

**INSTITUT  
FRANÇAIS**  
INDONESIA



AMBASSADE DE FRANCE  
EN INDONÉSIE  
ET  
AU TIMOR ORIENTAL

# COMING IN INDONESIA TO WORK AS A RESEARCHER / PH.D

## RESEARCH PERMIT

Version 1 – March 2016

# context

**KITAS =**  
Limited Stay Permit

## VISA PROCEDURES

Stay < 30 days

VISA + Research Permit (SIP)

30 days > Stay ≤ 1 year

VISA + SIP + KITAS

Stay > 1 year

VISA + SIP + KITAS + annual renewal of SIP & KITAS



## FOREIGN RESEARCH PERMIT AND TYPE OF VISA

### RESEARCH PERMIT

Validity

Maximum 12 months

Extended period

**2 consecutive 12 months terms** only

Multi-year research activity must be stated explicitly in the proposal

### RESEARCH VISA

Researcher

**VITAS 315**

(Temporary Stay Visa for Conducting Research Number 315)

Researcher's spouse / family

**VITAS 317**

## WHAT YOU NEED TO KNOW

Every non-Indonesian citizen researcher who plans to conduct research within Indonesian territory, **prior to the passage**, should apply individually for receiving a **Research Permit** from the Minister for Research and Technology.

**Without such consent, any research activity(ies) by a foreigner is illegal.**

### Staying procedures authorities in Indonesia

Ristekdikti (Ministry of Research, Technology and Higher Education)



KEMDAGRI (Ministry of Home Affairs)



KKP (Ministry of Marine and Fishery)



MABES POLRI (National Police Headquarters)



Report Immigration Office

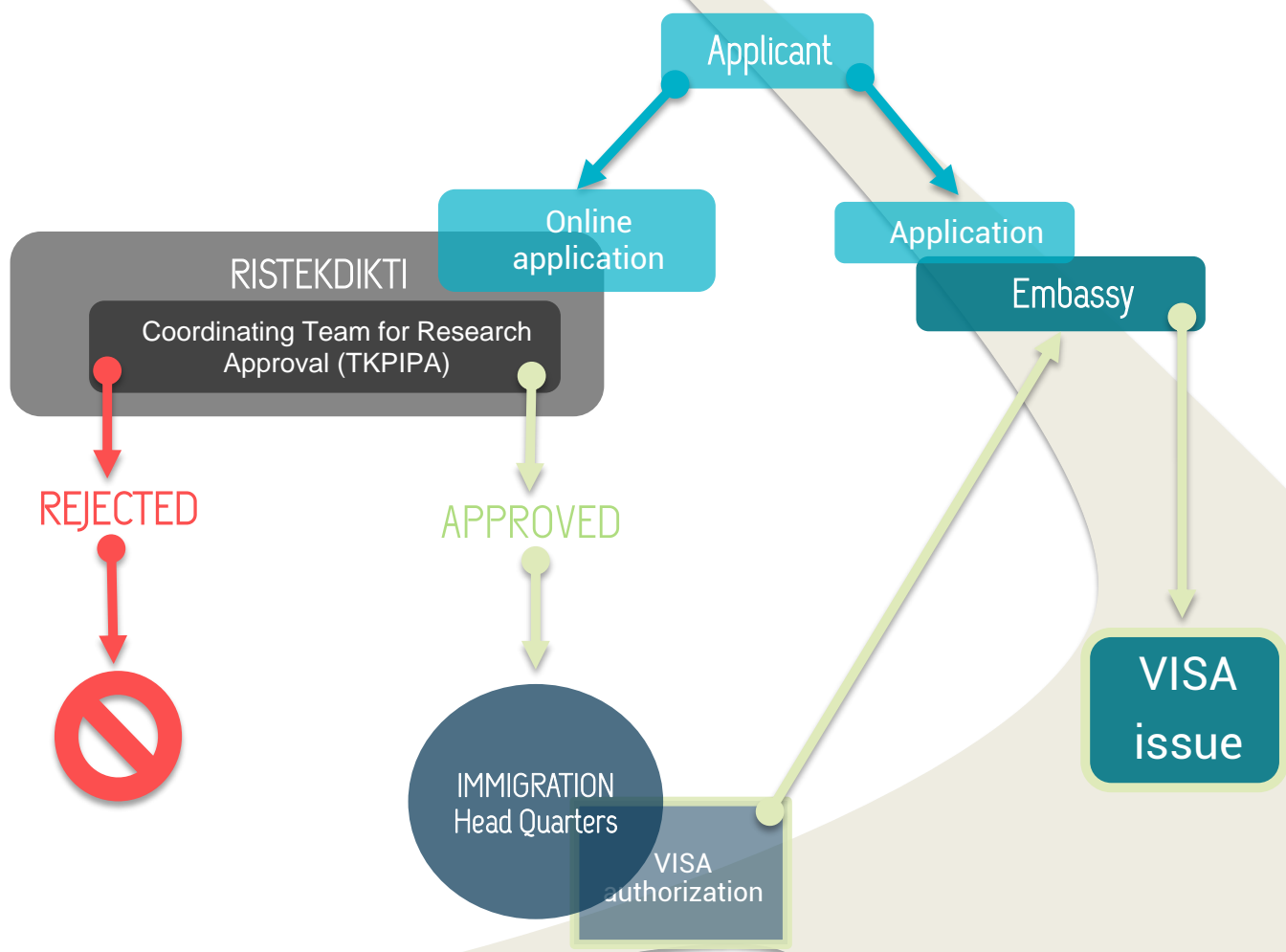
Kementarian Kehutanan (Ministry of Environment and Forestry)



