



UNIVERSITAS
GADJAH MADA

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VISA GUIDE

Universitas Gadjah Mada



Table of Contents

- Foreword..... 2
- List of Abbreviation and Terms..... 3
- Degree Program (Bachelor, Master, Doctorate)..... 4
- Exchange, INCULS, and Academic Internship..... 5
- Corporate Internship..... 6
- Short-Term Program..... 7
- Guest Lecturer, Speaker..... 8
- Contract-Based and Full-Time Lecturer..... 9
- Research Program..... 10
- Post-Doctoral Research Program..... 11
- Networking Activities..... 12
- Accompanying Spouse in UGM..... 13
- Accompanying Parents in UGM..... 14
- Reporting Childbirth..... 15
- Important Notes..... 16
- Bridging Visa..... 17



FOREWORD

As one of Indonesian universities committed to be a world-class institution, Universitas Gadjah Mada (UGM) consistently promotes the development of internationalization within its campus environment. This internationalization effort is conducted through various strategic programs and activities including the involvement of students, faculty members, researchers, and other international scholars from around the world.

To support the mobility of international scholars in Indonesia for academic purposes, it is essential to have a clear understanding of the proper visa types based on the activities conducted in Indonesia. Using the correct visa not only ensures compliance with immigration regulations, but also facilitates the smooth execution of academic and non-academic activities at UGM.

This guide outlines the visa procedures for international students, researchers, and faculty members visiting UGM. It provides essential information on visa types, duration of stay, costs, required documents, and application processes, tailored to various programs and activities.

We hope this guide provides ease and clarity in the planning and administrative processes related to hosting international scholars at UGM.

Yogyakarta, January 2025
Directorate of Partnership and Global Relations
Universitas Gadjah Mada



List of Abbreviations and Terms

Abbreviation / Term	Description
OIA	Office of International Affairs
INCULS	Indonesian Culture and Language Services (Indonesian language program in UGM)
DPP	Direktorat Pendidikan dan Pengajaran UGM (Directorate of Learning and Teaching)
DKRG	Direktorat Kemitraan dan Relasi Global UGM (Directorate of Partnership and Global Relations)
DSDM	Direktorat Sumber Daya Manusia UGM (Directorate of Human Resources)
DITLIT	Direktorat Penelitian UGM (Directorate of Research)
LO	Letter of Offer
LoA	Letter of Acceptance
ITAS	Izin Tinggal Sementara (Limited Stay Permit)
ITK	Izin Tinggal Kunjungan (Visit Stay Permit)
EPO	Exit Permit Only
e-VoA	Electronic Visa on Arrival
VoA	Visa on Arrival
IMTA	Izin Mempekerjakan Tenaga Asing (Work Permit for Foreign Workers)
PKS	Perjanjian Kerja Sama (Cooperation Agreement)
MTA	Material Transfer Agreement
BRIN	Badan Riset dan Inovasi Nasional (National Agency of Research and Innovation)
DIKTI	Direktorat Pendidikan Tinggi (Directorate of Higher Education)

Degree Program (Bachelor, Master, Doctorate)

Description

Enroll in degree program, including diploma, bachelor, master, and doctorate degrees

Visa Index

E30B (multiple entry visa)

Length of Stay and Visa Cost

- 1 year (IDR 6,000,000)
- 2 years (IDR 8,500,000)

Required Documents

- Valid passport (minimum 6 months validity)
- Guarantee letter from UGM as sponsor (issued by OIA UGM)
- Proof of sufficient funds for stay in Indonesia
- Recent passport-sized photograph, white background (size 3x4 cm)
- Letter of Acceptance (LoA) stating duration of the program

Application Process

DESCRIPTION	STUDENT	DPP	FACULTY / UNIT	DKRG	IMMIGRATION	Estimated Time (maximum)
Applies to the program	STEP 1					1 day
Verifies application (stage 1)		STEP 2				1 day
Verifies application (stage 2)			STEP 3			1 day
Issues and sends LO to student		STEP 4				3 days
Makes payment stated in LO	STEP 5					1 day
Issues and sends LoA to students		STEP 6				3 days
Verifies visa documents and contacts students if there are documents missing				STEP 7		3 days
Submits visa application				STEP 8		2 days
Completes visa payment				STEP 9		1 day
Issues visa					STEP 10	10 days
Sends visa to student and faculty/unit				STEP 11		1 day
Reports to OIA upon arrival in Yogyakarta	STEP 12					1 day
Sends ITAS to student				STEP 13		1 day
Applies for EPO before returning to home country	STEP 14					5 days

