

Indonesia Visa Requirements

USCCC can process Business visas and Limited Stay visas for entrance into Indonesia. A business visa is issued to a person who is invited to Indonesia for short-term business or commercial purposes and can be single or multiple entry visas. Limited Stay visas are single entry visas issued for a visit that is related to paid-work activities and other purposes such as investment, research, family unification, performance, sport, social activities, retired/senior citizen, etc. The Indonesian Consulate may only process visas for applicants residing within their jurisdictions. If you live outside the states in the Chicago Consulate jurisdiction (North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Kentucky, Ohio), we will process your visa at a different consulate depending on the jurisdiction into which you fall. There will be an additional processing fee for out-of-jurisdiction applicants. Please select the application for the correct Indonesian Consulate when you complete the application form or contact us at info@usccc.org or (312) 368-9911 for more information. The following is a list of Indonesian Consulates and the states within their jurisdiction:

- **Chicago Consulate**- North Dakota, South Dakota, Nebraska, Kansas, Minnesota, Iowa, Missouri, Wisconsin, Illinois, Michigan, Indiana, Kentucky, Ohio
- **San Francisco Consulate** - Alaska, Idaho, Oregon, Washington, Northern California
- **Los Angeles Consulate** - Colorado, Arizona, Nevada, Montana, Wyoming, Utah, Hawaii, Pacific Island territory under US, Southern California
- **Houston Consulate**- Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, New Mexico, Oklahoma, Tennessee, Texas, U.S. Virgin Islands, Puerto Rico
- **New York Consulate**- Connecticut, Delaware, Maryland, Maine, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, South Carolina, Pennsylvania, Rhode Island, Vermont, Virginia, West Virginia

Please assemble all the following documents and send it to our office at:

ATTN: Mai Hoang
U.S.-China Chamber of Commerce
55 W. Monroe Street, Suite 630
Chicago, IL 60603
Phone: (312) 368-9911

For Business Visas:

- Valid Passport
 - The expiration date must be greater than six months from the date of entry of the visa for which you are applying
 - There must be at least two blank pages
- Two (2) Completed and Signed Online Application Forms
 - Indonesia has transitioned to an online visa application. Applications forms must be completed online at the Indonesia Consulate website: <https://consular.embassyofindonesia.org/>. Once

completed online, please print two copies of proof of visa application sheet (confirmation receipt) and submit the proof of application with the rest of your visa documentation.

- Two (2) recent passport style photos, with full face, front view, no hat, and against a plain white background
 - It should be about 2 x 2 inches
 - It must be on glossy paper
 - Go to your local CVS, Walgreens, or Kinko's to get your picture taken

- Business Letter from applicant's company in US
 - The letter should be written on company letterhead
 - Must include the name and title of the applicant
 - Provide a description of the purpose of the visit, probable duration of stay, the type of visa applying for (multiple or single entry, business visa)
 - An executive of the company or human resources must sign the letter
 - The type of visa applied for must match the visa requested in both the business letter and invitation letter

- Invitation Letter from Sponsoring Company in Indonesia
 - The invitation letter should be written on Indonesia inviter's company letterhead
 - Must include the name, title, and passport number of the visa applicant
 - Provide a detailed description of the purpose of the visit, probable duration of stay, type of visa applying for (multiple or single entry, business visa), organizations and places to be visited, and indicate who will be financially responsible for the applicant and provide the contact information in Indonesia
 - **For Limited Stay visas:** Limited Stay Visa Authorization Letter from the Indonesia Directorate General of Immigration – the applicant's sponsor in Indonesia should submit a request for authorization to the Directorate General of Immigration in Jakarta, Indonesia. Please make sure the notification is addressed to the Indonesian Embassy/Consulate Generals where the visa will be processed.

- Letter of Approval from Directorate General of Immigration in Jakarta
 - If applicant is traveling to Indonesia for any reasons other than simple business meetings, like technical purposes or trainings, the applicant must have a Letter of Approval from the Directorate General of Immigration in Jakarta.
 - The Letter must be sent directly to the appropriate Consulate and a copy must be included in the application package. Please contact our office if you are not sure which Consulate the letter must be sent to.

