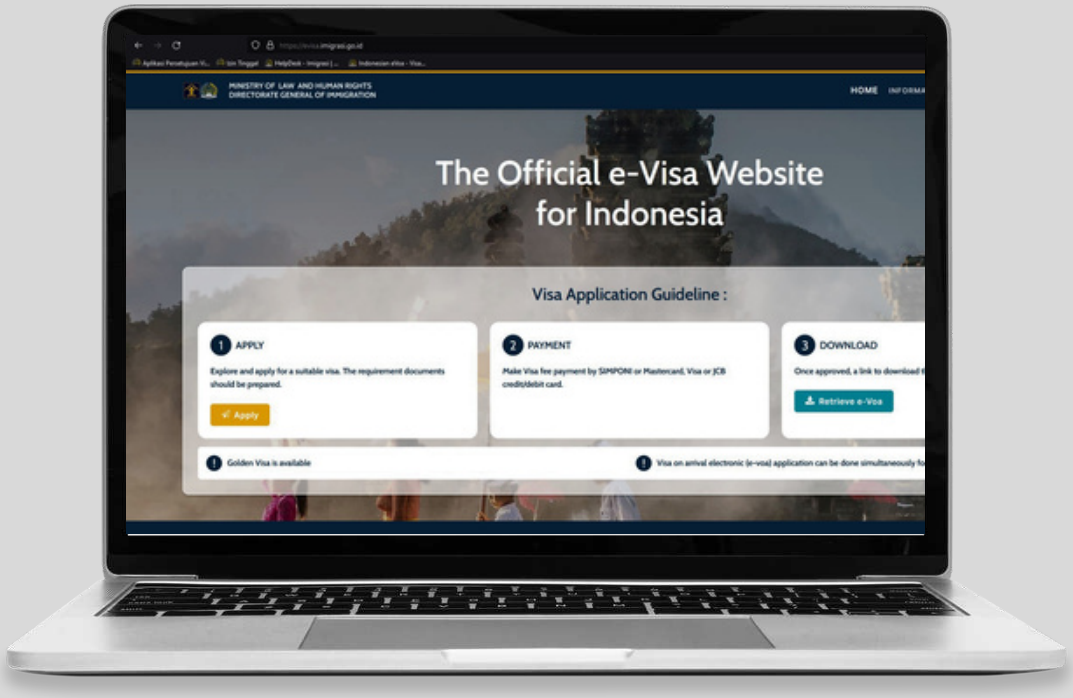
User Manual e-Visa

Visit the official website of the
Directorate General of Immigration at
https://evisa.imigrasi.go.id



