Indonesia

- Guide for researchers and PhD students who are planning a stay in Indonesia while being employed at AU

Note: A good place to start is to check whether your host university/institution has an international centre or contact person, where you can receive help and guidance. The information below covers the most central issues you will come across when doing a research stay abroad.

Disclaimer: The International Academic Staff Services does not assume responsibility for any incorrect or outdated information in this guide. Please refer to the listed references for the most recent information.

Visa

Do I need a visa?

Any foreign nationals travelling to Indonesia must be in possession of a visa. The online information about visas, especially for long-term stays, is limited, so we recommend that you contact the Indonesian Embassy for further information and confirmation of the below information.

Visa type and application

There are a number of visas that visiting PhD students and researchers from AU might be eligible for. Please be advised that the process to obtain visas can be complicated and may take a considerable length of time to be processed. Please plan well in advance and try to be patient!

Visa for short-term visit, Social Visit Visa

The social visit visa (also referred to as Visa Kunjungan Sosial Budaya or ‘SosBud’) is a visitor’s visa granted to a foreign citizen who intends to visit or travel in the territory of Indonesia for 30 days with the possibility of an extension for another 30 days. You can perform the following tasks on a Social Visit Visa (most relevant to visiting PhD students and researchers):

- Knowledge-sharing visits, short courses and short training
- Deliver speeches or attend conferences

Central documents to enclose in the visa application:

- Fill in the Visa Application Form
- Copy of itinerary ticket
- Invitation from company/counterpart in Indonesia (for Social-Cultural Visit)
- Proof of payment, DKK 350, payable to DANSKE BANK Reg. 4001, Account 3204135398
- Original Passport. Please observe that passport must be valid for at least 6 (six) months after the date of entry.
- 2 recent photographs
- Copy of Identification Card
The processing time is normally 3-5 working days.

Read more about the short-term visitor's visa on the [Indonesian Directorate General of Immigration website](#).

**Visa for short-term visit, Business Visa**

The Business Visa is given by the Indonesian Embassy to applicants visiting Indonesia for normal business activities (including attending a conference/seminar) which do not involve taking up employment or receiving any payments whilst in Indonesia.

**Required documents which should be submitted are as follows:**

- Passport (with a minimum validity of 6 months from the date of entry into Indonesia)
- One completed visa application form
- One coloured passport-size photograph
- Evidence that the applicant has sufficient funds to cover the cost of applicant’s intended stay in Indonesia (Bank Statement dated less than a month or traveller’s cheques)
- Travel itinerary (proof of bookings), including details of onward or return journey.

Read more about the Business Visa on the [Embassy of Indonesia in Copenhagen website](#).

Read more about the application procedure and documents to enclose for a short term Social Visit Visa and short term Business Visa on the [Embassy of the Republic of Indonesia in Copenhagen website](#).

**Where to submit the visa application**

Visa applications should be submitted by hand or by mail to

The Embassy of the Republic of Indonesia  
Attn. Consular Affairs  
Ørnehøj Alle 1  
2900 Hellerup

Phone: (+45) 39624422  
Email: konsuler@kbricph.dk

The Embassy is open from Monday to Friday, at 09.00 am to 12.00 pm.

**Study permits**

To obtain a student visa to Indonesia you will need an acceptance letter confirming that you have been accepted as a student from the foreign host university as well as proof of your PhD employment status from Aarhus University (enrolment letter, contract, etc.).

Please contact the Indonesian Embassy in Copenhagen for further information about study permits.

**Application for Research Permit in Indonesia**

Research activity in Indonesia may be carried out with approval from the State Ministry of Research and Technology. For approval and visa, you must submit a number of documents confirming your research activities such as documentation of your research project, CV and acceptance letter from the host university/institution. Besides this, you must also enclose proof of sufficient funding and a copy of your health certificate.
Read about Research permits on the Embassy of Indonesia in Copenhagen website

Visa for short term work stays

If you will be receiving funding from Indonesian sources, you may require a work permit. Please contact the Indonesian Embassy in Copenhagen for further information.

Read more about visa for short term work stays

What about visa for spouse and children?

Please contact the Indonesian Embassy in Copenhagen for more information about visa for spouse and children.

