarta, 05/09/2022

**C315**

Yth.  
**APPLICANT NAME**  
APPLICANT'S ADDRESS OF RESIDENCE IN  
INDONESIA

Bersama ini kami sampaikan bahwa permohonan visa anda telah disetujui dengan data sebagai berikut:

**A. DATA VISA**

ID/Nomor Permohonan	: 170XXXXXXXX5
Tipe Visa	: TINGGAL TERBATAS
Kegiatan	: PELATIHAN DAN PENELITIAN
Nomor Register Visa	: 2XXXXXXXXFW
Nomor e-Visa	: EXXXXXLN
Tanggal Terakhir Visa dapat digunakan	: 05/12/2022
Lama Tinggal di Indonesia	: 1 TAHUN

**B. DATA ORANG ASING**

Jenis Kelamin	: PRIA
Tempat Lahir	: TOKYO
Tanggal, Bulan & Tahun Lahir	: XX/XX/1994
Kebangsaan	: JEPANG
Jenis Paspor	: PASPOR
Nomor Paspor	: X X X X X X X
Paspor Diberikan Di	: JEPANG
Tanggal Berakhir Paspor	: X X X X X X
Alamat di Indonesia	: (ADDRESS IN INDONESIA)

**INFORMASI:**

1. Orang asing wajib menunjukkan dokumen perjalanan sesuai e-Visa kepada petugas imigrasi pada saat pemeriksaan keimigrasian;
2. Orang asing wajib mematuhi seluruh peraturan dan protokol kesehatan yang berlaku di Indonesia;
3. Perpanjangan Izin Tinggal kunjungan diajukan pada kantor imigrasi melalui tempat tinggal orang asing;
4. Pemegang visa tinggal terbatas elektronik dengan nomor visa berakhiran **LN** wajib melaporkan diri ke Kantor Imigrasi yang meliputi wilayah kerja tempat tinggal orang asing untuk memperoleh Izin Tinggal Terbatas (ITAS) dalam waktu **30 (tiga puluh)** hari terhitung sejak tanggal masuk orang asing ke wilayah Indonesia;
5. Pemegang visa tinggal terbatas elektronik dengan nomor visa berakhiran **DN** wajib melaporkan diri ke Kantor Imigrasi yang meliputi wilayah kerja tempat tinggal orang asing untuk memperoleh Izin Tinggal Terbatas (ITAS) dalam waktu **7 (tujuh)** hari terhitung sejak tanggal e-Visa terbit;
6. Informasi lebih lanjut dapat mengunjungi [www.imigrasi.go.id](http://www.imigrasi.go.id).

Jalan H.R. Rasuna Said Blok X 6 Kav. 8, Kuningan, Jakarta Selatan - Call Centre 021-1500116

Application submitted:  
25 August 2022

Fee payment:  
26 August 2022

Notification of completed  
application submission:  
29 August 2022

Visa Approval:  
05 September 2022

Actual processing time:  
**10 days!**

# III. KITAS



## Documents needed

1. **Application Form ITAS Online** (Get from <https://izintinggal-online.imigrasi.go.id/>)
2. **Surat Permohonan dari mitra kerja**, Letter of Request from Indonesian Guarantor
3. **Surat Pernyataan dan Jaminan dari mitra kerja**, Statement and Guarantee Letter from Indonesian Guarantor
4. **Fotokopi KTP Penjamin mitra kerja**, Copy of ID Indonesian Guarantor
5. **Fotokopi Surat Izin Penelitian**, Copy of Research permit
6. **Paspor asli**, Valid passport
7. **Fotokopi halaman biodata di paspor**, Copy of passport's identity details page
8. **Fotokopi halaman stempel kedatangan Indonesia di paspor**, arrival stamp page
9. **Persetujuan VITAS 315 (eVISA)**, eVisa C315
10. **PERDIM 24 & 25**, applicants will received original Perdim 24 and 25 (previously emailed) at KANIM
11. **Letter of Residency (Surat Domisili)**, individual research partner at field research location or Indonesian partner institution can help provide this letter

### Tariffs for ITAS Electronic application

Rp. 2.500.000- (ITAS Rp. 1.500.000, dan **Izin Masuk Kembali** Rp. 1.000.000) for 1 year. Alternatively, you can apply for 6 months, tariffs Rp. 1.600.000,- or for 2 years, tariffs Rp. 3.750.000m-. Follow the valid period of the Research Permit Letter.