evisa.imigrasi.go.id

Visualisation

apply and issue visa

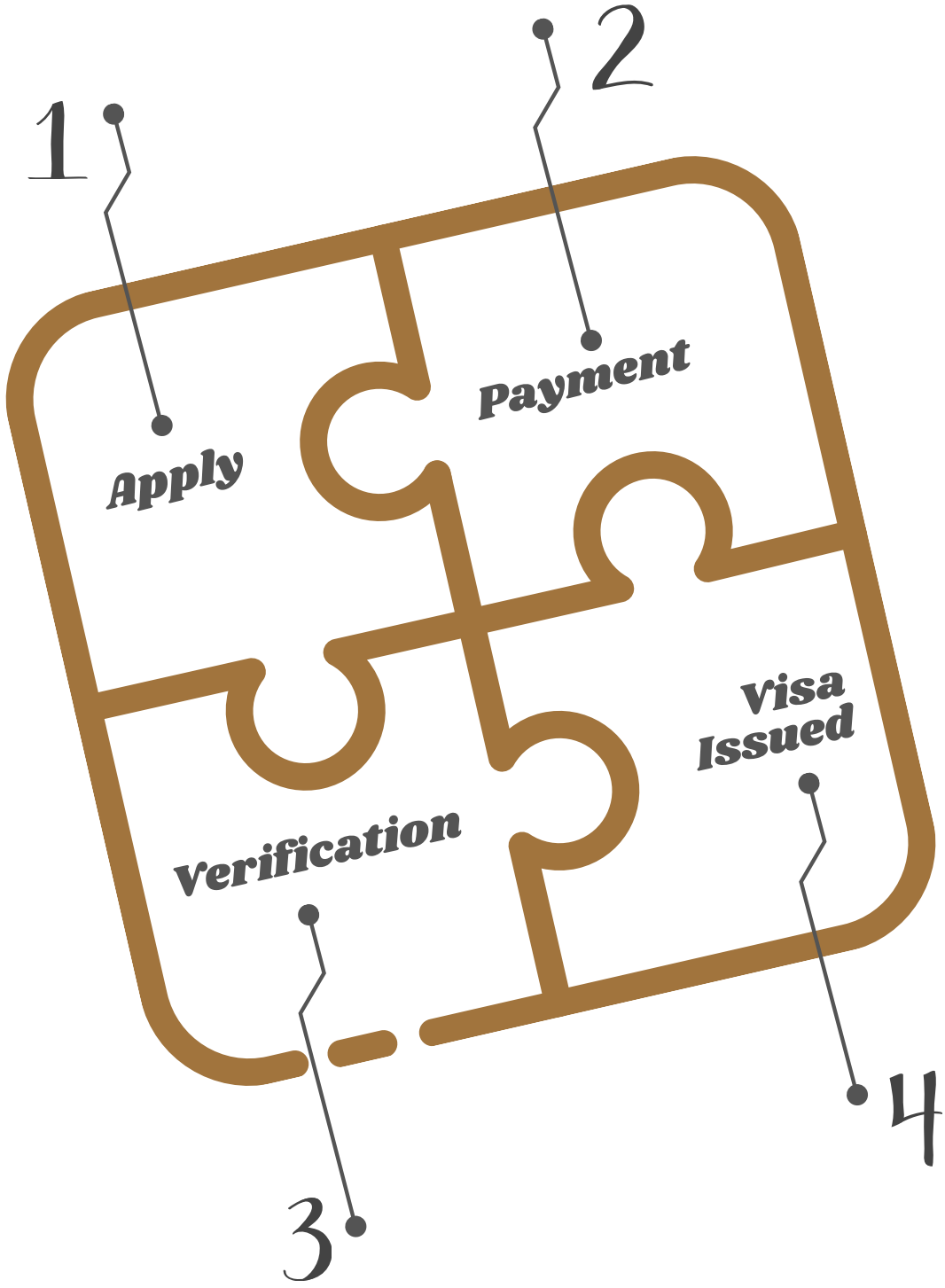


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8. **Waiting for verification** page. 18

did you know!!

Who can apply for an Indonesian visas?

- ✓ *Foreigners can apply for an Indonesian visa online by accessing the visa application at https://evisa.imigrasi.go.id by completing the requirements according to the purpose and type of visa and payment of immigration fees;*

- ✓ *Foreigners can also apply for Indonesian visas for certain purposes directly or through other mechanisms through Indonesian representative offices abroad;*

- ✓ *Foreigners through their guarantor in Indonesia can also apply for an Indonesian visa online by accessing the visa application at https://evisa.imigrasi.go.id by completing the requirements according to the purpose and type of visa and payment the immigration fee.*

Notes:
Foreign guarantor, such as Personal Individuall Indonesian Citizen or Corporation operating in Indonesia.

What should be considered when applying for an Indonesian visa?

- ✓ *Before applying for a visa, every foreigner or their guarantor in Indonesia must have an account on the visa application.*

How do I register an account the visa apps?

- ✓ ***Foreigner,***

***Firstly**, prepare your passport identity page and passport photo;*

***Second**, please access the official page of the Directorate General of Immigration at https://evisa.imigrasi.go.id, then select the sign in button and select created account;*

***Third**, select Foreigner then upload the passport identity page and upload a passport photo, then fill out the form completely and correctly; Submit*

***Fourth**, foreigners must activate the account after submitting the visa application will send the url or activation link or activation button, please activate and the account is ready for use.*

did you know!!

How do I register an account the visa apps?

