



EMBASSY OF THE REPUBLIC OF INDONESIA
HELSINKI

Kuusisaarentie 3, 00340 Helsinki, Finland

Phone: +358 9 4770370, +358 9 47703726

e-mail: helsinki.kbri@kemlu.go.id

Website: www.kemlu.go.id/helsinki

Facebook: www.facebook.com/IndonesianEmbassyHelsinki

VISA APPLICATION FORM

Colour
Photograph
3x4

ATTENTION

1. Please fill the form in CAPITAL LETTERS
2. Fill the date in DDMMYYYY, e.g.: 26 January 2008 = 26012008
3. * = choose one option

1. TYPE OF VISA

A. Duration of Stay : Day(s) Month(s) Year(s)

B. Number of Entry and Type of Visa* : ☐ Single Visit/Entry Visa (211A Visa) ☐ Multiple Entry Visa (212 Visa) ☐ Limited Stay Visa (311-319 Visa)
☐ Diplomatic Visa ☐ Service/Official Visa

C. If you choose 211A / 212/ Diplomatic / Service / Official Visa, Purpose of Visit:* : ☐ Tourism ☐ Family visit ☐ Commerce / Trade
☐ Business ☐ Social ☐ Attending meeting / conference
☐ Attending Lecture or Seminar ☐ Art and cultural visit ☐ Emergency
☐ Attending Exhibition ☐ Government ☐ Other, please specify:
☐ Transit ☐ Short-term study / short course

D. If you choose Limited Stay Visa, Purpose of Visit:* : ☐ Work / Gaining Employment ☐ Long-term Study ☐ Retirement
☐ Investment ☐ Family Reunion ☐ Other, please specify:
☐ Conducting Research/Training ☐ Repatriation

For Limited Stay Visa
Address in Indonesia :
City : Province :
Phone Number :

2. TRAVEL INFORMATION / TRAVEL ITINERARY

A. Name of Airport / Seaport / Land Border / City of your First Entry into Indonesia :

B. Flight Number :

C. Place(s) or Citi(ies) to visit :

D. Date of your Intended First Entry / Arrival into Indonesia (DDMMYYYY) :

Date of your Intended Departure from Indonesia (DDMMYYYY) :

3. PERSONAL INFORMATION

A. First Name / Given Name :

B. Middle Name (if any) :

C. Family / Surname :

D. Sex* : ☐ Male ☐ Female

E. Marital Status* : ☐ Married ☐ Single

F. Place of Birth : Date of Birth (DDMMYYYY) :

G. Nationality :

H. Home Address :
City : Postal Code :
Country :

I. Mobile Phone Number :

J. E-Mail Address :

K. Occupation/Position* : ☐ Accountant ☐ Consultant ☐ Entrepreneur
☐ Artist ☐ Doctor/Nurse ☐ Government Official
☐ Athlete ☐ Domestic Worker ☐ Housewife
☐ Attorney/Lawyer ☐ Employee ☐ Resarcher
☐ Chef/Restaurant Industry ☐ Engineer ☐ Student
☐ Other, please specify :

L. Name of Company/School :

M. Address :
City : Postal Code :
Country :

N. Phone Number :

4. PASSPORT / TRAVEL DOCUMENT INFORMATION

A. Passport Number	:											
B. Type of Passport / Travel Document*	:	<input type="checkbox"/> Normal/Ordinary Passport <input type="checkbox"/> Emergency Passport <input type="checkbox"/> Temporary Passport	<input type="checkbox"/> Diplomatic Passport <input type="checkbox"/> Service Passport <input type="checkbox"/> UN Laissez-Passer	<input type="checkbox"/> Alien's Passport <input type="checkbox"/> Other Travel Document, please specify:								
C. Date of Issue	:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									(DDMMYYYY)	
D. Date of Expiry	:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									(DDMMYYYY)	
E. Place/Authority of Issue	:										

