



**A REPORT OF INTERNSHIP  
AT KANTOR IMIGRASI KELAS 1 TPI MAKASSAR**

**Submitted to the Faculty of Languages and Literature  
Universitas Negeri Makassar  
as the Partial Fulfillment of the Requirement for the Diploma Degree**

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ENGLISH DEPARTMENT  
FACULTY OF LANGUAGES AND LITERATURE  
UNIVERSITAS NEGERI MAKASSAR  
2020**

**PERSETUJUAN PEMBIMBING**

Judul : **A Report of Internship at Kantor Imigrasi Kelas 1 TPI  
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Setelah laporan ini diperiksa dan diteliti, maka laporan ini memenuhi syarat untuk diseminarkan.

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## PENGESAHAN SEMINAR AKHIR LAPORAN PKL

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11. The writer say thanks to everyone that could not be mentioned one by one.

Finally, the writer realized that this report is so far from being perfect. Therefore, consructive suggestion and criticism will be appreciated. May Allah SWT bless you all, Aamiin Allahumma Aamiin.

Andi Febrianti Rajni

# **CHAPTER I**

## **INTRODUCTION**

### **A. Background**

Internship is carried out in order to fulfill one of the requirements in completing the final assignment to complete the study at the Diploma level three (D3). Internship is a form of integrated application between attitudes, abilities and skills acquired by students in college. Implementation of Job Training in various companies and agencies will be very useful for students to be able to draw knowledge, skills and experience. Therefore, all the theories learned from various courses in the college can be directly practiced in the Human Resources Development Agency that deals with computers and management.

An internship is a monitored work experience that has intentional learning outcomes and goals for students. It is supported by the constitution in Indonesia which is stated in the Act of Workforce No.13 2003. Internship are regulated in Law No. 1 2003 (Labor Law) as well as several executive regulations. In the Labor Law, Internship interpreted as part of a vocational training system that integrates training at a institute to work directly under the guidances and supervision of an instructor or workers/laborers who are more experienced, in the process of production of goods and/or services in the enterprise, in order to master a certain skills or trade.

Internships focus on personal career development and can be a semester, summer, or even year-long program. The important element that distinguishes an internship from a short-term job or community service is the intentional "learning agenda" that the intern brings to the experience. An Internship is one of the subjects in Business English Study

Program - Diploma (D3) at Universitas Negeri Makassar. All students in Business English are required to conduct internship in a private company, bank, or in government field.

The students are given time two months to conduct their internship. The writer chooses the Immigration Office as an internship because the writer wants to know about the workings of the office. In addition, the writer wants to know about all activities, main tasks and functions of the Immigration Office in Indonesia. Therefore, the writer tries to improve his knowledge in Immigration Office related to his educational background and applies knowledge obtained from campus, such as introducing computer programs, management skills, English for banking, English for secretaries, English for accounting, etc.

## **B. The Objectives of Internship**

Based on the background which is mentioned above, the objectives of the internship are as follows:

1. To improve the student ability as a preparation to entering the working environment at the office.
2. To figure out about habitual activity that is done in working environment, learn about honesty, friendliness, creativity, and time management.
3. To get a work opportunity that is integrated in doing business activities especially Computer Skill and English for Secretary according to the subject of Business English that has been learned.
4. The feasibility of internship is able to communicate and make decisions, knowing the balance between theory and practice.
5. The importance of internship: independence, confidence, and quality.

## **C. The Significances of Internship**

The significances of internship are :

### **1. Theoretical significance**

The internship has given the insightful contribution to the subjects: Introduction to Computer, Excel for Business, Ethics and Personality, Interpersonal Skills, and Public Speaking.

### **2. Practical Significances**

Internship has contributed in gaining experience about professionalism and good attitude in the work area. Look for customs systems and internal service procedures such as entering data on the customs office application website. Find out the system process at Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi) Makassar (inputting data). Finding out the procedures for how foreigner service systems.

- a. To show real work processes in the work environment.
- b. Add insight and maximize work potential in the real world.
- c. To find out the service in general and the process of making a passport and visas at the immigration office.

