
Overview of Working Visa (ITAS) 312

Purpose

The Working Visa (ITAS) in Indonesia allows foreign nationals to legally work and live in Indonesia for a set period, tied to their employment with a specific employer and job position.

Validity

The ITAS 312 is valid for either 6 months or 12 months depending on the type of work you wish to do.

Extension Possibility

The ITAS 312 can typically be renewed annually.

Applicable Activities

The ITAS working visa in Indonesia is applicable for a variety of professional and occupational activities. These include managerial positions, technical roles, specialized fields, and other skilled jobs that match the qualifications of the foreign national and the requirements of their Indonesian employer.

Essential Documentation

From the Applicant:

- **Bali Visa Application Form**
Complete the form in full.
- **Passport Scans**
Provide color scans of the identity and signature pages of your passport (no photos required, only scans).
- **Passport Validity and Blank Pages**
Your passport should have a minimum validity of 18 months for a 1-year visa.
- **Digital Passport Photo**
A recent passport-style color photo in digital format.
- **Work Location in Indonesia**
Specify the region in Indonesia where you will be working.
- **Job Title/Position**
State your job title or the position you will hold.

From the Company:

- **Company's Official Documents**
Include all legal documents related to the company's status.
- **Establishment Deed and Amendments**
The original establishment document and any subsequent amendments.
- **MoLHR Approval**
A document showing the company's authorization by the MoLHR.
- **Company's Tax Registration Number (NPWP)**
The official tax ID of the company.
- **Online Single Submission (OSS) Documents**
Business Identification Number (NIB), Location Permit (Ijin Lokasi), and Business License (Ijin Usaha).
- **Director's Identification**
Indonesian ID Card (KTP) and Family Card (Kartu Keluarga) of the Indonesian director or passport of foreign director as guarantor.
- **Company's Letterhead and Stamp**
For formal business correspondence.
- **Login to TKA Online & Visa Online**
If the company is registered in these systems.

Processing steps

- **Work Permit from the Ministry of Manpower**
 - Obtain the RPTKA (Foreign Worker Placement Plan) and Notification (work permit) from the Ministry of Manpower.
- **eVisa Application**
 - Apply for the Working e-VISA via Immigration Jakarta.
 - Once the eVisa is issued, plan your travel to Indonesia.
 - eVisa Processing Time: 21 working days.
- **Working eITAS**
 - After arrival in Bali, convert your e-VISA into an eITAS/Stay permit.
 - This process takes approximately 10-14 working days.
 - eITAS Processing Time: 14 working days.

Note

- Processing will commence once we have received the funds in our account.
- The quoted price does not cover the cost of the Residency Certificate (SKTT).
- A domicile letter is needed only if you're renewing your Kitas or changing your address.
- The SKTT is required only when renewing your Kitas or if you're buying a vehicle.

Visa Fees and Processing Time

Service	Price	Approx. processing time
STANDARD Service	IDR 15,000,000	60 Business Days
EXPRESS Service	IDR 2,500,000	45 Business Days