

LIMITED STAY VISA

A Limited Stay Visa (VITAS) is a visa for long term temporary stay that covers all aspects relevant to Investing, Working, Missionary (religious), Study/training, Research, Joint Family, Repatriation, and Retirement.

It is granted upon the authorization of the Directorate General of Immigration in Jakarta. To expedite the authorization, it is advisable to have the sponsor in Indonesia also submit the application directly to the Directorate General of Immigration in Jakarta. Limited Stay Visas can be extended in Indonesia.

REQUIREMENTS:

1. Completed **Application Form** and 1 **Passport-sized recent photograph** attached
2. **Valid Passport** of at least 1 (one) year from point of arrival (date of entry) into Indonesia
3. A copy of your **ticket or itinerary** from a travel agent, showing details of your journey
4. **A letter from the firm of sponsors** in Indonesia stating the purpose of the visit / nature of business and a letter / statement of reference
5. **The fee of NZ\$ 90.00** for up to 6 (six) months; **NZ\$ 170.00** for up to 1 (one) year or **NZ \$ \$290** for up to 2 (two) years in form of **Money Order, Bank/Company Cheque** payable to Indonesian Embassy. Please note that Personal Cheque cannot be accepted
6. **Self-addressed signature required courier pack** for your passport/documents to be returned. If you wish to pick up your passport yourself please state this clearly when applying for the visa
7. Applicants who have ever committed crime and/or offense should provide the Criminal Convictions Report issued by the Ministry of Justice
8. Applicants who are joining their spouse or parent(s) who are Indonesian citizens living in Indonesia, or who are accompanying their spouse or parent who are foreign citizens living in Indonesia holding Temporary Stay Permits, must submit a copy of their Marriage Certificate and/or Birth Certificate
9. Applicants who are conducting activities in religious mission, research, education, social activities must enclose the original copy and a copy of a letter of recommendation from the institution or specific department / division that has assigned them
10. Applicants who are working in a foreign investment or domestic investment venture, or who are technical professionals on assignment from a foreign aid organization, must furnish a letter of recommendation from a relevant department, the Department of Manpower and Transmigration, the Investment Coordinating Board, and a copy of the letter of agreement to employ foreign labor

11. Applicants who are seeking repatriation (returning to their country of origin), must provide proof of former Indonesian citizenship and proof of a guarantee of living expenses in Indonesia
12. Telex(cable) approval from Directorate General of Immigration.

TERMS AND CONDITIONS:

1. A Limited Stay Visa is issued for **Single Entry** only. **Multiple Re-entry Permit** must be obtained from the Directorate General of Immigration upon arrival.
2. Please report your arrival to the Immigration offices and seek their assistance to issue Temporary Stay Card and Re-entry Permit.
3. The maximum period of stay is for up to 2(two) years and can be extended.
4. The visa must be used within 90 (ninety) days from the date of issue. This means you must enter Indonesia (make the first entry) within 90 days from the date the visa is issued
5. Payment of the visa administration fee does not guarantee that the application will be successful
6. At least 3 (three) working days are required to process the visa (with prior approval attached)
7. Application lodged to the Embassy without prior approval from Directorate General of Immigration will take at least 14(fourteen) working days.
8. The Embassy will only process visa applications for which all the requirements have been fulfilled
9. Applications submitted in hard copies to Indonesian Embassy
10. Applicants wishing to send their passport/documents, by mail should send them in a **self-addressed signature required pack** addressed to:

INDONESIAN EMBASSY

Attn: Consular Division / Visa Section

70 Glen Road

Kelburn, Wellington

Ph. (04) 4758699 ext. 717 or 718

11. Visas issued by the Indonesian Embassy are not applicable for visiting **Papua** and **Poso**. Applicants who wish to visit these regions must obtain special authorization from Indonesian authorities. To expedite the process of the authorization, it is advisable that the sponsor/individual/organization in Indonesia submit the request for the applicant's authorization to the Director General of Immigration in Jakarta, Indonesia. Visitors who enter these regions without special permission will be liable to prosecution under Indonesian Law.

12. Entry to Indonesia for foreigners granted visas by the Indonesian Embassy remains subject to the approval of the Immigration officer at all Indonesian Immigration checkpoints (airports, seaports and land-borders).
13. **Non-passport** documents such as Emergency Travel Documents, Certificate of Identity, and Certificate of Registration, etc. will not be accepted. Applicants must have a valid passport to apply the visa.



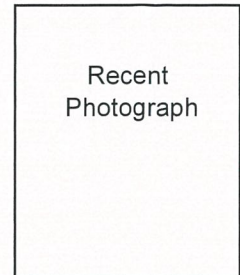
(FOR OFFICAL USE ONLY)

Nomor : _____
 Tanggal : _____

VISA APPLICATION FORM

1 GENERAL

Date : - - (DD-MM-YYYY)



Length of stay in Indonesia : Day(s) Month(s) Year(s)

Type of Visa : Single Visit Limited Stay
 Multiple Visit

Port of entry into Indonesia: _____

Date of entry : - - (DD-MM-YYYY)

Address in Indonesia : _____
 City : _____
 Province : _____
 Phone Number : _____ Mobile Ph. _____
 Email : _____

*** For VISIT Purposes**

Purpose of Visit : Tourism Convention Family Visit/Social Sports
 Study Arts Commercial Other (.....)

Places of visit : _____
 Flight Number/Vessel name : _____

*** For LIMITED STAY Purposes**

Purpose of Limited Stay : Work Joining Family Repatriation
 Research Retirement Religious

2 PERSONAL DATA

First Name : _____
 Middle Name : _____
 Family Name/Surname : _____

Sex : Male Female
 Marital Status : Married Single Other (.....)

Place of Birth : _____
 Date of Birth : - - (DD-MM-YYYY)

Nationality : _____
 Address in New Zealand : _____
 City : _____
 Province/State : _____
 Phone Number : _____ Mobile Ph. _____
 Email : _____

Occupation/Position : Professional Government Sales
 Student Housewife Other (.....)

Name of Institution : _____
 Address : _____
 City : _____
 Province/State : _____
 Phone Number : _____ Mobile Ph. _____
 Email : _____

3 PASSPORT INFORMATION :

Passport/Travel Document No : _____

Place of Issue : _____

Date of Issue : - - (DD-MM-YYYY)

Date of Expiry* : - - (DD-MM-YYYY)

Type of Passport : Personal Family

4 SPONSORSHIP IN INDONESIA

Type of Sponsor : Individual Government International Institution
 Company NGO Other (.....)

Company Name : _____

Address : _____

City : _____

Province : _____

Phone Number : _____ Mobile Ph. _____

Email : _____

5 MISCELLANEOUS

Have you ever been to Indonesia? Yes No

Are you in possession of any other country's travel documents (passport)? Yes No

Have you previously been granted a visa to enter Indonesia? Yes No

Has your visa application ever been denied? Yes No

Have you ever been expelled from Indonesia? Yes No

Have you ever committed a crime or any offence? Yes No

Return or Through Ticket/Airline Company:

Place of Issue : _____

Date of Issue : - - (DD-MM-YYYY)

Date of Expiry : - - (DD-MM-YYYY)

I hereby declare that the statements given above are true and I understand that even if granted a visa, admission at the airport/seaport remains at the discretion of the Immigration authorities in Indonesia.

Applicants Signature

_____ - - (DD-MM-YYYY)