For Foreign Researchers who will conduct research in more than one conservation areas (National Park, Wildlife Reserve or Nature Reserve), they should report to the Ministry of Environment and Forestry (Kementerian LHK) and the Ministry of Research, Technology and Higher Education. The Ministry then provide the covering letter addressed to the Immigration Office from which the KITAS has been issued, in order to change his immigration status to be EPO (Exit Permit Only). Letter of request for the exit permit must be addressed to The Minister for Research, Technology and Higher Education, attached with a copy of Research Notification Letter (SPP).

The foreign researcher has to submit a progress report every three month and tentative final report once he finishes the research project in Indonesia. If he conducts the research project in Indonesia for three months, he should submit only the tentative final report. In writing the report, he should follow the following standards:

1. Quarterly Progress Report
The progress report must 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) Problems encountered.
(6) Planned activities in the next three months.

2. Final Report
The final report must 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 in the same region or else with similar conditions.
   4. Hypothesis to be tested (if any).

(b) Objectives, include:
   1. Objectives and scope of research to have be described clearly.
   2. Local research description in detail covers physically aspects (geography, topography, and 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.
   4. 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.
   5. Conclusion, include:
      (a) Prerequisite which may be encountered from research result.
      (b) Problem solving of research, encouraging or discouraging of hypotheses stated in the research objectives.

The above listed fee does not include:

• Fee for collecting visa at Indonesian Embassy or Consulate General;
• Fee for limited Stay Permit Card (KITAS) at Immigration Office;
• Fee for Police Registration Card (SKJ) at National Police Headquarters or Provincial Police Headquarters;
• Passport service fees;
• Other fee at related government agencies (if any).

The following table will assist researchers to estimate the overall cost of related activities:

<table>
<thead>
<tr>
<th>CATEGORIES</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Visa Fee</td>
<td>Rp.5.000.000</td>
<td>Rp.10.000.000</td>
</tr>
<tr>
<td>Fees for Spouse &amp; Dependent</td>
<td>Rp.2.500.000</td>
<td>Rp.5.000.000</td>
</tr>
<tr>
<td>Others fee at related government agencies</td>
<td>Rp.100.000</td>
<td>Rp.500.000</td>
</tr>
</tbody>
</table>

The Ministry of Research, Technology and Higher Education
Republic of Indonesia

Welcome to Indonesia
This brochure is intended to guide you during the administrative process since you arrived in Indonesia.

Preface
According to Government Decree No. 41/2006, all foreign universities/research and development institution, foreign researchers and foreign researchers who will conduct research in Indonesia. They are encouraged to participate in R & D activities in order to develop Science and Technology cooperation and ultimately to increase Science and Technology transfer in Indonesia. Foreign researchers who will conduct research in Indonesia have to involve local scientist as counterpart either from local university, research institute or Non Government Organizations (NGO) who has competency in the research topic.

Research Permit Procedures
For every non-Indonesian citizen researchers that plan to conduct research within Indonesia territory, prior to the passage, he or she should apply individually for receiving a research permit from the Minister of Research Technology and Higher Education. Without such consent, any researcher(s) by a foreigner is illegal.
The following enlists are required documents which should be prepared during the submission for research permit application:

1. A formal letter addressed to The Ministry of Research, Technology and Higher Education, Dr. Ir. Director of Intellectual Property Management as Secretary of the Coordinating Team for Foreign Research Permit (TKPIPA). The letter should be stated clearly in which Indonesian Representatives (Embassy or Consulate General) abroad the applicant will collect the research visa number 315. The letter must be sent to the same title and address mentioned on the document of stay (surat keterangan jalan).
2. One copy of research proposal contains at least: title, objectives, methodology, locations (districts, cities and provinces should be mentioned clearly), and duration of the research in Indonesia.
3. One copy of abstract of the research proposal, containing the title, methodology, and objectives.
4. One scanned copy of applicant's passport (The passport must be valid at least for 18 months when the applicant collects the Research Permit Visa number 315). It means 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.
5. One copy of the applicant's curriculum vitae (CV) including a list of publications, if 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.
6. 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.
7. A letter of Acceptance from Indonesian research institute or university which will act as the research counterpart. The letter should be addressed to Secretary of the Coordinating Team for Foreign Research Permit, Ministry of Research, Technology and Higher Education, the researcher must report to The 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), Implementing Arrangement and Material Transfer Agreement (MTA) between the researcher's institution and the Indonesian counterpart institution if the researcher plans to take samples or specimen to be analysed either in his home country or in Indonesia.
8. Memorandum of Understanding (MoU) and Implementing Arrangement or Letter of Agreement between applicant's institution and Indonesian partner institutions (local counterpart is needed if the research project will be multiyear and involve many researchers or scientists).
9. Material Transfer Agreement (MTA) if applicant will send or bring research sample or specimen.
10. 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.

