

Ministry of Foreign Affairs of Republic of Indonesia



Jalan Pejambon No. 6 Jakarta Pusat
DKI Jakarta, Pos. 10110
(+62 21) 344 1508

Visa Online

Overview

The Diplomatic and Service Online Visa Application is a platform designed to streamline the visa application process by offering convenient online services. With this user-friendly platform, applicants can effortlessly navigate the visa application process from the comfort of their own homes, marking a significant leap towards efficiency and convenience in the realm of diplomatic services.

Kementerian Luar Negeri
Republik Indonesia

Diplomatic and Service Online Visa Application

Username
Enter your username

Password
..... 🔒

2+7=9

Enter Captcha

Login

Don't have account yet? [Register Here](#)
Forgot Password? [Reset Password](#)

System Requirements

Software

Web Browser: Google Chrome, Mozilla Firefox, Safari

Hardware

PC/Laptop/Mobile Gadgets

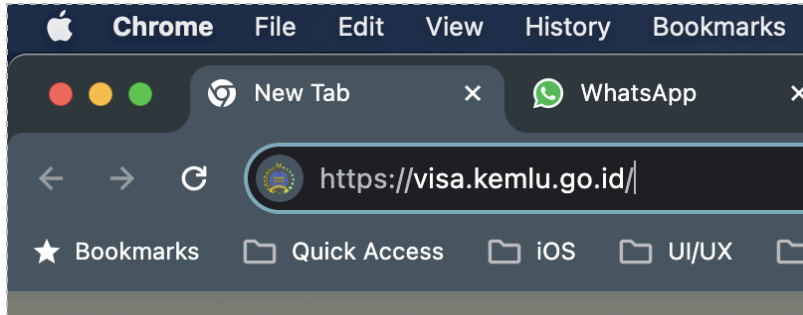
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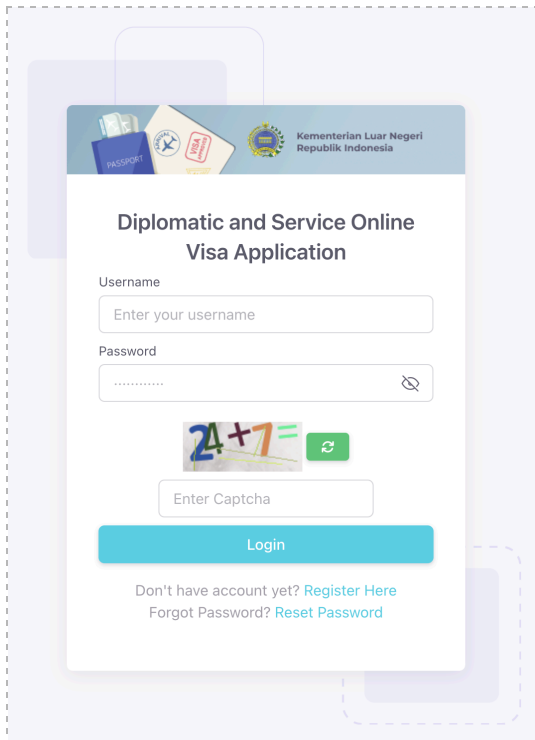
User Manual


1. How to Access the Application

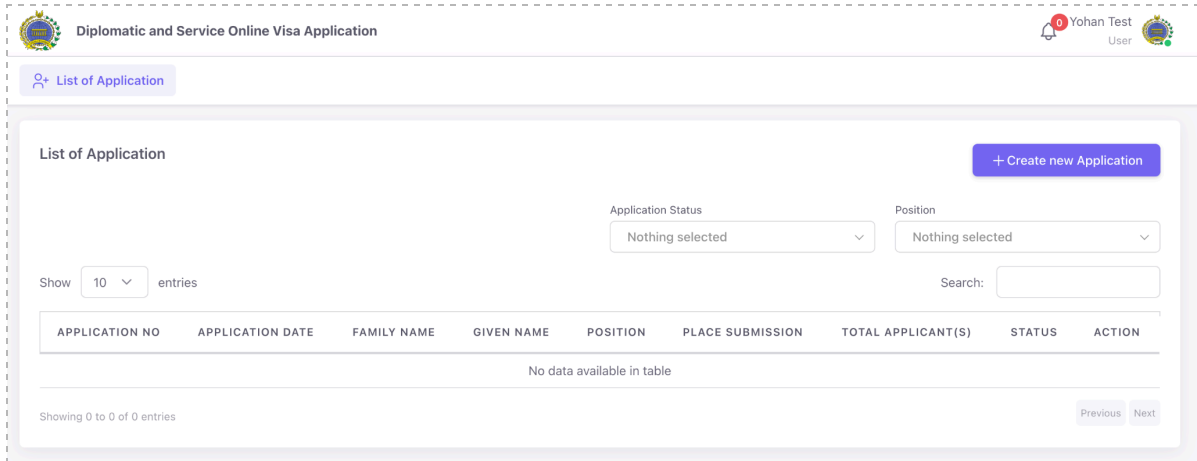
To access the application, please launch a web browser (Google Chrome, Mozilla Firefox, or Safari) and type this [URL](https://visa.kemlu.go.id/) in search box as shown below:



