

RESEARCH PROCEDURES FOR FOREIGN RESEARCHERS IN INDONESIA

The purpose of the Decree of the President of the Republic of Indonesia No. 100/1993, dated on November 1, 1993, is to enable researchers of other countries to carry out research in the Republic of Indonesia. This applies to research of all types. Initial clearance for research proposals is given by the Indonesian Institute of Sciences (LIPI). LIPI, assisted by other concerned agencies within the Indonesian government, known as Coordinating Team, holds a monthly meeting to review research proposals. The application takes up to two months to approve, mainly due to the security clearances needed.

APPLICATION

Researchers must submit the following supporting documents to obtain permission to carry out research in Indonesia. All must be submitted to the Consulate General of Indonesia in Houston, who then forwards them on to the Coordinating Team to review the research proposal:

1. A formal letter of request to LIPI to undertake research in Indonesia. An additional copy of the letter should be addressed to the Indonesian Representative abroad (e.g. Indonesian Ambassador, Consul General or Consul). Both letters should explicitly state the address of the Indonesian consulate from which the researcher will obtain their visa. If this address is not given, delays can be caused.
2. Six copies of detailed research proposal which should have a title, stated objectives and description of the methodology and concepts. The proposal must clearly state the locations where field research will be done, including a listing of village(s), town(s) and or city(ies), starting dates and durations.
3. Six copies of researcher's curriculum vitae including a list of publications.
4. Two letters of recommendation, one from a professor or equivalent senior researcher in the researcher's discipline, and the other from an official of the researcher's home institute or university.
5. A letters of recommendation supporting the research plan from the Indonesian counterpart. A letter from Indonesian academic institution and/or a Research & Development Center agreeing to serve as a counterpart for the researcher's tenure in the country is a key document required by LIPI before the application can be forwarded to the Coordinating Team. If a researcher cannot arrange a sponsor, LIPI will endeavor to do so, but this is a much more time consuming process.

6. A letter guaranteeing sufficient funds to cover research and living expenses in Indonesia and (any) fees for the Indonesian counterpart(s).
7. A health certificate from a doctor stating that the researcher is in good health, both physically and mentally, and is fit to carry out research in Indonesia.
8. A letter of recommendation from an Indonesian representative abroad, usually the Indonesian Ambassador or Consul. This letter will be prepared by the Consulate General after all other documents, especially the two letters in (1), have been submitted.
9. Three recent photographs (passport size with red background).
10. Three copies of researcher's passport. NB: For entry into Indonesia, passports must be valid for at least six months from the date of entry, even if the visitor is staying for less time. This applies to all foreigners entering Indonesia.
11. A list of the equipment brought to Indonesia, if any, to support the research. The value of this equipment should be stated in US dollars.
12. If researcher plans to bring his or her spouse with him/her to Indonesia, the researcher must submit a copy of the marriage certificate, spouse's resume, children's birth certificates(s), photographs and clear photo copies of his/her family's passports.

These documents should be submitted in full, with the correct number of photocopies, to:

**Consulate General of Indonesia in Houston
10900 Richmond Avenue, Houston-Texas 77042**