

# RESEARCH PERMIT PROCEDURES FOR FOREIGN UNIVERSITIES, RESEARCH INSTITUTES, ENTERPRISES AND INDIVIDUAL RESEARCHERS IN INDONESIA

## A. Preface

According to Government Decree No : 41/2006, every foreign university, research institute, enterprise, and individuals are welcome to conduct research in Indonesia. They are encouraged to participate in R & D activities in order to develop Science and Technology cooperation and finally increase Science and Technology transfer in Indonesia. Foreign researchers who will conduct research in Indonesia have to involve local scientist as counterpart from local university, research institute or Non Government Organization (NGO) who has competency in the research topic.

## B. Research Permit Procedure

For every non-Indonesian citizen researcher who plans to conduct research within Indonesian territory, prior to the passage, he or she should apply individually for receiving a research permit from the Minister for Research and Technology. Without such consent, any research activity(ies) by a foreigner is illegal. The completed application must be addressed to:

### The Secretariat of Foreign Research

The State Ministry of Research and Technology– Republic of Indonesia  
the 2<sup>nd</sup> building of BPPT, 8<sup>th</sup> floor

Jl. M.H Thamrin No.8 Jakarta 10340

Tel : (+62-21) 316-9293

Fax : (+62-21) 3983-6180

Email : [frp@ristek.go.id](mailto:frp@ristek.go.id) (for communication and sending soft copy documents)

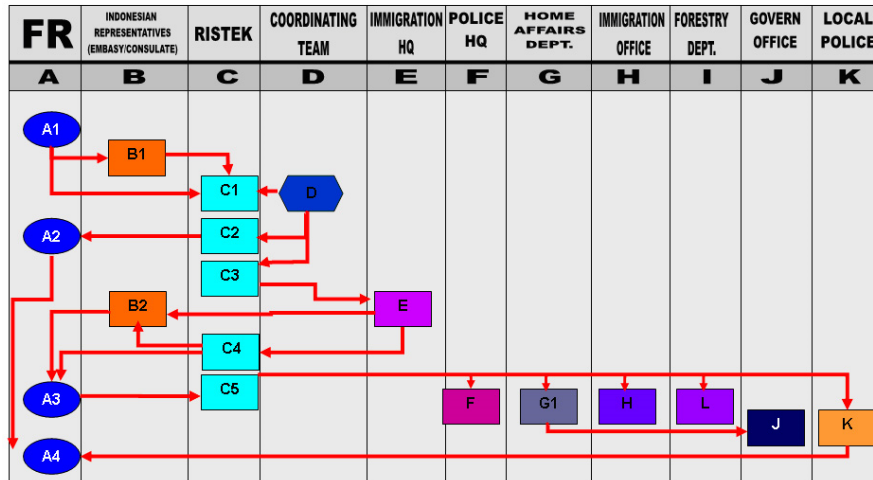
Homepage : <http://www.ristek.go.id>

Note: Since 4<sup>th</sup> July 2011, registration is strongly recommended to be done through the Online Registration System. See [www.frp.ristek.go.id](http://www.frp.ristek.go.id), or [www.ristek.go.id](http://www.ristek.go.id) then go to “foreign research permit” page. However, at the time being, applications by post or email are still accepted.

Refer to the following figure and description for the permit procedures, both before approval, and after arrival in Indonesia.



