



INDONESIA VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your **INDONESIA** Visa & Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Indonesia visas and is located **10 minutes walk away** from the consulate. Please follow our **FOUR Steps instructions**.



STEP ONE: Obtain, Complete, and SIGN these documents

1. **A Valid Passport:** You have to MAIL us your current valid and signed passport. Passport should be valid at least SIX (6) months after your intended departure from INDONESIA. Also, you should make sure you have at least ONE (1) completely blank page for visas in your passport.
2. **TWO (2) Passport Style Photographs:** We advice to go to a passport photographer since she/he is familiar with passport style photograph requirements. Photographs must be 2x2 inches in size.
3. **“Green Card” or Valid US Visa (not a B1/B2 visa):** You have to provide us with a copy of “Green Card” or Valid US Visa.
4. **TWO (2) Visa Questionnaire/Applications** Please COMPLETE and SIGN Your Indonesia visa application forms. We ask you to answer all questions. If questions calls for “YES” or “NO” answer, please do not put “N/A”. Application is enclosed.
5. **Travel & Visa Pro Visa Order Form** Please complete Travel & Visa Pro Visa Order Form (see table below for processing time and fess). Form enclosed.
6. **A Copy of Roundtrip ticket/itinerary** showing the exact dates of entry into and departure from the Schengen countries and containing the name of passenger and flight number.
7. **Proof of Financial Situation:** Bank Statements showing your average account balance or proof of other sources of income.
8. **Statement from your Employer:** containing information regarding your employment (e.g. duration of service, title, salary, and duration of vacation). It should be on company’s letterhead. Retirees should provide proof of retirement funds.
9. **Additional Instructions for BUSINESS VISAS only:** Please provide a business letter, which includes:
 - i. The name and contact details of a reference/visiting firm in Indonesia.
 - ii. Detailed explanation of the nature of business to be performed as well as duration of stay.
 - iii. Company guarantee of financial responsibility for all travel expenses incurred by you.
 - iv. Guarantee of Health coverage in Schengen countries
 - v. The letter must be on company letterhead.
10. **Additional Instructions for MULTIPLE ENTRY BUSINESS VISAS only:** A letter of invitation from business partner or sponsor in Indonesia, which describes the purpose of visit.
11. **APPLICANTS UNDER 18** must provide notarized copy of birth certificate and notarized letter of consent from each non-traveling parent/guardian.



STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Indonesia consulate to your address. Because we use our FedEx account regularly, we get volume discounts and are willing to share them with you. Please select your preferred return shipping method and add SHIPPING FEE to your payment.

IMPORTANT: Fees are given per address and includes shipment of up to THREE passports/visas. If you have FOUR passports or more going to the same address, please add \$15.00:

- o **FREE** -- Include Prepaid Self-Addressed Envelope
- o **\$15.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- o **\$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- o **\$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- o **\$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- o **\$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- o **\$39.00+** - FedEx INTERNATIONAL Priority Overnight(12noon delivery to Canada)



STEP THREE: Make a Payment:

Please add shipping and our visa expediting fees (see table below) together and provide us with payment. We accept the following payment types:

- By Credit Card (Visa, Mastercard, Amex).
- **PREFERRED METHOD:** By Check/Money Order. Make checks payable to "TRAVEL AND VISA PRO"
- By PayPal: Send payments to info@travelvisapro.com

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Our fees already include: Consular fee, Consulate courier service, and our service fee.

INDONESIA VISAS FEE SCHEDULE (maximum duration of stay in INDONESIA up to 90 calendar days)		
Processing type -->	BUDGET	RUSH
Processing time -->	FIVE Days	THREE Days
TOURIST– SINGLE ENTRY - valid for up to 90 days	\$45+\$39=84	\$45+\$79=\$124
BUSINESS – SINGLE ENTRY - valid for up to 90 days	\$45+\$39=84	\$45+\$79=\$124
BUSINESS – MULTIPLE ENTRY - valid for up to 1 year	\$100+\$39=\$139	\$100+\$79=\$179

<p>NEW SERVICE</p> <p>FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99 per person</p>	<p>This affordable passport replacement program offers FREE replacement of your passport if it has been lost, stolen, or damaged – for total up to \$299 in free services. Upon receipt of your claim, we will secure the fastest speed necessary to process your passport. Please read complete terms and conditions of the program at http://www.travelvisapro.com/index.php?travel.do.index.</p>
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<p>IMPORTANT NOTICE:</p>	<p>You must enter Indonesia within NINETY (90) days of issuance of the visa. You can stay in a country up to SIXTY (60) days at a time.</p> <p>RESTRICTED REGIONS: TOURIST AND BUSIENESS Visa holders can not enter the restricted regions: Aceh, Maluku, Poso, and Irian Jaya. You must obtain special authorization from Indonesian authority. Also, you could contact the employer/sponsor company in Indonesia to obtain such permission through the Clearing Host at the Department of Foreign Affairs (DEPLU).</p>
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STEP FOUR: Mail your application

Please mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, USPS Express or similar courier.