## **CHAPTER II**

### **GENERAL DESCRIPTION**

#### **A. Brief History of Kantor Imigrasi Kelas 1 TPI Makassar**

Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi) Makassar was established in 1948 where the construction was carried out by the Dutch government. After the formation of the Immigration Institution on January 26, 1950, the Immigration Regional Office (Kandim) was located on Jl. Seram No.2 and since 1987 changed its name to Jl.Tentara Pelajar. Along with the development of Makassar City, in 1976 Kandim changed its name to the Office of the Directorate General of Immigration (Kanditjen). Entering the era of reorganization, in 1980 it changed to the Immigration Office.

Along with the development of Makassar City, in 1976 Kandim changed its name to the Office of the Directorate General of Immigration (Kanditjen). Entering the reorganization era, in 1980 it changed to the Immigration Office (Kanim).

On May 19, 2005, Kantor Imigrasi Kelas 1 TPI ( Tempat Pemeriksaan Imigrasi ) Makassar officially took office or moved precisely from Jl. Student Army No. 2 to Jl. Perintis Kemerdekaan Km. 13 Daya, Makassar and on August 23, 2005 it was inaugurated by the Minister of Law and Human Rights R.I. Mr. Hamid Awaluddin.

Immigration activities at the Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi) Makassar are more focused on services such as giving R.I. Passport, granting and extending Stay Permits for Foreigners, this can be seen from the quite high intensity of service activities at the Makassar Immigration Office. Enforcement of immigration law at

the Kantor Imigrasi Kelas 1 TPI ( Tempat Pemeriksaan Imigrasi) Makassar has been going pretty well, this can be seen from the number of foreigners who are quarantined and deported from year to year is quite significant. All that can not be separated from the alertness of Kantor Imigrasi Kelas 1 TPI Makassar officials in carrying out immigration tasks. Human resources at the Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi) Makassar continue to strive to improve the quality of performance in supporting immigration tasks so that the system of disciplinary enforcement of employees can be improved.

### **Vision and Mission**

Vision and mission are the ideal view of the future to be realized within a certain time frame to support the office as follow:

1. Vision

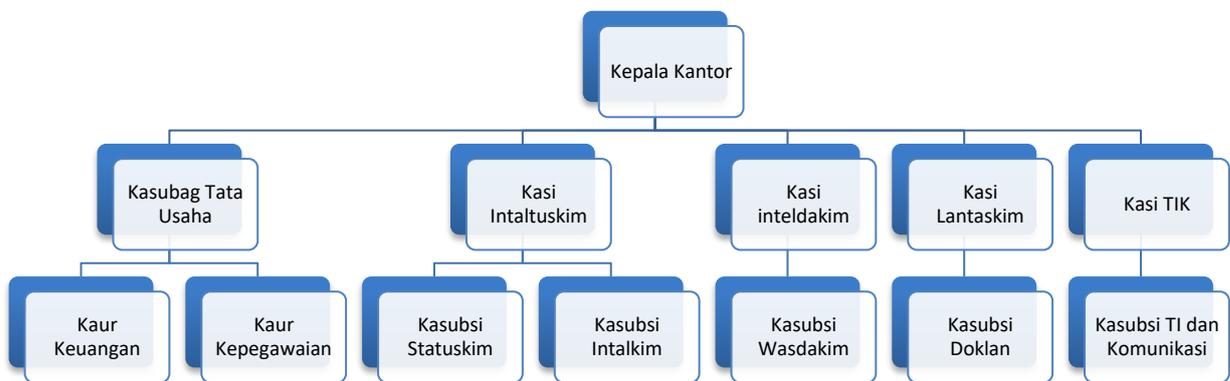
Communities Obtain Certainty in Immigration Services and Law Enforcement

2. Mission

- Strengthening fair and accountable immigration law enforcement.
- Support the creation of a stable state security.
- Improving excellent immigration services.
- Support the development of sustainable community welfare.

**B. Organizational Structure Of Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi ) Makassar**

**STRUKTUR ORGANISASI  
KANTOR IMIGRASI KELAS 1 TPI MAKASSAR**



**Picture 1.1 The Organizational Structure Kantor Imigrasi Kelas 1 TPI Makassar**



**Picture 1.2 Logo of Immigration Office**

**C. The Activities of Organizational Structure Kantor Imigrasi Kelas 1 TPI  
(Tempat Pemeriksaan Imigrasi) Makassar**

In every office and organization, organizational structure explains the structure of the office, the people or employees with their duties.

