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| <p><b>REQUIREMENT DOCUMENTS FOR ITALY VISA</b></p> <ol style="list-style-type: none"> <li>1. Copy of Job Letter (LOE) = 2 Pcs (1 for Sign on &amp; 1 for Visa)</li> <li>2. Port Agent Invitation Letter (LOI)</li> <li>3. Photo 3,5 X 4,5 Cm (White Background, must be new/recent photo)=2 Pcs +</li> <li>4. Copy of Identity Card (KTP)</li> <li>5. Copy of Family Card (KK)</li> <li>6. Copy of Birth Certificate (Akte Lahir)</li> <li>7. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>8. Copy of Medical Form A and B</li> <li>9. Fill the Form</li> <li>10. Copy of Flight Ticket</li> <li>11. Original Passport</li> <li>12. Original Seaman Book</li> <li>13. Validity Passport &amp; Seaman book minimum 3 months after SIGN OFF</li> <li>14. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>15. Copy of U.S. C1D Visa - All in 1 Page</li> <li>16. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>17. Add old Passport (if repeater crew)</li> <li>18. No correction in Passport and Seaman Book (Suitable)</li> <li>19. <b>Appointment at Ratu Bali, Finger print at Embassy in Jakarta</b></li> <li>20. <b>20 working days process</b></li> </ol>                                                                                                                                               | <p><b>REQUIREMENT DOCUMENTS FOR UK VISA</b></p> <ol style="list-style-type: none"> <li>1. Photo 3,5 X 4,5 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>2. Crew must come to bring the docs for interview &amp; Photo at UK Embassy</li> <li>3. Copy of Family Card (KK)</li> <li>4. Copy of Identity Card (KTP)</li> <li>5. Copy of Birth Certificate (Akte Lahir)</li> <li>6. Copy of Job Letter LOE = 2 Pcs (1 for sign on &amp; 1 for Visa)</li> <li>7. Copy of Flight Ticket</li> <li>8. Port Agent Invitation Letter (LOI)</li> <li>9. Copy of Work Experience Certificate (Sertifikat Kerja)</li> <li>10. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>11. Fill the Form for online <a href="http://www.visa4uk.fco.gov.uk">www.visa4uk.fco.gov.uk</a></li> <li>12. Appointment via online <a href="http://www.vfs.uk.id.com">www.vfs.uk.id.com</a></li> <li>13. Laser Jet Print Paper of Appointment</li> <li>14. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>15. Original Passport</li> <li>16. Original Seaman Book</li> <li>17. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>18. Copy of U.S. C1D Visa - All in 1 Page</li> <li>19. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>20. Add old Passport (if repeater crew) and No correction in Passport and Seaman Book</li> <li>21. Ratu Bali Statement Letter (Guarantee Letter)</li> <li>22. <b>Appointment at Ratu Bali, Interview at Embassy / VAC in Bali</b></li> <li>23. <b>45 working days process</b></li> </ol> |
| <p><b>REQUIREMENT DOCUMENTS FOR SPAIN VISA</b></p> <ol style="list-style-type: none"> <li>1. Photo 3,5 X 4,5 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>2. Copy of Family Card (KK)</li> <li>3. Copy of Identity Card (KTP)</li> <li>4. Copy of Birth Certificate (Akte Lahir)</li> <li>5. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>6. Copy of Job Letter ( LOE) = 2 Pcs (1 for sign on &amp; 1 for Visa)</li> <li>7. Port Agent Invitation Letter ( LOI)</li> <li>8. Crew Contract/Agreement (Apollo, and Disney)</li> <li>9. Fill The Form</li> <li>10. Copy of Flight Ticket</li> <li>11. Original Passport</li> <li>12. Original Seaman Book</li> <li>13. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>14. Copy of U.S. C1D Visa - All in 1 Page</li> <li>15. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>16. Must be add old Passport (if repeater crew)</li> <li>17. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>18. The information of crew must be suitable (ID Card, Family Card, Birth Certificate, Passport &amp; Seaman Book)</li> <li>19. Must be without correction in Passport &amp; Seaman Book</li> <li>20. <b>20 working days process</b></li> <li>21. <b>Appointment at Ratu Bali, Finger print at Embassy in Jakarta</b></li> </ol> | <p><b>REQUIREMENT DOCUMENTS FOR SWEDEN</b></p> <ol style="list-style-type: none"> <li>1. Copy of Job Letter LOE) = 2 Pcs (1 for sign on &amp; 1 for Visa)</li> <li>2. Port Agent Invitation Letter (LOI)</li> <li>3. Photo 3,5 X 4,5 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>4. Copy of Family Card (KK)</li> <li>5. Copy of Identity Card (KTP)</li> <li>6. Copy of Birth Certificate (Akte Lahir)</li> <li>7. Fill The Form</li> <li>8. Copy of Flight Ticket</li> <li>9. Copy of Marriage or Divorced Certificate (Akte Nikah atau Cerai)</li> <li>10. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>11. Must be without correction in Passport &amp; Seaman Book</li> <li>12. Original Passport</li> <li>13. Original Seaman Book</li> <li>14. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>15. Copy of U.S. C1D Visa - All in 1 Page</li> <li>16. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>17. The information in docs must be suitable/match</li> <li>18. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>19. Add old Passport (if repeater crew)</li> <li>20. <b>Appointment at Ratu Bali, Finger print at Embassy in Jakarta</b></li> <li>21. <b>30 working days process</b></li> </ol>                                                                                                                                                                                                                                                                                 |

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| <p><b>REQUIREMENT DOCUMENTS FOR NETHERLANDS VISA</b></p> <ol style="list-style-type: none"> <li>1. Photo 3,5 X 4,5 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>2. Copy of Family Card (KK)</li> <li>3. Copy of Identity Card (KTP)</li> <li>4. Copy of Birth Certificate (Akte Lahir)</li> <li>5. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>6. Copy of Job Letter (LOE) = 2 Pcs (1 for Sign on &amp; 1 for Visa)</li> <li>7. Port Agent Invitation Letter (LOI)</li> <li>8. Copy of Flight Ticket</li> <li>9. Fill The Form</li> <li>10. Original Passport</li> <li>11. Original Seaman Book</li> <li>12. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>13. Copy of U.S. C1D Visa - All in 1 Page</li> <li>14. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>15. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>16. Add old passport (if repeater crew)</li> <li>17. <b>Appointment at Ratu Jakarta, No Interview if crew has C1D Visa, UK Visa, and Australian Visa. Finger print at Embassy in Jakarta.</b></li> <li>18. <b>30 working days process</b></li> </ol> | <p><b>REQUIREMENT DOCUMENTS FOR GERMAN VISA (WARNEMUNDE &gt;&gt;&gt; RCCL, CELEBRITY, PULLMANTUR, AZAMARA)</b></p> <ol style="list-style-type: none"> <li>1. Photo 3,5 X 4,5 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>2. Copy of Family Card (KK)</li> <li>3. Copy of Identity Card (KTP)</li> <li>4. Copy of Birth Certificate (Akte Lahir)</li> <li>5. Copy of Job Letter ( LOE) = 2 Pcs (1 for sign on &amp; 1 for Visa)</li> <li>6. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>7. Port Agent Invitation Letter (LOI)</li> <li>8. Copy of Flight Ticket</li> <li>9. Fill The Form</li> <li>10. Work Contract (Signed by Company and Crew)</li> <li>11. Ship Registry</li> <li>12. Ship Itinerary</li> <li>13. Statement of Confirmation Keel Laying</li> <li>14. Original Passport</li> <li>15. Original Seaman Book</li> <li>16. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>19. Copy of U.S. C1D Visa - All in 1 Page</li> <li>20. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>21. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>22. Add old passport (if repeater crew)</li> <li>23. <b>Appointment at Ratu Bali, interview and Finger print at Embassy</b></li> <li>24. <b>30 working days process</b></li> </ol> |
