

HOW TO BECOME A LEGAL RESIDENT IN INDONESIA

A CLEAR GUIDE TO KITAS & KITAP

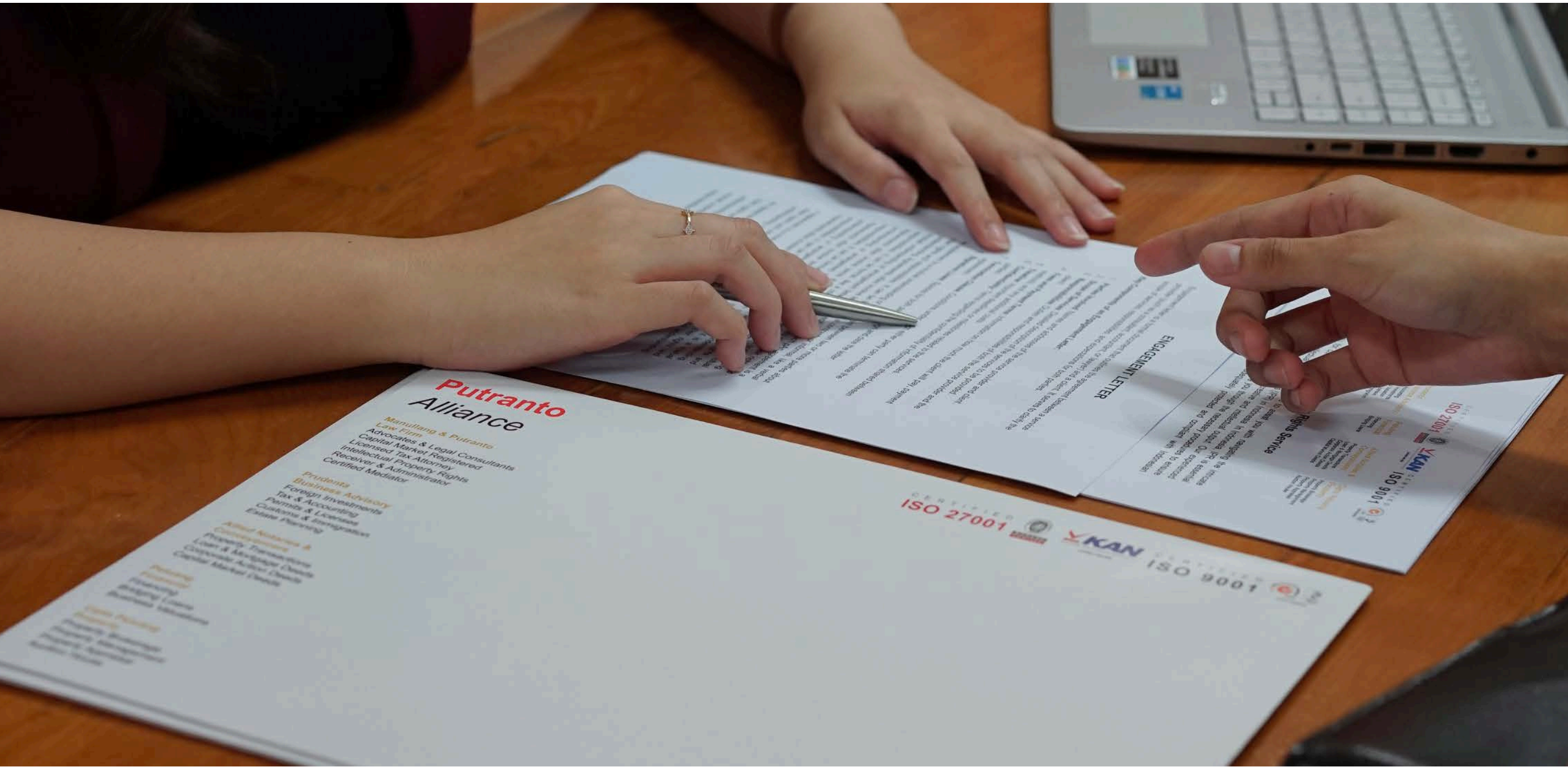


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→ EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

The KITAS serves as the principal entry point for foreigners wishing to stay in Indonesia for employment, investment, family unification, or retirement. It is typically valid for 6 to 12 months and is renewable, provided all regulatory requirements and sponsorship obligations are maintained. The role of a reliable sponsor, whether an employer, spouse, or accredited institution, is critical to both the application and ongoing compliance.

For foreign nationals seeking greater permanence and integration, the KITAP represents the highest level of stay permit available. Transitioning from KITAS to KITAP is governed by a set of clear, statutory criteria, such as minimum periods of lawful residence and sponsorship continuity. Ongoing compliance remains essential, including regular reporting, adherence to immigration regulations, and coordination with local tax authorities.