# procedures

1/2

## PRE ARRIVAL PROCEDURES



Concerning France, Visa processing may be very long (from 1 to 3-4 months)

Visa processing : 1 week (delay indicated by RISTEKDIKTI)

Total time application to approval decision : 2 weeks

# procedures

2/2

If the researcher plans to bring her/his spouse and children she/he should submit

- the spouse's CV
- marriage certificate / other citizen partnership certificates
- Children birth certificates
- family passports
- 4 recent close-up photographs of each family member

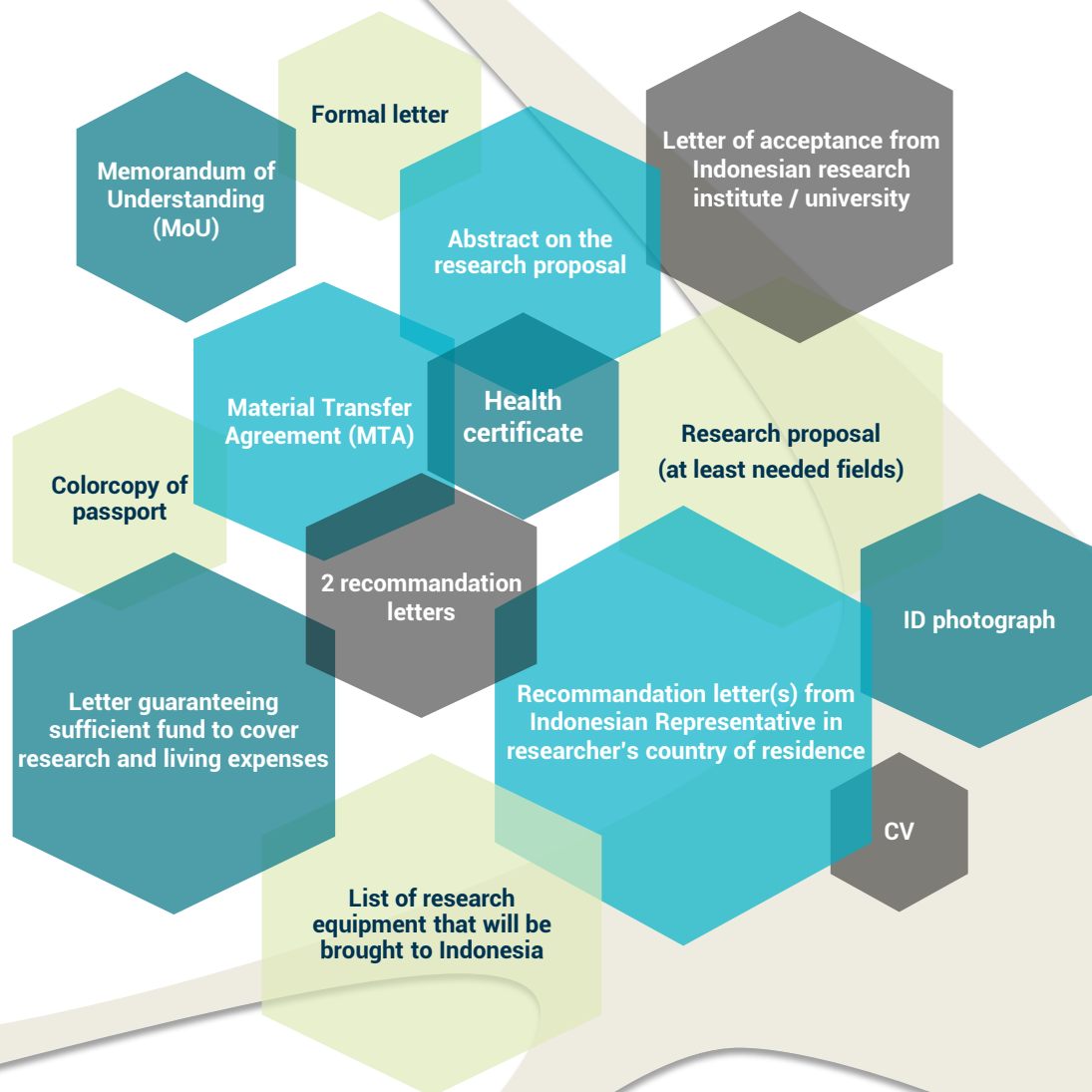
All the documents should be uploaded through Online Registration System in <http://frp.ristek.go.id/>

