



Foreign Student Study Permit

What is a study permit?

A study permit is an Indonesian legal requirement for foreign students while they are studying at an SPK (Satuan Pendidikan Kerjasama) school like Dyatmika. The permit lasts for one year and must be renewed every year. It is currently free of charge.

How get one

Dyatmika will assist you by submitting the required forms and documents for getting a study permit. The process usually takes 1 month from the date of submission.

Details of the forms and documents to be submitted

Please come to the top office to collect **3 forms** that you must fill in:

1. Application for a Study Permit Form

This form is letter of introduction from the parent/guardian.

Appendix 1

Applications for study permit for a Foreign Student

The Secretary of Directorate General
Primary & Secondary Education
Jalan Jenderal Sudirman, Building E Floor 5
Senayan-Jakarta

Dear Sir/Madam,

We would like to apply for study permit for a foreign national at a national/international school in Indonesia. My child's details are as follows:

I. Student's Data

1. Name	:
2. Place and date of birth	:
3. Nationality	:
4. No. of Passport/KITAS	:
5. Previous school to Dyatmika School:	:
6. Current school	: Dyatmika School
7. Home address in Indonesia	:
8. Home address in country of origin	:

II. Parent/Guardian's Data

1. Name	:
2. Nationality	:
3. No. of Passport/KITAS/KTP	:
4. Employment	:
5. Home address in Indonesia	:
6. Home address in country of origin	:
7. Mobile number	:
8. Relationship with student	:

Hereby we attach copies of children's and parent's passports, statement letter from Dyatmika School Indonesia, student's last report card, statement letter of student's unemployment (with Rp 6,000 stamp) and statement letter of financial guarantee (with Rp 6,000 stamp). For the renewal application please also attach the photocopy of student KITAS and Surat Tanda Melapor (STM) from Police Station.

Thank you for your attention.

Denpasar,/...../.....
Applicant's Signature

Name in print

2. Statement Letter of the Student's Unemployment

The purpose of this form is for the parent/guardian to guarantee that their child will only go to school while in Indonesia, and not work.

Appendix 2

STATEMENT LETTER OF STUDENT'S UNEMPLOYMENT

Name of child :
Place, date of birth :
Nationality :
Passport Number :
Designated school & class : Dyatmika School
Home address in Bali :

I, as parent or guardian hereby state that my child during his/her stay in Indonesia will only go to school and will not work or do business, and I will comply with all Indonesian laws.

Denpasar,/...../.....

Applicant's Signature



Name in print

Note : Please sign above the meterai

3. Statement Letter of Financial Guarantee

The purpose of this form is for the parent/guardian to guarantee their children's legal behaviour and to accept responsibility for their living expenses.

Appendix 3

STATEMENT LETTER OF FINANCIAL GUARANTEE

I, the parent or guardian undersigned below:

Name :
Place, date of birth :
Nationality :
No. of Passport/KTP :
Employment :
Home address in Bali :

State that the child/ren below:

1. Name :
Place, date of birth :
Nationality :
No of Passport :
School name : Dyatmika School

2. Name :
Place, date of birth :
Nationality :
No of Passport :
School name : Dyatmika School

Is/are truly a student/students living and studying in Indonesia. As their parent/guardian, I am responsible for the child(ren) is actions and behaviors. They will not be involved in politics and will comply with all Indonesian laws. All of the child(ren)'s living expenses while in Indonesia are my responsibility.

I write this letter of guarantee in true account.

Denpasar,...../...../.....

Applicant's Signature



Name in print

Note : Please sign above the meterai

Other Documents

You must also provide a copy of:

1. Your child's passport or ID card.
2. Your passport or ID card.
3. Your child's last report.
4. Your child's KITAS. The E-Kitas issued by Immigration that is valid for at least 6 months.