✔ *for Guarantors, Individuals (Indonesian citizens) and Corporations has operated in Indonesia.*

***First**, prepare the required documents;*

- *Individual Indonesian citizens, such as:*
  - *Identity Card (KTP);*
  - *Family Card;*
  - *Birth Certificate.*

- *Corporations, such as:*
  - *Company Establishment Deed or the latest Amendment Deed;*
  - *Letter of ratification of the legal entity of the corporation;*
  - *Corporation taxpayer identification number;*
  - *Business Identification Number (NIB) along with KBLI;*
  - *Application letter addressed to the Director General of Immigration and signed by the head of the corporation;*
  - *Identity of the Head of the Company.*

***Second**, please access the official page of the Directorate General of Immigration at https://visa-online.imigrasi.go.id, then select the registration button.*

***Third**, select the type of guarantor and then fill out the form completely and correctly;*

***Fourth**, upload the required documents according to the choice of guarantor type, and then submit.*

***Fifth**, the guarantor's account registration will be verified, if the account registration is approved, the user name, password and guarantor certificate will be submitted, and if the account registration is rejected, the reason for rejection will be sent to the registered email address.*



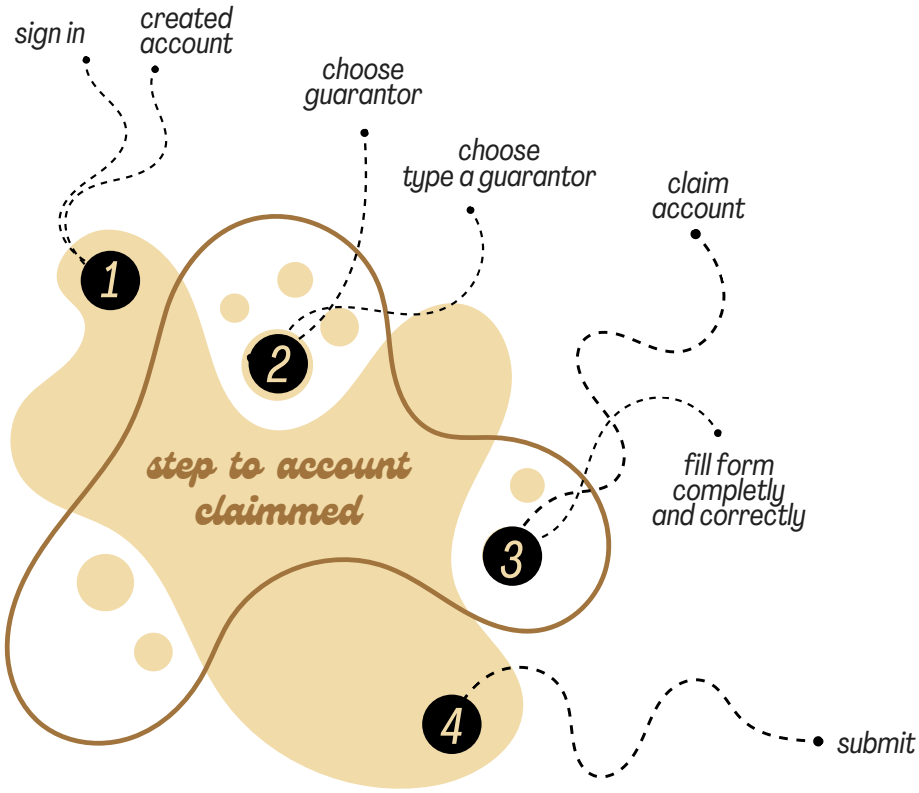
What to do if the guarantor already has an account on the visa app?

Important Information

*with a current account, the guarantor can still apply for a visa through the latest visa application which can be accessed on the website **https://evisa.imigrasi.go.id**, in the following steps:*

1. *After accessing the page above, please select the sign in button then select created account;*
2. *Select type of a guarantor, Indonesian citizen or Corporate;*
3. *For example, choose corporate guarantor and select a business entity (PT & CV);*
4. *The next step is to claim an online visa account by entering your username and password then click the check button;*
5. *If the username and password match, the guarantor data will appear and please fill in the form completely and correctly, then upload the required documents;*
6. *Please Submit.*

Notes:
The application will bring pop up information on the status of the guarantor account claim, success or failure.



Glosarium



C

A corporation is an organised collection of persons and/or assets, whether or not it is a legal entity.

E

Entry Pass is a certain mark in the form of a stamp affixed to the Travel Document of Indonesian citizens and Foreigners, both manual and electronic, given by the Immigration Officer as a sign that the person concerned entered the Indonesian Territory.

F

Foreigner is a person who is not an Indonesian citizen

G

Guarantor is a person or corporation responsible for the activities of Foreigners while in the Indonesian Territory.