Applicant shall bring hard copy documents when she/he comes to Indonesia and report her/his arrival to Ristekdikti office in Jakarta.

No more than 1 research project in the same time

# PRE ARRIVAL PROCEDURES

## RESEARCH PERMIT APPLICATION DOCUMENTS



# POST ARRIVAL PROCEDURES

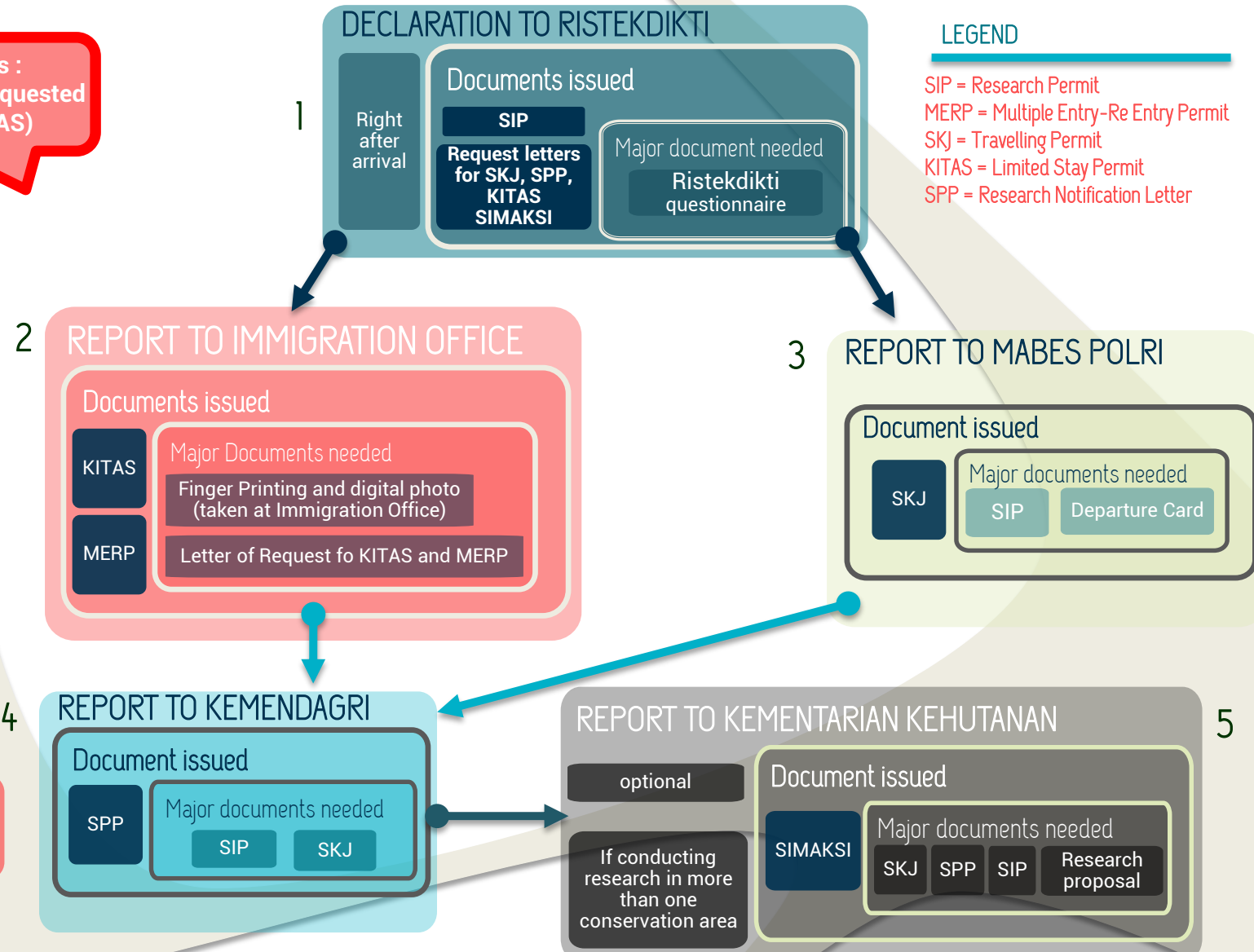
