

Procedures for Getting your KITAS (temporary stay permit)

A Temporary Stay Permit is an essential immigration document that states the duration of your stay permission in Indonesia.

1 Fill the Application Form

You can find the form in our Website

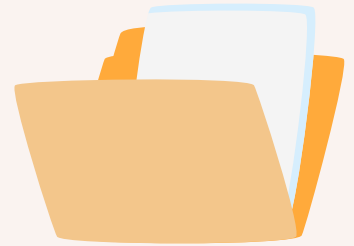
Don't forget to print and sign it



2 Prepare your Documents

Put all the documents needed on a folder

Keep all of your documents (soft file and hard file)



3 Apply at IO

Come to our Office and we will help you out

Submit your documents (soft file and hard file)



4 Collect Documents

Collect your Document at the office. The process may take approximately 1 week.

We will also contact you once the documents are ready.



5 Apply to the Immigration office

Bring necessary documents to apply for KITAS Extension

Document submission is through an online application, and if it fails, contact us.



List of Documents

- Application Letter (from the University)
- Letter of Guarantee (from the University)
- Guarantor identity card (from the University)
- Immigration form (from the University)
- Copy of Passport (including VISA and Last Entry date)
- Passport
- Temporary Stay Permit Card (KITAS)
- SKTT
- A Photograph of yours (3x4 cm)
- Study Permit
- Newest Academic Transcript
- A copy of your student card (KTM)
- A seal (Materai)

+ Application letter that you have downloaded and signed from our website.

The university will help you complete the highlighted requirements. You can fulfill the dark-colored requirements.

Process after submission

