

PROCEDURES OF IMMIGRATION MATTERS FOR INTERNATIONAL STUDENTS IN UNIVERSITAS MUHAMMADIYAH YOGYAKARTA

The international students who will study in Universitas Muhammadiyah Yogyakarta (UMY) need to know two main steps regarding the immigration terms. Those three steps are **Study Permit** and **Visa application**. Study Permit is a document issued by The Ministry of Education of Indonesia, stated that you will **only** studying throughout your stay in Indonesia. The visa application is a process to obtain an electronic Visa before you go to Indonesia and the type of visa will you obtain is **Student Visa**.

All students must keep in touch with the Office of Cooperation and International Affairs (OCIA) UMY staff for any inquiries, mainly for visa matters and questions regarding the academic affairs of Universitas Muhammadiyah Yogyakarta.

The following are the details of any requirements for residence.

a. Full-Time and Exchange Students Visa

We provide a website for UMY International Students Candidate to process their visa application via this link: <https://iro.umy.ac.id/full-time-study-scholarship-students-immigration-procedure-form/>.

No.	Step	Costs	Notes	Requirements
1.	Study Permit	FREE (THIS DOCUMENT IS FOR STAFF ONLY)	7-10 workdays (Monday-Friday)	<ol style="list-style-type: none"> 1. Passport (minimum 18 months of validity prior to expire) 2. Passport Cover 3. Photo with red-background and formal attire 4. Letter of Acceptance Universitas Muhammadiyah Yogyakarta 5. Certificate of Police Clearance 6. Declaration Letter of Not Seeking Job 7. Latest Diploma and Academic Certificate 8. Latest Medical-Check Up Letter (maximum 2 months from taken)

2.	Student Visa (for Full-Time Student) (Index E30, E30B, E30C, E30D)	1 Year Student Visa: USD 340 2 Years Student Visa: USD 420	This visa is a Multiple Entry Visa. Approximately 1-2 weeks on workdays	<ol style="list-style-type: none"> 1. Passport (minimum 18 months of validity prior to expire) 2. Passport Cover 3. Photo with red-background and formal attire 4. Letter of Acceptance from Universitas Muhammadiyah Yogyakarta
3.	Visa Extension (Limited Stay Permit Extension)	6 Months Extension: IDR 1.600.000 1 Year Extension IDR 2.500.000 2 Years Extension IDR 3.750.000	Approximately 1-2 weeks on workdays This is intended for Students whose visa will about expire and need for extension	<ol style="list-style-type: none"> 1. Passport (minimum 18 months of validity prior to expire) 2. Passport Stamp from Immigration of Indonesia 3. Study permit 4. Police Report 5. Old Stay Permit 6. Old Visa 7. Academic Transcript 8. Student ID Card 9. Population and Civil Registration Agency Report

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b. **Internship Students, Short Course Student Visa (Less than 6 months):**

We provide a website for UMY International Students Candidate to process their visa application via this link: <https://iro.umy.ac.id/exchange-internship-and-short-course-immigration-form/>.

No.	Step	Costs	Duration	Requirements
1.	Student Short Program Visa (for Internship or Exchange Student) (Index C9)	USD 130 for 2 months (extendable)	This visa is Single-Entry Visa . Approximately takes 7-10 days on workdays to process	<ol style="list-style-type: none"> 1. Passport (minimum 18 months of Validity) 2. Passport Cover 3. Photo with red-background and formal attire 4. Letter of Acceptance from UMY 5. Current Bank Account with min. balance USD 2000
2.	Visa Extension	Visa Extension intended for those who wish to stay more than 2 months in Indonesia USD 130	Approximately takes 7-10 days on workdays to process	<ol style="list-style-type: none"> 1. Passport (minimum 18 months of Validity) 2. Passport Cover 3. Return Flight Ticket 4. Visa

c. **Visiting Professor or Invited Guest Visa:**

No.	Step	Costs	Duration	Requirements
1.	Invited Guest Visa (Index C6 or C10)	USD 130 for 2 months (extendable)	This is a Single-Entry Visa . Approximately takes 1-2 weeks on workdays to process	<ol style="list-style-type: none"> 1. Passport (minimum 18 months of Validity) 2. Photo with red-background and formal attire 3. Letter of Invitation from UMY 4. Current Bank Account with min. balance USD 2000

Every student who wishes to send the Visa fee (depends on the Visa type), please send it via bank account below:

Name of Bank	: Bank Rakyat Indonesia (BRI)
Branch	: UMY
Address	: Gedung AR. Fachrudin B Jl. Brawijaya, Geblagan, Tamantirto, Kasihan, Bantul, DIY
Phone Number	55183 : +62858-4838-5410
Name of Account	: LEMBAGA KERJA SAMA DAN INTERNASIONAL UMY
Account Number	: 1861-01-000557-53-5
Swift Code	: BRINIDJA
Currency	: Indonesian Rupiah (IDR) Only. it can be paid in USD or Euro, but please make sure equivalent enough to IDR, you may transfer more for conversion charge.

Note:

1. Student Visa and other expenses outside of UMY Scholarship are paid by the student themselves.
2. Students, alongside the Invited Guest of UMY are fully responsible for any kind of Visa and Limited Stay Permit extension.
3. Special for **Visiting Professor, Guest Lecture and Short Course Student** it is possible to have **Visa on Arrival** instead of visa if the period of stay is **less than 1 month**. Please check your nationality which benefited to get **Visa on Arrival** on the website <https://www.imigrasi.go.id/wna/daftar-negara-visa-on-arrival/>.
4. For Exchange Student, if you wish to discuss possibilities to get Student Visa, please contact us via email exchange@umy.ac.id
5. Every delay of visa extension can caused **overstay** (stay more than the given time) which the penalty is cost for **IDR 1 million/day**
6. If there is any information that need to elaborate more, please contact the OCIA UMY immigration staff through the WhatsApp number: +62 895-0194-5021.

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