**Attn: Visa Dept.
Travel & Visa Pro
2021 Fillmore Street (2nd floor)
San Francisco, CA 94115-2708**

Required document checklist:

- ✓ Passport (please do not forget to sign it)
- ✓ Copy of Green Card or Visa
- ✓ (2) Photograph
- ✓ Visa Order Form
- ✓ (2) Visa Applications (please do not forget to sign it)
- ✓ Bank Statement/Financial Support
- ✓ Employer Letter
- ✓ Additional Paperwork for MINORS and MULTI-ENTRY VISAS

TERMS AND CONDITIONS: Travel & Visa Pro acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Travel & Visa Pro accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. An administrative fee of \$17 will be added to all cancelled orders.



TRAVEL & VISA PRO ORDER FORM

Call us for assistance – 888-470-VISA (8472)

TRAVELER(S) INFORMATION:

REFERRED BY: _____

Date Passport(s) must be back in your possession or date of your next international trip: _____ / _____ / _____
mm dd yyyy

Exact Dates Visa will be valid for: **ENTRY** _____ **EXIT** _____
mm dd yyyy mm dd yyyy

Traveler #1 Name: _____
First Last

Traveler #4 Name: _____
First Last

Traveler #2 Name: _____
First Last

Traveler #5 Name: _____
First Last

Traveler #3 Name: _____
First Last

Traveler #6 Name: _____
First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name: _____ Company: _____

Address: _____ City: _____ State: _____ Zip: _____
NO P.O. BOXES

E-mail: _____ Signature Required on Delivery? YES NO

Phone: _(_____) Cell: _(_____) Fax: _(_____) _____

- Shipping Method :**
- | | | | |
|--------------------------|---------------------------------|--------------------------|---|
| <input type="checkbox"/> | + FREE (include your postage) | <input type="checkbox"/> | + \$39 FedEx Standard Overnight
to states of HI, AK, or PR |
| <input type="checkbox"/> | + \$15 FedEx Express Saver | <input type="checkbox"/> | + \$39 SATURDAY FedEx Overnight |
| <input type="checkbox"/> | + \$20 FedEx Standard Overnight | <input type="checkbox"/> | + from \$39 for International FedEx |
| <input type="checkbox"/> | + \$25 FedEx Priority Overnight | | |

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

COUNTRY (visa is for): _____ **Visas Type:** TOURIST BUSINESS OTHER _____

Processing time: (see country specific and available options): **ENTER NUMBER OF DAYS:** _____

Number of Entries: SINGLE (one entry, one exit) DOUBLE (two entries, two exits) MULTIPLE (unlimited)

Visa Validity (in months): ONE THREE SIX TWELVE OTHER _____

PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR \$9.99. By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add \$9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at <http://www.travelvisapro.com/index.php?travel.do.index>.

PAYMENT METHOD FOR APPLICABLE FEES: please enter total HERE: \$ _____

PAID BY Credit Card Money Order PayPal Check #: _____

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of \$17 will be added to cancelled orders.

Name on Card: _____ Signature: _____

Credit Card #: _____ Security Code: _____ Expiration Date: _____ / _____
mm yyyy

Billing Address: Same as Shipping Other: _____

III PASSPORT INFORMATION

Passport/Travel Document Number :

Place of Issue :

Date of Issue : - - (DD-MM-YYYY)

Date of Expiry/Valid Until : - - (DD-MM-YYYY)

Type of Passport : Personal Family

Please complete this section if your spouse and/or dependants included on your passport/travel document are travelling with you :

No.	Relation(s)	Sex	Date of Birth (DD-MM-YYYY)	Name
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/>

Please use this code : Relation(s) : 1:Husband 2:Wife 3:Child
 Sex : F:Female M:Male

IV SPONSOR IN INDONESIA (IF ANY)

Type of Sponsor : Individual Government International Institution
 Company NGO Others

Name of Person/Institution :

Address :

City :

Province/State :

Phone Number : - -

V OTHER INFORMATION

Have you ever been to Indonesia before? : Yes No

Are you in possession of any other countries' travel documents? : Yes No

Do you have previous visa to enter Indonesia? : Yes No

Has your visa application been refused before? : Yes No

Have you ever been deported from Indonesia? : Yes No

Have you ever committed a crime or any offense? : Yes No

Return/Through Ticket/Airline Company :

Place of Issue :

Date of Issue : - - (DD-MM-YYYY)

Date of Expiry/Valid Until : - - (DD-MM-YYYY)

I hereby declare that the statements given above are true and I understand that even if granted a visa, the admission at the airport remains the discretion of the immigration authorities in Indonesia

Applicant's Signature

Washington, D.C., - - (DD-MM-YYYY)

Important Note :

- * To be completed in duplicate with two passport size photographs attached
- * Applicant's original signature is required
- * Passport must be valid for at least six months