

FREQUANTLY ASKED QUESTIONS

FOREIGN RESEARCH PERMIT

1. Q: What kind of activities should be requested for research permit?
A: All activities which are categorized as research activities such as collecting data by using a scientific methodology and tool or equipment conducted by foreign national in Indonesian jurisdiction including in EEZ (Exclusive Economic Zone).
2. Q: What kind of visa index should be used for conducting research?
A: The Temporary Stay Visa Index 315 (vitas 315) is the only one which is permitted for conducting research in Indonesia.
3. Q: Is there any similar visa for the researcher's dependents or family members?
A: The dependents and family members who will accompany the researcher will receive the Temporary Stay Visa Index 317 (vitas 317).
4. Q: How long is the maximum stay period of the visa number 315 and 317 will be issued?
A: The maximum stay period either the visa index 315 or index 317 is 12 months. It is extendable for another 12 months 4 times.
5. Q: How many days the researcher and the family members must report to the local immigration office since their date of arrival in Indonesia?
A: They must report to the local immigration office to make a KITAS within 30 calendar days since their date of arrival.
6. Q: In which immigration office the researcher and his family members must report and make a KITAS (limited stay permit)?
A: They should report to the nearest local immigration office in their research sites. (e.g. The researcher who will conduct research in Sebangau National Park, Central Kalimantan Province, should report to local immigration office in Palangkaraya).
7. Q: How much is the KITAS fee should be paid to the immigration office?

- A: It depends the stay period of the KITAS and type of the KITAS (e-Kitas and non e-Kitas (e.g. non e-KITAS period not more than 6 months, the fee is Rp 450,00.00)
8. Q: How many days the process of the KITAS at the immigration will finish?
A: It takes approximately 5 working days
9. Q: Is the visa number 315 and the visa number 317 categorized as the multiple entry visa?
A: After receiving KITAS and stamp of MERP (Multiple Exit Re-entry Permit) on his passport, the visa will automatically the visa will be valid as multiple entry visa.
10. Q: How much the MERP fee should be paid at the immigration office?
A: It depends the duration of the MERP (e.g. MERP not more than 6 months period, the fee is Rp 600,000.00)
11. Q: After completion of the research project in Indonesia, do the researcher and the family members need to request an exit permit at the immigration office?
A: Yes They do. Although the researcher and his family member already have the MERP.
12. Q: How many days the researcher or his family member must leave the country after receiving the exit permit only?
A: They must leave the country within 7 calendar days after receiving the EPO stamp on their passport
13. Q: What is the impact for the researcher or his family member if they leave the country without any exit permit only?
A: Their immigration status will not be changed to be EPO and consequently if they request the new Temporary Stay Visa, the request will be postponed.
14. Q: How long is the maximum period of the research permit granted by Ministry of Research, Technology and Higher Education (Ristekdikti)?
A: The maximum period of the Research Permit is 12 months. It is extendable maximally for another 12 months for twice
15. Q: Is the research permit applicable including for entering the conservation areas (e.g. national park), collecting research samples, and transferring the samples or specimen?

A: No, It is not. The research permit is applicable for collecting data in general but It is not included for entering the conservation areas, collecting and transferring the samples and specimen.

16. Q: Is there any additional permit for entering the conservation areas?

A: Yes It is. For entering the conservation areas, the researcher should apply the Permit for entering the conservation areas (SIMAKSI=surat Izin Masuk Kawasan Konservasi)

17. Q: Are there any additional permits for collecting research samples or specimen and transporting them to other region or shipping abroad?

A: For collecting of wild life research samples, scientific recommendation issued by Research Center for Biology LIPI as the Scientific Authority and the collecting & transporting permits from Secretary of Directorate General of Nature Resources and Ecosystem Conservation, Ministry of Environment and Forestry (Sekretaris Ditjen KSDAE, Kementerian Lingkungan Hidup dan Kehutanan) are still needed.

18. Q: How long is the maximum period of the research permit extension granted by Ministry of Research, Technology and Higher Education (Ristekdikti)?

A: The maximum period of the research permit extension is 12 months.

19. Q: When the researcher should request to extend the research permit?

A: He should request the research permit extension at least one month prior to the permit expiration date.