## RISTEK RESEARCH PERMIT PROSEDURES FOR FOREIGN RESEARCHER



- A1 : Foreign Researcher (FR) send or submit directly research application documents to RISTEK with cc to the Indonesian Representatives (Embassy or Consulate General) in respective home country
- B1 : Indonesian Representative receives research application documents, and then issues recommendation letter, and forwards to RISTEK in Jakarta.
- C1 : RISTEK receives research application documents from FR and from Indonesian Representatives (Embassy or Consulate General) with recommendation letter. Secretariat of Foreign Research Permit (FRP) RISTEK prepares Matrix of research application data and forwards to Coordinating Team's monthly meeting.
- D : Secretariat FRP RISTEK invites Coordinating Team to conduct monthly meeting (now twice a month) for evaluating research application and issues approval or disapproval on the applications. Secretariat FRP RISTEK will send formal letter of notification to FR or his/her counterpart.
- C2 : If Coordinating Team disapproves the research applications, Secretariat FRP RISTEK will send formal letter of notification to FR or his/her counterpart.
- A2 : FR receives the letter of notification
- C3 : Once research application has been approved by Coordinating Team, Secretariat of FRP RISTEK will prepare visa 315 applications and submit them to Immigration Headquarters in Jakarta.
- E : Immigration Headquarters receives and processes the visa 315 application and then issues and sends visa 315 authorization to Indonesian Representatives where the visa 315 will be collected by FR.
- C4 : RISTEK collects the visa authorization papers and prepares letter of request addressed to Indonesian Representative in order to issue visa 315 for FR. B2 : Indonesian Representative receives visa 315 authorization and issues visa 315 for FR.
- A3 : FR brings his/her passport to Indonesian Representative to collect the visa 315. Having collected the visa 315, FR leaves his/her home country for arrival in Jakarta.
- C5 : FR comes to report at RISTEK office to receive Research Permit and Research Permit Card and other covering letters to report at other related government agencies (Police HQ, Home Affairs Dept. and Immigration Office).
- F : FR brings covering letter from RISTEK and comes to Police HQ to report and

- get Travelling Permit (*SKJ*).
- G : After getting Traveling Permit (*Surat Keterangan Jalan*) FR come to at Home Affairs Department (*Depdagri*) to obtain SPP
- H : FR comes to Immigration Office to report and apply Limited Stay Permit Card (KITAS)
- I : FR who will enter conservation area (Nature Reserve; National Park or Nature Reserve and Wild Life Reserve) should apply a Entrance Permit to Conservation Area (*SIMAKSI*) at Directorate General of Forest Protection and Nature Conservation, Forestry Department (*Ditjen PHKA, Departemen Kehutanan*)
- J : When FR arrives in research location, FR should come and report to Provincial Government Office (*Badan Kesbang Linmas Provinsi*)
- K : After getting KITAS, FR comes and reports to Provincial Police Headquarters to apply Certificate of Police Registration Card (*SKLD*)
- A4 : FR can begin his/her fieldwork of research project

### C. Documents Required for Application

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

1. A formal letter addressed to The Ministry of Research and Technology, f.d.t Secretary to the Minister for Research and Technology. A copy of this letter, which is designated to the Indonesian Representative abroad where the researcher will obtain the visa, must also be enclosed.
2. A copy of research proposal contains at least: title, objectives, methodology, location, and duration of the research in Indonesia.
3. A copy of abstract on the research proposal.
4. A copy of the researcher's passport which must be valid until at least six months after the completion of the proposed research.
5. A copy of the curriculum vitae (CV) of the researcher(s).
6. 4 (four) recent close-up photographs (4x6 cm) with red background.
7. Memorandum of Understanding (MoU) and Material Transfer Agreement (MTA) between the researcher and his/her Indonesian counterpart are needed if the researcher plans to take specimen or samples to analyse either in his/her home country or in Indonesia.
8. 2 (two) letters of recommendation from: [a] professor or researcher supervisor and [b] official letter of recognition issued by the institution or university where the researcher(s) works.
9. A recommendation letter from a related Indonesian representative abroad. This letter is issued by the Indonesian Embassy/ Consulate, upon receiving the application from the foreign researcher, and will be forwarded to the Ministry of Research and Technology.
10. A letter(s) of support from Indonesian counterpart(s).
11. Health certificate from legal-practising medical-doctor stating that the researcher is both physically and mentally capable to conduct the research.
12. A letter guaranteeing sufficient fund to cover research and living expenses during conducting research in Indonesia.
13. A list of research equipments that will be brought to Indonesia, along brief technical specification and mention the estimated value for each equipment on use.
14. If the researcher plans to bring his/her spouse and children, he/she should submit 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.

To accelerate the process, it is recommended to send also the soft copy of the above documents (scanned or PDF file), and sent to [frp@ristek.go.id](mailto:frp@ristek.go.id), or using online registration system at [www.frp.ristek.go.id](http://www.frp.ristek.go.id) or through [www.ristek.go.id](http://www.ristek.go.id) then go to “foreign research permit” page.

#### **D. The Coordination Team of Foreign Research Permit**

The Ministry of Research and Technology, on conducting foreign research permit is published, by legal, set the operations with the availing governance assistance from The Coordination Team of Foreign Research Permit.

