



## **PASSPORT AND VISA SERVICES**

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### **REQUIREMENT:**

#### **A) TRANSIT VISA:**

A transit visa is required for visitors who are in transit and would like to go beyond the immigration check point area for more than 7 days.

- a valid passport for 6 months from the date of entry
- a copy of return onward airticket.
- a copy of visa payment. (Visa fee must be paid into Embassy account)

#### **B) VISIT VISA (Tourist, Business & Social)**

- 2x Visa application forms per applicant (visa application must be completed in duplicate and can be downloaded off the website)
- 2x passport size photographs per applicant (colour)
- 2x copy of a return ticket and a complete itinerary of travel plans and proof of accommodation from passengers' travel agent, as proof of onward and return passage.
- Proof or guarantee of sufficient funds for living expenses during stay in Indonesia. (Letter from applicants bank)
- Passport must be valid for more than 6 (six) months from the date of entry into Indonesia. (No exceptions)
- S.A temporary passport is accepted
- Visa is valid for entry into Indonesia within 3 (three) months from the date of issue if passport remains valid
- Maximum stay of 60 days (No extensions)
- Each child travelling on their parents' passport must follow the same requirements mentioned above.

REQUIREMENTS FOR BUSINESS VISIT:

- 2x Visa application forms per applicant (visa application must be completed in duplicate)
- 2x Passport size photographs per applicant (colour)
- 2x copies of a return ticket and a complete itinerary of travel plans from travel agent.
- A letter of invitation from the company / sponsor in Indonesia
- A letter stating the purpose of visit from the company the passenger works for
- Passport must be valid for more than 6 (six) months from the date of entry into Indonesia (No exceptions)
- Maximum stay of 60 days
- A multiple business visa may only be issued with the necessary authorization, which should be arranged by the two companies involved. The Immigration office will fax the authorization letter (if granted) to the Embassy in Pretoria
- 2x copies of visa payment (payment must be deposited to the Embassy account). No exceptions.

PROCESSING TIME: 15-20 working days