Hit enter and a login page will be displayed as below:



Fill in the **Username**, **Password**, and **Captcha** fields, then tap . If the login process is successful, then you will be redirected to the **List of Application** page as shown below:



Diplomatic and Service Online Visa Application

Yohan Test
User

List of Application

List of Application [+ Create new Application](#)

Application Status: Nothing selected | Position: Nothing selected

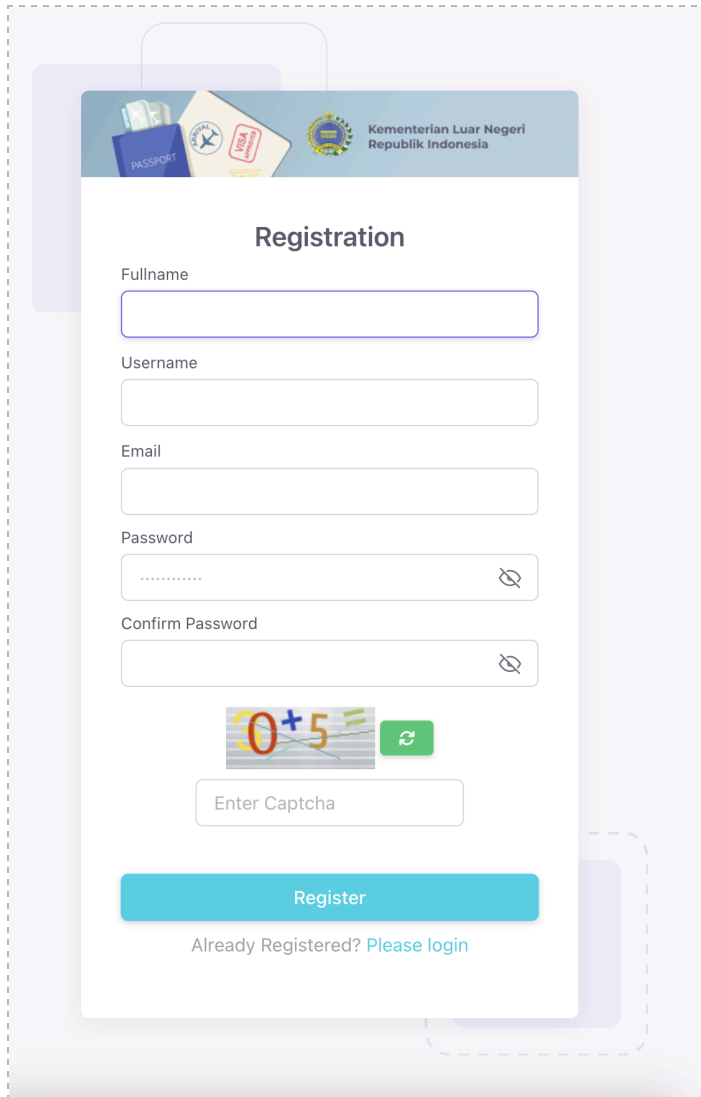
Show 10 entries | Search:

APPLICATION NO	APPLICATION DATE	FAMILY NAME	GIVEN NAME	POSITION	PLACE SUBMISSION	TOTAL APPLICANT(S)	STATUS	ACTION
No data available in table								

Showing 0 to 0 of 0 entries | Previous Next

2. How to Create an Account

To create a new account, visit the **Login** page and tap [Register Here](#). You will be redirected to **Registration** page as shown below:




The screenshot shows the registration form for the Indonesian Ministry of Foreign Affairs. The header includes the ministry's name and logo, along with icons for a passport, visa, and flight ticket. The form is titled "Registration" and contains the following fields:

- Fullname:
- Username:
- Email:
- Password:
- Confirm Password:

Below the password fields is a captcha challenge showing the equation $0 + 5 =$ with a refresh button. A text input field labeled "Enter Captcha" is provided for the user to input the answer. At the bottom of the form is a large blue "Register" button and a link that says "Already Registered? [Please login](#)".