## FROM SIP TO SIMAKSI

procedures

If stay < 30 days :  
 Only step 1 & 2 are requested  
 (no need for KITAS)

### LEGEND

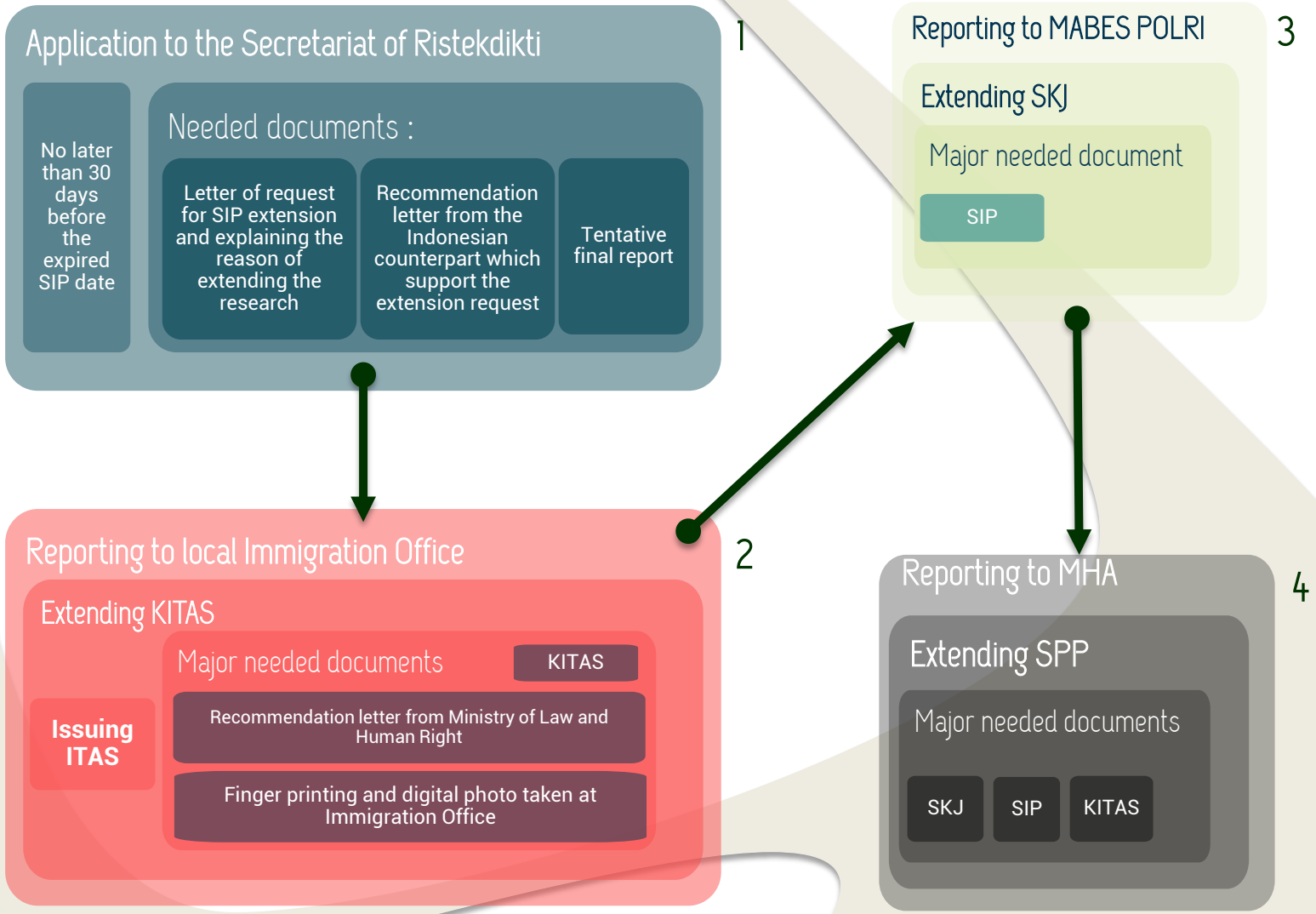
- SIP = Research Permit
- MERP = Multiple Entry-Re Entry Permit
- SKJ = Travelling Permit
- KITAS = Limited Stay Permit
- SPP = Research Notification Letter