Exchange, INCULS, and Academic Internship

Description

Enroll in student exchange program, Indonesian language program (INCULS), or unpaid academic internship program in UGM

Visa Index

- C9 (single entry visa)
- E30B (multiple entry visa)

Length of Stay and Visa Cost

- C9: 60 days (IDR 2,000,000)
- E30B: 1 year (IDR 6,000,000)

Required Documents

- Valid passport (minimum 6 months validity)
- Guarantee letter from UGM as sponsor (issued by OIA UGM)
- Proof of sufficient funds for stay in Indonesia
- Recent passport-sized photograph, white background (size 3x4 cm)
- Letter of Acceptance (LoA) stating duration of the program

Application Process

DESCRIPTION	FACULTY / UNIT	DPP	STUDENT	DKRG	IMMIGRATION	Estimated Time
Applies to the program			STEP 1			1 day
Verifies application (stage 1)		STEP 2				1 day
Verifies application (stage 2)	STEP 3					1 day
Issues and sends LO to student		STEP 4				3 days
Makes payment stated in LO			STEP 5			1 day
Issues and sends LoA to students		STEP 6				3 days
Verifies visa documents and contacts students if there are documents missing				STEP 7		3 days
Submits visa application				STEP 8		2 days
Makes visa payment				STEP 9		1 day
Issues visa					STEP 10	10 days
Sends visa to student and faculty/unit				STEP 11		1 day
Reports to OIA upon arrival in Yogyakarta			STEP 12			1 day
Sends ITAS / ITK to student				STEP 13		1 day
Applies for EPO before returning to home country			STEP 14			5 days

Corporate Internship

Description

Enroll in internship program at UGM's industrial or corporate partner, with or without salary

Visa Index

C22A (single entry visa)

Length of Stay and Visa Cost

6 months (IDR 4,000,000), extendable once

Required Documents

- Valid passport (minimum 6 months validity)
- Guarantee letter from UGM as sponsor (issued by OIA UGM)
- Proof of sufficient funds for stay in Indonesia
- Recent passport-sized photograph, white background (size 3x4 cm)
- Internship contract or statement letter from the receiving party

Application Process

DESCRIPTION	FACULTY / UNIT	DPP	STUDENT	DKRG	IMMIGRATION	Estimasi Waktu (maksimum)
Applies to the program			STEP 1			1 day
Verifies application (stage 1)		STEP 2				1 day
Verifies application (stage 2)	STEP 3					1 day
Issues and sends LO to student		STEP 4				3 days
Makes payment stated in LO			STEP 5			1 day
Issues and sends LoA to students		STEP 6				3 days
Verifies visa documents and contacts students if there are documents missing				STEP 7		3 days
Submits visa application				STEP 8		2 days
Makes visa payment				STEP 9		1 day
Issues visa					STEP 10	10 days
Sends visa to student and faculty/unit				STEP 11		1 day
Reports to OIA upon arrival in Yogyakarta			STEP 12			1 day
Sends ITK to student				STEP 13		1 day

Short-Term Program

Description

Enroll in short-term program, such as short course, summer/winter course, or training program

Visa Index

C9 (single entry visa)

Length of Stay and Visa Cost

- 60 days, extendable twice (maximum)
- IDR 2,000,000

Required Documents

- Valid passport (minimum 6 months validity)
- Guarantee letter from UGM as sponsor (issued by OIA UGM)
- Proof of sufficient funds for stay in Indonesia
- Recent passport-sized photograph, white background (size 3x4 cm)
- Statement letter from sponsor confirming participation in UGM's short-term program

Application Process

DESCRIPTION	FACULTY / UNIT	DPP	STUDENT	DKRG	IMMIGRATION	Estimated Time (maximum)
Applies to the program			STEP 1			1 day
Verifies application (stage 1)		STEP 2				1 day
Verifies application (stage 2)	STEP 3					1 day
Issues and sends LO to student		STEP 4				3 days
Makes payment stated in LO			STEP 5			1 day
Issues and sends LoA to students		STEP 6				3 days
Verifies visa documents and contacts students if there are documents missing				STEP 7		3 days
Submits visa application				STEP 8		2 days
Makes visa payment				STEP 9		1 day
Issues visa					STEP 10	10 days
Sends visa to student and faculty/unit				STEP 11		1 day
Reports to OIA upon arrival in Yogyakarta			STEP 12			1 day
Sends ITK to student				STEP 13		1 day