The members of The Coordination Team of Foreign Research Permit body consist of Government Institutional officials from various institutions; such as The Secretariat of the State, The Ministry of Home Affairs, The Ministry of Foreign Affairs, The Ministry of Law and Human Rights, The Ministry of Defence, The Ministry of Energy and Mineral Resources, The Ministry of Marine Affairs and Fisheries, The Ministry of Agriculture, The Ministry of Forestry, The Ministry of National Education, The Ministry of Environment, The Ministry of Religious Affairs, The Ministry of Culture and Tourism, National Intelligent Bureau, Strategic Intelligent Bureau of National Army Forces, Indonesian Institute of Sciences, National Coordinating Agency for Surveys and Mapping, Agency for the Assessment and Application of Technology.

The Coordination Team of Foreign Research Permit’s duty is mainly giving approval or refusal recommendation to The Ministry Research and Technology for each research application, through a periodical decision committee meeting. The committee meeting usually held by the first and the third weeks of the month, to discuss foreign research applications that have been submitted to the secretariat before day-3 of the meeting.

If the application of foreign research is approved, it will be submitted to the Immigration Office in order to proceed visa authorisation. Then, this visa will be sent to the Indonesian Embassy/Consulate General as requested by the researcher. However, under certain condition, foreign researcher(s) or the researcher’s counterpart must fulfil the requirement(s) as recommended. Visa authorisation will then be proceeded after all the required documents are submitted. In case of refusal decision, the foreign researcher(s) and the counterpart will receive a formal letter informing that the application has been disapproved.

#### **E. The Secretariat of Foreign Research Permit**

In order to process the foreign research permit, The Coordination Team of Foreign Research Permit assisted by The Secretariat of Foreign Research Permit which has the main duties of administrating the research proposal and all administrative matters.

#### **F. Arrival at Jakarta**

1. After foreign researcher receiving visa, the foreign researcher(s) should report to The Secretariat of Foreign Research Permit at BPPT 2<sup>nd</sup> building, 8<sup>th</sup> floor, Jl. M.H. Thamrin No.8 Jakarta 10340.
2. Foreign researcher has to fill a questioner presented by the secretariat and attach a red-background recent photograph within the questioner sheet.

3. By the following day, 1x24 hours of working day, the applicant(s) will receive some letters from Secretariat as listed below:
  - a. Letter of Research Permit and Research Permit Card
  - b. Letter of request for Traveling Permit (Surat Keterangan Jalan) addressed to **Kepala BAINTELKAM POLRI**
  - c. Letter of request for Research Notification application (Surat Pemberitahuan Penelitian) addressed to **Direktorat Fasilitas Organisasi Politik dan Kemasyarakatan, Ditjen Kesatuan Bangsa dan Politik** Ministry of Home Affairs.
  - d. Copy of Certificate of Police Registration (*Surat Lapor Diri*) forwarded to foreign researcher's counterpart.
  - e. Letter of request for KITAS (*Kartu Izin Tinggal Terbatas*, Limited Stay Permit Card) addressed to the local Immigration Office where the research will be conducted. Foreign researcher has to report to the Immigration Office not later than 7 days from arrival date. Late report will be fined Rp 200.000,00 per day.
  - f. Letter of recommendation requesting for receiving grace time to make a self-report and area denizen registration among the immigration offices/representatives. The complete data required for issuing KITAS which forwarding to **Doklan director, Visa and Vaskim, Ditjen Immigration.**
  - g. Letter of request for Certificate Police Registration Card (SKLD=Surat Keterangan Lapor Diri) addressed to Provincial Police Headquarters.
  - h. Foreign researcher may start his/her research in Indonesia after submitting all requirements and receiving documents from Secretariat as described at number 3.