Fill in all the fields and tap [Register](#). If the registration process is successful, you will be redirected to post-register page as shown below:

Thanks for register!



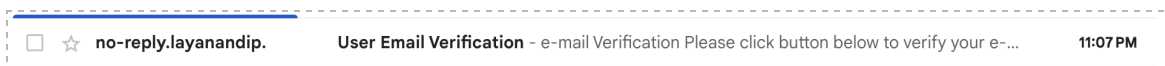
Please Check email for verification.

Your account has not been verified yet.
Please check your e-mail's inbox or spam folder to verify your account.
Or please enter your email address to re-send the verification e-mail

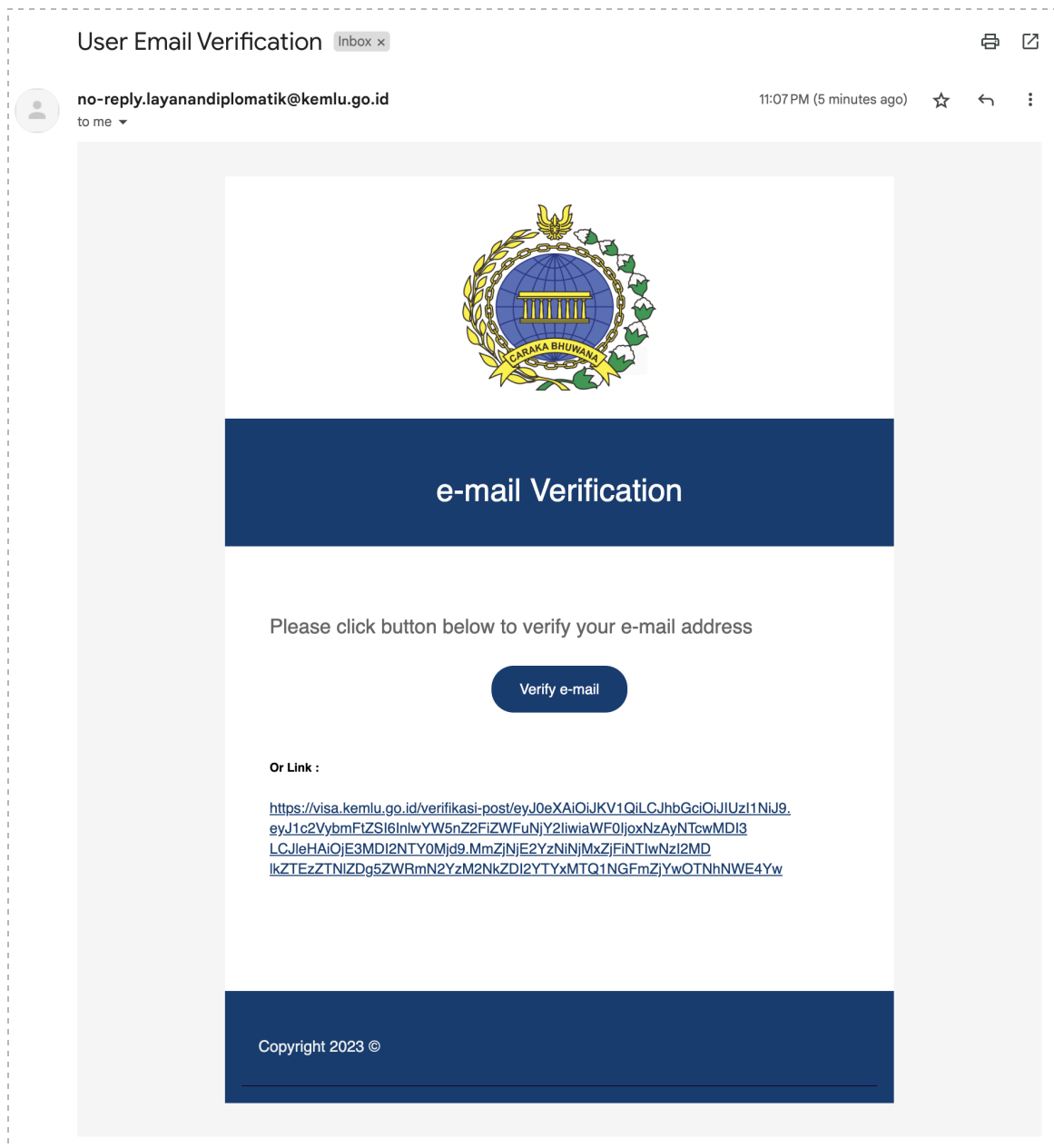
Already verified? please login


Haven't receive your email? [Resend Now](#)