Guest Lecturers and Speakers

Description

Conduct activities in UGM as guest lecturer, seminar/workshop speaker, or lecturer on sabbatical leave (maximum 60 days), with or without salary

Visa Index

C10 (single entry visa)

Length of Stay and Visa Cost

- 60 days, extendable twice (maximum)
- IDR 2,000,000

Required Documents

- Valid passport (minimum 6 months validity)
- Guarantee letter from UGM as sponsor (issued by OIA UGM)
- Proof of sufficient funds for stay in Indonesia
- Recent passport-sized photograph, white background (size 3x4 cm)
- Invitation letter from program organizer, detailing agenda and topic of the program

Application Process

DESCRIPTION	FACULTY / UNIT	LECTURER	DKRG	IMMIGRATION	Estimated Time (maximum)
Senda invitation to the guest lecturer or speaker	STEP 1				1 day
Informs OIA about the guest lecturer or speaker	STEP 2				1 day
Prepares the required documents and submits them to OIA		STEP 3			1 day
Processes visa application			STEP 4		2 days
Makes visa payment			STEP 5		1 day
Issues visa				STEP 6	10 days
Sends visa to visitor and faculty/unit			STEP 7		1 day
Reports to OIA upon arrival in Yogyakarta		STEP 8			1 day
Sends ITK to the guest lecturer or speaker			STEP 9		1 day

Contract-Based or Full-Time Lecturer

Description

Working in UGM as contract-based or full-time lecturer (including lecturer in sabbatical leave), with or without salary

Visa Index

E23 (multiple entry visa)

Length of Stay and Visa Cost

- 6 months (IDR 5,250,000)
- 1 year (IDR 6,000,000)
- 2 year (IDR 9,500,000)

Required Documents

- Valid passport (minimum 6 months validity)
- Guarantee letter from UGM as sponsor (issued by OIA UGM)
- Proof of sufficient funds for stay in Indonesia
- Recent passport-sized photograph, white background (size 3x4 cm)
- Permit from Ministry of Higher Education
- Work Permit for Foreign Workers (IMTA) from Ministry of Manpower

Application Process

DESCRIPTION	LECTURER	FACULTY / UNIT	DSDM	DKRG	DIKTI	KEMNAKER	IMMIGRATION	Estimated Time (maximum)
Prepares required documents	STEP 1							1 day
Submits application for international lecturer's decree to DSDM		STEP 2						1 day
Issues international lecturer's decree			STEP 3					2 months
Processes required documents and submits them to DKRG		STEP 4						1 day
Receives the documents and processes assignment permit to the Ministry of Higher Education				STEP 5				3 days
Issues assignment permit for international lecturer					STEP 6			10 days
Applies for IMTA to the Ministry of Manpower				STEP 7				3 days
Issues the IMTA						STEP 8		3 days
Applies for visa				STEP 9				1 day
Makes visa payment	STEP 10							1 day
Issues the visa							STEP 11	10 days
Sends the visa to lecturer and faculty/unit				STEP 12				1 day
Reports to OIA upon arrival in Yogyakarta	STEP 13							1 day
Sends ITAS to the lecturer				STEP 14				1 day
Applies for EPO before returning to home country	STEP 15							5 days

Research Program

Description

Conducting scientific research in Indonesia

Visa Index

E29 (multiple entry visa)

Length of Stay and Visa Cost

- 1 year (IDR 6,000,000), extendable

Required Documents

- Valid passport (minimum 6 months validity)
- Guarantee letter from UGM as sponsor (issued by OIA UGM)
- Proof of sufficient funds for stay in Indonesia
- Recent passport-sized photograph, white background (size 3x4 cm)
- Research Permit from BRIN (check the requirements at <https://klirensetik.brin.go.id/>)