- Travel Itinerary or a Copy of Round Trip tickets to Indonesia

- Photocopy of Driver's License or State ID

- Authorization Letter that authorizes U.S.-China Chamber of Commerce to submit and pick up passport on your behalf

Non-U.S. Passport Holders Must Include:

A copy of green card or valid US visa

*Please note that the Indonesian Consulate may request additional documents and the processing time may be longer for non-U.S. passport holders.

PRINT ON COMPANY LETTERHEAD

(Date)

Consulate General of Indonesia

Dear Sir/Madam:

On behalf of (Full Name of Applicant), we are submitting (his/her) valid passport and required visa application materials. We are requesting a (Single Entry/Multiple Entry/Limited Stay) Business Visa for (applicant) since (Mr./Ms.) (Applicant's Last Name) (state reason for applying for visa such as "will be returning to Indonesia throughout the next year"). (Mr./Ms.) (Applicant's Last Name) is the (applicant's title) of (applicant's company).

(Applicant's full name) is planning a business visit to Indonesia to (state purpose of visit and detailed information such as "to attend business meetings with suppliers"). (He/She) will depart the United States on (date of departure) and will arrive in (location of arrival) on (date of arrival). (He/She) plans to remain in Indonesia for approximately (duration of stay). We would greatly appreciate any assistance you can provide us in expediting this process.

While in Indonesia, (he/she) will be contacting (applicant's name of contact in Indonesia), (contact's title in Indonesia) of (contact's company in Indonesia). (His/Her) phone number is (contact's phone number), and (his/her) address is:

(Contact's address in Indonesia)

(Applicant's company) guarantees that (applicant's full name) will have adequate funds in (her/his) possession, as well as confirmed living accommodations and return transportation. (Applicant's company) also guarantees that (he/she) will not become dependent upon the Government of Indonesia in any way during the course of (his/her) visit.

Thank you for your kind of assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Signer's name)

(Signer's position)

PRINT ON COMPANY LETTERHEAD

(Date)

Consulate General of the Republic of Indonesia

Subject: Authorization Letter

Dear Sir/Madam:

Please use this letter as authorization for the U.S.-China Chamber of Commerce to submit my Indonesia visa application and collect the passport on my behalf. Below is my passport information:

Name:

Date of Birth:

Passport Number:

Passport Date of Issue:

Passport Expiration Date:

Thank you for your assistance in this matter.

Sincerely,

(Signer's Name)

(Signer's position)



中美總商會

UNITED STATES OF AMERICA-CHINA CHAMBER OF COMMERCE

Indonesia Visa Application Fee Schedule

Name (First, Middle, Last) _____

Company _____

Return Address* _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____ Email _____

Type of Address: [Residential** [Commercial/Industrial

For Residential Delivery – Signature Required: [Yes [No

* FedEx and UPS cannot deliver to a P.O. Box address.

** Unless otherwise requested, adult signature is required. A person needs to be present to receive the package. Additional charges may apply.

Visa Type and Fee	Quantity	Unit Price	Amount
Consular (Third Party)			
Business Visa (Visit)			
Single Entry Visa		\$50.00	
Multiple Entry Visa		110.00	
Worker Visa (Limited Stay)			
Less than Six Months		55.00	
7 to 12 months		105.00	
12 to 24 months		180.00	
USCCC			
Processing Fee		160.00	
Shipping			
<input type="checkbox"/> Company/Applicant Shipping Account			
<input type="checkbox"/> FedEx <input type="checkbox"/> UPS Account Number _____			
<input type="checkbox"/> USCCC Account – Shipping Cost (Estimated)**		32.50	
Photo (if applicable)****		3.50	
Sub Total			
Credit Card Processing Fee 4.9% (Input 1 If Paid by Credit Card)		4.9%	
Total			

*** \$32.50 is an estimate of domestic shipping fees. Shipping fees may be higher. Contact USCCC with any questions about shipping.

**** If photo is not enclosed, please email a high resolution passport style photo to info@usccc.org for printing.

Payment Information: Check enclosed for: _____ Credit Card

Type of Credit Card: Visa MasterCard American Express

Name as Appears on Credit Card _____

Credit Card Number _____ Exp Date (mm/yyyy) _____