Late report to  
 immigration Office :  
 300 000 Rp (20 €) /day

# procedures

## RESEARCH PERMIT EXTENSION (STAY >1 YEAR)



## Additional information

# MATERIAL TRANSFER AGREEMENT (MTA)

Foreign researcher who will bring /take research sample / specimen out of Indonesia should

- Have written permit from related governmental stakeholders
- Sign MTA with related government stakeholders



## CONDUCTING RESEARCHES IN INDONESIAN WATERS / RESEARCH VESSELS USE

### Needed documents

Request for permission to the  
secretariat of Ristekdikti



Request for security clearance to  
Ditwillan, Dirjen Strategi Pertahanan,  
Kementerian Pertahanan.

Case of research activities in the field of fisheries and marine

+ written permit from the Ministry of Marine and Fisheries  
(KKP) for research vessel and equipment owned



written application to KKP with attached :

- Technical data about vessels
- Technical data about on-board equipment
- Data about vessel crew



# Additional information

## PARTICULAR CASE : STOP TEMPORARILY AND CONTINUING THE RESEARCH

### Temporary recess and leaving indonesia prior continuing work

After receiving the KITAS and MERP stamps on the passport, the national could leave the country directly without any report to Ristekdikti nor Immigration office.

### Research activities finished

- The national should request for a **Exit Permit Only (EPO)**
- Needed documents : **Request letter addressed to Ristekdikti + commendation letter of local partner + tentative final report**
- When re-entering Indonesia applying for a **new research Visa 315**

**Researcher who left Indonesia by using MERP can not return the country until MERP expired : she/he should request « MERP TIDAK KEMBALI » to Ristekdikti in order to change her/his immigration status to be EPO**

- Digital needed documents : **KITAS + Blue Book (Immigration Control Book) + stamps of ITAS and MERP on the passport book**
- Sending email adress : [frp@ristek.go.id](mailto:frp@ristek.go.id)

