

**SA EMBASSY, JAKARTA, INDONESIA**

**VISA REQUIREMENTS: VISITOR'S VISA: HOLIDAY & BUSINESS MEETINGS (90 DAYS) /LONG-TERM PERMITS LONGER THAN 90 DAYS**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

NO.	REMARKS	YES	NO
1.	Completed Application form BI-84		
2.	<b>Original passport (valid for no less than 30 days after expiry of the intended visit) and attach copies of all passport pages in your passport</b>		
3.	2 recent photos (35x45mm)		
4.	A statement or documentation detailing the purpose and duration of the visit		
5.	Flight booking / Proof of reservation thereof		
6.	Proof of hotel accommodation in SA /municipal bill if invited by resident		
7.	Proof of sufficient financial by means of 3 months bank certified statements		
8.	If visiting family or friends, the following documents must be presented: (a) Letter of invitation from the host accompanied by proof of his/her status + ID or valid Resident permit		
9.	Yellow fever certificate is required if the journey starts or entails passing through the yellow fever belt of Africa or South America		
10.	Children under the age of 18 years must attach certified copy of unabridged birth certificate and letter from the parents		
11.	Processing time: 10-15 working days for visas up to 90 days and 6-8 weeks for long term visas, 30 days for Trusted Employer Scheme visas		
12.	Foreigners must submit valid original work permit/residence permit (KITAS) in Indonesia. If not in possession of the permit, applications must be submitted in the country of residence or nearest SA mission		
13.	English translation of documents is required, if in other languages		
14.	Incomplete visa applications may lead to a delay or refusal		

**Important:**

- Visa hours: Mon-Thurs: **09h00-12h00**
- Visa processing fee: Rp462.000 (not refundable whether the application is approved or not).
- **Bank details: will be provided at the Embassy once your documentation is complete. We do not accept cash payments.**
- The Embassy reserves the right to request additional information as deemed necessary.

**(\*) Yellow Fever Belt: AFRICA** (Angola, Burundi, Burkina Faso, Cameroon, Central African Republic, Chad, Congo, Equatorial Guinea, Ethiopia, Gambia, Gabon, Guinea, Guinea-Bissau, Ghana, Ivory Coast, Kenya, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, Sudan, Rwanda, Togo, Uganda, Zaire. **SOUTH AMERICA:** Bolivia, Brazil, Colombia, Ecuador, French Guyana, Guyana, Panama, Peru, Surinam .

**NB: Please do not enquire about the status of your visa, you will be notified via email once it is ready for collection.**

**Please apply for visitor's visas for short business meetings.**

Email address: .....

Signature: .....

## PLEASE NOTE:

- Applications are processed and issued in **10–15 working days**
- Processing time: 10–15 working days for visas up to 90 days, and 6–8 weeks for long term visas, 30 days for Trusted Employer Scheme visas.
- Applicants will be informed by call or email when their documents are ready for collection
- Enquiries on a visa in progress can only be made by the applicant (or parents in the case of minor). Information will only be given to the applicant. At no stage you should enquire for someone else's visa status without power of attorney from the applicant.
- Applications must be submitted in person, or through third parties provided that permission is granted by the applicant in writing. Forms must be completed (not typed) and signed by the applicant himself/herself. The format of the forms may not be altered. Your passport or valid travel document must be valid for no less than 30 days after the expiry of your intended visit and have at least two unused pages for visa, entry/departure endorsements.
- Applicants may be required to visit the Consular Section for an interview and/or to submit additional documentation to prove the bona fides of the visit over and above the basic requirements.
- Any applicant allowed in the RSA due to misrepresentation or false declaration in the application form or an applicant who sojourns in the RSA in contravention of his/her permit conditions shall be guilty of an offence and liable for a conviction, fine or imprisonment as an illegal foreigner.
- **Visitor's visas issued will be for a 'single entry', unless motivated why a multiple entry must be issued. It is also for a specific period (from date of entry) and contains an expiry date. OVERSTAYING YOUR VISA EXPIRY DATE WILL RESULT IN APPROPRIATE PENALTIES.**
- In accordance with the **Immigration Act, 2002: Regulation 7(3)**, with effect from July 2005: No application may be accepted from an applicant on a short-term visit in a country other than his/her country of origin/residence. Visa services at the Embassy can therefore only be rendered to Indonesian nationals and foreign/non-Indonesian nationals with work/ residence permit (KITAS) in Indonesia; otherwise, applications must be lodged at the country of origin.

## INDONESIA: VISA EXEMPTIONS

- Indonesian ordinary passport holders do require a visitor's visa for holiday or business visits up to 90 days.
- Indonesian holders of Diplomatic and Service passports are exempt from requiring visa.
- Indonesian ordinary passport holders are eligible to apply for e-visa online.
- To determine if you need a visa to enter South Africa, please refer to the list of visa-exempt countries on the website of the Department of Home Affairs <http://www.home-affairs.gov.za/index.php/countries-exempt-from-sa-visas>