Application Process

DESCRIPTION	RESEARCH ER	COUNTER PART	BRIN	DKRG	IMMIGRATION	DITLIT	Estimated Time (maximum)
Prepares the research program, including the PKS and/or MTA	STEP 1						1 day
Submits the Ethical Clearance and Research Permit Application to BRIN	STEP 2						1 day
Makes the Research Permit payment	STEP 3						1 day
Issues the Ethical Clearance and Research Permit			STEP 4				20 day
Sends the Research Permit to Ditlit and DKRG	STEP 5						1 day
Monitors the research process						STEP 6	During research
Submits the research visa				STEP 7			2 days
Makes visa payment	STEP 8						1 day
Issues the visa					STEP 9		10 days
Sends the visa to the researcher and counterpart				STEP 10			1 day
Reports to OIA upon arrival in Yogyakarta	STEP 11						1 day
Sends ITAS to the researcher				STEP 12			1 day
After the research has been concluded, applies for EPO before returning to home country	STEP 13						5 days

Post-Doctoral Research Program

Description

Conducting scientific research in Indonesia, with or without salary

Visa Index

E29 (multiple entry visa)

Length of Stay and Visa Cost

- 1 year (IDR 6,000,000), extendable

Required Documents

- Valid passport (minimum 6 months validity)
- Guarantee letter from UGM as sponsor (issued by OIA UGM)
- Proof of sufficient funds for stay in Indonesia
- Recent passport-sized photograph, white background (size 3x4 cm)
- Research Permit from BRIN (check the requirements at <https://klirensetik.brin.go.id/>)

Application Process

DESCRIPTION	RESEARCH ER	COUNTER PART	BRIN	DKRG	IMMIGRATI ON	DITLIT	Estimated Time (maximum)
Prepares the research program, including the PKS and/or MTA	STEP 1						1 day
Submits the Ethical Clearance and Research Permit Application to BRIN	STEP 2						1 day
Makes the Research Permit payment	STEP 3						1 day
Issues the Ethical Clearance and Research Permit			STEP 4				20 day
Sends the Research Permit to Ditlit and DKRG	STEP 5						1 day
Monitors the research process						STEP 6	During research
Submits the research visa				STEP 7			3 days
Makes visa payment	STEP 8						1 day
Issues the visa					STEP 9		10 days
Sends the visa to the researcher and counterpart				STEP 10			1 day
Reports to OIA upon arrival in Yogyakarta	STEP 11						1 day
Sends ITAS to the researcher				STEP 12			1 day
After the research has been concluded, applies for EPO before returning to home country	STEP 13						5 days

Networking Activities

Description

Engages in networking activities, benchmarking, MoU signing, ceremonial, meeting, seminar or conference (as participant), etc

Visa Index

- Electronic Visa on Arrival (e-VoA)
- Visa on Arrival (VoA)

Length of Stay and Visa Cost

- 30 days, extendable once
- IDR 500,000

Required Documents

- Valid passport (minimum 6 months validity)
- Return ticket
- Recent passport-sized photograph, white background (size 3x4 cm) *e-VoA only

E-VoA Application Process (via website evisa.imigrasi.go.id)

DESCRIPTION	INT'L SCHOLAR	IMMIGRATION	Estimated Time
Submits visa application through the website	STEP 1		1 day
Completes payment for visa application	STEP 2		1 day
Issues visa through the website		STEP 3	1 day
Arrives in Indonesia with proper visa	STEP 4		

VoA Application Process (in Indonesia airport)

DESCRIPTION	INT'L SCHOLAR	IMMIGRATION	Estimated Time
Arrives in Indonesia airport	STEP 1		1 day
Goes to VoA counter to apply for visa and complete the payment	STEP 2		1 day
Gives VoA stamp or sticker in passport		STEP 3	1 day
Continues activity in Indonesia	STEP 4		

Accompanying Spouse in UGM

Description

Joins ITAS-holding spouse (husband or wife) in UGM

Visa Index

E31B (multiple entry visa)

Length of Stay and Visa Cost

Depending on spouse's ITAS duration

- 1 year (IDR 6,000,000)
- 2 years (IDR 8,500,000)

Required Documents

- Valid passport (minimum 6 months validity)
- Guarantee letter from UGM as sponsor (issued by OIA UGM)
- Proof of sufficient funds for stay in Indonesia
- Recent passport-sized photograph, white background (size 3x4 cm)
- Marriage certificate in English or Indonesian
- Spouse's valid visa or ITAS