## Online application

<https://izintinggal-online.imigrasi.go.id/>

2017 © Directorate General of Immigration | H.R. Ransua Saed Street Kav X-6, No 8, Kuningan, South Jakarta



**PUSAT RISET MASYARAKAT DAN BUDAYA**

Gedung Widya Graha Lt. 6 dan 9  
Jl. Jenderal Gatot Subroto No.10 Jakarta, Indonesia 12710  
Telp. 081110646808 Email: pmb@mail.lipi.go.id  
Website: pmb.lipi.go.id

Jakarta, 13 September 2022

**SURAT PERNYATAAN DAN JAMINAN**

Nomor: B-9536/III.7.1/KS.00.01/9/2022

Yang bertanda tangan dibawah ini :

Nama : Dr. Lilis Mulyani  
Tempat/Tgl Lahir : Bandung/ 01-09-1976  
Jabatan/Pekerjaan : Kepala Pusat Riset /  
Peneliti Madya, Pusat Riset Masyarakat dan Budaya,  
Badan Riset dan Inovasi Nasional (PMB-BRIN)  
Kewarganegaraan : INDONESIA  
No. KTP : 3671064109760006  
Alamat : Griya Kencana II Blok Y No.22, RT 003/014, Sudimara Barat,  
Ciledug, Kota Tangerang 15151

Yang selanjutnya menyatakan sebagai penjamin/penanggungjawab dengan hormat mengajukan permohonan izin Tinggal Terbatas untuk peneliti asing, yang bersangkutan di bawah ini :

Nama :  
Tempat/Tgl Lahir :  
Kewarganegaraan :  
Pekerjaan :  
No. Paspor :  
Alamat Negara Asal :  
Pengikat Hubungan :  
Alamat di Indonesia :

Sebagai Penjamin, Saya Bertanggungjawab Penuh Atas :

- 1. Hal ihwal keberadaan serta kegiatan Orang Asing yang bersangkutan selama berada di Indonesia;
- 2. Setiap perubahan status sipil, status Keimigrasian, dan perubahan alamat;
- 3. Segala biaya yang timbul sebagai akibat dari keberadaan serta kegiatan Orang Asing yang bersangkutan selama di Indonesia sehingga pemulangannya ke Negara asalnya.

Demikian surat pernyataan dan jaminan ini Kami buat dengan sesungguhnya dan apabila di kemudian hari keterangan di atas ternyata tidak benar, maka Kami sebagai penjamin bersedia dituntut sesuai dengan ketentuan perundang-undangan yang berlaku.

Penjamin,  
Kepala Pusat Riset Masyarakat  
  
Lilis Mulyani  
NIP. 197609012000032001

**KANIM KELAS I KHUSUS NON TPI JAKARTA SELATAN  
APPLICATION FORM IZIN TINGGAL TERBATAS (ONLINE)**

Application Number : 320xxxxxxxxx52 Date of Application : 08-09-2022  
Application : PENERBITAN ITAS ONLINE

Full Name	:		Sex	: LAKI-LAKI
Place of Birth	:		Date of birth	:
Nationality	:			
Passport Number	:		Date of issues	: XXXX
Place of Passport Issues	:	INDONESIA	Expiry date	: XXXX
Occupation in Indonesia	:	DOSEN		
Field of work	:	PELATIHAN DAN PENELITIAN		
Address of office	:	GD WIDYA GRAHA LANTAI 6, JL. GATOT SUBROTO NO. 10 JAKARTA SELATAN 12710		
Address of residence in Indonesia	:	Address according to the letter of residence (surat domisili)		
Email address	:	Applicant's email		
Marital status	:	KAWIN		
<b>References Details</b>				
Reference category	:	PEMERINTAHAN		
Name of reference	:	ORGANISASI RISET ILMU PENGETAHUAN SOSIAL DAN HUMANIORA, BRIN		
Address of reference	:	GD WIDYA GRAHA LANTAI 6, JL. GATOT SUBROTO NO. 10 JAKARTA SELATAN 12710		
Reference contact number	:	081291197699		
<b>Stay Permit Details</b>				
Permit Number	:	XXXXXXXX		
Date of Issues	:	19-10-2020	Expiry Date	: -
Place of Issues	:	KANIM KELAS I KHUSUS NON TPI JAKARTA SELATAN		

Sign

(XXXXXXXXXXXXXXXXXXXX)

