

# **RESEARCH PROCEDURES FOR FOREIGN UNIVERSTY, RESEARCH INSTITUTE, ENTERPRISE AND FOREIGN NATIONAL IN INDONESIA**

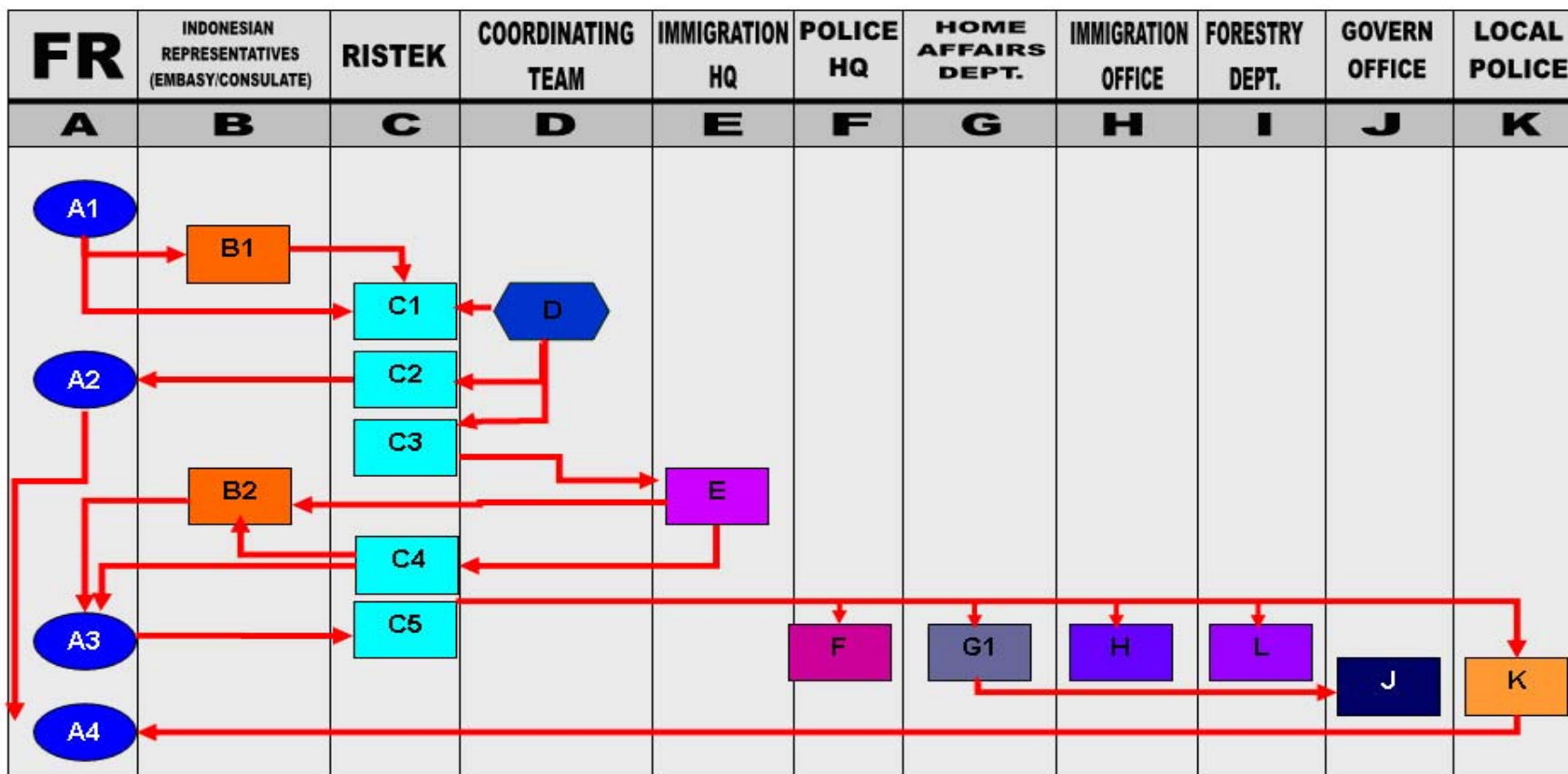
## **A. Preface**

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



RISTEK

## RESEARCH PERMIT PROSEDURES FOR FOREIGN RESEARCHER



- A1 : FR (Foreign Researcher) send or submit research application documents to Indonesian Representatives (Embassy or Consulate general) in respective home country.
- B1 : Indonesian Representative receives research application documents, and then issues recommendation, and forwards to RISTEK in Jakarta.
- A1 : FR send or submit directly research application documents to RISTEK with CC to Indonesian Representatives (Embassy or Consulate General) in respective home count
- C1 : RISTEK receives research application documents from FR or 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 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 Jakarta.
- C5 : FR comes to report at RISTEK office to receive Research Permit and Research Permit Card and other cover letters to report at other related government agencies ( Police HQ, Home Affairs Dept. and Immigration Office).
- F : FR brings cover 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