Important issues regarding visa

- Applying for a visa can take much longer than you expect, so start applying well in advance of your planned stay in Indonesia.
- Do not book or pay for any travel tickets etc. until you have been granted a visa
- Once you arrive in Indonesia, you may encounter some differences in the way your enquiries and problems are dealt with due to differences in the culture and way of life as well as in the bureaucracy system between East and West.
- You should always consult your supervisor and/or contact at your place of research in Indonesia, not only for academic matters but also for other matters involving the immigration office and in connection with your stay in Indonesia.

Insurance

Aarhus University has travel insurance covering trips on official business. To be covered by this insurance, you have to apply for a personal insurance card. Information about this procedure can be found here: www.ias.au.dk/goingabroad/insurances/

You will most likely be requested to document the specific insurance conditions for Aarhus University’s insurance covering travel on official business. The insurance conditions can be found on this website: http://tjenesterejser.europaeiske.dk. Enter customer number: 41826614 and password: 41662814. Click on “Betingelser” → “English conditions” → download the Insurance Conditions.

If the host university/institution asks for further proof of the insurance terms, please contact Europæiske. The phone number for Europæiske can be found on your insurance card.

Tax

This section will describe the current tax rules for researchers employed at Aarhus University but working in Indonesia. However, please be advised that binding tax answers can only be given by SKAT. A fee of DKK 400 is charged for a binding ruling and the response time to get an answer may be up to three months. Hence, it is recommended that you contact your local tax office before departure.
If you live abroad, you may be subject to either full or limited tax liability, or you may not be liable to pay tax at all in Denmark. The decisive factor in determining your tax liability, if any, is whether you still have the right of disposal of your year-round accommodation in Denmark.

- If you keep the right of disposal of your accommodation in Denmark, you will, as a general rule, be subject to full tax liability and thus liable to pay Danish tax on your entire income.
- If you live abroad and stay in Denmark for a period of less than six consecutive months, you will, as a general rule, not be liable to pay tax in Denmark. However, you may receive income on which you must still pay tax.
- Denmark has entered into double taxation agreements with a number of countries to prevent that the same income is taxed twice.

If you sell your property or terminate the tenancy agreement of your rented home, your full tax liability in Denmark will cease. If you rent out your home, you must enter into a non-terminable three-year tenancy agreement with your tenant in order for your full tax liability to cease.

If you still own property or have income from Denmark when moving abroad, and if SKAT has assessed that you are no longer subject to full tax liability, you will become subject to limited tax liability in Denmark.

Limited tax liability means that you only need to pay tax on certain income from Denmark. This may, for example, be:

- Rental income from Danish property
- Salary/wages from an employer in Denmark
- Pension, state pension, fee for board membership and other A-income (income taxed at source)
- Dividends
- Income from Danish property
- Property value tax based on the public property assessment of a holiday home or second home in Denmark

When you leave Denmark to move abroad, you must notify SKAT by completing and submitting form no. 04.029 (Information about residence and other relevant information when leaving Denmark to stay abroad).

As a researcher, if you are a Danish citizen, employed by a Danish institution and you are expatriated to a foreign institution (salary paid from Denmark), you will be subject to full tax liability to Denmark according to the Act on Taxation at the Source (Kildeskatteloven) section 1, (4) whether or not you still have the right of disposal of your year-round accommodation in Denmark.

According to section 33 A (1) of the Tax Assessment Act (Ligningsloven), a person who is fully tax liable to Denmark can apply for a tax exemption if he or she is working abroad. The stay abroad must last no less than 6 months.

According to section 33 A (2) (2) of the Act, section 33 A (1) does not apply if the salary is determined according to a collective agreement unless the collective agreement clearly states that the salary has been determined in view of an exemption according to section 33 A (1).

The salary for public employees in Denmark is normally determined by the collective agreements. As a researcher, you are still covered by the collective agreement when you are expatriated in connection with your employment at Aarhus University. Hence, section 33A (1) cannot be used and you are not eligible for tax exemption. You may however be eligible for deductions for double housekeeping or for food and accommodation (see section 4.2).
The Danish Confederation of Professional Associations (Akademikerne) and the Agency for the Modernisation of Public Administration are currently negotiating the possibility of individual salary negotiations between the employer and the employee which would make it possible for public employees to apply for tax exemption even though they are covered by a collective agreement. However, the status of these negotiations is unknown at this time (September 2015).

If you are a non-Danish citizen and you leave Denmark to work abroad for a period of time, SKAT will assess whether you are still tax liable to Denmark. Please contact SKAT directly and ask for an assessment of your situation.

Denmark and Indonesia have entered a Convention for the avoidance of double taxation (dobbeltbeskatningsoverenskomst). The purpose of the convention is to prevent both double taxation and tax evasion on income taxes. The convention can be read on the Danish Ministry of Taxation website (in Danish only).

Read more about taxation when leaving Denmark

Address

Do I have to de-register my address in Denmark?

If you are moving abroad for more than 6 months, you have to inform the Danish CPR register. This should be done online by logging on to www.lifeindenmark.dk with your NemID and choosing the municipality where you live. If you are abroad for less than 6 months and retain your accommodation in Denmark, it is usually possible to keep your address registered in Denmark.

You are entitled, though not required, to have your new address registered in the Danish CPR register if you move from one address to another while living abroad. Information about deregistering your address

Non-EU/EEA citizens: Please note that if you cancel your address in Denmark, your residence and work permit will most likely be terminated. It is, however, possible under certain circumstances to get a dispensation for the termination of your residence and work permit. You should contact the Danish Immigration authorities or International Academic Staff Services for further information and assistance. Read more about the termination of your residence and work permit.

Do I have to register my address in Indonesia?

For more information about registering your address in Indonesia, please contact the authorities in the region you’re going to live in.

Driving permit

If you consider driving a car while in Indonesia, you should bring an international driving permit. If you have a valid Danish driving permit, you can obtain an international driving permit at the Citizen Service (Borgerservice) in your municipality in Denmark.
Accommodation

How do I find accommodation in Indonesia?

Indonesia is a vastly rural country with more than 250 million people and finding housing in the cities can be a challenge. The larger cities, such as Jakarta, Surabaya, and Bandung, are the ones with the greatest housing problems and affordable accommodation can thus be difficult to come by. The region of Jakarta has a Craigslist (online classifieds), but otherwise there is no one single place to find apartments for rent.

However, your host university/institution may have an international office or similar that can either provide housing or assist you in finding accommodation.

Living costs

The costs of living in Indonesia differ greatly between rural and urban areas, and also between Jakarta and other cities. However, generally speaking, Indonesia has much lower costs of living compared to Denmark and most Western countries. According to the website numbeo.com, consumer prices in Indonesia are 51% lower than the price level in Denmark (October 2015). At the website you can also see average living costs for some of the major cities in Indonesia and compare average prices in Denmark and Indonesia.

Cultural behaviour and customs

Indonesia has over 300 ethnic groups and more than 700 spoken languages making it difficult to give general instructions on cultural behaviour in the country. However, the bigger cities are for the most part somewhat the same when it comes to customs and social conventions.

The vast majority of the population in Indonesia are Muslims and religion affects many aspects of everyday social behaviour, from dress code and greetings to alcohol consumption and the different ways men and women interact. For instance, when men and women greet each other handshakes are acceptable but the man should always wait for the woman to initiate it. Men and women should not kiss or hug in public. It is recommended that you learn about Indonesian customs in order to start on the right foot.

Indonesia has a reputation of having one of the worst bureaucracies in the world, often making dealing with public administrations a tiring and lengthy affair. Furthermore, Indonesians are for the most part very relaxed about time and would rather spend extra time speaking to someone and building a relationship than being on time for their next meeting.

