

Kedutaan Besar Republik Indonesia
Ambassade de la République d'Indonesie
Berne

VISA APPLICATION AND FEE FOR VISITORS IN SWITZERLAND

a. **Where to apply**

Swiss citizen or passport holder of other nationals who domicile in Switzerland, and would like to visit Indonesia can apply for visa at **The Indonesian Embassy to Switzerland in Elfenauweg 51, 3006 Bern**, or download visa application at the **<http://www.indonesia-bern.org>**

b. **Requirements for visa application**

i) *Transit Visa (index 111):*

- Completed application form for transit visa (2 copies).
- Valid passport at least 6 months before expiry.
- For nationals other than Swiss, attach a copy of valid Switzerland Stay Permit
- Passport size photograph (2).
- Copy of itinerary flight.
- Written confirmation from a company/air or sea cargo in Indonesia requesting a transit visa for the person at issue.

ii) *Single visit visa (index 211) or Multiple Visit visa (Index 212)*

- Completed application for single visit visa (2 copies).
- Type of the visit (single or multiple) in the top of application form.
- Valid passport at least 6 months before expiry.
- For nationals other than Swiss, attach a copy of valid Switzerland stay permit.
- Passport size photograph (2).
- Copy of itinerary flight.
- For business, seminar, or meeting visit: applicant must attach an invitation or reference letter from company or institution in Indonesia and Switzerland for that purposes.
- For social or family visit: applicant must attach an invitation letter from family or friends in Indonesia for such purposes.
- For diplomatic or services purposes: applicant must attach a diplomatic note regarding the request of visa and purposes of the visit.

iii) *Temporary stay visa*

- Completed application for single visit visa (2 copies).
- Purposes of the visit (temporary visit) in the application form.
- Valid passport at least 6 months before expiry.
- For nationals other than Swiss, attach a copy of valid Switzerland stay permit.
- Passport size photograph (2).
- Copy of itinerary flight.
- Applicant must attach authorization letter from immigration office in Indonesia concerning stay permit for working or non working purposes.

For applicants whose countries are in the list of special requirements, do not issue itinerary flights until the Indonesian Embassy in Bern receives approval from Central Authority in Jakarta. Should the approval confirmed, the Embassy shall process the visa application accordingly.

c. **Fees**

As of 25 April 2007, the visa fee at Indonesian embassy has been renewed based on the Government regulation No. 19 year 2007 and Ambassador's Decree No. 19/DB/IV/2007, as follows:

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|------------------------|--------------|
| 1. Transit Visa | : Fr. 25,00 |
| 2. Single Visit Visa | : Fr. 60,00 |
| 3. Multiple Visit Visa | : Fr. 125,00 |
| 4. Temporary Stay Visa | : |
| a. maximum 6 months | : Fr. 65,00 |
| b. maximum 1 year | : Fr. 125,00 |
| c. maximum 2 years | : Fr. 220,00 |

d. **Process of Visa application**

- 1. The visa application will take from 1-4 working days to process*
- 2. For visa application from countries are in the list of special requirements, this will take 2-8 weeks to process*