1. Kepala Kantor

Leading, supervising, and coordinating tasks at the Immigration Office in line with statutory regulations.

2. Sub Bagian Tata Usaha

- Arrange work plan for Sub Division of Administration.
- Collecting distribution, managing the flow of correspondence with a control card system to facilitate the reception of information.
- Collecting incoming mail archives and office documents.
- Organize and manage administrative maintenance of official vehicles.
- Compile the maintenance of office equipment, office buildings, official houses and maintain the use of telephone, electricity, water and room cleanliness.
- Checking bills for maintenance of offices, office buildings, official houses and electricity and telephone dependents.
- Collecting proposals for the elimination of office equipment and official vehicles.
- Compiling the making of salary lists and employee reports.
- Calculating and organizing official travel arrangements.
- Gather security implementation in office environment.

- Analyze staffing data and employee formation proposals as material for proposing education and training for pre-service and service examinations at level I and level II.
- Arranging proposals for awarding awards and Employee Cards for CPNS who have been appointed as civil servants, requests for health testing and DUK preparation.
- Make proposals for promotion promoted appointments in structural positions, employee transfers, layoffs and pensions.

### 3. Kasi TIK

- Develop a work program plan for the Tikim section.
- Sign a foreigner surveillance book.
- Sign Exit Permit Only.
- Sign the address mutation.
- Sign outgoing mail.
- Carry out file digitization.
- Carry out publications and visualizations.
- Data update.
- Make monthly reports and statistics on the activities of Indonesian citizens and foreigners.
- Structuring of Indonesian and foreign citizens' archives.

### 4. Kasi Lantaskim

- Carrying out immigration activities in the field of immigration traffic.
- Check the completeness of SPRI application files.

- Check the completeness of the Permit Exit Re-Entry files and counters.
- Affix initials after completing the passport application file and the Permit. Re-Entry exit file.
- Supervise staff, counters, data entry, photos, interviews, passport printing, passport collection and Permit Re-Entry collection.
- Coordinate with the Lantaskim staff (briefing).
- Provides consideration of decisions in the case of granting permission to leave or refused for those who are automatically directed by the system or who are directed by the immigration inspection officer.
- Provides consideration of decisions in the case of granting entry permits or being refused entry into Indonesian territory for those automatically directed by the system or those directed by immigration inspection officers.
- Checking the results of monthly reports and passenger statistics.
- Sign the Visa On Arrival usage report.
- Coordinate with the direct supervisor and evaluation and report on the work implementation in the sub-section.
- Sign and provide an assessment of the performance of traffic immigration section officers.

##### 5. Kasi Inteldakim

- Develop a work plan for the WASDAKIM section.
- Signing the immigration permit application file has been checked.
- Check and sign the minutes of opinion.
- Coordinate with related agencies.

- Supervise the implementation of deportation of foreigners.
- Coordinating the implementation of the WNA detection.
- Receive and research information about strangers for follow up.
- Coordinating the implementation of duties and supervision of foreigners.
- Undertake an assessment of the implementation of employee work.

#### 6. Kasi Intaltuskim

- Make an annual work plan in the Statuskim section.
- Sign an extended stay permit for a visit to the passport.
- Provide initial extension of ITAS.
- Give initials on the ITAP extension request letter.
- Give initials on the application letter for the conversion of ITK to ITAS.
- Give initials on ITAS TO ITAP application letter.
- Propose an extension of ITAS and ITAP to the Regional Office.
- Propose conversion of ITK to ITAS to Regional Offices.
- Signed a letter of suspension of ITAS extension.
- Sign a letter of suspension of transfer of ITK status to ITAS.
- Sign a letter of suspension of transfer of ITAS status to ITAP.
- Give initials on SKIM application documents.