#### **G. Document Needed by Related Institutions**

Besides to the Research Permit Letter and Research Permit Card, submitted by the State Ministry of Research and Technology, a foreign researcher must report individually to get permits from the following offices:

1. Travelling Permit addressed to Police Headquarters (MABES POLRI), requires:
  - a. Copy of passport.
  - b. Copy of visa.
  - c. Copy of Departure Card.
  - d. Two pieces of 4x6 photograph in red background.
2. Letter of Research Permit Notification addressed to Ministry of Home Affairs, requires:
  - a. Copy of Travelling Permit Letter from MABES POLRI.
  - b. Copy of Research Permit Letter from The Ministry of Research and Technology
  - c. Copy of passport.
  - d. Copy of visa.
  - e. Two copies of 4x6 photograph (red background).
3. Letter of KITAS addressed to Immigration Office, requires:
  - a. Copy of passport.
  - b. Copy of visa.
  - c. Copy of Departure Card.
  - d. Two pieces of 4x6 photograph in red background.
  - e. Finger Printing will be taken at Immigration Office

4. Letter of Certificate of Police Registration Card (Surat Keterangan Lapor Diri) addressed to Provincial Police Headquarters (MAPOLDA), requires:
  - a. Copy of KITAS.
  - b. Copy of Travel Permit Letter (SKJ) from MABES POLRI.
  - c. Copy of Departure Card.
  - d. Two pieces of 4x6 photograph in red background.
  
5. Letter of Entry Permit to Conservation Area (SIMAKSI = Surat Izin Masuk Kawasan Konservasi), requires:
  - a. Copy of research proposal.
  - b. Copy of CV.
  - c. Copy of Travelling Permit Letter (SKJ) from MABES POLRI.
  - d. Copy of Research Permit Letter from the State Ministry of Research and Technology.
  - e. Copy of Research Notification Letter (SPP) from Department of Home Affairs.
  - f. Copy of passport.
  - g. Revenue stamp values of Rp. 6000.

#### **H. Foreign Research Permit and Type of Visa**

The validity period for a Research Permit is maximum 12 months. Extended period is possible only for two terms; each is 12 months period. Types of visa which might be used for research are VITAS number 315, while VITAS number 317 for foreign researcher who brings his/her family. After a foreign researcher receives VITAS either number 315 or 317, he or she must report to the Immigration office by at least 7 days after the arrival date.

Foreign researcher will get fining from Immigration Office for Rp 200,000 each-day for belating report. Foreign researcher who hold VITAS number 315 valid for 6-12 months and receive KITAS, might request for Exit Re-entry Permit (ERP) or Multiple Exit Re-entry Permit (MERP) if he/she leave from Indonesia temporarily then return to Indonesia for to continue research.

#### **I. Stop Temporarily and then Re-continuing Research**

Foreign Researcher who holds KITAS and VITAS number 315 and valid for 6-12 months may apply Exit Re-entry Permit (ERP) or Multiple Exit Re-entry Permit (MERP). Foreign researcher must follow these requirements below:

1. If the researcher plans to make temporary recess and to leave Indonesia prior to his/her continuing the work, he/she should resubmit a written request to the Secretary to the Minister for Research and Technology, and as well enclose a consenting letter from the local partner. This request must also include a copy of progress report.
2. Based on the foreign researcher's request letter, The Ministry for Research and Technology will issue Exit Re-entry Permit (ERP) or Multiple Exit Re-entry Permit (MERP) which should be addressed to the Head of Immigration Office where KITAS has been issued.
3. Exit Permit Only (EPO) is needed for foreign researcher who has finished his/her research. Letter of request for such exit permit must be addressed to Secretary to The Ministry for Research and Technology. Both The recommendation letter of local partner, and a copy of the tentative final report should be enclosed. To accelerate to process, however, it is recommended that the researcher send six copies of the report, since the Secretary will have to forward the copy to other related institutions.

4. Referring to foreign researcher's request letter, The State Ministry for Research and Technology will issue Letter of Request for Exit Permit Only (EPO) and it is addressed to the Head of Immigration Office where the KITAS has been issued.
5. Foreign researcher conducting research less than six months might exit directly without reporting to the Immigration Office, but submit tentative final report is a must.

#### **J. Research Permit Extension**

A foreign researcher who holds Letter of Foreign Research Permit from the State Ministry of Research and Technology might apply for research extension. The application should be addressed to Secretary to The Ministry for Research and Technology not later than 30 days before the expired research permit date. To extend research permit requires the attachments below:

1. Letter of request research permit extension and development explaining the reason of extending research.
2. Recommendation letter from counterpart to extend research permit.
3. Six copies of tentative final report.

Those documents have to be received at least one month before the foreign research permit expired. Research permit extension might be given twice, maximum for 12 months each time.