| <p><b>REQUIREMENT DOCUMENTS FOR AUSTRALIAN VISA</b></p> <ol style="list-style-type: none"> <li>1. Photo 4 X 6 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>2. Port Agent Invitation Letter (LOI)</li> <li>3. Copy of Family Card (KK)</li> <li>4. Copy of Identity Card (KTP)</li> <li>5. Copy of Birth Certificate (Akte Lahir)</li> <li>6. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>7. Copy of Job Letter (LOE) = 2 Pcs (1 for Sign on &amp; 1 for Visa)</li> <li>8. Fill The Form</li> <li>9. Copy of Flight Ticket</li> <li>10. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>11. MCV (Maritime Crew Visa)</li> <li>12. Ratu Bali Statement Letter (Letter Guarantee from Ratu Bali)</li> <li>13. Original Passport + Copy (every pages with records must be copied with Ratu Bali's stamp)</li> <li>14. Original Seaman Book + Copy (every pages with records must be copied with Ratu Bali's stamp)</li> <li>15. Add old passport (if repeater crew)</li> <li>16. <b>10 working days process</b></li> </ol>                                                                                                                 | <p><b>REQUIREMENT DOCUMENTS FOR CHINA VISA</b></p> <ol style="list-style-type: none"> <li>1. Photo 3,5 X 4,5 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>2. Copy of Job Letter (LOE) = 2 Pcs (1 for Sign on &amp; 1 for Visa)</li> <li>3. Copy of Identity Card (KTP)</li> <li>4. Copy of Birth Certificate (Akte Lahir)</li> <li>5. Copy of Family Card (KK)</li> <li>6. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>7. Port Agent Invitation Letter (LOI)</li> <li>8. Fill the Form</li> <li>9. Copy of Flight Ticket</li> <li>10. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>11. Original Passport</li> <li>12. Original Seaman Book</li> <li>13. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>14. Copy of U.S. C1D Visa - All in 1 Page</li> <li>15. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>16. Add old Passport (if repeater crew)</li> <li>17. <b>10 working days process</b></li> </ol>                                                                                                                                                                                                                                                                                                                        |

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| <p><b>REQUIREMENT DOCUMENTS FOR GREECE VISA</b></p> <ol style="list-style-type: none"> <li>1 Photo 3,5 X 4,5 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>2 Port Agent Invitation Letter (LOI)</li> <li>3 Copy of Family Card (KK)</li> <li>4 Copy of Identity Card (KTP)</li> <li>5 Copy of Birth Certificate (Akte Lahir)</li> <li>6 Copy of Job Letter ( LOE) = 2 Pcs (1 for Sign on &amp; 1 for Visa)</li> <li>7 Copy of Medical</li> <li>8 Copy of BST (Basic Training Training)</li> <li>9 IMO of The Vessel/Ship</li> <li>10. Original Passport</li> <li>11. Original Seaman Book</li> <li>12. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>13. Copy of U.S. C1D Visa - All in 1 Page</li> <li>14. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>15. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>16. Copy of Flight Ticket</li> <li>17. <b>14 working days process</b></li> <li>18. <b>Finger print at Embassy in Jakarta</b></li> </ol>                                                                                                                                         | <p><b>REQUIREMENT DOCUMENTS FOR PHILIPPINES VISA (9C VISA)</b></p> <ol style="list-style-type: none"> <li>1. Photo 3 X 4 Cm = 2 Pcs (White Background, must be new/recent photo) + CD</li> <li>2. Copy Passport + Seaman Book</li> <li>3. Confirmation Letter from Port Agent</li> <li>4. Copy Job Letter ( LOE) = 2 Pcs</li> <li>5. Guarantee Letter from Ratu Bali</li> <li>6. Copy of Flight Ticket</li> <li>7. Pay the Visa fee : Rp. 300.000</li> <li>8. Validity Passport minimum 1 year</li> <li>9. <b>1 working day process</b></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>REQUIREMENT DOCUMENTS FOR FINLAND VISA</b></p> <ol style="list-style-type: none"> <li>1. Copy of Job Letter (LOE) = 2 Pcs (1 for sign on &amp; 1 for Visa)</li> <li>2. Port Agent Invitation Letter (LOI)</li> <li>3. Photo 3,5 X 4,5 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>4. Copy of Family Card (KK)</li> <li>5. Copy of Identity Card (KTP)</li> <li>6. Copy of Birth Certificate (Akte Lahir)</li> <li>7. Fill The Form</li> <li>8. Copy of Flight Ticket</li> <li>9. Copy of Marriage or Divorced Certificate (Akte Nikah atau Cerai)</li> <li>10. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>11. Original Passport</li> <li>12. Original Seaman Book</li> <li>13. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>14. Copy of U.S. C1D Visa - All in 1 Page</li> <li>15. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>16. Validity Passport minimum 1 year</li> <li>17. Add old passport (if repeater crew)</li> <li>18. <b>Appointment at Ratu Jakarta, Interview and finger print at Embassy in Jakarta</b></li> <li>19. <b>20 working days process</b></li> </ol> | <p><b>REQUIREMENT DOCUMENTS FOR DENMARK VISA</b></p> <ol style="list-style-type: none"> <li>1. Copy of Job Letter (LOE) = 2 Pcs (1 for sign on &amp; 1 for Visa)</li> <li>2. Port Agent Invitation Letter (LOI)</li> <li>3. Photo 3,5 X 4,5 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>4. Copy of Family Card (KK)</li> <li>5. Copy of Identity Card (KTP)</li> <li>6. Copy of Birth Certificate (Akte Lahir)</li> <li>7. Fill The Form</li> <li>8. Copy of Flight Ticket</li> <li>9. Copy of Marriage or Divorced Certificate (Akte Nikah atau Cerai)</li> <li>10. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>11. Must be without correction in Passport &amp; Seaman Book</li> <li>12. The information in docs must be suitable/match</li> <li>13. Original Passport</li> <li>14. Original Seaman Book</li> <li>15. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>16. Copy of U.S. C1D Visa - All in 1 Page</li> <li>17. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>18. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>19. Add old passport (if repeater crew)</li> <li>20. Finger print at Embassy in Jakarta</li> <li>21. <b>20 working days process</b></li> </ol> |

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| <p><b>REQUIREMENT DOCUMENTS FOR CANADA VISA</b></p> <ol style="list-style-type: none"> <li>1. Photo 3,5 x 4,5 Cm (White Background, must be new/ recent photo) = 2 Pcs + CD</li> <li>2. Port Agent Invitation Letter (LOI)</li> <li>3. Copy of Family Card (KK)</li> <li>4. Copy of Identity Card (KTP)</li> <li>5. Copy of Birth Certificate (Akte Lahir)</li> <li>6. Copy of Marriage or Divorced Certificate (Akte Nikah atau Cerai)</li> <li>7. Copy of Job Letter (LOE) = 2 Pcs (1 for Sign on &amp; 1 for Visa)</li> <li>8. Fill The Form</li> <li>9. Original Passport</li> <li>10. Original Seaman Book</li> <li>11. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>12. Copy of U.S. C1D Visa - All in 1 Page</li> <li>13. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>14. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>15. Add old passport (if repeater crew)</li> <li>16. Copy of Flight Ticket</li> <li>17. <b>20 working days process</b></li> </ol>                                                   | <p><b>REQUIREMENT DOCUMENTS FOR NORWAY VISA</b></p> <ol style="list-style-type: none"> <li>1. Photo 3,5 X 4,5 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>2. Port Agent Invitation Letter (LOI)</li> <li>3. Copy of Family Card (KK)</li> <li>4. Copy of Identity Card (KTP)</li> <li>5. Copy of Birth Certificate (Akte Lahir)</li> <li>6. Copy of Job Letter (LOE)</li> <li>7. Fill The Form</li> <li>8. Copy of Flight Ticket</li> <li>9. Original Passport</li> <li>10. Original Seaman Book</li> <li>11. Add old Passport (if repeater crew)</li> <li>12. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>13. Copy of U.S. C1D Visa - All in 1 Page</li> <li>14. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>15. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>16. Travel Insurance (Asuransi Perjalanan)</li> <li>17. Copy of Marriage or Divorced Certificate (Akte Nikah atau Cerai)</li> <li>18. <b>Appointment at Ratu Jakarta, Interview and finger print at Embassy in Jakarta</b><br/><b>(No Interview = must pay Rp. 300.000)</b></li> <li>19. <b>20 working days process</b></li> </ol> |
| <p><b>REQUIREMENT DOCUMENTS FOR PORTUGAL VISA</b></p> <ol style="list-style-type: none"> <li>1. Photo 3,5 x 4,5 Cm (White Background, must be new/ recent photo) = 2 Pcs + CD</li> <li>2. Port Agent Invitation Letter (LOI)</li> <li>3. Copy of Family Card (KK)</li> <li>4. Copy of Identity Card (KTP)</li> <li>5. Copy of Birth Certificate (Akte Lahir)</li> <li>6. Copy of Marriage or Divorced Certificate (Akte Nikah atau Cerai)</li> <li>7. Copy of Job Letter (LOE) = 2 Pcs (1 for Sign on &amp; 1 for Visa)</li> <li>8. Fill The Form</li> <li>9. Original Passport</li> <li>10. Original Seaman Book</li> <li>11. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>12. Copy of U.S. C1D Visa - All in 1 Page</li> <li>13. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>14. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>15. Add old Passport (if repeater crew)</li> <li>16. Finger print at Embassy in Jakarta</li> <li>17. Copy of Flight Ticket</li> <li>18. <b>30 working days process</b></li> </ol> | <p><b>REQUIREMENT DOCUMENTS FOR INDIA VISA</b></p> <ol style="list-style-type: none"> <li>1. Photo 4,5 x 4,5 Cm (White Background, must be new/ recent photo) = 2 Pcs + CD</li> <li>2. Port Agent Invitation Letter (LOI)</li> <li>3. Copy of Family Card (KK)</li> <li>4. Copy of Identity Card (KTP)</li> <li>5. Copy of Birth Certificate (Akte Lahir)</li> <li>6. Copy of Marriage or Divorced Certificate (Akte Nikah atau Cerai)</li> <li>7. Copy of Job Letter (LOE) = 2 Pcs (1 for Sign on &amp; 1 for Visa)</li> <li>8. Copy of Last Diploma Certificate</li> <li>9. Appointment online through web:<br/><a href="http://www.indianembassyjakarta.com">http://www.indianembassyjakarta.com</a></li> <li>10. Sign the Form online by CM</li> <li>11. Original Passport</li> <li>12. Original Seaman Book</li> <li>13. Validity Passport &amp; seaman Book minimum 1 year</li> <li>14. Copy of Flight Ticket</li> <li>15. Add old Passport (if repeater crew)</li> <li>16. <b>15 working days process</b></li> </ol>                                                                                                                                                                                  |

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| <p><b>REQUIREMENT DOCUMENTS FOR FRANCE VISA</b></p> <ol style="list-style-type: none"> <li>1. Copy of Job Letter (LOE) = 2 Pcs (1 for sign on &amp; 1 for Visa)</li> <li>2. Port Agent Invitation Letter (LOI)</li> <li>3. Photo 3,5 X 4,5 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>4. Copy of Family Card (KK)</li> <li>5. Copy of Identity Card (KTP)</li> <li>6. Copy of Birth Certificate (Akte Lahir)</li> <li>7. Fill The Form</li> <li>8. Copy of Flight Ticket</li> <li>9. Copy of Marriage or Divorced Certificate (Akte Nikah atau Cerai)</li> <li>10. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>10. Original Passport</li> <li>11. Original Seaman Book</li> <li>11. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>12. Copy of U.S. C1D Visa - All in 1 Page</li> <li>13. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>14. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>15. Add old Passport if repeater crew</li> <li>16. <b>Appointment at Ratu Bali, Finger print at Embassy in Jakarta</b></li> <li>17. <b>30 working days process</b></li> </ol> | <p><b>REQUIREMENT DOCUMENTS FOR TAIWAN VISA</b></p> <ol style="list-style-type: none"> <li>1. Photo 4 X 6 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>2. Port Agent Invitation Letter (LOI)</li> <li>3. Original Family Card (KK)</li> <li>4. Original Identity Card (KTP)</li> <li>5. Original Birth Certificate (Akte Lahir)</li> <li>6. Copy of Job Letter (LOE)</li> <li>7. Online appointment through : <a href="http://www.teto.or.id">http://www.teto.or.id</a></li> <li>8. Sign the Form online by CM</li> <li>9. Copy of Flight Ticket</li> <li>10. Original Passport must be SIGN ON</li> <li>11. Original Seaman Book</li> <li>12. Letter Guarantee from Agent (as Hiring Partner)</li> <li>13. Copy of Passport (Page 2-3) &amp; (Page 48) - All in 1 Page</li> <li>14. Copy of U.S. C1D Visa - All in 1 Page</li> <li>15. Copy of Seaman Book (Page 3-4), (Page 5-6) &amp; (Page 7-8) - All in 1 Page</li> <li>16. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>17. Ad old Passport (if repeater crew)</li> <li>18. <b>30 working days process</b></li> </ol>                                                                                                                                                                                                                         |
| <p><b>REQUIREMENT DOCUMENTS FOR NEW ZEALAND VISA</b></p> <ol style="list-style-type: none"> <li>1. Photo 4 X 6 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>2. Port Agent Invitation Letter (LOI)</li> <li>3. Copy of Family Card (KK)</li> <li>4. Copy of Identity Card (KTP)</li> <li>5. Copy of Birth Certificate (Akte Lahir)</li> <li>6. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>7. Copy of Job Letter (LOE) = 2 Pcs (1 for Sign on &amp; 1 for Visa)</li> <li>8. Fill The Form</li> <li>9. Copy of Flight Ticket</li> <li>10. Copy of BST</li> <li>11. Validity Passport &amp; seaman Book minimum 1 year</li> <li>12. MCV (Maritime Crew Visa)</li> <li>13. Ratu Bali Statement Letter (Letter Guarantee from Ratu Bali)</li> <li>14. Original Passport</li> <li>15. Original Seaman Book</li> <li>16. Add Old Passport (if repeater crew)</li> <li>17. <b>20 working days process</b></li> </ol>                                                                                                                                                                                                                                         | <p><b>REQUIREMENT DOCUMENTS FOR BRAZILIAN VISA</b></p> <ol style="list-style-type: none"> <li>1. Fill 2 form (C1D form and Schengen form) for request Protocol Paper</li> <li>2. Send the list of Anexo-A, scan of Passport &amp; photo 5X5 Cm = 6 Pcs + CD for apply in Miami Office, and 3x4 Cm = 2 Pcs + CD for apply in Jakarta (White background, must be recent) photo at Agent to <a href="mailto:valmeida@rccl.com.br">valmeida@rccl.com.br</a> cc to : <a href="mailto:BrazilProcessing@rccl.com">BrazilProcessing@rccl.com</a> (RCCL) for request Protocol Paper.</li> <li>3. Crew must sign the Protocol Paper in Bali</li> <li>4. Crew have to apply 2 visas; Italy + Brazil Visa (depend on the Port that mention in the LOE &amp; depend on the instruction from the Miami Office)</li> <li>5. Copy of Identity Card (KTP) = 2 pcs</li> <li>6. Copy of Family Card (KK) = 2 pcs</li> <li>7. Copy of Birth Certificate (Akte Lahir) = 2 pcs</li> <li>8. Copy of Job Letter (LOE)</li> <li>9. Copy of Flight Ticket</li> <li>10. Original Passport</li> <li>11. Original Seaman Book</li> <li>12. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>13. Original Police Record (SKCK Polda &gt;&gt;&gt; Purpose : BRAZIL)</li> <li>14. No Interview at Embassy</li> <li>15. <b>30 working days process</b></li> </ol> |