#### **D. Position and Personnel**

1. Kepala Kantor : Pallawarukka, S.H., M.H
2. Kasubagb TU : Masniati, S.H., M.H
  - Kepala Urusan Kepegawaian : Sitti Heryaman S.Sos.
  - Kepala Urusan Keuangan : Rostati, S.Sos., M.H. :
  - Kepala Urusan Umum : Arman, S.S
3. Kasi Statuskim : K.H. Halim S.Sos.
  - Kasubsi Statuskim : A. Rezka Putra A. A,Md.Im. S.H.
  - Kasubsi Pentuskim : Yoga Aditya Utama A.Md. Im. S.H
4. Kasi TIK : Rida Agustian, S.E.
  - Kasubsi TI : Mahdi Basri
  - Kasubsi Komunikasi : Cherly Widianta A,md. Im. S.H.M.Si.
5. Kasi Lantaskim : Andi Mario S.H.M.H.
  - Kasubsi Pemeriksa : Lintas Batas
  - Kasubsi Doklan : Yusuf S.E.
6. Kasi Inteldakim : Syuaib Lamidi
  - Kasubsi Waskim : Rotuahman Saragih S.H.
  - Kasubsi Dakim : Muliati, S.H.

#### **E. Job Description**

During Internship at Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi) Makassar the writer did some works, such as :

1. Statuskim ( Status tinggal izin tinggal dan kunjungan Keimigrasian).
  - a. Serving applicants for foreigners in accordance with applicable procedures.
  - b. Checking the completeness of the foreign applicant's file.
  - c. Fill out the form and input the applicant's data that is complete in accordance

with the immigration requirements.

- d. Checking the status of payment of foreign applicants.
  - e. Scan the applicant's file that has been authenticated by the Head office.
2. Intalkim (Izin tinggal Status Keimigrasian ITAS dan ITAP ).
- a. Check your Passport and determine the type of Visa in Advance.
  - b. Distinguish between ITAS ( Izin tinggal Terbatas) and ITAP ( Izin tinggal Tetap).
  - c. Check files and check payment status.

## CHAPTER III

### SPECIFIC DESCRIPTION

#### A. Place of Internship

The internship was carried out at the office of Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi) Makassar, which is located on, Jl. Perintis Kemerdekaan Km 13, Kapasa, Kec Tamalanrea, Kota Makassar, Sulawesi Selatan 90245 .The distance between Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi) Makassar and UNM Parang Tambung about fifteen km. You will get through Alauddin street, A.P Pettarani street, Perintis Kemerdekaan street to find the office of Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi) Makassar. The writer was placed at room which is located at the Intaltuskim the second floor.