The following procedures (see the flow chart) are to be followed after submitting the above documents:

1. A formal letter addressed to The Ministry of Research, Technology and Higher Education, Dr. Ir. Director of Intellectual Property Management as Secretary of the Coordinating Team for Foreign Research Permit (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), Implementing Arrangement and Material Transfer Agreement (MTA) between the researcher's institution and the Indonesian counterpart institution if the researcher plans to take samples or specimen to be analysed either in his home country or in Indonesia.
2. A letter of guaranteeing sufficient fund to cover research and living expenses during conducting research in Indonesia (The amount of the research funding(s) should be clearly, e.g. Professor, Researcher, Student, Research Assistant, Technician, etc.
3. One copy of local researchers Curriculum Vitae (CV) including a list of publications, if any. The position of the applicant in the institutional employment must be stated clearly, e.g. Professor, Researcher, Student, Research Assistant, Technician, etc.
4. One copy of recent red background close up 4x6 cm size photograph; where the applicant's works.
5. Memorandum of Understanding (MoU) and Implementing Arrangement or Letter of Agreement between applicant's institution and Indonesian partner institutions (local counterpart is needed if the research project will be multiyear and involve many researchers or scientists).
6. One letter of Acceptance from Indonesian research institute or university which will act as the research 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), Implementing Arrangement and Material Transfer Agreement (MTA) between the researcher's institution and the Indonesian counterpart institution if the researcher plans to take samples or specimen to be analysed either in his home country or in Indonesia.
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8. Memorandum of Understanding (MoU) and Implementing Arrangement or Letter of Agreement between applicant's institution and Indonesian partner institutions (local counterpart is needed if the research project will be multiyear and involve many researchers or scientists).
9. Material Transfer Agreement (MTA) if applicant will send or bring research sample or specimen.

Upon the submission of the above documents, the applicants will receive a Research Permit Letter from the Ministry of Research and Technology, and Higher Education. The research permit will be processed and the applicants will receive an email on the system in http://frp.ristekdikti.go.id/. If you face technical difficulty in uploading the soft copy of the documents in soft copies should be uploaded through Online Registration System in http://frp.ristekdikti.go.id/. If you face technical difficulty in uploading the soft copy of the documents, the soft copy should be sent to email address: frp@ristekdikti.go.id. Applicant should bring all hard copies of the above documents when the applicant comes and reports his arrival at the Ministry of Research, Technology and Higher Education (RISTEKDIKTI) office in Jakarta. The applicant can not apply more than one research application in the same time.

For obtaining the research visa number 315, the foreign researcher(s) may depart to the country of origin/destination (the country where the applicant conducts research in Indonesia; as stated in the letter of acceptance). The Department of Immigration or the Indonesian embassy/consulate should issue Research Permit and the applicant should report to The Ministry of Research, Technology and Higher Education, the researcher must report to The 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), Implementing Arrangement and Material Transfer Agreement (MTA) between the researcher's institution and the Indonesian counterpart institution if the researcher plans to take samples or specimen to be analysed either in his home country or in Indonesia.

Having obtained the research visa number 315, the foreign researcher(s) may depart to the country of origin/destination (the country where the applicant conducts research in Indonesia; as stated in the letter of acceptance). The Department of Immigration or the Indonesian embassy/consulate should issue Research Permit and the applicant should report to The Ministry of Research, Technology and Higher Education, the researcher must report to The 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), Implementing Arrangement and Material Transfer Agreement (MTA) between the researcher's institution and the Indonesian counterpart institution if the researcher plans to take samples or specimen to be analysed either in his home country or in Indonesia.

A list of red-background recent photographs (one copy of 2x3 cm size and one copy of 4x6 cm size) within the formal letter, must be presented as well as the revenue stamp 6000 (M008A04 6001). On the same day, the applicants will receive several covering letters from Secretariat as listed below: