

- To:
1. Heads of Republic of Indonesia Representatives  
Attn. Attaché/Immigration Technical Staff/Foreign Affairs Service Officials at RI  
Representatives
  2. Heads of Ministry of Law and Human Rights Regional Offices  
Attn. Heads of Immigration Divisions throughout Indonesia
  3. Heads of Immigration Offices throughout Indonesia
  4. Heads of Immigration Detention Centers throughout Indonesia

CIRCULAR LETTER  
NOMOR: IMI-1555.GR.01.01 OF 2020  
REGARDING

VISA AND STAY PERMIT POLICY DURING THE NEW NORMAL ADAPTATION PERIOD

1. Background

In connection with the stipulation of Regulation of the Minister of Law and Human Rights No. 26 of 2020 regarding Visa and Stay Permits During the New Normal Adaptation Period, it is deemed necessary to issue Director General of Immigration Circular Letter regarding Visa and Stay Permits During the New Normal Adaptation Period.

2. Purpose and Objective

- a. The purpose of this circular letter's issuance is to serve as a guideline for the implementation and evaluation of Visa and Stay Permit policy during the New Normal Adaptation Period.
- b. The objectives of this circular letter's issuance, are:
  - 1) To become a standard in providing Visa and Stay Permit services during the New Normal Adaptation Period; and
  - 2) To provide comprehensive information on the implementation of Visa and Stay Permit policy in the New Normal Adaptation Period.

3. Scope

The scope of this circular letter contains explanation regarding the Visa and Stay Permit policy during the New Normal Adaptation period.

4. Basis

- a. Law No. 6 of 2011 regarding Immigration;

- b. Government Regulation No. 31 of 2013 regarding Implementing Regulation of Law No. 6 of 2011 regarding Immigration as amended several times, the latest by Government Regulation No. 51 of 2020 regarding Second Amendment of Government Regulation No. 31 of 2013 regarding Implementing Regulation of Law No. 6 of 2011 regarding Immigration;
  - c. Regulation of the Minister of Law and Human Rights No. 27 of 2014 regarding Technical Procedures for the Issuance, Extension, Rejection, Cancellation and Expiration of Visiting Stay Permits, Limited Stay Permits and Permanent Stay Permits and Exemptions from the Obligations to Have a Stay Permit as amended by Regulation of the Minister of Law and Human Rights No. 21 of 2018 regarding Amendment to the Regulation of the Minister of Law and Human Rights No. 27 of 2014 regarding Technical Procedures for the Issuance, Extension, Rejection, Cancellation and Expiration of Visiting Stay Permits, Limited Stay Permits and Permanent Stay Permits and Exemptions from the Obligations to Have a Stay Permit;
  - d. Regulation of the Minister of Law and Human Rights No. 24 of 2016 regarding Technical Procedures for Application and Issuance of Visit Visas and Limited Stay Visas as amended by Regulation of the Minister of Law and Human Rights of the Republic of Indonesia No. 51 of 2016 regarding Amendment to Regulation of the Minister of Law and Human Rights No. 24 of 2016 regarding Technical Procedures for the Application and Issuance of Visiting Visas and Limited Stay Visas;
  - e. Regulation of the Minister of Law and Human Rights of the Republic of Indonesia No. 16 of 2018 regarding Procedures for the Granting of Visas and Stay Permits for Foreign Workers;
  - f. Regulation of the Minister of Law and Human Rights No. 26 of 2020 regarding Visas and Stay Permits During the New Normal Adaptation Period.
5. Content of Circular Letter
- a. General  
With the enforcement of Regulation of the Minister of Law and Human Rights No. 26 of 2020 regarding Visas and Stay Permits During the New Normal Adaptation Period, all officials and service implementers shall:
    - 1) Provide excellent service to the public;