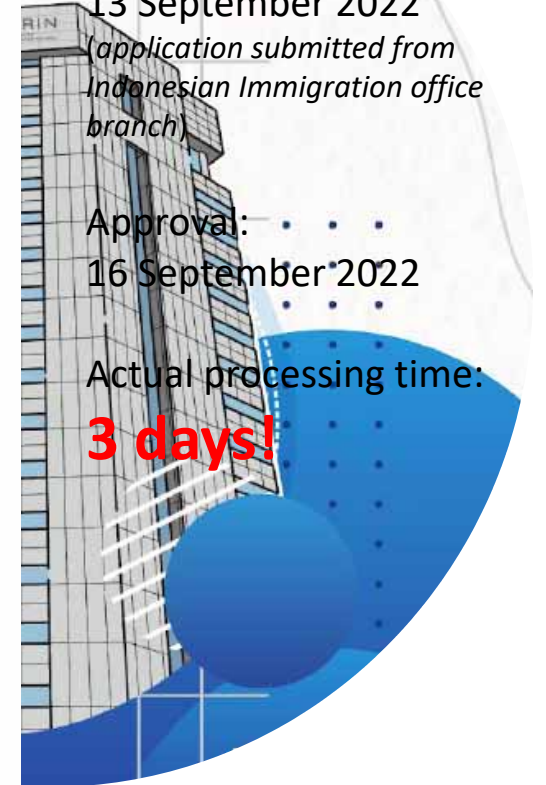
\* Wajib datang ke Kantor Imigrasi untuk menyerahkan berkas persyaratan sebelum masa izin tinggal berakhir dengan membawa dokumen asli dan fotocopy

Online application:  
08 September 2022 (from  
Japan)

Complete Application  
submission:  
13 September 2022  
(application submitted from  
Indonesian Immigration office  
branch)

Approval:  
16 September 2022

Actual processing time:  
**3 days!**



IV. Before you do fieldwork!



# Additional Documents

Name of the Document	Issuing Authority	Required Docs and Length of process
<p><b><i>Surat Keterangan Jalan (SKJ)</i></b> or Letter of Reference for Travelling</p>	<p>POLRI, Indonesian National Police Agency, Head of Sub-Directorate for Foreigners, Directorate of Public Services, Intelligence and Security Body</p>	<p>Documents:                      (1) Cover letter                      (2) Copy of Passport and VISA                      (3) KITAS or Proof of KITAS Application &amp; Payment                      Actual processing time: 1 - 2 days</p>
<p><b><i>Surat Pemberitahuan Penelitian</i></b> - Letter to Inform Research Activity</p>	<p>Ministry of Home Affairs, Directorate General for Politics and Public Administration, c.q. Director of National Vigilance</p>	<p>Documents:                      (1) Cover letter                      (2) Passport, Visa, &amp; KITAS                      Predicted processing time: 1 - 3 weeks</p>

# Total processing times required for Research Ethical Clearance, C315 E-Visa and Additional Documents

BRIN's Process		Indonesian Immigration (Online) C315 E-Visa Application		Id Immigration (in person) KITAS	SKJ POLRI	Surat Pemberitahuan Riset Kemdagri
<i>Ethics Clearance</i>	<i>Research Approval Letter</i>	Guarantor Registration	E-Visa Application and approval	ITAS (online system) and offline (once arrived)	Offline BAKIM INTEL POLRI	Offline
<i>Principal Investigator/ Researcher</i>	<i>Partner institution (Indonesia)</i>	<i>Partner Institution (Indonesia)</i>	Researcher(s) - partner institution provide necessary docs	Researcher(s)	Researcher(s) in person	Researcher(s) in person
4 weeks	7 days	3 days	10 days	3 days	1-2 days	1 - 3 weeks
No tariffs	see Ethic-Clearance webpage for details	No tariffs	USD 150 and Rp. 200,000,- per person	Rp. 2.500.000,- up to Rp. 3.750.000,- per person	No tariffs	No tariffs
<i>2 months? - there are times when the committee has heavy burden of ethics applications (usually following the BRIN's research schedule : April-May, and August-September)</i>	<i>Need close communication with Ibu Tri Sundari and her team to monitor the progress of the letter</i>	Fixed processing time with complete documents	Fixed processing time with complete documents	Fixed processing time with complete documents	Fixed processing time	Depends on researcher's close contact with the MoHA / Kemendagri staff

Depends on team preparations

# Thank you

Contact:

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[lilismulyani@gmail.com](mailto:lilismulyani@gmail.com)

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