20. Q: What kind of documents are needed to apply the research permit?

A: The following enlists required documents which should be prepared during the submission for research permit application:

a. A formal letter addressed to The Minister of Research, Technology, and Higher Education f.d.t Director of Intellectual Property Management, Ministry of Research, Technology, and Higher Education. The letter should state clearly in which Indonesian Representatives (Embassy or Consulate General) abroad the researcher will collect the research visa number 315.The cc must be sent to the above mentioned Indonesian Embassy or Consulate General.

a. one copy of research proposal contains at least: title, objectives, methodology, location, and duration of the research in Indonesia.

b. one copy of abstract on the research proposal, containing the title,

methodology, and objectives.

- c. One color copy of applicant's passport (The passport must be valid at least for 18 months when the applicant collecting the Research Visa number 315). It means that the research visa No. 315 applicant should hold the passport which the date of expiration is still valid at least for 18 months when the researcher is collecting the visa. The passport also should be valid at least six months from the date of the researcher's departure (when the researcher request Exit Permit Only/EPO)
- d. one copy of the applicant's curriculum vitae (CV) including list of publications, if any. The position of the applicant in the institutions must be stated, e.g. Professor, researcher, student, assistant, etc.
- e. one copy of applicant's recent close up red background 4x6 cm size photograph;
- f. Memorandum of Understanding (MoU) between applicant's institution and Indonesian partner institutions is needed if the research project will be multiyears and involve many researchers or scientists;
- g. Material Transfer Agreement (MTA) if applicant will send or bring research sample or specimen
- h. two letters of recommendation from: [a] professor or supervisor or other senior scientist and [b] official letter of recognition issued by the institution or university where the applicant's works.
- i. A letter of acceptance from Indonesian research institute or university which will act as the counterpart. (The letter should be addressed to Secretary of The Coordinating Team for Foreign Research Permit, Ministry of Research, Technology and Higher Education (Sekretaris Tim Koordinasi Pemberian Izin Penelitian Asing (TKPIPA) Kementerian Riset, Teknologi dan Pendidikan Tinggi and It should be written in Bahasa Indonesia) For long term research collaboration, it is essential to arrange for agreement documents, such as Memorandum of Understanding (MoU) and Material Transfer Agreement (MTA) between the researcher and the Indonesian counterpart if the researcher plans to take specimen or samples to be analysed either in his/her home country or in Indonesia;
- j. A letter guaranteeing sufficient fund to cover research and living expenses during conducting research in Indonesia(The amount of the research funding(s) should be stated in US \$).
- k. Health certificate from legal-practising medical-doctor stating that the applicant is both physically and mentally capable to conduct the research (optional).
- l. A recommendation letter(s) from Indonesian Representative (Indonesian Embassy or Consulate General) in researcher's country of residence

(optional).

- m. A list of research equipments that will be brought to Indonesia, along brief technical specification and mention the estimated value for each equipment on the use.
- n. If the researcher plans to bring his/her spouse and children, he/she should submit the spouse' CV; a copy of marriage certificate or other citizen partnership certificate, child (children) birth certificate(s), copies of his/her family passports, and 4 (four) recent close-up photographs of each family member.

21. Q: Does the applicant need to send all the hard copy of needed documents?

A: No, It does not. The applicant should sent the soft copy documents by uo loading all the needed documents via on line registration system : [http://: frp.ristek.go.id](http://frp.ristek.go.id) or [http//: frp.ristekdikti.go.id](http://frp.ristekdikti.go.id)

22. Q: If the applicant face the technical difficulty in up loading the needed documents, Ho do the documents should be sent?

23. A: The documents should ber sent to frp.ristek.go.id or frp.ristekdikti.go.id.

24. Q: How long the applicant should wait for the research permit approval since the needed documents received completely?

A: Within 2 weeks the research permit application will be revied in the meeting by the Coordinating Team for Research Permit Approval and the decision of the meeting will be inform to the applicant as soon as possible after the meeting.

