

PROCEDURES TO CONDUCT A RESEARCH at UNIVERSITAS GADJAH MADA

If, as a foreign researcher, you wish to do some research in Indonesia, you have to apply for a research permit to a research counterpart. This would normally be an institute or body connected to your research such as Indonesian Institute of Science (LIPI). If you do not have any sponsors for your research, LIPI will be willing to act as your sponsor on your request. In order to obtain a visa for your research, your research proposal must be approved by LIPI.

To apply for a research permit to LIPI, the following documents are required:

1. a formal letter of request;
2. three copies of your research proposal in detail, stating your objectives, methodology, concepts, as well as duration, location, and date of commencement of your research;
3. three copies of your curriculum vitae, including list of your publication, if any;
4. two letters of recommendation: one from your institute/ university and from a leading professor in your field of research;
5. a letter of support from your sponsor in Indonesia, if your sponsor is not LIPI;
6. a letter of guarantee that you will have sufficient funds for your research and living expenses in Indonesia;
7. one recent photograph;
8. a copy of passport showing your picture and the date of issuance and expiration;
9. statement of good health from your doctor.

The process of the decision concerning your research proposal, approved or not, will take approximately two months from the receipt of the complete requirements for your research.

Following the approval of LIPI, the LIPI writes a letter to the Immigration Office in Jakarta requesting them to Issue your visa through the Indonesian Embassy/Consulate General in your home country.

Furthermore before going to the field, it will be necessary for you to come to LIPI Office in Jakarta, for two or three days, in order to obtain the requisite travel document from the Police Office and the research permit from LIPI which can only be issued in Jakarta.

If you want to conduct a research which is sponsored by UGM, you will be charged the fees as follows:

Research on Social Sciences

3 months - one semester US \$ 600

Less than 3 months US \$ 300

Research on Hard Sciences

3 months - one semester US \$ 750

Less than 3 months US \$ 375

After the study permit has been issued from the Bureau of International Relation, Ministry of National Education in Jakarta, or from LIPI, for those who would like to conduct research, UGM will assist you to get a temporary stay visa for 12 months issued through the nearest Indonesian Embassy/Consulate in your country. In order to do that, we need a confirmation from the Indonesian Embassy or Consulate in which city in your country you will get the visa. For this purpose, the Immigration Office in Jakarta will charge you an administration fee of Rp. 500,000,- (five hundred thousand rupiahs) that you can pay when you are already in Jogja.