Read more about cultural behavior and customs on www.expatarrivals.com/indonesia/culture-shock-in-indonesia

Personal safety

The below information is a translation of the information in the Indonesia guide on the Ministry of Foreign Affairs of Denmark website: www.um.dk/da/rejse-og-ophold/rejse-til-udlandet/rejsevejledninger/indonesien
Vaccinations
Before travelling to Indonesia, “Lægernes Vaccinations Organisation” (United Doctors’ Vaccination Organisation) recommends the following vaccinations:

- DPT (Diphtheria, Pertussis, Tetanus)
- Hepatitis A
- Malaria
- Hepatitis B
- Japanese encephalitis
- Typhoid (in some cases)

Please note that these recommendations are general. For precise information always consult your General Practitioner.

http://sikkervaccination.dk/anbefalinger/indonesien/

Food safety

Tap water in Indonesia is usually not safe for drinking and bottled water should be used for drinking, cooking, and brushing teeth. Commercial bottled water is inexpensive and widely available.

Food may not be prepared under the same hygiene standards as many Westerners are used to and gastrointestinal illnesses are common. To avoid food poisoning, stay away from salads, undercooked eggs, buffets, and fish and meat that are not served hot.

Furthermore, several deaths have been reported after consuming ‘arak’, a local rice wine often consisting of methanol. All travellers are advised against drinking arak.

Crime

The overall crime rate for the country as a whole is relatively low, but high in the more populous cities. The most common types of crime include pickpocketing, bag snatching, and ATM/credit card fraud. Armed robbery is also quite common, especially when using unlicensed taxis. It is advised only to use reputable taxi services such as Blue Bird and Silver Bird in urban areas.

Terror and violent conflicts

Within the past decade several international interests have been target for terror attacks in Indonesia. Most recently was the bombing of the Ritz Carlton and Marriott hotels in Jakarta in 2009. The Danish Security and Intelligence Service estimate a latent, though increased threat against Danes and Danish interests in Indonesia. However, the Indonesian authorities are taking precautions and have increased the security around high profile targets such as hotels, international offices, embassies and other foreign government buildings, etc.

Indonesia is furthermore facing several domestic problems primarily with different armed groups who want to break away, particularly in the Aceh province and Papua. There are often violent clashes between religious groups in Sulawesi and Ambon.

Natural disasters

Volcanic eruptions and earthquakes (sometimes with subsequent tsunamis) are common in Indonesia. Flooding is a problem during the rainy season (from October to April) and flash floods and landslides occur frequently. Jakarta is hit particularly badly with flooding every year.

In case of an emergency, it is advised to follow the local authorities' alert level.

Read more about safety in the guide to Indonesia on the Ministry of Foreign Affairs of Denmark website

Checklist

www.ias.au.dk/goingabroad/checklist
General information on planning a stay abroad for studying, work or research purposes:
www.ias.au.dk/goingabroad

Information about the short term Visitor’s Visa:

Information about the Business Visa:

Information about research permits:
www.kbricph.dk/index.php?option=com_content&view=article&id=31&Itemid=65&lang=en

Read more about visa for short term work stays:

Information about Aarhus University’s travel insurance covering travel on official business:
http://tjenesterejser.europaeiske.dk. Enter the customer number: 31119103 and password: 30191113.

Information about the Convention for the avoidance of double taxation (in Danish):
www.skm.dk/love/internationalt/dobbeltbeskatningsoverenskomster

Information about taxation when leaving Denmark:
www.skat.dk/ SKAT.aspx?oldid=1899711&vld=203515&search=leaving%C2%A4denmark

Information about deregistering your address: https://lifeindenmark.borger.dk/Pages/Practical-matters-before-leaving.aspx (in English) and www.borger.dk/Sider/Flyt-til-udlandet.aspx (in Danish)

Information for non-EU/EEA citizens about the termination of a residence and work permit:
www.nyidanmark.dk/en-us/coming_to_dk/if_you_leave_denmark/work_and_studies

Information from borger.dk about how to obtain an international driving permit (in Danish):
www.borger.dk/sider/koerekort-i-udlandet.aspx

Craigslist with online classifieds for housing in Jakarta: http://jakarta.craigslist.org

Information about living costs: www.numbeo.com

Guide on Indonesia from the Ministry of Foreign Affairs of Denmark:
http://um.dk/da/rejse-og-ophold/rejse-til-udlandet/pas-og-visum/indonesien-pas-og-visum/ (in Danish)

Travel information about Indonesia: http://www.visitindonesia.co.in/index.php/en/travel-information

Practical information for expats in Indonesia: www.expatarrivals.com/indonesia/moving-to-indonesia