



**Generalkonsulat der Republik Indonesien
Frankfurt am Main**

JOURNALIST VISA CHECKLIST

No.	Requirements/Documents	Applicant	Embassy
1.	Sponsor letter addressed to Indonesian Head of Missions stating: <ul style="list-style-type: none">• Purpose of Journalist Visit• Places to be visited/covered• The date/schedule of coverage		
2.	A brief overview on company profile		
3.	List of crew(s) traveling and their position(s)		
4.	Copy of Passport of each journalist or crew *passport validity of at least 6 months		
5.	Recent photograph of each journalist or crew *passport sized photo		
6.	List of equipment(s)		
7.	List of interviewee (if any) *approval letter from the interviewee (if any)		
8.	Name, address and contact number of local partner/media colleague in Indonesia (if any) *must be Indonesian citizen		
9.	Statement letter stating: Agree and obey all relevant national and local regulations regulating holy places, national parks, and other intended places.		
10.	Recent sample of works on Indonesia		

Catatan (to be filled in by staff):

Penilaian (to be filled in by embassy official):

Applicant (Name & Sign)

Staff (Name & Sign)