Example of Electronic Limited Stay Permit Card (E-KITAS)



KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA
REPUBLIK INDONESIA
KANTOR WILAYAH BALI
KANTOR IMIGRASI KLAS I KHUSUS NGURAH RAI
Jalan Perumahan Taman Jamboran No. 1



IZIN TINGGAL TERBATAS ELEKTRONIK
ELECTRONIC LIMITED STAY PERMIT

TB

NIDRA : IM20HN99026

Permit Number : 2C11E11818-Q

Stay/Multiple Entries Permit Expiry : 22-09-2017



Full Name : Robert Williams

Place / Date of Birth : London / 24 Nov 1980

Passport Number / Date of Expiry : 4512452 / 24 Nov 2020

Nationality : British

Sex : Male

Address : Jl. Sekeloa, same

Occupation : Teacher

Notes:

1. According to Article 71 Act Number 6 Year 2011 concerning Immigration, every changes of civil status, citizenship, occupation, occupation, or change of address must be reported to Local Immigration Office in an immediate period of time.
2. This Limited Stay Permit (Electronic) must be attach to the holder's Passport at all times.
3. For further information please do not hesitate to contact Local Immigration Office or do visit our website www.imigrasi.go.id

Dengasar, 10-10-2016

Head of Klas I Khusus Ngurah Rai Immigration Office.

5. A copy of the letter (STM) from the local Police (Polres) that states where you live. Hosts, land lords Indonesian citizens or organization receiving visits from foreigners are required to report the visit to the local area police and to complete a letter of report (STM).



SURAT TANDA MELAPORKAN / LETTER OF POLICE NOTIFICATION

Nomor : STM /Yanmin- 20921 V / 2015 / DIT INTELKAM

Nama Name		Alamat Address	
Pekerjaan Profession		Pada hari ini To Day	
Tanggal Date		Jam Hour	
SWASTA		KAMIS	
21 MEI 2015		09.00 WITA	
Telah melaporkan tentang Tamu WNA Menginag Di Rumah Kediamaannya Sbb. Has reported his foreign guest staying in his house as follows			
1	Nama Mr. Nama Mrs.	10	Datang dari negara Arrival From Country
2	Alamat Address	11	Maksud Kunjungan Purpose of Visit
3	Kebangsaan Nationality	12	Tanggal Keberangkatan Departure Date
4	Tempat Tgl Lahir Place and Date Birth	13	Tujuan selanjutnya Next Destination
5	Pekerjaan Profession	14	Negara Country
6	Paspor No. Passport No.	15	Kota di Indonesia Cities Indonesia
7	Dikeluarkan oleh Issued By	Tanda tangan Signature	
8	Visa Transit/Tourist/Visit Visa Bussiness / Stay	Denpasar, 21 MEI 2015 Yang menerima Laporan	
9	Tanggal Kedatangan Arrival Date		

Surat keterangan ini dibuat untuk memenuhi ketentuan undang-undang kepolisian Negara RI no. 2 tahun 2002 pasal 15 ayat (1) Huruf k dan ayat (2) huruf i
This notification is made for grant police government regulation no 02/2002 articles 15 paragraph 2 of the letter i

How to get an STM (Police Letter)

- Your landlord may have asked for copies of documents for your family and completed this already. If so, just make a copy.
- If you need to do this yourself, visit your local police station in your home area ONLY (Go to Polsek Sanur if you live in the Sanur area).
- Take with you:
 - Copy Landlord's ID (KTP) or the ID of your employment sponsor
 - Copy of your child's passport
 - Copy of your child's E-Kitas
 - Rp. 75.000 to Rp. 100.000
- Show the example of what you need for your child (above). If asked, explain that it is needed to get a student permit from KEMENDIKBUD.

The STM should be ready in 1 - 3 days.

When you have all of the documents, please bring them to the main office at Dyatmika.

Checklist

3 forms completed by you:

- ✓ Application for a Study Permit Form
- ✓ Statement Letter of the Student's Unemployment
- ✓ Statement Letter of Financial Guarantee

Copies of 5 documents:

- ✓ Your child's passport or ID card.
- ✓ Your passport or ID card.
- ✓ Your child's last report.
- ✓ Your child's KITAS. The E-KITAS issued by Immigration that is valid for at least 6 months.
- ✓ A copy of the letter (STM) from the local Police

The school will provide:

- ✓ A letter stating that your child is studying at Dyatmika. This letter will be prepared by the school and added to your documents.