

**DIRECTORATE-GENERAL OF IMMIGRATION  
OF THE MINISTRY OF LAW AND HUMAN RIGHTS'  
CIRCULAR LETTER  
No. IMI-GR.01.01-1102 of 2020**

regarding

**IMMIGRATION SERVICES FOR STAY PERMIT  
IN THE NEW NORMAL ORDER**

This Circular Letter is enforced from 13 July 2020 until further notice.

5. Contents of the Circular Letter:

**a. General**

In providing services to foreigners, all Immigration Work Units, both at the central and regional levels, as well as RI Representatives Abroad must pay attention to the following:

- 1) Heads of Immigration Division and Head of Immigration Office:
  - a) In accordance with the program for achieving a Region Free of Corruption (WBK) and the Clean and Serving Bureaucracy Region (WBBM) at the Ministry of Law and Human Rights of the Republic of Indonesia, shall conduct supervision, control, and action towards fee collections which deviates from the statutory provisions.
  - b) Shall increase the activities and functions of immigration supervision through the Foreigner Monitoring Team (TIMPORA).
  - c) Shall always enforce the law towards foreigners that commit immigration violations.
- 2) Coordinators of the consular function / immigration officers at the Indonesian Representative Office Overseas as well as the Heads of the Immigration Office shall carry out this Circular Letter to stakeholders, both private and government.
- 3) Immigration Services for stay permit in the New Normal Order shall be carried out with due regard to health protocols.

**b. Status Restoration for holders of expired ITAS and ITAP**

- 1) Foreigners who are holders of expired ITAS, ITAP, and/or IMK and who are currently overseas, who have obtained an approval letter from the technical Ministry/Institution, and in the context of family reunification, shall be permitted to re-enter the territory of Indonesia to extend their stay permit at the local Immigration Office, within no longer than 60 (sixty) days after the enforcement date of this Circular Letter.
- 2) Foreigners who do not meet the conditions as referred to in the sub-provision number 1) and plan to re-enter Indonesian territory, are required to apply for a new visa in accordance with statutory provisions.

**c. Extension for valid ITK, ITAS, and ITAP**

Foreigners who are holders of valid ITK, ITAS, and ITAP and who are currently in Indonesia, can extend their stay permits at the Immigration Office in accordance with statutory provisions.

**d. Re-issuance of ITKT Holder Status**

- 1) ITK holders
  - a) Foreigners who are holders of ITK and have previously been granted with an Emergency Stay Permit (ITKT), can extend their stay permit based on the previous ITK they obtained, for as long as the Covid-19 pandemic period has not been declared over and there is no available vessel/transportation yet for them to leave the territory of Indonesia.
  - b) Foreigners who have extended their ITK as referred to in point a) can request to switch their ITK to ITAS in accordance with statutory provisions.
  - c) The extension of stay permit as referred to in letter a) must be made within no longer than 30 (thirty) days after the enforcement date of this Circular Letter.
  - d) Foreigners who do not meet the conditions as referred to in point a) and c) shall be subject to Immigration Administrative Measures taken by the Immigration officers in accordance with statutory provisions.
  
- 2) ITAS Holders
  - a) Foreigners who are holders of ITAS and have previously been granted with an Emergency Stay Permit (ITKT), can extend their stay permit based on the previous ITAS they obtained, in accordance with statutory provisions.
  - b) Foreigners who have extended ITAS as referred to in point a) can request to switch their ITAS to ITAP in accordance with statutory provisions.
  - c) Foreigners who are holders of ITAS and have previously been granted with an Emergency Stay Permit (ITKT), and are not eligible to renew their stay permits anymore based on prevailing regulations, shall leave the territory of Indonesia within no longer than 30 (thirty) days after the enforcement date of this Circular Letter.
  - d) Foreigners who do not meet the conditions as referred to in point c) shall be subject to Immigration Administrative Measures in accordance with statutory provisions.
  
- 3) ITAP Holders
  - a) Foreigners who are holders of ITAP and have previously been granted with an Emergency Stay Permit (ITKT), can extend their stay permit based on the previous ITAP they obtained.
  - b) Foreigners who are holders of ITAP and have previously been granted with an Emergency Stay Permit (ITKT), and are not eligible to renew their stay permits anymore based on prevailing regulations, shall leave the territory of Indonesia within no longer than 30 (thirty) days after the enforcement date of this Circular Letter.
  - c) Foreigners who do not meet the conditions as referred to in letter b) shall be subject to Immigration Administrative Measures in accordance with statutory provisions.

**e. Visa on Arrival (VoA/VKSK) holders**

- 1) Foreigners who are holders of Visa on Arrival (VoA/VKSK) and have previously been granted with an Emergency Stay Permit (ITKT), can extend their stay permit based on the previous VoA/VKSK they obtained, for as long as the Covid-19 pandemic period has not been declared over and there is no available vessel/transportation yet for them to leave the territory of Indonesia.
- 2) The extension of stay permit as referred to in sub-provision number 1) must be made within no longer than 30 (thirty) days after the issuance of this Circular Letter.
- 3) Foreigners who do not meet the conditions as referred to in sub-provision number 1) and 2) are subject to Immigration Administrative Measures in accordance with statutory provisions.

**f. Free Visa / Visit Visa Exemption (BVK) holders**

- 1) Foreigners who are holders of BVK and have previously been granted with an Emergency Stay Permit (ITKT) must leave the territory of Indonesia within no longer than 30 (thirty) days after the enforcement of this Circular Letter.

- 2) Foreigners who do not meet the conditions as referred to in sub-provision number 1) are subject to Immigration Administrative Measures in accordance with statutory provisions.

**g. ITK and ITAS holders who have obtained telex visa**

- 1) Foreigners who are holders of ITK and ITAS and who have obtained telex visa, and are currently in the territory of Indonesia, can apply for ITK and ITAS stay permit to the local immigration office without having to leave Indonesia and without applying for a visa to the Indonesian representative abroad.
- 2) The ITK and ITAS stay permit as referred to in sub-provision number 1) shall be granted after the applicant pays the Non-Tax State Revenue (PNBP) visa fee at the local Immigration Office in accordance with Government Regulation No. 28 of 2019 regarding Types and Rates of Non-Tax State Revenues which applies for the Ministry of Law and Indonesian Human Rights.
- 3) The visa fee as referred to in sub-provision number 2) is paid by using the VoA/VKSK and VITAS on arrival services by first creating a *Billing Simponi* as the basis for payment.
- 4) Proof of payment of PNBP VKSK and VITAS on arrival as referred to in number 3) is considered as Proof of Having a Visa.