I

Immigration Document is a Travel Document of the Republic of Indonesia and Stay Permit issued by an Immigration Officer or Foreign Service Officer.

Immigration Checkpoints are checkpoints at seaports, airports, cross-border posts, or other places as entry and exit points of the Indonesian Territory.

Immigration Guarantee is a fund or other form as a substitute for the Guarantor.

L

Limited Stay Permit is a permit granted to Foreigners to stay and reside in the Indonesian Territory for a limited period;

M

Mode of Transport is a ship, aircraft, or other means of transport commonly used, both to transport people and goods.

Glosarium



N

Nationality Passport is a document issued by a foreign country to its citizens to travel between countries that is valid for a certain period of time.

Nationality Passport is a document issued by a foreign country to its citizens to travel between countries that is valid for a certain period of time.

P

Permanent Residence Permit is a permit granted to certain Foreigners to reside and settle in the Indonesian Territory as Indonesian residents;

R

Re-Entry Permit is a written permission granted by an Immigration Officer to Foreigners holding a Limited Stay Permit and Permanent Stay Permit to re-enter the Indonesian Territory.

S

Stay Permit is a permit granted to Foreigners by an Immigration Officer or Foreign Service Officer either manually or electronically to be in the Indonesian Territory;

T

Travel Document is an official document issued by an authorised official of a country, the United Nations, or other international organisation to travel between countries that contains the identity of the holder.

V

Visa of the Republic of Indonesia, which will be mentioned as Visa below is a written statement, either manually or electronically given by an authorised official to travel to the Indonesian Territory and becomes the basis for granting a Stay Permit.

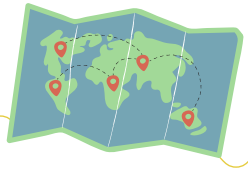
Visit Stay Permit is a permit granted to Foreigners to stay and reside in the Indonesian Territory for a short period of time in the context of a visit;



1. A Visit on Arrival visa can be applied for by foreigners without having an account in the visa application;
2. A Visit on Arrival Visa can be applied for simultaneously with a maximum of 5 people;
3. Visit on Arrival Visa can be paid directly by foreigners from abroad using a credit card (with Visa, Master Card & JCB logo);
4. Visit on Arrival Visa is an instant visa.

Attention before applying visa

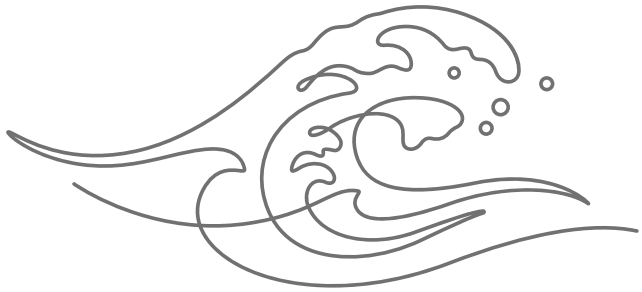




1. Plan yours trip



2. Prepare the documents





3. If you will be staying longer, please contact the guarantor

How to apply for a visa

Visit the official Directorate General of Immigration to apply for a visa, https://evisa.imigrasi.go.id

https://evisa.imigrasi.go.id

Select sign in to login, by entering the registered email address or username then enter the password, check I'm not a robot or captcha then Submit

Then select the Apply **APPLY**

First, Select **I am traveling on a passport from?**

Argentina

Second, Select **The sub purpose of my visit to Indonesia is?**

Golden Visa

Example : choose Golden Visa

Third, Select **I want to explore & choose a visa**

Investment

Example : choose Investment

Fourth, Select **I am planning to stay?**

Individual Investor

Example : choose individual investor

Fifth, Select **Lenght of Stay**

5 years

sExample : choose 5 years

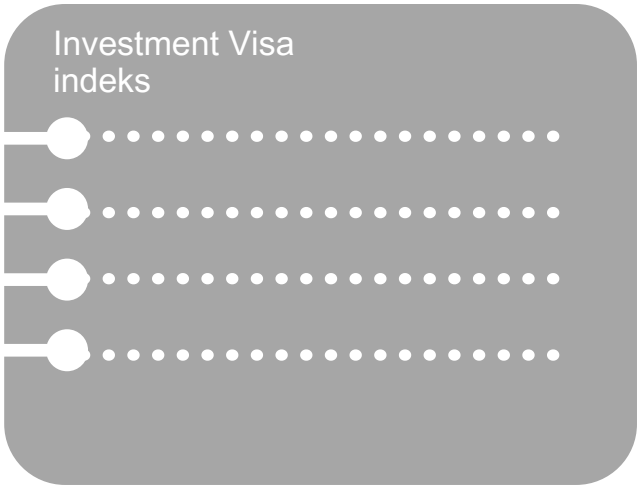
Detail & login

If the purpose and type of visa and length of stay are correct, please continue the process.



