

## DOCUMENTS NECESSARY FOR VISA APPLICATIONS

### Where to apply

Swiss citizens and foreigners with a residence permit in Switzerland, who would like to visit Indonesia, can apply for the visa at the *Indonesian Embassy, Elfenauweg 51, 3006 BERN*. Visa application forms to download, conditions, fees and other information can be found on this website.

### *Transit Visa (Index No. 111)*

- 2 Application forms for Transit Visa duly filled out and signed
- 2 Photographs (3,5 X 4,5 cm), **attached** to the forms
- National passport – **the original – NO photocopy – at least valid for six months**
- For foreigners: photocopy of valid residence permit
- Confirmation from the travel agency that the applicant is in possession of a return or thorough ticket or a photocopy of the ticket; name of the airline
- Written confirmation from the company/air or sea cargo firm in Indonesia requesting a transit visa for the applicant

### *Single Visit Visa (Index No. 211) or Multiple Visit Visa (Index No. 212)*

- 2 Visa Application Forms for Visit (single/several journey/s) duly filled out and signed
- 2 Photographs (3,5 X 4,5 cm), **attached** to the forms
- National passport – **the original – NO copy – valid at least for six months**
- For foreigners: photocopy of valid residence permit
- Confirmation from the travel agency that the applicant is in possession of a return or thorough ticket or a photocopy of the ticket; name of the airline
- For business, seminar or conference: applicant must enclose an invitation or reference letter from company or institution in Indonesia or Switzerland
- For social or family visit: applicant must enclose an invitation letter from family or relatives in Indonesia
- For diplomatic and service visits: applicant must enclose a diplomatic note, regarding the purpose of the visit
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### *Temporary Stay Visa (Index No. 311-319)*

- 2 Applications Forms for Temporary Stay duly filled out and signed
- 2 Photographs (3,5 X 4,5 cm), **attached** to the forms
- National passport – **the original – NO copy – valid at least for six months**
- For foreigners: photocopy of valid residence permit
- Confirmation of the travel agency that the applicant is in possession of a ticket to Indonesia or a photocopy of the ticket
- Applicant must enclose a photocopy of the authorization of the Immigration Office in Jakarta, concerning his work or stay permit

*For applicants, whose countries are on the list of special requirements, should not book the ticket before the Embassy in Bern has received the answer from the Immigration Authorities in Jakarta. Once the visa request has been approved, the Embassy will issue the visa accordingly.*

### **Fees**

As of 25 April 2007, the visa fees have been renewed based on the Government Regulation No. 19/2007 and Ambassador's Decree No. 19/DB/IV/2007, as follows:

1. Transit Visa : **Fr. 25.00**
2. Single Visit Visa : **Fr. 60.00**
3. Multiple Visit Visa : **Fr. 125.-**
  
4. ***Temporary Stay Visa***
  - a. Max. 6 months : **Fr. 65.-**
  - b. Max. 1 year : **Fr. 125.-**
  - c. Max. 2 years : **Fr. 220.-**

### **Procedure**

1. The visa application will take 3 to 4 days to process
2. For visa applications from countries, which are on the list of special requirements, it will take 6 to 8 weeks to process, because the demand has to be sent to Jakarta.
3. Stamped return envelope (registered, Fr. 5.-)