The account you've just created must undergo verification before you can start using it. To complete the verification process, please check your inbox (using the email you provided during registration). Here's what to look for in your inbox:



Here is what's in the email:



Tap  or click on the provided link. You will be redirected to the **Login** page with Success popup. Tap Ok, and your account is **ready to use!**

3. How to Create a New Visa Application

To create a new Visa Application, please tap [+ Create new Application](#) on the upper right side of the page. You will be redirected to **Add Application** page as shown below:

The screenshot shows the 'Add Application' page with a progress indicator at the top showing five steps: 1. Applicant Data (Setup Applicant Data), 2. Visa Data (Add Visa Data), 3. Family Data (Add Family Data), 4. Supporting Document's (Other Supporting Document's), and 5. Review (Review Application). The first step, 'Applicant Data', is active and contains the following fields:

- Given Name***: Text input field with placeholder 'Given Name'.
- Family Name***: Text input field with placeholder 'Family Name'.
- Gender***: Radio buttons for 'Male' and 'Female'.
- Date Of Birth***: Text input field with placeholder 'DD-MM-YYYY'.
- Citizenship as it Appears in the Passport***: Dropdown menu with 'Select' as the current option.
- Passport Type***: Dropdown menu with 'Ordinary' as the current option.
- Passport Number***: Text input field.
- Passport Issuance Date***: Text input field with placeholder 'DD-MM-YYYY'.
- Passport Expiration Date***: Text input field with placeholder 'DD-MM-YYYY'.
- Official Photo of Applicant***: File upload area with 'Choose File' and 'No file chosen' buttons.
- Copy of Passport***: File upload area with 'Choose File' and 'No file chosen' buttons.
- Phone Number***: Text input field with a note below it: 'Your Phone number with country code (e.g. +62810123456)'. Below the field are two buttons: '< Previous' and 'Next >'.

Fill in all fields in the **Applicant Data** form and tap [Next >](#). You will be redirected to the **2nd step**, which is the **Visa Data** form as shown below:

Add Application

1 Applicant Data
Setup Applicant Data > 2 **Visa Data**
Add Visa Data > 3 Family Data
Add Family Data > 4 Supporting Document's
Other Supporting Document's > 5 Review
Review Application

Visa Data
Enter Your Visa Data.

Position*
New Position

Occupation*
Diplomatic (Head of Mission/Spouse of Head of Mission)

Credential Letter/Letter of Exequatur *
Choose File Credential Letter.pdf

Purpose*
lit pam gal.

Assignment Period*
22-05-2024

Until
01-12-2024

Place of Assignment*
NEW ZEALAND EMBASSY

Place of Submission*
The Embassy of the Republic of Indonesia In Wellington

Diplomatic Note *
Choose File Diplomatic note.pdf

← Previous Next →

Fill all fields in **Visa Data** form and tap Next →. You will be redirected to the **3rd step**, which is the **Family Data** form as shown below:

Add Application

1 Applicant Data
Setup Applicant Data > 2 Visa Data
Add Visa Data > 3 **Family Data**
Add Family Data > 4 Supporting Document's
Other Supporting Document's > 5 Review
Review Application

Family Data
Add your Family Data.

+ Add Family

← Previous Next →

If you are bringing your family with you, please tap [+ Add Family](#) and fill in all the fields, then tap [Next →](#). You will be redirected to the **4th step**, which is the **Supporting Document** form as shown below:

Add Application

1 Applicant Data
Setup Applicant Data >

2 Visa Data
Add Visa Data >

3 Family Data
Add Family Data >

4 Supporting Document's
Other Supporting Document's >

5 Review
Review Application

Supporting Document's
Other Supporting Document's

* Click Add Document to add supporting document's

[+ Add Document](#)

[← Previous](#) [Next →](#)

If you have supporting documents, please tap [+ Add Document](#) and fill in all the fields, then tap [Next →](#). You will be redirected to **5th step**, which is the **Review** submission as shown below:

Add Application

1 Applicant Data
Setup Applicant Data

2 Visa Data
Add Visa Data

3 Family Data
Add Family Data

4 Supporting Document's
Other Supporting Document's

5 Review
Review Application

Review

Applicant Data
Enter Applicant Data.

