



EMBASSY OF THE REPUBLIC OF INDONESIA HELSINKI

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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* : Normal/Ordinary Passport Diplomatic Passport Alien's Passport
 Emergency Passport Service Passport Other Travel Document, please specify:

Temporary Passport UN Laissez-Passer

C. Date of Issue :

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 (DDMMYYYY)

D. Date of Expiry :

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 (DDMMYYYY)

E. Place/Authority of Issue :

5. SPONSORSHIP IN INDONESIA

A. Type of Sponsor* : Individual Government Institution University
 Company Foreign Embassy/Mission Other, please specify:

NGO

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?* Yes No

B. Do you have previous visa to enter Indonesia?* Yes No

C. Are you in possession of any other countries' travel documents?* Yes No

D. Has your visa application been denied before?* Yes No

E. Have you ever been forced to leave Indonesia?* Yes No

F. Have you ever been committed a crime or any offence?* Yes 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 :

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 Date of Application :

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 (DDMMYYYY)

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

Kelengkapan Dokumen : Lengkap Tidak Paraf Petugas Tanggal

Persetujuan Visa : Ya 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

Kuusisaarantie 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: Danske Bank
Payment made to: Embassy of the Republic of Indonesia
IBAN: FI37 8000 1271 1105 05
Account no: 8000 1271 1105 05
SWIFT/ BIC: DABAFIHH

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