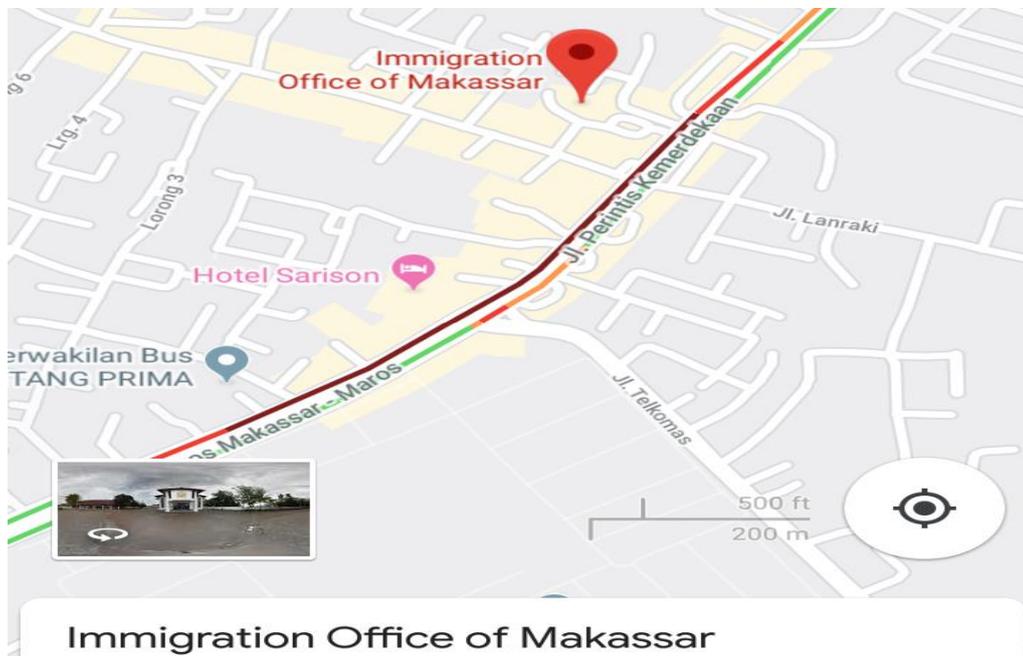


Figure 2.1 Located at Kantor Imigrasi Kelas 1 TPI Makassar

## **B. Time of Internship**

The writer conducted the internship at Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi) Makassar for two months, started from 10 July 2019 until 10 August 2019. During the internship, the writer was placed at Intaltuskim. The working days at Kantor Imigrasi Kelas 1 TPI Makassar office are five days effective in a week from Monday to Friday and the working hours starts from 7.30 am to 04.30 pm every day, but at 12.00 am to 01.00 pm is the time to break, pray and lunch.

## **C. Intership Procedure**

This internship requires several steps, such as:

To collect the data, the intern needs the preparation of this internship report, the methods are:

### **1. Before Internship**

The intern prepare well before internship, several preparations are follows:

- a. Searching information and learn about office that will become internships.
- b. Review the course materials related to the office.
- c. Making a list of questions to Employees of the office.
- d. Completing the requirements for internship, including collect the application documents for internship.

### **2. During Internship**

During the internship at Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi) Makassar is finding information from my friends.

This internship requires several steps, such as:

### 1. Observation

Before the writer determined the internship place, firstly, she did observation about the eligibility of the office it is essential to know the daily activity at the office as recognizing and continuously until an internship finished, the writer wanted to know more about Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi) Makassar.

To collect data by observation, the writer observed the employee's skills, position and operational system in the institute. And then noted what was obtained from observation.

### 2. Interview

During the apprenticeship activities, the author conducted an interview with one of the office employees on behalf of Sitty Heryaman S.Sos. as "Kepala Kepegawaian", which were able to provide accurate information such as the activities of the Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi) Makassar. This interview is perfect for finding data that we don't understand through observation, but needs direct involvement in communication with people who know about the information.

### 3. Documents

The internship also read some archives, file, and document and searching on the internet about Kantor Imigrasi Kelas 1 TPI (Tempat Pemeriksaan Imigrasi ) Makassar and collected information which probably related to the activities and other related literatures.

## **CHAPTER IV OUTCOMES AND BENEFIT**

### **A. Outcomes**

When the writer conducted her internship at Kantor Imigrasi Kelas 1 TPI Makassar, she conducted many activities. The writer was placed in the Intalstuskim and Lantaskim section. During for more or less two months of her internship, the writer could get experience and additional knowledge, about operational system of Kantor Imigrasi Kelas 1 TPI Makassar. By doing an internship, the writer gets several results such as:

#### **1. English and Communication Skills**

Helping employees to greet and serve foreign applicants who have just come up with sentences ;

- 1) " Good morning, Can I help you?"
- 2) " Where are you from ?"
- 3) " You wanna extend your visa ? "
- 4) " Ok, Can I see you passport please ?"
- 5) " Please fill this form" (See Appendices III Picture 3.1)
- 6) " Please make payment at the nearest post office or at the bank, then you can comeback the day after tomorrow."

#### **2. Management Skill**

Helping employees deliver the conditions foreign applicants must meet to get a Visa.

- 1) Determine the type of visa :
  - ITAP ( Izin Tinggal Tetap )

- ITAS ( Izin Tinggal Terbatas )

2) Do file checking, including the applicant must meet certain requirements such

as :

- Passport

- KTP

- Surat Penjamin

- Surat Jaminan

3. Computer and Application Skills.

Help employees input data from the completeness of the foreign applicants file in accordance with the applicable requirements in immigration. As for inputting data, the system used is :

- Sistem online.

- SIMKIM ( Sistem Informasi Manajemen Keimigrasian). (See Appendices III

Picture 3.2)

4. Interpersonal Skill

1) Building discipline, adding and improving skills.

2) Solving an operational problem.

3) Managing logistics system.

4) Managing data processing.