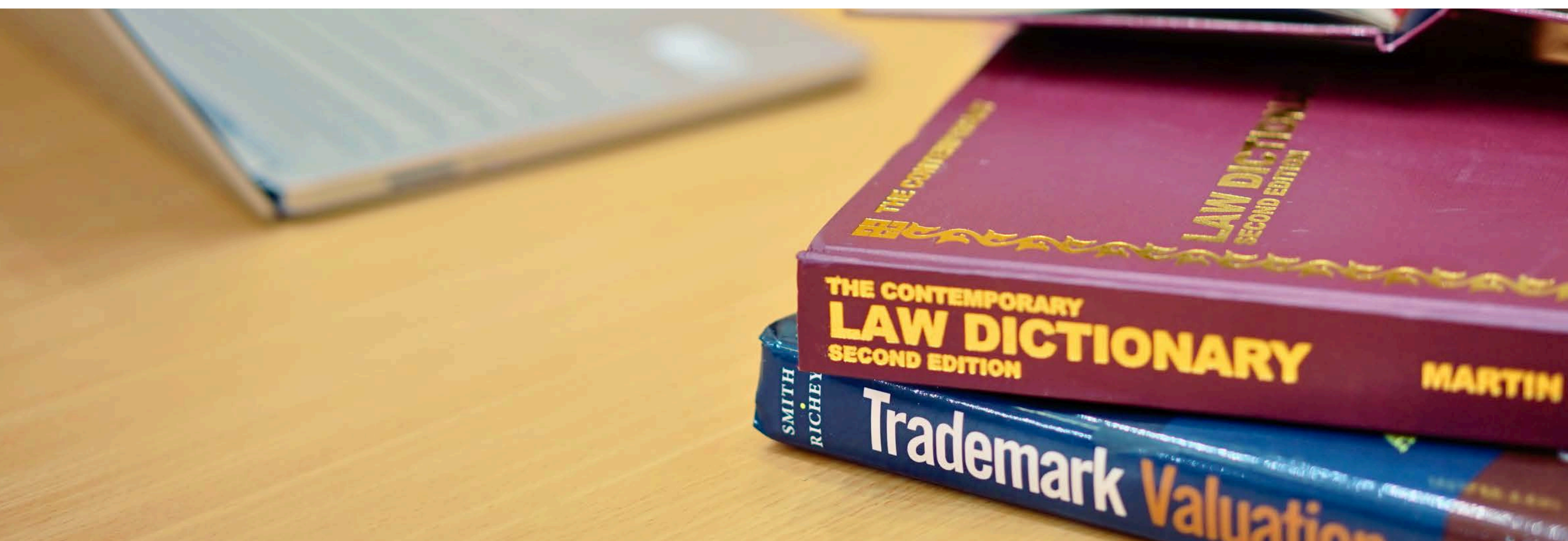
Navigating Indonesia's residency framework requires a clear understanding of legal requirements, procedural steps, and compliance duties. By mastering these processes, foreign nationals can secure their legal status, access local opportunities, and contribute positively to Indonesia's social and economic fabric.

→ LEGAL FOUNDATIONS

LEGAL FOUNDATIONS

The foundation for foreign residency in Indonesia is established by:

1. **Law No. 6 of 2011 on Immigration**, which sets the hierarchy of Indonesian stay permits and authorizes conversion from temporary to permanent status.
2. **Government Regulation No. 31 of 2013 (as amended by Government Regulation No. 40 of 2023)** provides operational procedures for visa issuance, biometric recording, and reporting obligations. Implementing guidelines are further specified by the Directorate General of Immigration (DGI), and updates are available on the official DGI portal.



→ LIMITED STAY PERMIT (KITAS)

LIMITED STAY PERMIT (KITAS)

Purpose	The KITAS allows for temporary legal residence in Indonesia. It is commonly used by expatriate employees, investors, dependent family members, and retirees.
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Validity	6–12 months per issuance, renewable annually.
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Key Requirement:	A valid sponsor in Indonesia, such as a company, spouse, or accredited institution.
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Eligibility & Sponsorship

Applicants must obtain a pre-approval Telex Visa while outside Indonesia and enter the country on a Limited Stay Visa (VITAS). The sponsoring entity guarantees immigration compliance and, when relevant, payroll tax and reporting obligations.

→ APPLICATION PROCESS FOR KITAS

APPLICATION PROCESS FOR KITAS

Preparation and Sponsorship

- ✓ The applicant must determine the basis for residency (e.g., employment, investment, family, or retirement)
- ✓ An Indonesian legal entity or individual (company, spouse, accredited institution) must act as the official sponsor.