How to apply for a visa

Next, an information pop-up will appear to describe the details of the selected visa,

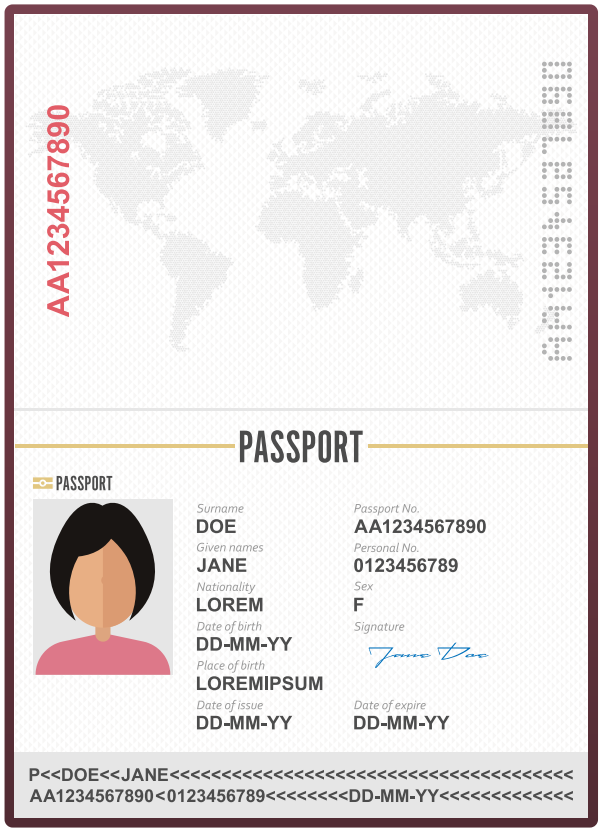


Must be read and understood, so that the foreigner or guarantor knows the information of the selected visa and there is no mistake for foreigners to carry out activities in Indonesia.

Step I

Upload Passport

Please upload the identity page of the foreigner's passport.



Passport term and condition

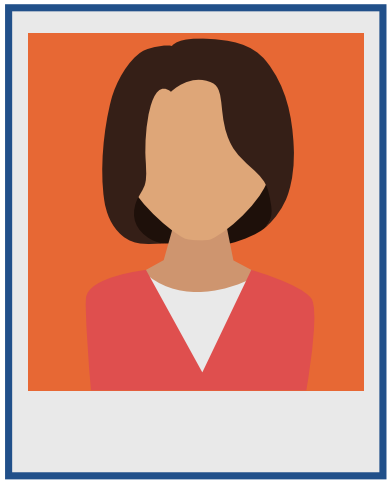
1. *Make sure the photo are sharp, in focus, and not ghosted.*
2. *Make sure the photo is not covered, cropped or folded and not blurry.*
3. *Make sure the passport photo is in landscape form.*