#### **K. The Rights and Obligations for the Local Counterpart**

1. The individual/organization party that is justifiable to become working counterpart of the foreign researcher could be either from government or private higher education institution, research and development either government or private, and non-governmental organisation which are competent with the research topic.
2. The counterpart should help the foreign researcher by giving a technical direction, support and effort during his/her research in Indonesia.
3. The counterpart should take active responsibility and give guidance to foreign researcher during his/her research.
4. The counterpart should report to the Ministry of Research and Technology if his/her foreign researcher partner exits from Indonesia.
5. The counterpart might ask one or more Indonesian researcher to help her/his research.
6. The counterpart should either involve or become the initiating party in preparing Material Transfer Agreement (MTA) and data sharing referring to International and National legal aspects.
7. The counterpart could make an agreement with foreign researcher in term of co-authorship of Intellectual Property Rights such as patent, and any publications: books, journals, or scientific magazines.
8. The copy of all material agreement between counterpart and foreign researcher should be forwarded to Secretariat of Foreign Research Permit, the Ministry of Research and Technology, RI.

#### **L. Foreign Researcher Obligation**

1. Upon arrival in Indonesia, the foreign researcher should report to the Ministry of

Research and Technology in order to get the Research Permit Letter and Research Permit Card, and recommendation letters for other authorities.

2. The foreign researcher should make pre-project consultations with his/her counterpart before starting research.
3. The foreign researcher should completely comply to his/her approved working plan with the local partner.
4. The foreign researcher is not allowed to take any other job during conducting research in Indonesia.
5. The foreign researcher should perform good/agreeable manner, tolerant, and obey all custom rules in every area in Indonesia.
6. The foreign researcher has to submit a progress report in every three month and final report once he/she finishes the research project in Indonesia.
7. The foreign researcher is prohibited to bring any specimen/samples without the counterpart permission.
8. The foreign researcher should make an agreement between the Ministry of Research and Technology and counterpart refer to the existing Indonesia's positive law if there is any patent, intellectual property rights, brand, and registered mark as resulted from the research.
9. The foreign researcher has to submit three copies of research result including thesis/ dissertation, paper, report, or other publications to Ministry of Research and Technology.
10. The foreign researcher should gives one copy of photo, slide/microfilm, video cassette, and cast as research result to Ministry of Research and Technology.

#### **M. Writing Report Standards**

##### **1. 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. Provisional results
6. Problems encountered
7. 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 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 relevant to scope of research.



3. Detail reason of chosen method that being used.

c. Result and Discussion, include:

1. Description in detail of research result which has been acquired.
2. Discussion of research result cover its valuation, interpretation and significance, as well as suggestion for subsequent research.
3. The benefit for Indonesian development program.

d. Conclusion, include:

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

#### **N. Material Transfer Agreement (MTA)**

Foreign Researcher who will bring or take research sample/specimen out of Indonesian region must have written permit from related governmental stakeholder and must sign Material Transfer Agreement (MTA) with related governmental stakeholder.

#### **O. Research Vessel**

Foreign researcher who will conduct research in Indonesian water and use research vessel should request for permission to the Secretary to the Minister for Research and Technology. In addition, he/she should request for security clearance as well as security officer to Ditwilhan, Dirjen Strategi Pertahanan, Ministry of Defence, Jl. Dr. Wahidin I No.1/11 Jakarta.

#### **P. Payment of Research Permit Fee**

The Research Permit fee is subject to the Government Regulation of Republic of Indonesia, i.e. PP no. 47/ 2009. The fees vary according to the researcher category and, duration of the research, as summarised below: (in USD)

<b>Researcher Category</b>	<b>New Proposal</b>		<b>Extension</b>	
	<b>&lt; 6 months</b>	<b>6-12 months</b>	<b>&lt; 6 months</b>	<b>6-12 months</b>
University	250	500	125	250
Research Insitution	250	500	125	250
Enterprise	500	1000	250	500
Individuals	130	150	65	75

In addition, if the researcher is accompanied by dependents (spouse), they are charged 100 USD each person for the spouse of new researcher, or 50 USD for extended researcher. The currencies acceptable are in USD or in Indonesian Rupiahs, although it is preferable to be in Rupiah already.