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| <p><b>REQUIREMENTS DOCUMENTS FOR TURKEY VISA</b></p> <ol style="list-style-type: none"> <li>1. Photo 4 X 6 Cm (White Background, must be new/recent photo) = 2 Pcs + CD</li> <li>2. Copy of Family Card (KK)</li> <li>3. Copy of Identity Card (KTP)</li> <li>4. Copy of Birth Certificate (Akte Lahir)</li> <li>5. Copy of Last Diploma Certificate (Ijasah Terakhir)</li> <li>6. Copy of Job Letter ( LOE) = 2 Pcs (1 for sign on &amp; 1 for Visa)</li> <li>7. Port Agent Invitation Letter ( LOI)</li> <li>8. Fill The Form</li> <li>9. Copy of Flight Ticket</li> <li>10. Original Passport</li> <li>11. Original Seaman Book</li> <li>12. Validity Passport &amp; Seaman Book minimum 1 year</li> <li>13. <b>20 working days process</b></li> </ol> |                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>REQUIREMENT DOCUMENTS FOR ARRANGE OTB TUNISIA)</b></p> <ol style="list-style-type: none"> <li>1. Original Passport</li> <li>2. Validity Passport minimum 1 year</li> <li>3. Original Seaman Book</li> <li>4. LOE (Job Letter)</li> <li>5. Copy of Flight Ticket</li> <li>6. Original BST</li> <li>7. <b>10 working days process</b></li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                      | <p><b>REQUIREMENT DOCUMENTS FOR ARRANGE OTB DUBAI</b></p> <ol style="list-style-type: none"> <li>1. Original Passport</li> <li>2. Validity Passport minimum 1 year</li> <li>3. Original Seaman Book</li> <li>4. LOE (Job Letter)</li> <li>5. Copy of Flight Ticket</li> <li>6. Photo 3 x 4 = CD</li> <li>7. <b>7 working days process</b></li> </ol> |

Note :

For repeater crew only, kindly please submit the old Passport to process Schengen Visa.

# US C1D VISA REQUIREMENTS

| NO | DOCUMENTS                                                                                                       |
|----|-----------------------------------------------------------------------------------------------------------------|
| 1  | RECENT PHOTO WITH SIZE 5 X 5 ORIGINAL WHITE BACKGROUND IN CD                                                    |
| 2  | FILL THE US C1D VISA APPLICATION FORM AND REFERENCE JOB PLACES FORM                                             |
| 3  | NEW PASSPORT & OLD PASSPORT (IF OLD PASSPORT WAS LOST, THERE MUST BE HAVE A MISSING LETTER REPORT FROM POLICE ) |
| 4  | VALID PASSPORT (AT LEAST 1 YEAR) AND NEW SEAMAN BOOK (AT LEAST 3 MONTHS VALIDITY)                               |
| 5  | NEW BASIC SAFETY TRAINING                                                                                       |
| 6  | CERTIFICATES (JUNIOR HIGH SCHOOL, SENIOR HIGH SCHOOL, UNIVERSITY ) ORIGINAL + COPY 1 SHEET                      |
| 7  | WORK EXPERIENCE CERTIFICATES ORIGINAL + COPY 1 SHEET                                                            |
| 8  | CERTIFICATE OF POLICE RECORD MUST BE FROM REGIONAL POLICE IN ENGLISH FORMAT ORIGINAL + COPY 1 SHEET             |
| 9  | COPY 1 SHEET OF ID CARD / KTP                                                                                   |
| 10 | FAMILY CARD ORIGINAL ORIGINAL + COPY 1 SHEET                                                                    |
| 11 | BIRTH CERTIFICATE ORIGINAL + COPY 1 SHEET                                                                       |
| 12 | SUPPORTING DOCS. (BANK ACCOUNT OR COPY OF ASSETS CERTIFICATE SUCH AS LAND CERTIFICATE OR BUILDING)              |