How to apply for a visa

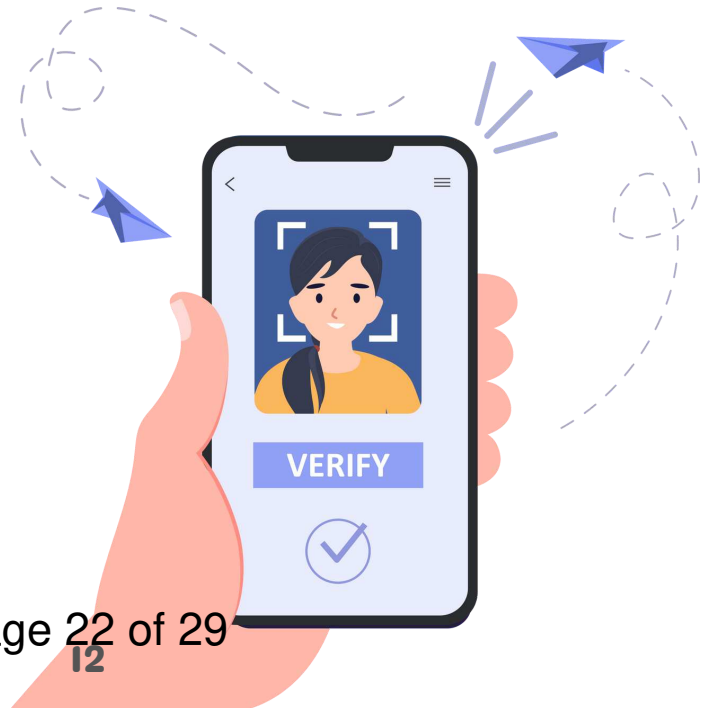
Upload Photo

Please upload a passport photo with a pose facing straight to the camera and wearing formal clothes.



Note:
Photo terms and conditions

- *Photo format:*
  1. *File format using *.JPEG/ .JPG/ .PNG in color.*
  2. *Min. 400x600px.*
  3. *Max. size 2Mb*
  4. *Proper composition.*
- *The top of the head, including the hair, to the bottom of the chin must be between 50% and 60% of the image's total height. The eye height (measured from the bottom of the image to the level of the eyes) should be between 50% and 60% of the image's height.*
- *The layout and position of the photo must be proper (Too close and too far are not recommended).*
- *Unrecommended photo:*
  1. *Blurry photo.*
  2. *Others than face photo.*
  3. *Expression face photo.*

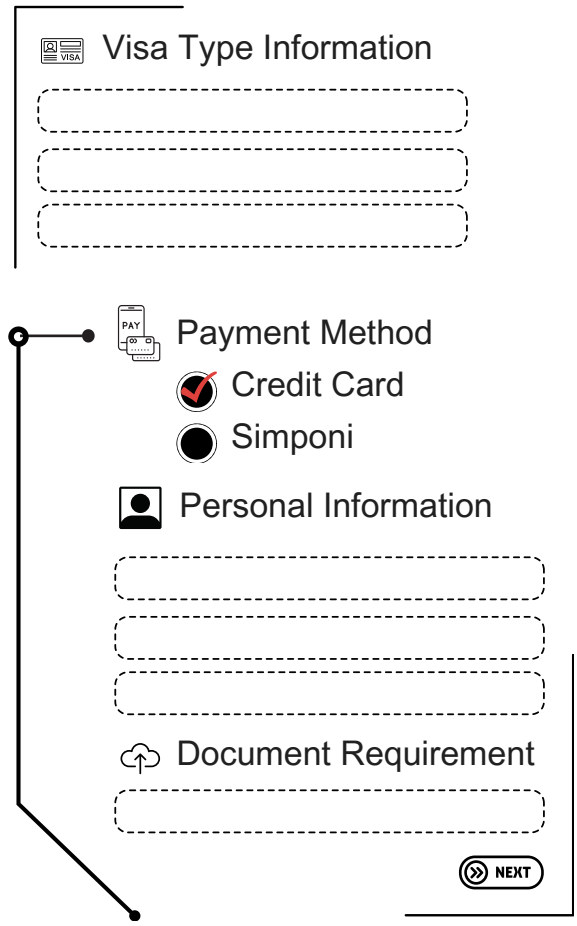


How to apply for a visa

Step 2

Fill Form

Please fill out the form completely and correctly.



Payment Method Information:

1. *Credit card, a payment channel using certain credit cards that can be accepted with the Visa, Master card and JCB logos;*
2. *Simponi, a payment channel using Simponi is a payment method using cash deposit (teller), ATM, Mobile banking, internet bank and marketplace in collaboration with perception banks.*

Notes:
Please check the suitability of the data and required documents and if it is confirmed complete and correct, please click next to continue the process.