Given Name* <input type="text" value="YOHANNES SAKTI"/>	Family Name* <input type="text" value="PANGGABEAN"/>	Gender* <input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth* <input type="text" value="01-10-1994"/>	Citizenship as it Appears in the Passport* <input style="border-bottom: 1px solid #ccc;" type="text" value="Indonesia"/> x v	
Passport Type* <input style="border-bottom: 1px solid #ccc;" type="text" value="Ordinary"/>	Passport Number* <input type="text" value="666"/>	
Passport Issuance Date* <input type="text" value="21-05-2024"/>	Passport Expiration Date* <input type="text" value="31-12-2024"/>	
Official Photo of Applicant * <input type="text" value="C:\fakepath\official photo applicant.png"/>	Copy of Passport * <input type="text" value="C:\fakepath\passport.jpeg"/>	
Phone Number* <input type="text" value="08666"/>		

Your Phone number with country code (e.g. +62810123456)

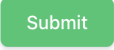

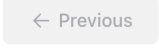
Visa Data
Enter Your Visa Data.

Position* <input style="border-bottom: 1px solid #ccc;" type="text" value="New Position"/>	Occupation* <input type="text" value="Diplomatic (Head of Mission/Spouse of Head of Mission)"/>
Credential Letter/Letter of Exequatur * <input type="text" value="C:\fakepath\Credential Letter.pdf"/>	
Purpose* <input style="height: 40px;" type="text" value="lit pam gal."/>	
Assignment Period* <input type="text" value="22-05-2024"/>	Until <input type="text" value="01-12-2024"/>
Place of Assignment* <input type="text" value="NEW ZEALAND EMBASSY"/>	
Place of Submission* <input type="text" value="The Embassy of the Republic of Indonesia In Wellington"/>	
Diplomatic Note * <input type="text" value="C:\fakepath\Diplomatic note.pdf"/>	

[< Previous](#)

[Submit](#)

[Save as Draft](#)

Please review information you've provided carefully and tap  to submit your Visa Application or  to save and submit it later. If you need to adjust any information, you can always go back to the respective step by tapping  button.

4. How to View Detail Visa Application

To view the details of your Visa Application, please tap [View](#) on the action column. You will be redirected to **Applicant Data** page as shown below:

Diplomatic and Service Online Visa Application

Yohan Test
User

[List of Application](#)

← Visa Application Details
Status : Submitted

Applicant Data

Application Number
0000112/NZL/12/2023

Date of application
14 / 12 / 2023

Family Name
Panggabean

Given Name
Yohannes Sakti

Date of Birth
01 / 10 / 1994

Gender
Male

Citizenship
Canada

Passport Number
666

Phone Number
089626323828

Passport's validity period
01 / 12 / 2023

Valid True
01 / 12 / 2024

Visa Data

Position
New

Occupation
Diplomatic (Staff)

Passport Type
Diplomatic

Place of Assignment
NEW ZEALAND EMBASSY

Place Submission
The Embassy of the Republic of Indonesia In Wellington

Assignment Period
01/12/2023 - 01/12/2024

Documents & Files

TITLE	ACTION
Diplomatic Note	View
Accreditation Letter	View

Back

Photo

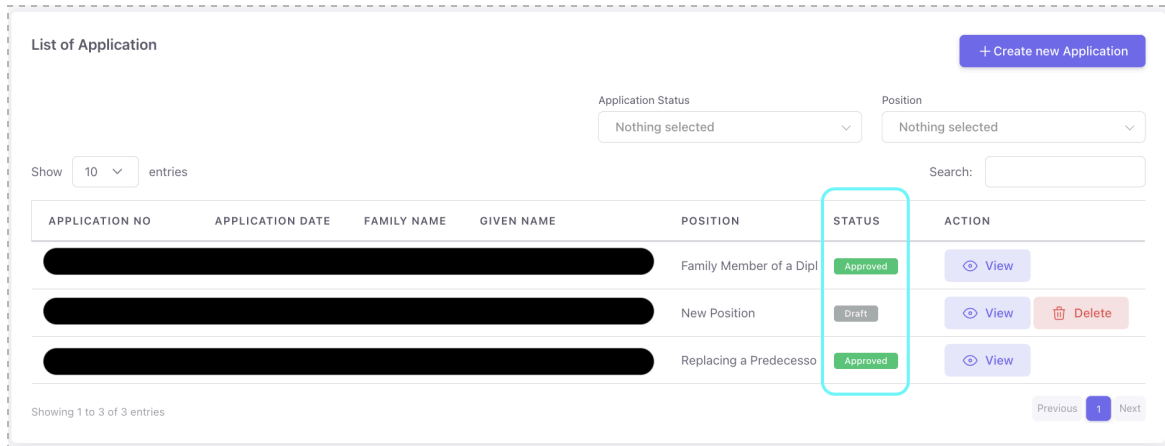
Test Photo

Copy of passport

Test Passport

5. How to Track Your Visa Application's Status

To track your Visa Application's Status, visit the List of Application page (this is the first page you see after logging in). In the table, find Status column as shown below:



List of Application

+ Create new Application

Application Status: Nothing selected

Position: Nothing selected

Show 10 entries

Search:

APPLICATION NO	APPLICATION DATE	FAMILY NAME	GIVEN NAME	POSITION	STATUS	ACTION
				Family Member of a Dipl	Approved	View
				New Position	Draft	View Delete
				Replacing a Predecessor	Approved	View

Showing 1 to 3 of 3 entries

Previous 1 Next

You can see the detailed history of your Application's Status by tapping respective status. For example, from the list of Visa Application in the screenshot above, you want to see the detailed history of last item, which is:



				Replacing a Predecessor	Approved	View
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Then, you can tap **Approved** and a popup will show up displaying the history of the Visa Application as shown below:

0000082/RUS/02/2024

Approval History

[Redacted]

[Redacted]

Approved 14/02/2024 20:16:07
Western Indonesian Time

Approved by MINISTRY OF FOREIGN AFFAIRS OF THE
REPUBLIC OF INDONESIA

Your application has been approved. Please schedule an appointment with the Indonesian Embassy or Consulate for the submission of your passport.

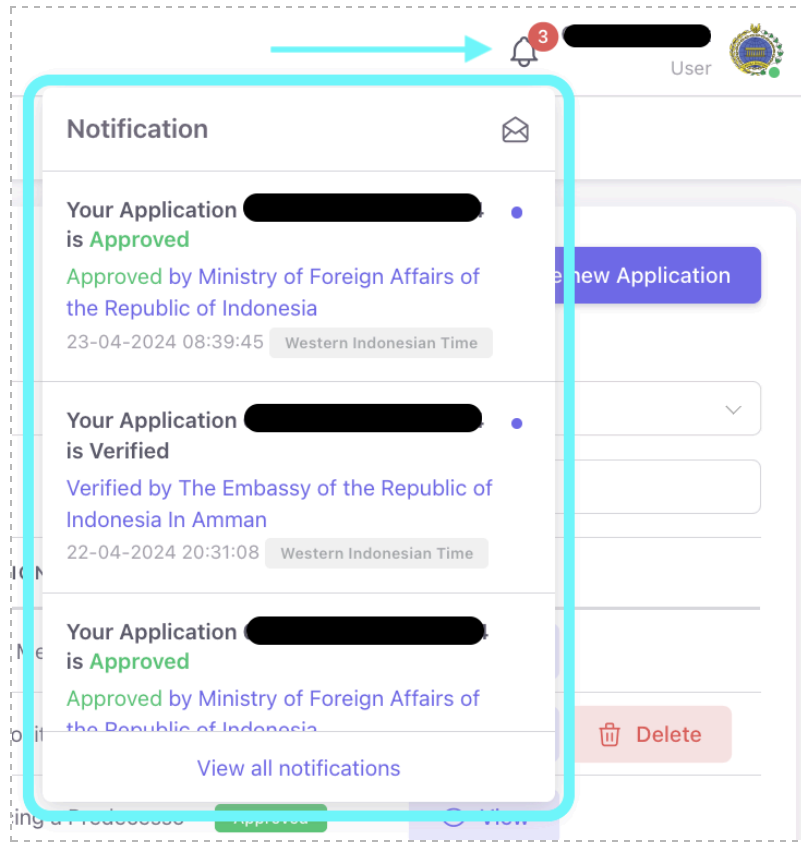
Verified 13/02/2024 16:56:22
Western Indonesian Time

Verified by The Embassy of the Republic of Indonesia In
Moscow

Submitted 13/02/2024 15:54:28
Western Indonesian Time

Submitted to The Embassy of the Republic of Indonesia In
Moscow

As a reminder, you will receive notifications for every stage of your Visa Application, accessible through the notification menu in the upper right corner of the page.



Rest assured, you will also **receive timely email updates**, keeping you informed of the progress and status of your visa application!