

RESEARCH PERMIT PROCEDURE INDONESIA

July 2009 (Notice: things can change, let me know your experience)

Marjolijn Christianen

Arrive in Jakarta. Your passport should have a limited stay visa, which you arranged, in your home country. At the airport: get stamp from immigration, stamp should say: report in Jakarta.

You will need:

- Research permit from RISTEK
- Letters from RISTEK to apply for the various permits
- Travel permit: SKJ from Police
- Police registration card: SKJT
- Limited stay residency permit: KITAS from Immigration
- Letter from Ministry of internal affairs for local officials

Bring at least

- Ten 3x4 and 2x3 passport photos with red background
- Five copies passport
- Five copies of visa with exit paper and entry stamp
- One copy of project proposal
- Make extra copies of every letter or permit you receive

PLANNING (like I did)

Day-3: Email RISTEK when you arrive so they can prepare documents

Day 1: 1)RISTEK; 2)IMIGRASI & 3)POLRI (I arrived at 10:30 at airport Indonesia)

Day 2: 1)POLRI; 2)Dep DALAM NEGERI

Day 3: 1)IMIGRASI; 3)POLRI

At the end of your fieldwork: arrange MERP, arrive in JKT 2 working-days before departure

Last time it took me 5 days so don't count on 3 days, you never know.

RISTEK:

RISTEK (Indonesian ministry of Research and Technology)

Jl. Thamrin No 8.

Jakarta 10340

Gedung 2 BPPT, Lantai 8 (=level 8, from elevators to right and walk straight into Ristek's office)

(tell taxidriver know to go to 'BPPT', they probably do not know RISTEK)

Fax: (021) 39836181 / 0 Tel: (021) 316 9293 (Ask for Ibu Yetti)

Open 8:30-12:00, 13:00-15:30, Friday 8:30-11:00, 13:30-15:30

Coordinates S 06°11.043' E106°49.336'

- Meet with Sir Wahyu (head of research permit dep.)
- Fill in form called “Directory of researcher”, except res. perm nr.

BRING:

- 1 photo (red background 3x4cm)
- 1 copy passport
- 1 copy of visa and exitpaper
- Original letters of the application, if you have not sent then before

PAY

- \$150 (or July 2009: IDR1.543.650)
- (+IDR300.000 if you applied at Ristek using express procedure)

RETURN: next day to pick up letter for SKJ=travelling permit (polisi) + letter imigrasi + Letter for Dep Dalam Negeri+ SIP (research permit) + letter for counterpart. **If you call ahead and notice which date your coming, it is possible that you get all docs from RISTEK the same day.**

GET:

- Kartu Izin Peneliti Asing (Research permit card)
- 3 copies of “Permohonan Suat Keterangan Jalan” (request for SKJ)
- Surat Izin Penelitian (SIP=research permit)
- Letter for polisi
- Letter for imigrasi
- Letter for departemen dalam negeri
- Letter for counterpart
- Letter for conservation agency if working in (marine) reserve

WHEN FINISHED AT POLRI GIVE RISTEK:

- Copy SPP
- Copy SKJ
- Don’t forget progress and final reports (see below)

POLISI (POLRI)

Gedung Mabes Polri

Jl. Trunojoyo No. 3

Kebayoran Baru, JKT Selatan

Entrance (outside of building) sign outside says ‘Loket Bagi Orang Asing’

Open: 9am-2pm

(Fast route: take ‘busway’ on Jl Thamrin to one stop before “block M”, halte “Mesjid Agung” and then take taxi, this way you avoid the thick traffic section).

Walk south, first left, then right, 100m to the right (yellow building with guards)

- Fill in their questionnaire “Daftar Perkanyaan”
- NB: fill RISTEK as sponsor

BRING:

- 2 photo's 4x6cm (red background)
- 1 copy passport
- 1 copy of visa + stamp airport + departure card
- Letter Ristek ("Permohonan Suat Keterangan Jalan")
- No charge

RETURN: Next day to pick up SKJ (Surat Keterangan Jalan)=travelling permit

If you get there in the morning and ask them specifically, they will have the SKJ ready in the afternoon, otherwise return the next day to pick it up.