25. Q: What kind of documents are needed to apply the extended research permit?

A: The researcher who holds Letter of Foreign Research Permit from the Ministry of Research, Technology and Higher Education might apply for research extension. The application should be addressed to Director of Intellectual Property Management not later than 30 days before the expired research permit date, with the following attachment:

1. letter of request for research permit extension and including the the scientific justification why the esearch activity should be extended;
2. recommendation letter from the Indonesian counterpart which support the extension request;
3. a copy of tentative final report.

26. Q: What does the by **Prior Inform service (PIS)** mean?
- A: Ristekdikti strongly recommended to the applicant in order to inform to the Ristekdikti in advance his arrival day in Jakarta so that Ristekdikti could provide all required papers before his arrival date. It is to speed up the process and reduce the waiting time so that when the applicant come to collect the permit and all needed papers, they had been already available.
27. Q: Based on the PIS, how long the research permit and all needed papers should be issued by the Ristekdikti?
- A: the permit and all needed papers should be issued and submitted to the applicant less than 24 ours since the fee paid.
28. Q: How much is the research permit should be paid by the researcher?
- A: It depends the duration of the permit, the position and affiliation or employment of the permit receiver. (eg. Professor from Tokyo University wiho granted 12 months research permit period, should pay research Permit fee Rp 5,000,000.00 and Rp 100,000.00 for Registration fee
29. Q: Are there any additional charges in associated with the services provided by the Ristekdikti?
- A: Yes there are. There is registration fee Rp 100,000.00 for each person and Rp 1,000,000.00 and recommendation fee for travel documents of the dependent and family member
30. Q: Are there any fees at the related government agencies?
- A: No there are not fee for Research Notification Letter (Surat Pemberitahuan Penelitian= SPP) issued by The Ministry of Home Affairs (Kemdagri) and Traveling Permit (Surat Keterangan Jalan=SKJ) issued by National Police Head Quarters in Jakarta.
31. Q: How many days the process of traveling permit (SuratKeteranganJalan) at the National Police Head?
- A: It takes around 24 ours.
32. Q: How many days the process of Research Notification Ltter (Surat Pemberitahuan Penelitian at the Ministry of Home Affairs (Kementerian Dalam Nege-ri)?
- A: It takes around 4 working days

33. Q: How many days the process of issuing Entrance Permit Letter to Conservation Areas (Simaksi)?
A: It takes 5 working days
34. Q: From which offices the SIMAKSI could be obtain?
A: For entering one conservation area only, the permit could be obtained directly from the Office of National Park and for entering Nature Reserve (Cagar Alam) or Wildlife sanctuary, the permit could be obtained from The Nature Conservation Institute (Balai Konservasi Sumber Daya Alam=BKSDA). For entering two or more conservation areas, the researcher should apply the permit to Secretary of Directorate General of Nature Resources and Ecosystem Conservation, Ministry of Environment and Forestry (Sekretaris Ditjen KSDAE, Kementerian Lingkungan Hidup)
35. Q: How much is the Simaksi fee?
A: It depends how long the SIMAKSI time period granted, e.g. For SIMAKSI less than 1 month= Rp 5,000,000.00; 1 - 6 months SIMAKSI = Rp 10,000,000.00, 12 months period = Rp 15,000,000.00.
36. Q: Is it possible for researcher to go directly to the research site without any reporting to Ristekdikti and other related government agencies?
A: Reporting to Ristekdikti and related government agencies (National Police HQ and Ministry of Home Affairs) is a MUST. Only in special case e.g. research project by using Research Vessel in Indonesian waters, the researchers do not need to report to Ristekdikti and other agencies. In this case, all paperworks could be handled by local counterpart.
37. Q: How long is the maximum stay duration of the temporary stay visa number 315 granted by Immigration Head Quarters?
A: The maximum stay duration of the visa index 315 is 12 months and extendable for another 12 months four times.
38. Q: How long the authorization of visa number 315 issued by the Immigration Head Quarters in Jakarta will be valid?
A: The visa authorization telex is valid for two months since the date of authorization
39. Q: How long the visa number 315 will be valid for entering Indonesia since issued by Indonesian Embassy or Consulate General?
A: The visa will be valid for 3 months since issued by the Indonesian Representative (Embassy or Consulate General. It means that if the researcher can

not enter Indonesia during three months having the visa received, it will automatically expired.