# Additional information

# RESEARCH PERMIT FEE

Spouse and family members are also charged according to the type of permit

Status of the researcher	New SIP				SIP Extension			
	<1 month	<6 months	6-12 months	For spouse and dependent	<1 month	<6 months	6-12 months	Extension Travel Document for Spouse and dependent
University	~120€	~170€	~340€	~70€	~50€	~84€	~170€	~34€
R&D institution	~120€	~170€	~340€	~70€	~50€	~84€	~170€	~34€
Company	~200€	~340€	~680€	~70€	~120€	~170€	~340€	~34€
Individuals	~50€	~88€	~100€	~70€	~34€	~44€	~50€	~34€

This list does not include fees :

- For collecting visa
- For KITAS
- For SKLD

## Additional information

# RIGHTS AND OBLIGATIONS OF THE FOREIGN RESEARCHER'S INDONESIAN COUNTERPART

- Could be from **Government / private higher education/ R&D institution** competent with the research topic
- Should help the researcher by giving a **technical direction**, support and effort
- Should take **active responsibility** and give guidance to the researcher
- Should **report to RISTEKDIKTI** if the researcher exits from Indonesia
- Might appoint **one or more Indonesian researcher** to accompany the researcher
- Should arrange an agreement that regulate the **data sharing and MTA**
- Could arrange for an agreement with the researcher in term of **co-authorship of intellectual property rights** such as patent and any publications
- Should forward the copy of all agreement documents to **Secretariat Of Foreign Research Permit of Ristekdikti**
- Should give a **presentation of a research proposal** or progress report and tentative final report of the research finding on behalf of foreign researcher if requested by the coordinating team

## Additional information

# FOREIGN RESEARCHER'S OBLIGATIONS

- After arriving in Indonesia, she/he should **report to RISTEKDIKTI**
- Should **make pre-project consultations** with his/her counterpart **before starting the research**
- Should **completely comply** her/his approved working plan with the local partner
- Is **not allowed to take any other job** during conducting research in Indonesia
- Has to **submit a progress report every 3 months and final report at the end of the research project** Is **prohibited** to bring any specimen/samples without the stakeholder permission
- Should **make an agreement between RISTEKDIKTI and counterpart** if there is any patent, intellectual property rights, brand and registered mark as resulted from the research
- Has to submit **3 copies of every official research result documents** (1 for medias type) to RISTEKDIKTI
- Any publication to be issued in indonesia **should get permission from RISTEKDIKTI**

# CONTACT AT FRENCH EMBASSY IN INDONESIA



AMBASSADE DE FRANCE  
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INSTITUT  
FRANÇAIS  
INDONESIA

**Prof Dr Ing Nicolas GASCOIN, DEA, MBA**  
*Diplomatie Scientifique et Technologique en Indonésie*

Jl. M.H. Thamrin n°. 20, Jakarta 10350  
T +62 21 2355 7925  
P +62 811 8081 708 // WA +62 859 2050 8404  
Courriel: nicolas.gascoin@diplomatie.gouv.fr



AMBASSADE DE FRANCE  
EN INDONÉSIE

INSTITUT  
FRANÇAIS  
INDONESIA

**Dr. Ing. Hadyan Fibrianto, DEA**  
*Adjoint Attaché de coopération  
scientifique et technologique*

Jl. M.H. Thamrin n°. 20 Jakarta 10350  
T +62 21 2355 7909 / M: +62 812 8831 0449  
Courriel: hadyan.fibrianto@ifi-id.com  
[www.ifi-id.com](http://www.ifi-id.com)



AMBASSADE DE FRANCE  
EN INDONÉSIE ET AU TIMOR ORIENTAL

INSTITUT  
FRANÇAIS  
INDONESIA

**Léa Roy**  
*Chargée de mission scientifique*

Jl. M.H. Thamrin n°.20, Jakarta 10350  
T +62 21 2355 7911  
P +62 812 8224 1094 // WA +33 680 235 591  
Courriel: lea.roy@ifi-id.com  
[www.ifi-id.com](http://www.ifi-id.com)



AMBASSADE DE FRANCE  
EN INDONÉSIE

INSTITUT  
FRANÇAIS  
INDONESIA

**Endhita Siregar**  
*Asistante de coopération scientifique et technologique*

Jl. M.H. Thamrin n°. 20, Jakarta 10350  
T +62 21 2355 7925  
Courriel: endhita.siregar@ifi-id.com  
[www.ifi-id.com](http://www.ifi-id.com)



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