POLGOV Overview of BRIN & Immigration Proceduresfor Research & Visa Permitting in Indonesia

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Pre-Arrival Procedures

Before your arrival in Indonesia, there are two central offices which you will need to interact in the process of securing research permitting and research visas.

First is the Office of BRIN, Badan Riset dan Inovasi Nasional, which is responsible for the management of all applications for Research Permits:
- Self-assessment of Research
- Ethics Clearance
- Research Approval (Surat Izin Penelitian)

The Office of Immigration manages applications for Research Visas:
- C315 Online Visa Application (E-Visa C315), E-Visa Issuance

The Stages of Research Permitting at BRIN:
1. Document Preparation:
   a. Research Proposal
   b. Guarantee Letter from Indonesian Research Counterpart
   c. MOU/Letter of Agreement (LOA) between Institutions
2. Self-assessment of Research:
   a. Register at **https://klirensetik.brin.go.id** to create username and password
   b. Add new application >> conduct self-assessment (fill out 16 question form)
3. Research Ethical Clearance Application
   a. Download and fill out the forms
   b. Upload required documents
      i. Research Proposal
      ii. Memorandum of Understanding (MOU) / Letter of Agreement (LOA)
      iii. Valid Passport (12+ months determined by length of stay, see immigration website for table)
      iv. Guarantee Letter from Indonesian Counterpart
      v. Research Ethics Review Forms (see BRIN manual for materials appropriate to your research)
4. Ethics Committee Reviews the Application

     a. The completed application will be reviewed by ethical committee ideally in 2 weeks.

     b. If application is approved, Research pays the research permit fee

5. Ethical Clearance and Research Permit Granted

     a. If granted, you will receive Surat Izin Penelitian (Research Approval Letter) and your Indonesian counterparts will then be able to move your application through the office of immigration.

     b. If not granted, you will often be asked to correct or revise some aspect of the application for additional review by the ethics committee.

The Stages of Online C315 Visa Application at the Office of Immigration:
NOTE: This process is now completed by the Indonesian Counterpart / Guarantor / Host.

1. Guarantor Registration: **https://visa-online.imigrasi.go.id/**
2. Guarantor Applies for E-Visa on behalf of the researcher
     a. Required Documents:
          i. Letter of Statement and Guarantee signed by Indonesian Counterpart
          ii. Surat Izin Penelitian - Research Approval Letter issued by BRIN
          iii. Copy of Passport valid at least 6 months (front cover and identity page)
          iv. Bank Account Statement (on official bank letterhead or copy of bank statement)
          v. Photograph with white background (4cm x 6cm)
          vi. Proof of Covid 19 Vaccination
          vii. Researcher's statement to follow local and international COVID-19 protocols
3. Application Verification Process (ideally 5 working days)
4. Notification of the status of application (will be sent to guarantor's and researcher's emails)

[**Click here**](#) to learn more about the BRIN and Visa guidelines, ethics clearance forms, sample letters, MoU/LoA Example, etc. or copy paste the following link:
https://drive.google.com/drive/folders/1p4bHSUScYER6MAsuSydpVy6jciPm7tTk?usp=sharing

Post-Arrival Procedures:

Once arriving in Indonesia, **researchers must complete the following steps in-person:**

1. **Report to Office of International Affairs (OiA) UGM:** after arriving in Indonesia, researchers should report to the OiA UGM to report the Local Immigration and apply for ITAS (Limited Stay Permit)

Researchers can then appoint a proxy to secure the remaining documents:

2. **Traveling Permit Card (SKJ)**
     a. Issued by Indonesian National Police Agency, Head of Sub-Directorate for Foreigners (Jakarta)
     b. Required Documents:
          i. Cover letter from Indonesian Counterpart

      ii.   Copy of Passport and Visa

     iii.   KITAS or Proof of KITAS Application & Payment

  c. Processing Time: typically 1-2 days

3. Research Notification Letter (SPP)

  a. Issued by Ministry of Home Affairs, Directorate General for Politics and Public Administration (Jakarta). Can be requested online at https://ula.kemendagri.go.id/

  b. Required Documents:

      i.   Cover letter from Indonesian Counterpart

      ii.   Passport

     iii.   Visa

     iv.   KITAS

     v.   Traveling Permit Card (SKJ)

  c. Further info: https://ula.kemendagri.go.id/downloads/syarat/02.pdf

For further inquiries, please email us at: polgov@ugm.ac.id