



**U.S. DEPARTMENT OF STATE**  
**U.S. Embassy Jakarta, Consular Section**  
**5 Jalan Medan Merdeka, Jakarta 10110 INDONESIA or**  
**FPO AP 96520 USA**

**<http://jakarta.usembassy.gov>**

The **Business Visa Program (BVP)** vets and registers established, reputable and substantial firms to make it easier for certain employees, and spouses and unmarried children under 21 to seek nonimmigrant visitor (B), education (F, M, J), journalist (I) or work (H1B, E, L, O, P, Q) visas. In addition any applicants with a valid H1B, E, L, O, P, Q petition are eligible to utilize the BVP program.

We interview BVP registrants and eligible petition based applicants by appointment at 7-9 am on every work day (Monday-Friday), excluding Indonesian and U.S. holidays, by registering at <https://cgifederal.secure.force.com/>.

## **Information**

Firms lawfully operating within Indonesia are eligible to join the BVP regardless of the firm's ultimate nationality. Eligible firms may include for profit corporations, universities, NGOs and international organizations.

BVP applicants may seek B visas for business and/or tourism. B visas are generally issued for multiple entry for 5 years. No specific U.S. event or invitation is needed for BVP travel. We encourage firms to plan ahead and seek visas in advance for employees who may have a future or indeterminate need to travel.

BVP applicants include professional, permanent employees of registered firms. Casual, temporary or contract staff are ineligible. There is no minimum length of employment. Spouses and unmarried children under 21 are also included if they apply at the same time as the employee or if the employee already has a visa or the employee is a citizen of a visa waiver country.

BVP-registered firms **MAY NOT** submit visa applications for clients, business associates, customers, domestic servants, friends, or other relatives, who must apply in the normal manner by making an appointment online at <https://cgifederal.secure.force.com/>.

To receive a visa, BVP applicants must be otherwise qualified under all applicable U.S. laws. BVP applicants are still subject to processing that may delay visa approval, as well as inspection by the Department of Homeland Security at U.S. ports of entry.

Visas will generally be ready for pickup 3-4 workdays of visa approval. At the end of the visa interview all applicants will receive either a white pickup ticket, in the case of approved visas, or a written explanation of the ineligibility or further processing.

BVP registration is valid for two years. Firms must re-register if any authorized signatories change within that 2 year registration period.

## Procedures

- Submit a one page letter to us on the firm's letterhead, to verify the authenticity of future visa applications, stating the:
  - Nature and purpose of typical employee business travel to the U.S.
  - List of frequent U.S. destinations with complete contact information.
  - Two firm officers who will sign authenticating letters for all BVP applications.
  - Identify the firm officer who will serve as our point of contact regarding BVP matters, including name, title, all telephone numbers and email address.
  - We will review and notify the requesting firm within two weeks.
  - Once we accept a firm into the BVP, applicants may seek visas by appointment. Appointments will be available on an unlimited basis on Mondays, or on a limited basis on Tuesday-Friday.

## Visa Interview

All BVP applicants must come fully prepared and bring separately:

- Confirmation Appointment Schedule.
- Fully completed online visa application form DS-160 at <http://jakarta.usembassy.gov/howtoapply.html> or <https://ceac.state.gov/genniv/> and bring the print out confirmation page of DS-160 with the clear barcode on the A4 letter-portrait format.
- Company's reference/sponsor letter that includes the following: name of the applicant, nature of travel and signed by one of the authorized signatory persons.
- All Passports or travel document valid for 6 months beyond your U.S. stay.
- One recent front view 5 cmx5 cm passport photo on white background, photo specification: <http://www.ustraveldocs.com/id/id-niv-photoinfo.asp>.
- All NIV application fees are nonrefundable, regardless of the application outcome, paid in IDR at current exchange rates at Standard Chartered or Permata Bank branches up to one year before your appointment. Please see <http://jakarta.usembassy.gov/fees.html> for the latest NIV fees.
- Students or exchange visitors (F, M, J): I-20, I-20M or DS-2019, and SEVIS fee receipt, paid at [www.fmjfee.com](http://www.fmjfee.com), and proof of funds to pay for study.
- Temporary workers or transfers (H1B, E, L, O, P, Q): notice of action (I-797) or I-129S.
- For any scientific or high-technology related travel: a letter explaining what you do outside of the U.S., a letter of your intentions in the U.S, your current resume and list of your publications.
- If you were previously in the U.S. any documents attesting to your status, lawful or otherwise.
- Criminal/court records pertaining to any arrest or conviction, even if later pardoned.
- Knowledge of your trip to, and intentions in, the U.S.