ONCE YOU HAVE YOUR KITAS (from Imigrasi, last day) RETURN TO POLRI

BRING:

- 2 photo's 4x6cm (red background)
- 1 copy passport
- 1 copy of visa + stamp airport + departure card
- Letter Ristek ("Permohonan Suat Keterangan Jalan")
- Copy of KITAS book and card
- NO CHARGE

GET:

- receipt that SKLD (Police registration card) has been requested.

This will take 2-3 weeks to process, ask your counterparts if they can pick it up and send you a copy of the card by fax. The receipt is sufficient for in the field.

DEPARTEMEN DALAM NEGERI

Direktorat Fasilitas Orang Asing

Jalan Medan Merdeka Utara No. 7-8 5TH floor

Opening Hours: 8-12, 13-15, Friday 8:00-11:30, 13:00-16:30

Busway to halte "Monas" and from there take Ocek/walk

BRING:

- Letter from RISTEK
- Copy of passport
- Copy visa
- 3 photos with red background, 3x4
- Copy of SKJ (=travel permit)
- Copy of Surat Izin Penelitian (SIP=research permit)

Ask for Pak Bidjo, he will process this

RETURN

If you go in the morning and ask specifically, he may have it ready in the afternoon after 14:00, or the next day. They will always try to have you come back the next week, but just keep asking to have it sooner.

RECEIVE:

- Original letter for you
- Letter for Gubernur office in capital of province where you will do fieldwork you can send this letter by post if the capital is not near to where you are working.
- Ask for address of local Gubernur office

IMIGRASI

Kantor Imigrasi

Jl. Merpati II

Kemayoran

Jakarta Pusat

3rd floor

Open: 8-12, 13-15, Friday 8:00-11:30, 13:00-16:30 (times vary by 30 min per window)

Busway to halte "Monas" or 1 or 2 haltes more north and from there take Ocek(mention Imigrasi, Kemayoran, Jl Merpati)

IMPORTANT: There are imigrasi offices in every part of Jakarta.

(Central/South/North) The address of the hotel/place where you stay the first day determines at which imigrasi you have to report. Recommended to name a hotel in Jakarta Pusat (e.g. Ibis Tamarin) as the office in Jakarta Pusat is more used to these things and not likely to charge you for 'extras'. Possibly better to go to office near you fieldwork area, but you have to tell them that at the Airport!

Keep in mind that there are different rules for people staying <6 months and those that are staying >6 months. See below.

BRING:

- Copy of passport
- Copy of visa and entry card
- Letter of Ristek, (check if the address is the one cited above!)
- IRD 8500 for red manila folder with forms, IRD365.000 <6 months (IRD 700.000 >6 months) and IRD 30.000 fingerprinting

PROCEDURE:

- At window, left from the stairs: buy red manila folder "koperasi pengayoman, Pegawai Departemen Hukum dan Hak Asasi Manusia, pada Kantor Imigrasi Jakarta Pusat" IRD 8500 (you can also copy at this window for IRD 200)
- Fill in the many forms; all of them only in Indonesian, so bring a dictionary

- Go to 'Pak Dolly' at the window on the left at the end of the hall and give your forms
- You will check together if the forms are filled in correctly, then he will tell you to sit and wait (15- 45 min)
- Pick up your folder again from Pak Dolly, he will send you to the basement to 'Pak Daniel' to get a 'kartu', then return to him.
- Then go to window on the opposite side to give your folder and passport to 'register'
- Check with them regularly if they are ready, they will not tell you.
- Go with your papers to 'Pak Latiman' at Loket WNI near the stairs. He will process your papers further, you'll wait 15-45 min.
- Go back to Pak Dolly who will give you a receipt that you have to pay at the 'loket' at the entrance on the 1st floor (IDR 365.000 for <6 months, 770.000> 6 months))
- After paying you have to return to Pak Dolly for a 'click' or a checkmark and then go back downstairs for the receipt.
- Return to 3rd floor and enter the door to the right of Pak Dolly.
- Wave your receipt and someone will help you, there you will have to sign some more documents
- When this is done you will have the biometric picture, fingerprinting and electronic signature done in the same room (no charge).

If you hurry you will be able to get all this done within the timeframe that they are open in the afternoon

RETURN:

One-three days to process.