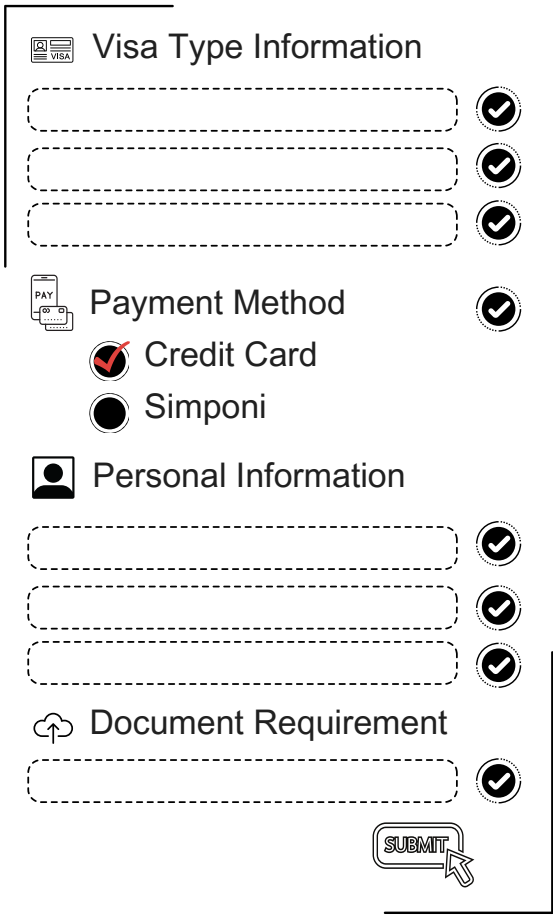
How to apply for a visa

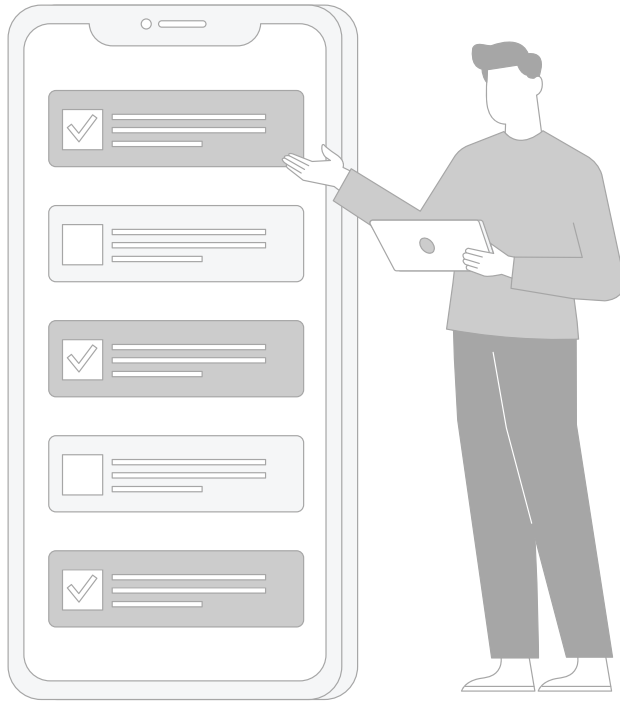
Step 3

Review

At this step, the applicant is required to recheck the data and required documents before submitting the application.

If an incorrect data and document is found, the applicant can make corrections and if the data and document requirements are correct, the applicant can submit the application. then submit





Notes:
Incorrect data entry and upload of required documents may result in your visa application being rejected.

Payment

scan pembayaran simponi MPN Gen 2

Visa payment invoice will be adjusted according to the payment method chosen, as follows:

Credit card

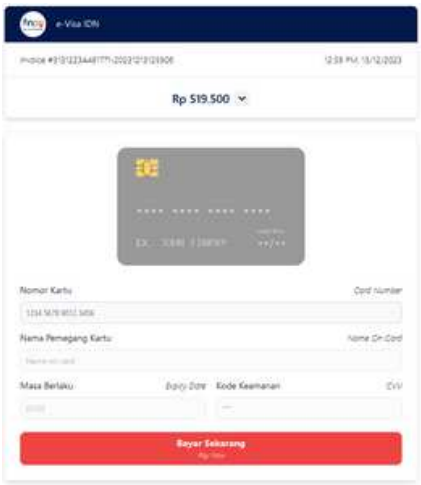


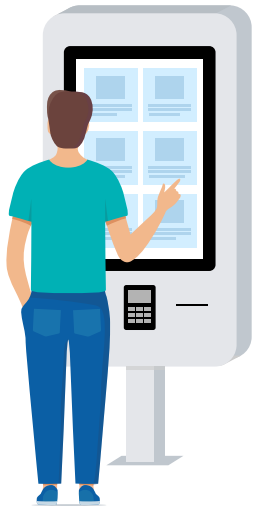
Credit card payment options, aiming to facilitate payments by foreigners/guarantors who are outside the range of perception bank transactions.