## B. Research Permit Procedure

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

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

The State Ministry of Research and Technology - Republic of Indonesia  
2nd of BPPT building, 8th floor  
Jl. M.H Thamrin No.8 Jakarta 10340  
Tel : (+6221) 316-9293 Fax : (+6221) 21 3983-6180  
Email : frp@ristek.go.id  
Homepage : <http://www.ristek.go.id>

## C. Documents Required for Application

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

1. A formal letter of request addressed to The State Ministry of Research and Technology, f.d.t Secretary to the State Minister for Research and Technology. A copy of this letter including CV and research proposal, which is designated to the Indonesian Representative abroad where the researcher will obtain the visa, must also be enclosed.
2. 6 (six) copies of research proposal which contains at least: title, objectives, methodology and concept, location, and duration of the research in Indonesia.
3. 6 (six) copies of abstract on the research proposal.
4. 4 (four) copies of the researcher's passport which must be valid until at least six months after the completion of the proposed research in Indonesia.
5. 6 (six) copies of the curriculum vitae (CV) of the researcher(s) including a list of publication.
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 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 senior researcher/supervisor and [b] official letter of recognition issued by the institution or university where the researcher(s) employed.
9. A recommendation letter(s) from a related Indonesian Representative (Indonesian Embassy or Consulate General) abroad.
10. A letter(s) of support from Indonesian counterpart(s) stating that the institution will act as research counterpart
11. Health certificate from legal-practicing medical-doctor stating that the researcher is 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 which mention the estimated value for each equipment on use.
14. If researcher plans to bring his/her spouse and children, he/she must also 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.
15. In particular, for point 2-7 the documents should be submitted by soft copy and hard copy.

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

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

The members of The Coordination Team of Foreign Research Permit body are consisted by Government Institutional officials from varied institutions; such as The Secretariat of the State, Department of Home Affairs, Department of Foreign Affairs, Department of Law and Human Rights, Department of Defence, Department of Energy and Mineral Resources, Department of Marine Affairs and Fisheries, Department of Agriculture, Department of Forestry, Department of Industry, Department of National Education, The State Ministry of Environment, National Intelligent Bureau, Strategic Intelligent Bureau of National Army Forces, Indonesian Institute of Sciences, National Coordinating Agency for Surveys and Mapping, Nuclear Energy Regulatory Agency, Natural Atomic Energy Agency, National Institute of Aeronautics and Space, Assessment and Applied Technology Agency.

The Coordination Team of Foreign Research Permit duty is mainly giving approval or refusal recommendation to The State Ministry of Foreign Research and Technology or each research application, through a periodical decisive committee meeting. The committee meeting usually held by the mid of the month, to discussing foreign research application that has been submitted to the secretariat before day-10 of the month.

The Coordination Team of Foreign Research Permit may however, engage a meeting to discuss foreign research application under perceived urgent and crucial condition. 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 the applicant(s) submits all the required documents. Upon final refusal decision, the foreign researcher(s) and the counterpart will receive a formal letter informing that the application is being 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. Their prime duties are:

1. Receiving and processing research application.
2. Preparing letters needed to issue new or extended research permit.
3. Organising or facilitating an entry visa and an exit permit for foreign researcher as well as his/her family, also preparing free fiscal letter only for foreign researcher.
4. A carefully documenting research permit.
5. Forwarding three monthly research report/progress report/final report to researcher's counterpart and to The Coordination Team of Foreign Research Permit. Their report will be evaluated by institution(s) which is correlated to the particular topic.
6. Designing directory and database for foreign researcher.
7. Giving technical as well administrative support.
8. Doing other administrative duties regarding foreign research permit.

#### F. Arrival at Jakarta

1. After foreign researcher receiving visa, the foreign researcher(s) must report to The Secretariat of Foreign Research Permit at BPPT 2nd building, 8th floor, Jl. M.H. Thamrin No.8 Jakarta 10340.
2. Foreign researcher has to fill a questioner presented by the secretariat. The applicant(s) must then 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 mentioned below:
  - a. Letter of Research Permit and Research Permit Card
  - b. Letter of Travel Permit application which addressed to **Kepala BAINTELKAM POLRI**, up. **Kabid YANMIN, MABES POLRI, Jl.**

- Trunojoyo No.3, Kebayoran Baru Jakarta
- c. Letter of Research Notification application addressed to **Direktorat Fasilitas Organisasi Politik dan Kemasyarakatan, Ditjen Kesatuan Bangsa dan Politik** Department of Home Affairs, Jl. Medan Merdeka Utara No.7 Jakarta
  - d. Copy of **Certificate of Police Registration (*Surat Laporan Diri*)** forwarded to foreign researcher's counterpart
  - e. Letter of request for KITAS (*Kartu Izin Tinggal Terbatas*, Time-Limited of Staying Permit Card) addressed to the local Immigration Office where research will be done. Foreign researcher has to report to the Immigration Office not later than 7 days from arrival date. Belated report will be fined each 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 SLKD addressed to specific research area particularly for foreign researcher who has KITAS and research permit for at least six months should be forwarded to **Kepala Direktorat IPP, MAPOLDA.**
  - h. Foreign researcher may start his/her research in Indonesia after submitting all requirements and receive 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 make an individual-report to the following offices:

1. Letter of Travel Permit addressed to 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 Authorization addressed to Department of Home Affairs, requires:
  - a. Copy of Travel Permit Letter from MABES POLRI
  - b. Copy of Research Permit Letter from THE STATE 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
  
4. Letter of Police Registration (Surat Lapor Diri) addressed to local police office, requires:
  - a. Copy of KITAS
  - b. Copy of Travel Permit Letter 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, requires:
  - a. Copy of research proposal
  - b. Copy of CV
  - c. Copy of Travel Permit Letter from MABES POLRI
  - d. Copy of Research Permit Letter from THE STATE MINISTRY OF RESEARCH AND TECHNOLOGY

- e. Copy of Research Permit Authorization Letter from Department of Home Affairs
- f. Copy of passport
- g. Revenue stamp values 6000

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

The validity period for a research permit is maximum one. Extensional period is possible only for two terms; each is 6 months on time-length. Types of visa which might be used for research are VITAS number 315, while VITAS number 317 for foreign researcher's family member(s). After a foreign researcher receives VITAS either number 315 or 317, he or she must report to the Immigration Office in Jakarta or other city where the research will be conducted by at least 7 days after the arrival date. Belated reporting will receive Rp 200,000.00 each-day penalty fine by Immigration Office. Foreign researcher who held VITAS number 315 valid for 6-12 months and received KITAS, might request for Exit Re-entry Permit (ERP) and Multiple Exit Re-entry Permit (MERP) if leaving from Indonesia temporarily then return to Indonesia continuing research.

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

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

1. If the researcher plans to make temporary recess and leave Indonesia prior to his/her continuing the work, then he/she must resubmit a written request to the Secretary to the State Minister for Research and Technology, Rep. of Indonesia, that encloses a consenting letter from the local counterpart. This request must also include six copies of quarterly progress report.
2. Based to the foreign researcher's request letter, The State Ministry for Research and Technology will issue Exit Re-entry Permit (ERP) or Multiple Exit Re-entry Permit (MERP) as requested which should be addressed to the Head of Immigration Office where KITAS has been issued.
3. Exit Permit Only (EPO) would be needed for foreign researcher who finished his/her research. Letter of request for such exit permit must be addressed to Secretary to The State Ministry for Research and Technology. The letter must also encloses recommendation letter by the local counterpart, and 6 (six) copies of the tentative final report.
4. Referring to foreign researcher's request letter, The State Ministry for Research and Technology will issue Exit Permit Only (EPO) as requested which will be addressed to the Head of Immigration Office where KITAS has been issued. Instead of Exit Permit Only (EPO), The State Ministry for Research and Technology will request for free-fiscal rate which addressed to **Head of Taxation Service Office at the international airport from where researcher(s) will depart.**
5. Foreign researcher who doing research less than six months might exit directly without reporting to the Immigration Office, but she/he has to submit tentative final report.

#### 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 which is the application should be addressed to Secretary to The State Ministry for Research and Technology not later than 30 days before the expired research permit date. To extend research permit requires the attachments below:

- Letter of request research permit extension and development explaining the reason of extending research.
- Recommendation letter from counterpart to extend research permit.
- 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.

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

1. The individual/organization party that 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 and suitable with a research topic.
2. The counterpart should help the foreign researcher, giving a technical direction, support and effort during his/her research in Indonesia.
3. The counterpart must take active responsibility and giving guidance to foreign researcher during his/her research.
4. The counterpart must report to the State 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 fieldwork.
6. The counterpart must involve/becoming the starter 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 patent, Intellectual Property Rights, and any publications such as books, journals, scientific magazines.
8. The copy of all material transfer agreement between counterpart and foreign researcher has to be forwarded to Secretariat of Foreign Research Permit, the State Ministry of Research and Technology, RI.

#### **L. Foreign Research Obligation**

1. The foreign researcher has to make full report to the State Ministry of Research and Technology after the research application has been approved in order to receive preliminary letters which addressed to the stakeholders and Research Permit Card.
2. The foreign researcher must make pre-project consultations with his/her counterpart before starting research.
3. The foreign researcher must completely comply to his/her approved working plan with the local counterpart.
4. The foreign researcher is not allowed to take another side job during conducting research in Indonesia.

5. The foreign researcher must 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 bringing any specimen/samples without the stakeholder permission.
8. The foreign researcher should made an agreement between the State 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 research result.
9. The foreign researcher has to submit three copies of research result include thesis/dissertation, paper, report, or another publication to State Ministry of Research and Technology.
10. Any publications to be issued in Indonesia must receive permission The State Ministry of Research and Technology prior to publicising registration itself.
11. The foreign researcher should gives one copy of photo, slide/microfilm, video cassette, and cast as research result to State Ministry of Research and Technology

#### M. Writing Report Standards

##### 1. • Progress Report

In term of writing progress report, there are some points must followed:

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

In term of writing final report, there are some points must followed:

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 done 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 which cover many 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 covered 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 taken from 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 signing Material Transfer Agreement (MTA) with related governmental stakeholder.

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

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

#### **P. Payment of Administration**

[Research Permit subject to Government Regulation of Republic of Indonesia](#)