5. SPONSORSHIP IN INDONESIA

A. Type of Sponsor*	:	<input type="checkbox"/> Individual <input type="checkbox"/> Company <input type="checkbox"/> NGO	<input type="checkbox"/> Government Institution <input type="checkbox"/> Foreign Embassy/Mission	<input type="checkbox"/> University <input type="checkbox"/> Other, please specify:	
B. Sponsor's name	:			
C. Address	:			
City	:	Postal Code	:
Province	:			
D. Phone Number	:	Facsimile Number	:
E. Website/E-mail Address	:			

6. OTHER INFORMATION

A. Have you ever been to Indonesia before?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. Do you have previous visa to enter Indonesia?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C. Are you in possession of any other countries' travel documents?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D. Has your visa application been denied before?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E. Have you ever been forced to leave Indonesia?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No
F. Have you ever been committed a crime or any offence?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No

7. PERSONAL STATEMENT

- I declare that all data given in this form is complete and true.
- I am aware that any false statements or information will lead to my application being rejected or to the annulment of visa already granted and may also render me liable to prosecution under applicable law.
- I understand that possession of a visa does not entitle its bearer to enter Indonesia. Admission at the port of entry remains the discretion of the Immigration Authorities in Indonesia.
- I will not seek compensation if I am refused to enter Indonesia.

APPLICANT'S SIGNATURE	:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									Date of Application	:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									(DDMMYYYY)

LEAVE THIS PART BLANK – FOR EMBASSY'S OFFICIALS USE ONLY

Kelengkapan Dokumen	:	<input type="checkbox"/> Lengkap	<input type="checkbox"/> Tidak	Paraf Petugas	Tanggal
Persetujuan Visa	:	<input type="checkbox"/> Ya	<input type="checkbox"/> Tidak		
Catatan	:			

Before submitting visa application, please check important information concerning visa application procedure, visa condition and any other requirements for submitting visa application from the Embassy's homepage: www.kemlu.go.id/helsinki. Please allow 4 (four) business/working days for the visa processing time to take place, provided that all requirements are met. The process may take longer time during holiday/busy seasons. This period excludes the period needed for delivery by post. Kindly adjust your travel plan with the period needed to organize a visa.

No exception is to be made to any applicant, unless under emergency or humanitarian situation (for example: a family member falls ill or sick while traveling to Indonesia as proven by written statement issued by local hospital or doctor). Please note that applicant who has just realized that their passport is expired or valid for less than 6 months and applying a visa using a temporary or provisory passport is not considered as urgent or emergency situation, therefore, normal visa procedure applies. A visa must be used within a period of 90 (ninety) days from the date of issuance. Please check the expiry date before leaving for Indonesia.

Applicant or his/her representative presents a complete set of documents at the Consular Service Counter at the Embassy of Indonesia in Helsinki. Application must be submitted between Monday to Friday from 09:30 – 12:30, except on Indonesian and Finnish public holidays. No appointment is required to submit your visa application. For checking visa application status, please call: +358947703726, preferably at 14:00 – 16:00.

Application may also be submitted through postal service to the Embassy's postal address:

Embassy of the Republic of Indonesia c/o Consular Section

Kuusisaarentie 3,
00340 Helsinki
Finland
Phone : +358-9-4770370

Please always use the registered post when sending your visa application. After visa is issued, there is an option of having the passport to be returned via postal service. To do so, please enclose a self-addressed return envelope (registered) with an attached stamp. The passport will be sent to the address specified on the self-addressed envelope. The Embassy is not responsible for lost or damaged travel documents sent by postal service.

All visa payment must be made through bank transfer or deposit to the Embassy's bank account as follow:

Name of Bank : OP Bank
Beneficiary account : EMBASSY OF INDONESIA
Kuusisaarentie 3 00340 Helsinki
Account no : FI23 5780 3820 2057 13
SWIFT/ BIC : OKOYFIHH

Please note that once payment has been made, fees are non-refundable at any circumstances.