## **B. Benefits**

The benefits obtained from the internship are as follows:

1. The writer may fulfill the requirement in finishing the Diploma III English Language (Business English).
2. The writer got direct experience of working world, as a preparation to entering the working environment at the office.
3. The writer gets similarities and differences between theory and reality.
4. The writer gets an input to increase about habitual activity that is done in working environment or corporation, learn about honesty, friendliness, creativity, and time management.
5. The writer can improve and practice the material from the college with the internship procedure such as:
  - a) By computer skill, the writer can work better with Microsoft Word, work in Management.
  - b) By English for Secretary, the writer can speak to people confidently, manage data efficiently, and have a skill in administering immigration.
6. The writer had an opportunity to learn how to communicate effectively with older people in office area.

## **CHAPTER V**

### **CONCLUSION AND SUGGESTION**

The writer finally comes to general conclusions referring to the previous chapters that have been reported as follows:

#### **A. Conclusion**

During the Internship at Kantor Imigrasi Kelas 1 TPI Makassar for two months, start from 10<sup>th</sup> July 2019 to 10<sup>th</sup> August 2019, the writer learn and understand the work of the office that can improve and apply her English skills, management skills, computer skills, communication skills and many others. The writer was placed at office service and doing things like inputting the data from applicants file, data scan, file checking, making official letter of guarantee, and numbering the outgoing letter.

The writer also felt that she was like the employees of Kantor Imigrasi Kelas 1 TPI Makassar because the writer was given important data, allowed to use one of their application systems, using the facilities of the office to complete her work and to serve all social levels. Besides that, the writer knows how immigration system working.

## **B. Suggestion**

At the end of this report, the writer puts forward the following suggestions :

### 1. For students

For students that should do an intership at Kantor Imigrasi Kelas 1 TPI Makassar, need to be more active to ask some questions such as “ What is our activity today?” “What should we do next day?” It is because the employees are too busy with their job and could not observe the student all the time.

### 2. For Business English Study Program

- In order for students to easily receive in the office, Business English Study Program, must establish good relations with office or any office where students might be sent.
- Business English Study Program should provide all the students with basic knowledge about internship program before they are placed.
- During the internship people who have responsibility with students should directly visit and check the office and ask about student activities.

### 3. For Kantor Imigrasi Kelas 1 TPI Makassar

The division has to do rolling for all internship to get them more experience and knowledge in different places.

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Alamat web resmi : <https://makassar.imigrasi.go.id/sejarah/>

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THE DAILY ACTIVITIES

**PELAKSANAAN PRAKTEK KERJA LAPANGAN  
PROGRAM STUDI BAHASA INGGRIS D-III  
AGENDA HARIAN PESERTA PRAKTEK KERJA LAPANGAN**

Nama : Andi Febrianti Rajni  
Tempat PKL : Kantor Imigrasi Kelas 1 TPI Makassar  
Waktu PKL : 10 Juni – 09 Agustus 2019

No	Weeks	Day/Date	Activity	Paraf
1	Pertama (Intaltuskim)	Senin-Jumat 10-14 Juni 2019	<ul style="list-style-type: none"> <li>• Pengenalan divisi kerja di Intaltuskim</li> <li>• Mempelajari perbedaan paspor dan visa</li> <li>• Melayani pemohon asing dengan menggunakan kemampuan berbahasa Inggris</li> <li>• Menulis perdim dan map pemohon asing</li> <li>• Memeriksa berkas menunggu wilayah</li> <li>• Mengecek status pembayaran pemohon</li> <li>• Menulis di daftar ekspedisi perpanjangan Itas, Itap, dan Affidavit</li> <li>• Memfotokopi paspor dan visa</li> <li>• Mengecek jenis visa pemohon</li> </ul>	f

			<ul style="list-style-type: none"> <li>• Mengecek status tinggal pemohon</li> <li>• Mengatur map dan mengecek kelengkapan berkas pemohon</li> <li>• Menulis nama di buku ekspedisi penyerahan paspor</li> </ul>	
2	Kedua	Senin-Jumat 17-21 Juni 2019	<ul style="list-style-type: none"> <li>• Apel pagi</li> <li>• Melayani pemohon asing</li> <li>• Memeriksa berkas menunggu wilayah</li> <li>• Mengecek status pembayaran pemohon</li> <li>• Memfotokopi paspor</li> <li>• Menulis map dan perdim pemohon</li> <li>• Melampirkan berkas pada bagian sesi foto (biometric)</li> <li>• Mengecek berkas pemohon asing di ruang arsip Infokim</li> <li>• Membawa berkas ke ruang sekretaris/ pimpinan untuk ditandatangani</li> <li>• Senam pagi</li> </ul>	