Application Process

DESCRIPTION	INT'L SCHOLAR	DKRG	IMMIGRATION	Estimated Time (maximum)
Reports to DKRG about bringing family member to Indonesia	STEP 1			1 day
Prepares documents and submits them to DKRG	STEP 2			1 day
Processes visa application		STEP 3		2 days
Completes visa payment	STEP 4			1 day
Issues visa			STEP 5	10 days
Sends visa to international scholar and faculty/unit		STEP 6		1 day
Reports to OIA upon arrival in Yogyakarta	STEP 7			1 day
Sends ITAS to international scholar		STEP 8		1 day
Applies for EPO before returning to home country	STEP 9			5 days

Accompanying Parents in UGM

Description

Child below 18 years old joins ITAS-holding parents in UGM

Visa Index

E31E (multiple entry visa)

Length of Stay and Visa Cost

Depending on parents' ITAS duration

- 1 tahun (IDR 6,000,000)
- 2 tahun (IDR 8,500,000)

Required Documents

- Valid passport (minimum 6 months validity)
- Guarantee letter from UGM as sponsor (issued by OIA UGM)
- Proof of sufficient funds for stay in Indonesia
- Recent passport-sized photograph, white background (size 3x4 cm)
- Birth certificate in English or Indonesian
- Parents' marriage certificate in English or Indonesian
- Parents' valid visa or ITAS

Application Process

DESCRIPTION	INT'L SCHOLAR	DKRG	IMMIGRATION	Estimated Time (maximum)
Reports to DKRG about bringing family member to Indonesia	STEP 1			1 day
Prepares documents and submits them to DKRG	STEP 2			1 day
Processes visa application		STEP 3		2 days
Completes visa payment	STEP 4			1 day
Issues visa			STEP 5	10 days
Sends visa to international scholar and faculty/unit		STEP 6		1 day
Reports to OIA upon arrival in Yogyakarta	STEP 7			1 day
Sends ITAS to international scholar		STEP 8		1 day
Applies for EPO before returning to home country	STEP 9			5 days

Reporting Childbirth

Description

Child born from foreigner or international scholar studying or working in UGM

Visa Index

Depending on the mother's visa

Length of Stay and Cost

Depending on the mother's ITAS, free of charge

Required Documents

- Application letter (issued by OIA)
- Guarantee letter (issued by OIA)
- Perdim Form no. 27 (provided by Immigration Office)
- Birth certificate from hospital or Office of Civil Registry
- Child's passport (original and copy)
- Parents' passport
- Parents' stay permit
- Parents' marriage certificate
- Recent photo, white background, size 3x4 cm (2 pcs)

Application Process

DESCRIPTION	INT'L SCHOLAR	DKRG	IMMIGRATION	Estimated Time (maximum)
Reporting their childbirth to DKRG	STEP 1			1 day
Prepares the documents and submits them to DKRG	STEP 2			1 day
Processing birth report to the Immigration Office		STEP 3		1 day
Issues the child's ITAS which connects to their mother's ITAS			STEP 4	10 days

Important Notes

Visa Application

Visa application is submitted by UGM as the sponsor or inviter party, except for VoA and e-VoA which are submitted directly by the visiting international scholar.

Change in Visa Type

- For changes in activities that may require a different visa type, a bridging visa is applied.
- Bridging visa regulations are detailed on page 17.
- Faculty or unit must report to DKRG at least 2 weeks before visa expires.

Disclaimer on Visa Processing Time

- The length of visa processing stated in this guide is subject to change, depending on force majeure conditions which may occur.
- The length of days stated in the visa processing table is shown in **working days**.

Contact Information

For inquiries regarding visas, stay permits, and application procedures, please contact:

- E-mail: itas.oia@ugm.ac.id
- WhatsApp: +62 877 0818 0777 (Risa)

Bridging Visa

What is Bridging Visa?

- Bridging Visa is a type of visa given to foreigners who needs to change their visa type while they are still doing activities in UGM without leaving Indonesia
- Bridging Visa is given for 60 days and **cannot be extended**
- People eligible for Bridging Visa are those with ITAS, ITAP, and ITK (converted from VoA)
- Bridging Visa is given in form of ITAS with index that matches with foreigner's activity in Indonesia

Application Process

DESCRIPTION	FOREIGNER	IMMIGRATION	Estimated Time (maximum)
Submits bridging visa application	STEP 1		1 day
Issues bridging visa		STEP 2	5 days
Converts bridging visa to ITAS		STEP 3	14 days
Continues activity in Indonesia	STEP 4		

Additional Notes

- The application is submitted to local immigration office (online)
- Documents required for the application depend on the foreigner's activity in Indonesia