- 2) Not commit Corruption, Collusion and Nepotism;
  - 3) Conduct tiered supervision;
  - 4) Coordinate with foreign stakeholders and sponsors relating to the substance of Regulation of the Minister of Law and Human Rights No. 26 of 2020 regarding Visas and Stay Permits During the New Normal Adaptation Period.
- b. Attaché/Immigration Technical Staff/Foreign Affairs Service Official, Head of Immigration Division, Head of Immigration Office, and Head of Immigration Detention Center shall:
- 1) Spread information to stakeholders and the general public regarding:
    - a. Visa and Stay Permit policy during the New Normal Adaptation Period, and
    - b. Certain Immigration Checkpoints (*Tempat Pemeriksaan Imigrasi* or "TPI") designated as entrances and exits to the Indonesian territory during the new normal adaptation period;
  - 2) Supervise and control the implementation of Visa and Stay Permit policy During the New Normal Adaptation Period.
- c. Attaché/Immigration Technical Staff/Foreign Affairs Service Officials shall:
- 1) Implement the issuance of visas effectively and efficiently in accordance with Regulation of the Minister of Law and Human Rights No. 26 of 2020 regarding Visas and Stay Permits During the New Normal Adaptation Period;
  - 2) Issue visas based on the approval of the Director General of Immigration (Visa approval) that are still valid;
  - 3) Foreigners who apply for Visas are required to meet the requirements as referred to in the laws and regulations and to attach supporting documents as follows:
    - a) health certificate containing a statement of COVID-19 free in English issued by an institution authorized by the government in each country,
    - b) statement letter in English stating that they are willing to undergo quarantine and/or treatment with their personal expense at a quarantine facility or health service facility set by the government at their own expense, if the PCR examination by the Indonesian health authority at the entrance of the country gives a positive (+) result, or there are clinical symptoms of COVID-19 according to health protocols and statutory provisions,
    - c) statement letter that they are willing to carry out health monitoring during the quarantine or self-isolation period in accordance with the health protocols and the provisions of laws and regulations, and

- d) proof of ownership of health insurance/travel insurance which includes health financing, and/or a statement letter of willingness to independently pay if affected by COVID-19 while in Indonesia;
  - 4) For humanitarian reasons such as visiting/accompanying parents/siblings by blood who are sick/passed away or for medical purposes, a Visit Visa for 1 (one) trip can be issued by Immigration Officials or Foreign Affairs Service Officials at Republic of Indonesia Representatives by fulfilling the requirements as referred to in number 3) and attaching proof of reason for visa application;
  - 5) For Visit Visa applicants, other than fulfilling the requirements as referred to in number 3), the sponsor must attach proof of availability of funds of at least US\$ 10,000 (ten thousand US Dollars) or the equivalent from a financial institution or bank in Indonesia to meet the necessities of life while in Indonesia;
  - 6) The obligation to attach proof of availability of funds of at least US\$ 10,000 (ten thousand US Dollars) or the equivalent referred to above is calculated for one sponsor;
  - 7) The obligation to attach proof of availability of funds as referred to in number 5) is excluded for aid workers, medical and food support, conveyance crew and humanitarian reasons;
  - 8) Foreigners holding Visa approval and/or holders of expired Visas and have not entered the Indonesian territory, must re-apply for a visa in accordance with the provisions of laws and regulations;
  - 9) Immigration Non-Tax State Revenue that has been paid cannot be refunded;
  - 10) Issuance of visas for humanitarian reasons as referred to in number 4) must be reported at the first instance to the Director General of Immigration attn. Director of Immigration Traffic.
- d. Heads of Immigration Division shall:  
Periodically conduct and report on the guidance, control, and supervision of the implementation of Visa and Stay Permit policy during the New Normal Adaptation Period.
- e. Heads of Immigration Office shall:
- 1) Adhere to the Work System and Work Pattern in accordance with Circular Letter of the Minister of Law and Human Rights No. M.HH 07.PR.01.03 of 2020 regarding Work System of State Civil Servants of the Ministry of Law and Human Rights;

