

PROCEDURES TO STUDY AND EXTENSION at UNIVERSITAS GADJAH MADA

General entry requirements:

1. meet all academic standard required by universities in Indonesia;
2. receive a full offer of admission from Indonesian Higher Education Office;
3. submit a statement of substantial funding verification toward Bachelor's, Master's or Doctoral degree studies;
4. submit documents verifying standard health conditions, signed by a recognized doctor or home country hospital;
5. submit a statement of complying with Indonesian university regulations.

Specific entry requirements:

All international students intended to study in Indonesian universities undertaking academic programs, professional course work, language and culture classes or practical training programs should provide the following documents:

1. a full offer of admission from university.
 2. a letter of recommendation from the Indonesian Embassy Officials.
 3. a curriculum vitae or resume.
 4. a certified copy of secondary level certificate/diploma and academic transcripts.
 5. a statement of substantial funding verification from institutions/ agencies sponsor or personal bank draft.
 6. a copy of current passport.
 7. a statement of complying with visa conditions for not working during study periods in Indonesia, and complying with Indonesian law and regulations.
 8. a letter of sponsorship from institutions/ agencies or family in Indonesia supporting the student's intention of studying in Indonesia.
 9. a (red-background) passport photo of 4 cm X 6 cm.
 10. a medical report issued by authorized home country institutions or hospitals.
- Students undertaking practical training programs should also submit a letter of recommendation from Indonesian universities or institutes where they study.

Extended study permit:

Should a student need to extend his/her period of study in Indonesia, the university should request an extended study permit to the Directorate General of Indonesian Higher Education. Supporting documents for obtaining the extended study permit are as follows:

1. a student's academic progress report
2. a letter of Self Residing Report (SKLD) from the local Police Station.
3. a copy of current passport.
4. a copy of Limited Stay Permit in Indonesia (KITAS)
5. a curriculum vitae or resume.
6. a statement of substantial funding verification toward students' studies.

Procedures to get Visa:

It is strongly suggested that, to come to Indonesia, you should not use the type of visas other than the temporary stay visa (commonly called VITAS), because it may cause some inconveniences. For example, if you come for study purpose using the VKSB (Visa Kunjungan Sosial Budaya/Social and Cultural Visit Visa), usually you will get 2 months of stay permit promptly. But then you will have to go to local immigration office every month to prolong the visa for the total stay permit of 6 months. Furthermore, you will have to apply for a new visa from the nearest Indonesian Embassy (it means that you should leave Indonesia) after 6 months stay.

Student visa application procedures:

1. Applicants submit an application letter directly to intended university or institute with all supporting documents stated in the list of specific entry requirements.
2. Should an applicant receive an offer of admission, the university becomes the facilitator or sponsor of the applicant during his/ her study periods in Indonesia.
3. The university sends a letter and all applicants' supporting documents to the Directorate General of the Indonesian Higher Education requesting the applicant's study permit.
4. Directorate General of the Indonesian Higher Education contacts the Bureau of Foreign Affairs (BKLN) and Public Relation, General Secretariat of Ministry of National Education recommending applicant's academic standing.
5. Bureau of Foreign Affairs and Public Relation (BKLN), National Education Department together with all related departments review the applicant's documents in a Clearance House discussion forum.
6. Bureau of Foreign Affairs and Public Relation (BKLN), National Education Department issues the applicant's study permit addressed to the university where the applicant intends to study. A copy of the study permit letter is also addressed to the applicant.
7. Applicants residing in Indonesia may directly apply to universities and submit all required supporting documents listed in the earlier section.

Visa types and stay permit application procedures:**A. Stay Visa Permit application procedures.**

Types of visa for staying in Indonesia:

1. Diplomatic Visa
2. Work Visa
3. Tourist Visa
4. Socio-cultural Visa
5. Limited Stay Visa

The appropriate visa for international students intended to study in Indonesia is the Limited Stay Visa. A Limited Stay Visa is given by Directorate General of the Immigration Office in Jakarta (see Stay Permit Application Procedures).

B. Limited Stay Visa application procedures.

There are two ways in obtaining Limited Stay Visa for international students who intend to study in Indonesia.

1. International students who is still in their country and going to enter Indonesia with the Limited Stay Visa (VITAS)-one year visa

Procedure:

- a. With study permit from Foreign Affairs Bureau and Indonesian Education Department, the university proposes Limited Stay Visa (VITAS) for international students to Directorate General of Immigration in Jakarta. University or its representative can arrange Limited Stay Visa (VITAS) if students submit:
 - 3 passport size photographs
 - a copy of current passport
 - a curriculum vitae or resume
- b. General Director of Immigration issues Limited Stay Visa (VITAS) to Indonesian embassy/consulate in their home country
- c. International Students propose Limited Stay Visa (VITAS) to Indonesian embassy/consulate in their home country
- d. Using Limited Stay Visa (VITAS), international students can enter Indonesia and go to the university where they study.
- e. The university where international students study submits Limited Stay Visa (VITAS) and proposes License for Limited Stay (KITAS) to local Immigration office and a letter of Self Residing Report (SKLD) to the local Police Station

2. Applicants who enter Indonesia with Social Cultural Visit Visa (valid for 30 or 60 days and could be extended for the max 4 x 1 month, for total the max of 6 months)

Procedure:

- a. Applicants can use Social Cultural Visit Visa from Indonesian embassy/consulate to enroll at university. It must be accompanied by study permit letter.
- b. If the applicant is accepted, the university will propose study permit to Ministry of National education
- c. With the study permit university applies immigration status conversion from Social Cultural Visit Visa to VITAS to local immigration office.
- d. The head of Local immigration office will send the immigration status conversion proposal to the Immigration Central Office in Jakarta through Ministry of Justice and Human Rights Office.
- e. The Immigration Central Office in Jakarta will give approval on the immigration status conversion of the students after they stay for 2 months.
- f. After getting the approval, students can propose KITAS and a letter of Self Residing Report (SKLD) to the local Police Station.

Extend stay permit

Every year, the university where the students study will regularly extend its international students' KITAS to the local immigration office according to their study permit duration and forward it to Directorate General of Higher Education.

The KITAS arrangement for International students who study in institutions other than those which are members of National Education Department will be handled by its own institution.

After obtaining extended stay permit, international students have to get a letter of Self Residing Report (SKLD).