			<ul style="list-style-type: none"> <li>• Mengambil map dan perdim di bagian Tata Usaha</li> </ul>	
3	Ketiga	Senin-Jumat 24-28 Juni 2019	<ul style="list-style-type: none"> <li>• Apel pagi</li> <li>• Melayani pemohon asing</li> <li>• Memfotokopi KTP, paspor, visa dan berkas penjamin/ surat kuasa pemohon</li> <li>• Mengecek status pembayaran pemohon</li> <li>• Menulis perdim dan map pemohon</li> <li>• Mengecek jenis visa pemohon</li> <li>• Menulis nama pemohon di buku ekspedisi penyerahan paspor</li> <li>• Memeriksa kelengkapan berkas pemohon</li> <li>• Membawa berkas pemohon di ruang sekretaris/ pimpinan untuk ditandatangani</li> <li>• Kerja bakti</li> </ul>	
4	Empat	Senin-Jumat 01-05 July 2019	<ul style="list-style-type: none"> <li>• Apel pagi</li> <li>• Melayani pemohon asing</li> </ul>	

			<ul style="list-style-type: none"> <li>• Menulis perdim dan map</li> <li>• Menginput data pemohon</li> <li>• Mengetik surat jaminan pemohon</li> <li>• Memeriksa berkas Menunggu wilayah di tempat berkas</li> <li>• Mengecek status pembayaran</li> <li>• Membawa berkas di tempat pemindaian berkas</li> <li>• Memfotokopi paspor dan visa</li> <li>• Menyusun bukti pengantar pembayaran pemohon dan memasukkan ke map</li> <li>• Membawa berkas ke ruang foto</li> <li>• Menerima bukti pembayaran dari pemohon dan menegecek berkas siap foto</li> <li>• Kajian jumat</li> <li>• Mencetak bukti pengantar pembayaran pemohon</li> <li>• Menyusun berkas yang</li> </ul>	
--	--	--	--	--



			<p>telah di pindai selesai ke tempat penyimpanan berkas</p> <ul style="list-style-type: none"> <li>• Menyusun berkas WBK dan meminta tanda tangan pengawas internal</li> </ul>	
5	Kelima	Senin-Jumat 08-12 Juli 2019	<ul style="list-style-type: none"> <li>• Apel pagi</li> <li>• Melayani pemohon asing</li> <li>• Menulis map dan perdim</li> <li>• Menginput data pemohon</li> <li>• Memeriksa berkas menunggu wilayah</li> <li>• Mengecek status pembayaran pemohon</li> <li>• Menyusun berkas yang telah di pindai selesai ke tempat penyimpanan berkas</li> <li>• Kerja bakti</li> <li>• Membawa laporan pengawas internal di setiap masing-masing pegawai yang bertugas</li> <li>• Membawa berkas pemohon ke ruang sekretaris/pimpinan untuk</li> </ul>	

			<ul style="list-style-type: none"> <li>pegawai</li> <li>• Menyusun dan memfotokopi berkas kenaikan pangkat</li> <li>• Memfotokopi perdim</li> <li>• Senam pagi</li> </ul>	
7	Tujuh	Senin-Jumat 22-26 Juli 2019	<ul style="list-style-type: none"> <li>• Apel pagi</li> <li>• Mengecek jumlah map dan perdim yang dibutuhkan Cs lantaskim</li> <li>• Membawa map dan perdim ke Cs Lantaskim</li> <li>• Melayani pegawai yang membutuhkan (barang)</li> <li>• Membantu bagian kepegawaian untuk menyusun berkas jabatan pegawa</li> <li>• Memfotokopi SKP pegawai</li> <li>• Menomor surat</li> </ul>	b
8	Delapan (Pencetakan Paspor)	Senin-Jumat 29 Juli-02 Agustus 2019	<ul style="list-style-type: none"> <li>• Apel pagi</li> <li>• Merapikan berkas</li> <li>• Mengecek kelengkapan berkas setelah paspor dilaminatin</li> </ul>	b

