

Procedures for Getting your SKTT (Letter of Residence)

A letter of residence is a document that states the exact location where you live in Indonesia.

1 Fill the Application Form

You can find the form in our Website

Don't forget to print and sign it



2 Submit your Documents

Submit the application form with all necessary documents to get an Application Letter & Letter of guarantee for SKTT.

Check the list of documents you should provide on the second page. The documents will be ready approximately in 1 week.



3 Meet the Local Authorities

Meanwhile, the applicant can continue to the next step. Go to the local authorities to get the letter of domicile.

Contact the international office of your faculty to get assistance to meet the local authorities



4 Collect and Double Check

Collect your document at our Office. Re-check all of your documents on the second page. Depends on your address, the number of documents may differ.

There are 5 Dukcapil in Yogyakarta, you should go to the correct Dukcapil depending on your region.



5 Go to Dukcapil

Go to Dukcapil and apply for your SKTT. They will give you a ticket to collect your SKTT on the next visit (the date will be written)

Contact the international office of your faculty to get assistance to meet the Dukcapil



6 It is done!

Bring your ticket and collect your Document at the Dukcapil. The process may take approximately One (1) week.

Keep your Letter of Residence in 2 types of format; soft file and hard file.



Warning!

Make sure your complete address is correct. Failure to write or understand your right address will result in rejection by the local authorities or Dukcapil. It means that you have to repeat all the processes from the beginning.

We will contact you once we receive the document from the corresponding Ministry

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Important notes

Make sure you bring all the documents needed for the corresponding Dukcapil Office. If you are confused, contact us for more detail.



List of Documents (Sleman)

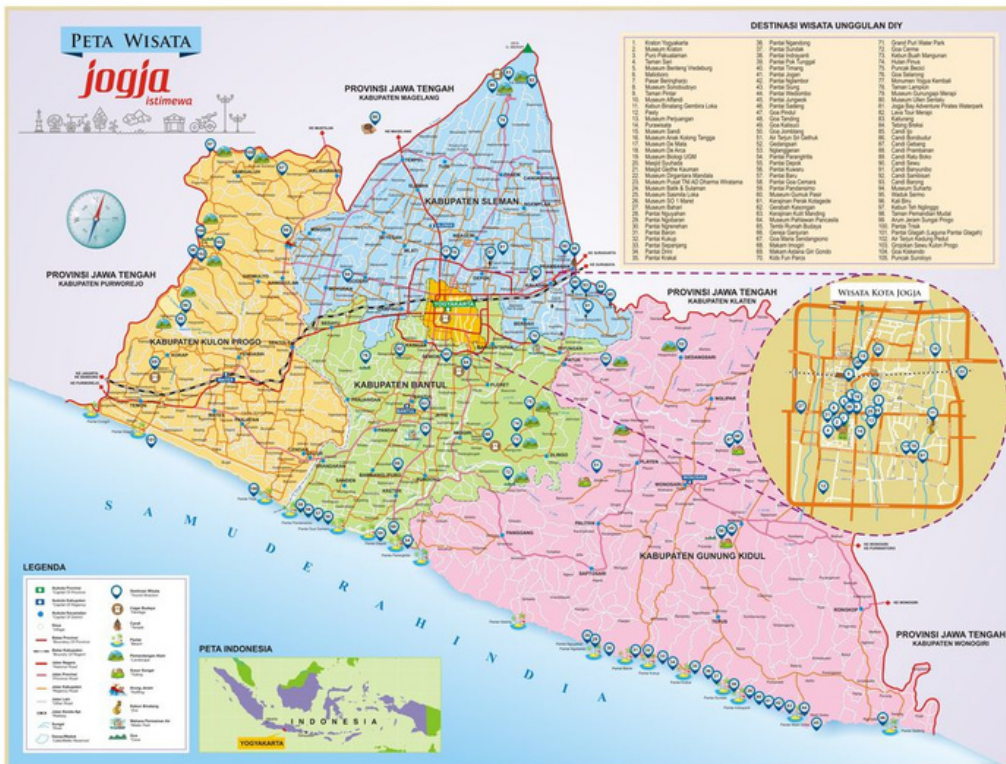
- Application Letter & Letter of guarantee
- A copy of Passport (including VISA and Last Entry date)
- A Temporary Stay Permit Card (KITAS)
- A seal (Materai)
- A Photo (size of 3x4)

List of Documents (Yogyakarta)

- Application Letter & Letter of guarantee
- A copy of Passport (including VISA and Last Entry date)
- A Temporary Stay Permit Card (KITAS)
- A seal (Materai)
- A Photo (size of 3x4)
- Letter of Domicile (from local Authorities)

List of Documents (Bantul)

- Application Letter & Letter of guarantee
- A copy of Passport (including VISA and Last Entry date)
- A Temporary Stay Permit Card (KITAS)
- A seal (Materai)
- A Photo (size of 3x4)
- Letter of Domicile (from local Authorities)
- Study Permit
- Letter of Police Report



Special Region of Yogyakarta

The Special Region of Yogyakarta is a province in Indonesia. It has one central city called 'Kota Yogyakarta' and another four cities called 'Kabupaten.' There are; Sleman, Bantul, Gunung Kidul, and Kulon Progo.

- Sleman is located in the northern part of Yogyakarta. (blue)
- Bantul is located in the southern part of Yogyakarta. (green)
- Gunung Kidul is located in the western part of Yogyakarta. (pink)
- Kulon Progo is located in the eastern part of Yogyakarta. (yellow)