- 2) Carry out duties and functions while prioritizing the health and safety of officers by observing Health protocol guidelines in accordance with the Circular Letter of the Minister of Health No. HK.01.07/MENKES/328/2020 regarding Guidelines for the Prevention and Mitigation of Covid-19 in Office and Industrial Workplaces;
- 3) Adhere to Circular Letter of the Director General of Immigration Number IMI-GR.01.01 0946/2020 regarding the Implementation of Immigration Duties and Functions in the New Normal Adaptation Period;
- 4) Extension of Visit Stay Permits:
  - a) Provide extension of Visit Stay Permits for foreigners who have obtained Emergency Stay Permits and are in the Indonesian territory for a maximum of 5 (five) extensions since the enactment of Regulation of the Minister of Law and Human Rights No. 26 of 2020 regarding Visas and Stay Permits During the New Normal Adaptation Period;
  - b) An extension cannot be granted to foreigners who hold a Visit Stay Permit originating from a visit visa free and can be given a new Stay Permit after obtaining a Visa approval;
  - c) Extension of stay permits before the stipulation of Regulation of the Minister of Law and Human Rights No. 26 of 2020 regarding Visas and Stay Permits During the New Normal Adaptation Period shall not be considered as an extension of Stay Permit;
  - d) The period of extension of the Visit Stay Permit as referred to in letter a) is given a maximum of 30 (thirty) days per extension,
  - e) Foreigners who have extended their visit stay permit of 5 (five) times, as referred to in letter a) can be given a new Stay Permit after obtaining Visa approval;
  - f) If a Foreigner who holds a Visit Stay Permit originating from a One-Trip Visit Visa and Multiple-Trip Visit Visa and has extended a Visit Stay Permit as referred to in letter a), the status of a Visit Stay Permit can be converted to a Limited Stay Permit.
- 5) Extension of Limited Stay Permit and Permanent Stay Permit
  - a) Provide an extension of a Stay Permit for Foreigners who hold a Limited Stay Permit or Permanent Stay Permit who have obtained an Emergency Stay Permit and are in Indonesian Territory based on a previous Limited Stay Permit or Permanent Stay Permit.

- b) Foreigners holding a Limited Stay Permit or Permanent Stay Permit that cannot be extended in accordance with the provisions of laws and regulations can be given a new Stay Permit after obtaining Visa approval,
  - c) Accept and forward the application for the status conversion of a Limited Stay Permit after extending the Stay Permit first.
  - d) The period for a Limited Stay Permit is counted from the date of application/approval up to the period in accordance with the provisions of laws and regulations.
  - e) Extension of a Limited Stay Permit can be conducted for no more than 6 (six) times or a maximum of 6 (six) years.
- 6) Imposition of Charges  
Foreigners who extend their Stay Permit after October 5, 2020, may be subject to Immigration Administrative Measures in the form of charges.
- f. Head of Immigration Office in charge of Immigration Checkpoints shall:
- 1) Perform supervision and control relating to immigration checks and issuing entry signs to:
    - a) Foreigners who already have Multiple Entry Visit Visas which are still valid; and
    - b) Foreigners holding a Visit Visa in the context of developing the marina industry (yachter).
  - 2) Periodically conduct and report on the guidance, control, and supervision of the implementation of the Visa and Stay Permit policy during the New Normal Adaptation Period.
6. Closing
- a. In certain circumstances, the Minister based on his authority may issue other policies relating to immigration facilities as long as it provides public benefits and national economic recovery;
  - b. By the issuance of this circular letter, the relevant Circular Letter of the Director General of Immigration regarding the Temporary Prohibition of Foreigners from Entering the Territory of the Republic of Indonesia is revoked and declared invalid;
  - c. This circular letter is valid from the date of stipulation and will be further evaluated.

Therefore, this circular letter is issued for your kind attention and shall implemented in its best endeavor. Thank you for your attention and cooperation.

Stipulated in Jakarta

On October 15, 2020

(Barcode)

DIRECTOR GENERAL OF  
IMMIGRATION

(Signed)

JHONI GINTING

NIP. 196101612 198903 1 003

Copies to:

1. Minister of Law and Human Rights;
2. Minister of Foreign Affairs;
3. Secretary General of the Ministry of Law and Human Rights;
4. Inspector General of the Ministry of Law and Human Rights;
5. Director General of Protocol and Consular Affairs, Ministry of Foreign Affairs;
6. Primary High Leaders within the Directorate General of Immigration;
7. Archive -----.