Telex Visa (VITAS) Application

- ✓ The sponsor submits a Telex Visa application to the Directorate General of Immigration, providing supporting documents such as a copy of the applicant's passport, sponsor letter, and any necessary approvals (e.g., from the Ministry of Manpower for employment-based KITAS).

Limited Stay Visa (VITAS) Issuance

- ✓ The applicant presents the Telex Visa Approval at the selected Indonesian mission abroad, where the VITAS (Limited Stay Visa) is stamped in the applicant's passport.

APPLICATION PROCESS FOR KITAS

Conversion to ITAS (KITAS) in Indonesia

- ✓ The applicant enters Indonesia using the VITAS within the visa's validity period (generally 90 days from issuance). Upon arrival, the applicant and sponsor must report to the local immigration office within 30 days.
- ✓ The required documents include the applicant's passport (with VITAS), sponsor's statement, passport-sized photographs, and additional forms as requested by the local office.
- ✓ The applicant completes biometric data collection (photograph and fingerprints) at the immigration office.
- ✓ Once the application is approved, an electronic ITAS (e-ITAS or KITAS) is granted and sent to the applicant and sponsor, typically within 7–14 working days.

→ **TRANSITION TO PERMANENT STAY PERMIT (KITAP)**

TRANSITION TO PERMANENT STAY PERMIT (KITAP)

Pathways to KITAP

- **Employment, Investment, or Retirement:** Requires 3–4 consecutive years under the same sponsorship and a clean immigration record, with ongoing sponsor guarantees.
- **Marriage to an Indonesian Citizen:** Eligible after two years of valid marriage and KITAS status, provided the marriage remains valid or has reached at least ten years' duration.



→ **TRANSITION TO PERMANENT STAY PERMIT (KITAP)**

TRANSITION TO PERMANENT STAY PERMIT (KITAP)

Core Advantages

- Five-year validity, with streamlined electronic extension procedures
- Eligibility for a foreign resident ID card (KTP-OA) and Indonesian driving licence (SIM)
- Multiple Re-Entry Permit (MERP) aligned with KITAP's five-year term
- Fewer notifications required for address changes within Indonesia

Application Highlights

- Applications for KITAP are submitted at the local immigration office, with required documents including tax clearance, a sponsor's letter, and a signed Declaration of Integration.
- Processing typically concludes within 5 to 10 working days after payment of applicable fees.

Discover how **we have assisted** others in overcoming their challenges and achieving their goals through our [Study Case and Success Story](#).

→ COMPLIANCE & PRACTICAL CONSIDERATIONS

COMPLIANCE & PRACTICAL CONSIDERATIONS

Mandatory Reporting and Registration

KITAS holders must periodically report their address and status to immigration. KITAP holders are required to confirm their status every five years. All changes of address must be reported to the Civil Registry Office.

Travel Restrictions and Re-Entry

Always obtain a valid Multiple Re-Entry Permit (MERP) if planning to leave and re-enter Indonesia. KITAP holders risk permit cancellation if absent from Indonesia for more than 12 months without MERP.

Sponsor and Employment Considerations

Notify immigration authorities of any changes in sponsor or employment. Employment is restricted to the sponsoring entity only; unauthorized work is prohibited.

Tax and Financial Obligations

Register for a taxpayer identification number (NPWP) if classified as a tax resident. Ensure compliance with Indonesian tax laws and align immigration and tax residency status.

NEXT STEP

With a multidisciplinary team of legal experts, tax consultants, and notarial professionals, **we provide tailored solutions** that align with each client's specific needs and objectives. Whether managing company incorporation, securing permits, or ensuring regulatory compliance, our services are structured to minimize risk, streamline execution, and support long-term success.

Explore how we can assist you:

→ [Temporary and Permanent Stay Permit \(ITAS & ITAP\)](#)

→ [Foreign Worker Services \(Rencana Penggunaan Tenaga Kerja Asing/RPTKA\)](#)

For more information or tailored assistance, please [contact us](#) directly or visit [our official website](#).

SOURCES

- Law of the Republic of Indonesia No. 6 of 2011 on Immigration, Arts. 52–60 (official English translation, Ministry of Law & Human Rights)
- Government Regulation No. 31 of 2013 on the Implementation of Immigration Law (as amended by PP 40/2023)
- Directorate General of Immigration (DGI), “KITAS Indonesia: Cara Mengurus dan Biayanya,” 18 Nov 2022
- DGI, “Perpanjangan ITAS,” Immigration Stay-Permit Portal, accessed 22 July 2025
- DGI, “Perpanjangan ITAP,” Immigration Stay-Permit Portal, accessed 22 July 2025

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