Visa payment using credit card can only be accepted for cards with Visa, Master Card & JCB logo.

How to pay for a visa using a credit card,

Visa payment using credit card can be done without exiting or closing the visa application page, after the application is sent/submitted the applicant will be directed to the credit card payment page as below





Information:

1. *input, credit card number;*
2. *the name of the cardholder;*
3. *card validity period;*
4. *card security code, and*
5. *pay now*

The payment is successful, and the visa application status will change to waiting for verification.

Visa payment options using the credit card method are given an active period of 3 hours, if this period passes, the application will be rejected with the reason that the payment code has expired and please reapply.

- *Please read the information on the suitability of the foreigner's data, the purpose and type of visa applied for and the amount of the visa payment bill, before making a payment transaction;*
- *Please note that visa fees paid are non-refundable;*
- *For more information, please visit http://www.imigrasi.go.id.*

Payment

scan pembayaran simponi MPN Gen 2

Visa payment invoice will be adjusted according to the payment method chosen, as follows:

Simponi

Online PNBP Information System (SIMPONI), is a billing system managed by the Directorate General of Budget of the Ministry of Finance to facilitate payment/deposit of PNBP and non-budgetary revenues.



How to pay for a visa using Simponi,

The visa application has been integrated with the Simponi system to create a payment code, when the application is submitted and accepted by the visa application, it will be given feedback in the form of a payment code. payment code is active for 24 hours and the following payment code payment methods, among others:

- Cash through Bank Outlets (Teller) that partner with perception banks;
- Automated Teller Machine (ATM);
- Mobile Banking;
- Internet Banking;
- Lokapasar, including tokopedia & Bukalapak



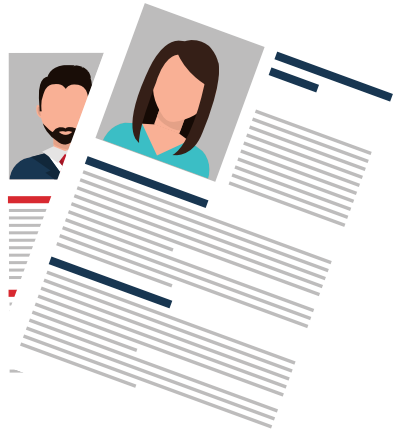
Cash deposit through the perception bank

Anjungan Tunai Mandiri (ATM)

Mobile Banking

- *Please read the information on the suitability of the foreigner's data, the purpose and type of visa applied for and the amount of the visa payment bill, before making a payment transaction;*
- *Please note that visa fees paid are non-refundable;*
- *For more information, please visit http://www.imigrasi.go.id.*

Waiting for verification



Visa applications received will be subject to verification, validation and profilling

The overall process of verifying, validating and profiling data and document requirements takes time for assessment, and deciding whether a visa application is refused, delayed or recommended.

Pending

Is the result of the assessment submitted to the foreigner or guarantor to obtain feedback from the applicant in the form of data, information, documents or others in accordance with the reasons received by the applicant.

The applicant must respond to the pending application through the application within 7 working days at the most and if the time is exceeded, the application will be rejected automatically.



Reject

Is the result of an assessment that a visa application is rejected due to certain conditions or reasons submitted to the foreigner or guarantor.

Recommended for visa approval

Is the result of the assessment in the form of a recommendation to the board for a visa decision.

Decision

Is the process of reviewing the assessment results from the verifier, the result of the decision is rejected or approved. If approved, a visa will be issued.

Notes:

- visa is in electronic or other form;
- visa can be obtained from visa application or registered email.

Visa issued & Download

Electronic Visa



The visa is issued and can be downloaded through the application a few moments after the decision is given. the visa can be used to travel to Indonesia within 90 days from the date of issuance. and if the visa is not used within more than 90 days, the visa cannot be used.

Notes:

- *eVisa can be used to enter Indonesia within 90 days from the date of issue;*
- *Foreigners holding a visa must comply with the passport validity period of at least 6 months upon arrival in Indonesia;*
- *Foreigners must show their visa in softcopy or printed form to the officer at the immigration counter;*
- *Immigration officers will be able to provide an entry sticker.*