

PROCESS TO CONVERT KITAS TO KITAP & MERP

STEP 1

(14 Sept. 2016)

Kantor Imigrasi (KANIM) Klas I Khusus Jakarta Selatan (3rd Fl.)

Request of KITAP & MERP > Submit documents to loket 2 'KITAP':

- Completed and signed forms 24 and 25*
- Passport of KITAS holder (copy and original)
- KITAS (copy and original)
- Letter of Domicile (Surat Domisili – annex 1)**
- Sponsor Letter requesting change of status > 'Alih Status ITAS ke ITAP' (annex 2).
- Copy of sponsor's ID card (KTP)
- Copy of Family Card (Kartu Keluarga – KK)
- Copy of Marriage Certificate (Akte Nikah); or if married outside Indonesia > copy of Marriage Certificate Registration (Laporan Perkawinan). Make sure you also have a certified copy of the Marriage Certificate and sworn translation ready with you, just in case they ask for it.
- Statement of Integration (Pernyataan Integrasi – Annex 3)

NOTE:

- *KITAP is valid 5 years, while MERP is valid 2 years. There is no MERP longer than 2 years.*
- *All documents have to be submitted in a pink folder that can be obtained at loket 8 FREE OF CHARGE*
- *Upon submission of all documents, the Immigration Officer will give a pink coupon indicating the date of the interview.*

* Can be obtained from Kantor Imigrasi FREE OF CHARGE

**Can be obtained from Kantor Kelurahan FREE OF CHARGE



STEP 2

(19 Sept. 2016)

Kantor Imigrasi (KANIM) Klas I Khusus Jakarta Selatan (5th Fl.)

Interview with an Immigration Officer.

- Both the KITAP/MERP applicant and sponsor (spouse) should be present. The interview lasts approx. 20-30 minutes.
- At the end of the interview, the Immigration Officer will read out the few notes he/she wrote down based on the interview, and both the KITAP/MERP applicant and sponsor will be asked to confirm the accuracy of the interview summary and sign it.
- A copy of the interview summary will be given together with the Recommendation Letter by the Head of the KANIM (see below step 3).
- It is recommended that the sponsor brings his/her business card as a proof of his/her professional activities in Indonesia. The Immigration Officer might ask for it.



STEP 3

(21 Sept. 2016)

Kantor Imigrasi (KANIM) Klas I Khusus Jakarta Selatan (3rd Fl.)

Pick up Recommendation Letter (loket 2) & Payment of KITAP/MERP fee

- The Applicant will receive two copies of the same letter, and will be asked to make copies (2 sets) of all documents submitted by the Applicant and the interview summary. There's a photocopy corner on the 3rd Fl. Rp 500/copy. Make sure you also keep a photocopy of the KANIM's Recommendation Letter for your own records!
- Bring back the two sets of document to loket 2. The Immigration Officer will legalize some of the photocopies with a stamp, and will direct you to the payment counter to pay the fee (on same floor).
- Pay the fee at the Payment Counter. As per **Government Regulation 10/2015***, the fee for:

5 year KITAP	3,700,000.00
2 year MERP	1,750,000.00

With an additional IDR 55,000.00 administrative fee, the total amount for a KITAP and MERP should be **IDR 5,505,000.00**

- The applicant will receive an official invoice upon payment ('Tanda Terima Pembayaran' - see annex 4).

**See Peraturan Pemerintah Republik Indonesia Nomor 10 Tahun 2015 tentang Perubahan atas Peraturan Pemerintah Nomor 45 Tahun 2014 tentang Jenis dan Tarif atas Jenis Penerimaan Negara Bukan Pajak yang Berlaku pada Kementerian Hukum dan Hak Asasi Manusia. Available from:*

http://portal.ahu.go.id/uploads/688278_PP%20Nomor%2010%20Tahun%202015.pdf



STEP 4

(21 Sept. 2016)

Kantor Wilayah (KANWIL) Imigrasi DKI Jakarta (Jl. M.T. Haryono)

- Bring one of the two Recommendation Letters you received from KANIM and one set of supporting documents (Passport, KTP, etc.).
- All documents should be submitted in a blue folder that can be obtained from the canteen behind the Kanwil building (Rp 3,000/folder)



STEP 5

(23 Sept. 2016)

Kantor Wilayah (KANWIL) Imigrasi DKI Jakarta (Jl. M.T. Haryono)

- Pick up Recommendation Letter by the Head of the KANWIL (see annex 5). KANWIL will keep the Recommendation Letter from KANIM in its own files.
- You will receive two copies of the letter. Make sure you keep one photocopy of the letter for your own records!
- The Recommendation Letter is FREE OF CHARGE



STEP 6

(23 Sept. 2016)

Direktorat Jenderal (DIRJEN) Imigrasi (Jl. H.R. Rasuna Said)

- Bring all documents to the DIRJEN Imigrasi on 10th Fl.
- Documents should include:
 - Second copy of the KANIM's Recommendation Letter
 - Copy of the KANWIL's Recommendation Letter.
 - Second set of all supporting documents (passport, KTP, etc.)
- You will be asked to fill in a 'Submission Slip' (in three copies) with your name, passport number, applicant file number, contact number and email.
- One slip will be given to you where a date will be indicated to pick up the Decision Letter of the DIRJEN. The slip also explicitly indicates that the processing time should not take longer than five working days. The DIRJEN will usually call the applicant a day before the due 'pick up' date to confirm that the letter is ready to be picked up. If not, a contact number is provided on the 'Submission Slip' to check about the status of the applicant's file.
- NO FEE

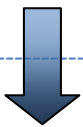


STEP 7

(30 Sept. 2016)

Direktorat Jenderal (DIRJEN) Imigrasi (Jl. H.R. Rasuna Said)

- Pick up DIRJEN Decision Letter on 10th Fl. (annex 6)
- You will receive two copies of the letter. Make sure you keep one photocopy of the letter for your own records!
- The Letter is FREE OF CHARGE



STEP 8

(30 Sept. 2016)

Kantor Wilayah (KANWIL) Imigrasi DKI Jakarta (Jl. M.T. Haryono)

Bring one copy of the DIRJEN Decision Letter to KANWIL DKI Jakarta
NO FEE



STEP 9

(3 Oct. 2016)

Kantor Imigrasi (KANIM) Klas I Khusus Jakarta Selatan (3rd Fl.)

- Bring second copy of the DIRJEN Decision Letter to KANIM
- Proceed to 'Ruang Foto' and wait your turn to take your photo and fingerprints.
- NO FEE

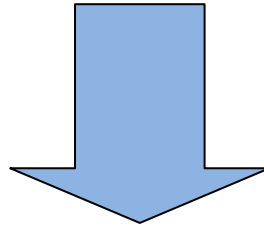


STEP 10

(7 Oct. 2016)

Kantor Imigrasi (KANIM) Klas I Khusus Jakarta Selatan (3rd Fl.)

- Pick up your E-KITAP and passport with stamps indicating your KITAP and MERPS's validity period.
- Make sure you bring the invoice/proof of payment with you. You will have to present this before the Immigration Officer can give you the KITAP and hand you back your passport. Upon receipt of the passport and KITAP, the Immigration Officer will stamp 'PASPOR SUDAH DIAMBIL' (Passport already picked up) on the invoice that he/she will return to the applicant.
- NO FEE



YOU ARE NOW OFFICIALLY A KITAP HOLDER – CONGRATULATIONS !!!