- Length of stay <6 months, then you are done once you have your KITAS (people at IMIGRASI do not necessarily know this, but you can call Pak Wahyu at RISTEK to talk to them
- Length of stay >6 months, then you have to register at POLRI for a SKLD (=Police Registration card), You will need:
 - Letter from RISTEK
 - Copy from KITAS
 - 3 passport pictures
 - It will cost IDR 50000 and take three weeks. Ask someone to pick it up for you, in the field the copy of you registration submission is sufficient.

IN THE CAPITAL CITY OF THE PROVINCE OF YOUR FIELDWORK-SITE

Gubernur of province where you do fieldwork.

For me East Kalimantan:

Gubernur
Jl Jen. Sudirman # 1
Samarinda
2nd floor, go through airwalkway and enter office to the left
Tel: 0541-733333

BRING:

- Project proposal
- Letter from DEPARTEMEN DALAM NEGERI
- Copy KITAS
- Copy Passport
- Copy SKJ
- Schedule per week where you will be

RETURN:

Next day or later to pick up Surat Pemberitahuan Penelitian.
Bring Surat Pemberitahuan Penelitian to Kesban and Polres in local area; For work in Derawan this is in Berau.

FINISHED -> CELEBRATE !
Next: Start your research (finally 😊)

EVERY 3 MONTHS:

Send QUARTERLY PROGRESS REPORT (frp@ristek.go.id):
Should contain (Ristek april 2008):

- Research objectives
- Description study sites
- Research materials or subjects to be investigated
- Research approach and/or methods
- Provisional results
- Problems encountered
- Planned activities in the next three months

1 MONTH BEFORE FLYING BACK HOME:

ARRANGE Exit Permit Only (EPO), Fiskal exemption only necessary if you have MERP.

If you are applying for a exit permit (EPO) then you have arrange this 1 month before you will leave Indonesia:

- Contact your Indonesian counterpart to arrange a letter from your sponsor (in my case LIPI) to Ristek to arrange a EPO and Bebas fiscal for you.

Send your contact persons the following letters, and ask if he/she can arrange LIPI letter and forward :

- Letter from you for Ristek stating the date of your departure home and a request for a EPO. (Ask you counterpart to hand it in together with LIPI letter). State the date that you will be coming back.
- Request for LIPI to arrange the letter for Ristek
- Also send a TENTATIVE FINAL REPORT*** of your research together with this letter which should cover the contents stated below:

Ristek will prepare a letter for you, this you will have to take to imigrasi.

2 WORKING DAYS BEFORE FLYING BACK HOME:

GO TO:

(1) Ristek, Get letter for Imigrasi for EPO, and letter for fiscal exemption, drop report (QUARTERLY PROGRESS REPORT and TENTATIVE FINAL REPORT

(2) Imigrasi at least 1 working day before departure (it took me 1 long day, if you start early)

- BRING: Letter from Ristek
- RECEIVE: Exit Permit Only (EPO)

FLY HOME

*****TENTATIVE FINAL REPORT should cover (Ristek, April 2008):**

1. Introduction

- Background information
- Scientific justification on the selection of subjects and sites to be investigated
- Reviews on and comparison with other studies that have been done previously on the same subject and or in the same region nor elsewhere with similar conditions
- Hypotheses to be tested

2. Objectives

- State clearly the research objectives and the scope of studies

3. Implementation

- Detailed description of the research site(s) covering physical, biological, socio economic, cultural and other aspects relevant to the scope of the studies
- Detailed account of and reason for selecting the approach and methods used

4. Results and discussion

- Detailed account of the results obtained during the studies
- Discussion of the results covering the meaning, interpretation and significance of the results and directions of future studies.
- Benefits for Indonesian Development Programmes.

5. Conclusion

- State important points that can be drawn from the results.
- Indicate whether the results can answer and solve the problems and whether they can support or reject the hypotheses put forward in the objectives.

Send to LIPI, and RISTEK

- Copy Surat Keterangan Jalan (SKJ)
- Copy SKJ=Surat Keterangan Jalan (Travelling Permit)
- Copy research proposal
- Copy SIP form RISTEK
- Copy Passport + visa
- Copy KITAS

GET/ASK FOR:

- Letter for Bupati Beray
- Letter for Kepala BKSKA Derawan

New/additional information? Let me know, I will change it in this online document.