40. Q: What is the visa collecting statement?
A: It is a simple brief statement from the applicant informing explicitly in which Indonesian Embassy or Consulate General he will collect the visa index 315 if his research permit application will be approved. E.g. *"Hereby I state that I will collect the visa number 315 at Indonesian Embassy in Tokyo, Japan"*
41. Q: How long the passport expiration should be still valid to apply the temporary stay visa at Indonesian Embassy?
A: It should be valid least for 18 months.
42. Q: After the researcher arrived in Indonesia, How many days he should report and make a KITAS at the local immigration office?
43. A: He must report within 30 calendar days since the date of arrival
44. Q: How much is the fining fee must be paid by the the researcher for belating report at the immigration office after day 30?
A: He should pay Rp 300,000.00 per belating day
45. Q: How long the KITAS will be valid?
A: It will be valid as long as the duration of Temporary stay visa index 315 (Vitas 315) (e.g. If the researcher received the visa number 315 valid for 12 months period, he will also receive the KITAS valid for 12 months at local immigration office.
46. Q: How long does the process of the KITAS?
47. A: It takes around 5 working days
48. Q: What is the Indonesian counterpart?
A: It is an Indonesian legal entities (university and research institute) which will act as Indonesian counterpart for foreign researcher. The competency of the institution should be relevant with the researcher's field of study. (e.g. Prof. Michael Myer, an Botanist from Kew Botanic Garden UK will conduct research in Indonesia. He should find the Indonesian Botanist from from Research Center ofr Biology LIPI who will act as local counterpart and conduct research collaboration with him.
49. Q: What is the letter of acceptance

A: It is a commitment letter from Indonesian university or research institute which will be act as local counterpart for foreign researcher The letter issued by the Indonesian counterpart for the researcher who will conduct research collaboration. The letter should be signed by a Dean of Faculty or Director of Research Center

50. Q: What is Security Clearance?

A: It is a clearance issued by the Ministry of Defend. It is additional permit beside research permit for conducting research in Indonesian waters including EEZ (Exclusive Economic Zone) and the national air space.

51. Q: What kind of research activity should require the Security Clearance?

A: All research activities conducted by foreign nationals in Indonesian waters including EEZ (Exclusive Economic Zone) and the national air space either by using research vessel or aeroplane.

52. Q: What does mean by Research Vessel?

A: All types of floating vehicles and research equipment utilized for collecting data and research sample in the waters.

53. Q: When will the researcher send his quarterly progress report of the research findings to the Ristekdikti?

54. A: He should send it three months after receiving the research permit and every three months since the first report sent.. If the researcher conducts research than three months or less than three months period, he is requested to send the interm report only.

55. Q: When will the researcher send the tentative final report to the Ristekdikti?

A: He should send it when he request EPO before leaving the country.

56. Q: What elements should be contained in the quarterly progress report?

A: The progress report, must at laest contain the following

- (1) Research objectives
- (2) Description of study field
- (3) Research material or object to be investigated
- (4) Research approach or methods
- (5) Provisional results
- (6) Problems encountered
- (7) Planned activities in the next three months

57. Q: What elements should be contained in writing the tentative report?

A: The final report, must at least contain the following:

a. Introduction, include:

1. Background information
2. Scientific justification on the selection of subjects and sites to be investigated
3. Review on and comparison with other studies that have been conducted previously on the same subject and or in the same region or else where with similar conditions.
4. Hypotheses to be tested (if any).

b. Objectives, include:

1. Objectives and scope of research have to be described clearly.
2. Local research description in detail covers physically aspects (geography, topography, climatology) as well as Biology, social-economic, cultural, and other aspects which are relevant to scope of research.
3. Reason for selecting the method that being used.

c. Result and Discussion, include:

- (a) Description in detail of research result which has been acquired.
- (b) Discussion of research result cover its valuation, interpretation and significance, as well as suggestion for subsequent research.
- (c) The benefit for Indonesian development program.

d. Conclusion, include:

1. Crucial points which may be encountered from research result.
2. Problem solving of research, encouraging or discouraging of hypotheses stated in the research objectives.