

**INTERNATIONAL STUDENT PERMIT PROCESS  
POLITEKNIK NEGERI SRIWIJAYA**

TIME	PROCESS	REMARKS
1 – 7 days after arrival	<div style="border: 1px solid black; padding: 5px; text-align: center;">International Students' Arrival</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Report the arrival to the Local Police Headquarter</div>	<ol style="list-style-type: none"> <li>1. Picking up the international students from the airport (by request)</li> <li>2. Locating housing location for the international students (by request)</li> <li>3. Reporting to the chairman of neighbourhood (<i>Ketua RT</i>)</li> <li>4. Taking note on the expired date of the Visa stamped on the passport</li> </ol>
Processed after arrival	<div style="border: 1px solid black; padding: 5px; text-align: center;">Proposing Study Permit (ON LINE) Scan copy of all the supporting documents with max 300kb resolution</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Visa Extension in Local Immigration Office 7 Days before the expired date of visa on arrival</div>	<ol style="list-style-type: none"> <li>1. Proposing the issuance of Statement of Stay from the chairman of neighbourhood (<i>Ketua RT</i>)</li> <li>2. The international students submit the Statement of Stay from the chairman of neighbourhood to International Division of Information and Public Relations Center Politeknik Negeri Sriwijaya</li> </ol>
Valid for 30 Days	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">VISA 1</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">VISA 2</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">VISA 3</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">VISA 4</div> </div> <p style="text-align: center;">↑ ↑ ↑ ↑</p>	<p>Documents for proposing Study Permit:</p> <ol style="list-style-type: none"> <li>1. Covering Letter from Director</li> <li>2. Financial Support Letter</li> <li>3. Copy of Passport</li> <li>4. Unemployment Statement and Statement of Following the Applicable and Political Rules in Indonesia</li> <li>5. Letter of Acceptance from Politeknik Negeri Sriwijaya</li> <li>6. Certificate of Health</li> <li>7. Color Photo (3x4)</li> <li>8. Study permit valid for 2 years and can be extended before the expired date.</li> </ol>
1 – 3 months (depended on Ministry of Research, Technology and Higher Education/tentative)	<div style="border: 1px solid black; padding: 5px; text-align: center;">The issuance of Study Permit</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Proposing Limited Stay Permit in Immigration Office and Local Office of Ministry of Law and Human Rights</div>	<ol style="list-style-type: none"> <li>1. If the issuance of the Study Permit takes more than one month, Visa must be extended.</li> <li>2. Visa extension max 4 times.</li> </ol>
3 – 7 Days	<div style="border: 1px solid black; padding: 5px; text-align: center;">Sending the documents to Ministry of Law and Human Rights in Jakarta</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">Proposing Limited Stay Permit Card from the local Immigration Office</div>	<p>Documents for proposing Limited Stay Permit:</p> <ol style="list-style-type: none"> <li>1. Covering Letter for Director</li> <li>2. Sponsorship Letter</li> <li>3. Adjust Status Form</li> <li>4. Study Permit from Ministry of Research, Technology and Higher Education</li> <li>5. Passport and Copy of Passport</li> <li>6. Color Photo</li> </ol>
1-10 Days	<div style="border: 1px solid black; padding: 5px; text-align: center;">Proposing Limited Stay Permit Card from the local Immigration Office</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">The issuance of Limited Stay Permit for the international students</div>	
3 Days		