			<ul style="list-style-type: none"> <li>• Menyusun berkas paspor pemohon</li> <li>• Menulis data formulir pemohon paspor</li> </ul>	
9	Sembilan	Senin-Jumat 05-09 Agustus 2019	<ul style="list-style-type: none"> <li>• Apel pagi</li> <li>• Mengecek kelengkapan berkas setelah paspor dilaminatin</li> <li>• Menulis data formulir pemohon paspor</li> <li>• Mengecap tanggal berlaku pada berkas pemohon</li> <li>• Menulis nomor paspor baru</li> <li>• Senam pagi</li> <li>• Mengantar paspor untuk di tanda tangani Kepala Lantaskim</li> </ul>	

Makassar, 12 Agustus 2019

**Mengetahui,**  
Pembimbing Teknis



**Sitti Hervaman, S.Sos.**  
NIP. 19611102 198203 2 001

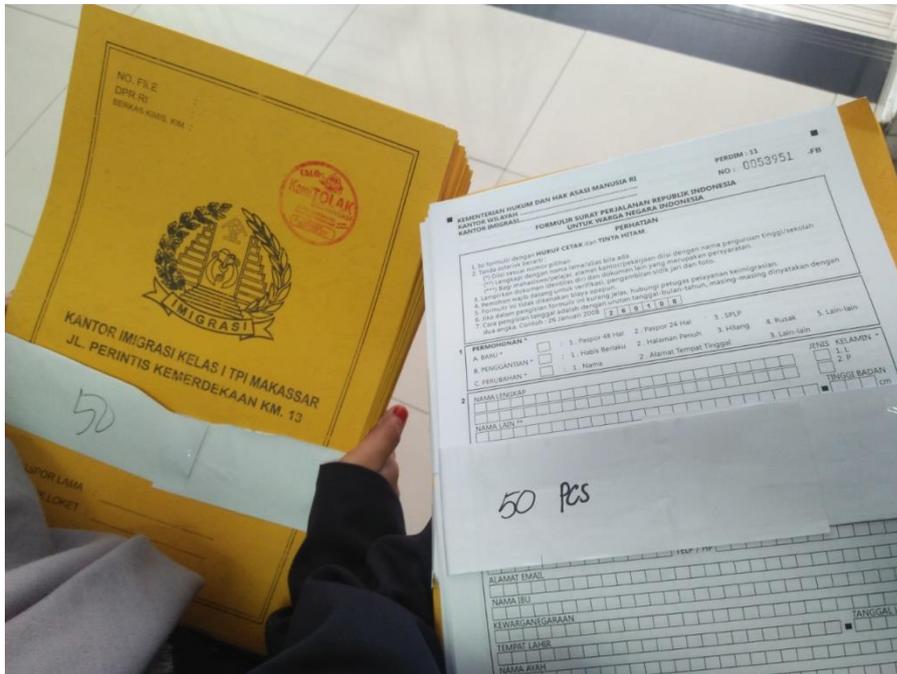
A  
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P  
E  
N  
D  
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C  
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S  
(II)

AN EVALUATION FORM OF INTERNSHIP  
PROGRAM



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P  
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S  
  
(III)

# INTERNSHIP PRODUCTS



Picture 4.1 (MAP AND PERDIM)

KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA RI  
KANTOR WILAYAH KANTOR IMIGRASI

PERDIM : 24  
NO : 1716288 -A

PERDIM : 24  
NO : 1716288 -A

**FORMULIR IZIN TINGGAL TERBATAS DAN TETAP**

**PERHATIAN**  
1. Isi formulir dengan **HURUF CETAK** dan **TINTA HITAM**.  
2. Tanda asterisk (\*) diisi sesuai nomor pilihan.  
3. Rokok pekerjaan diisi lengkap sesuai surat keterangan dari Depnaker atau instansi lain.  
4. Cara pengisian (tanggal) adalah dengan urutan tanggal-bulan-tahun, masing-masing dinyatakan dengan dua angka. CONTOH : 26 Januari 2008 | 2 | 6 | 0 | 1 | 0 | 8

**1. PERMOHONAN \***

A. BARU *	<input type="checkbox"/>	1. Itas 1 th	3. Itas maks. 6 bin	<b>TGL PERMOHONAN</b> 2   5   0   7   1   9
B. PERPANJANGAN *	<input type="checkbox"/>	1. Itas 1 th	4. Itap	
C. DUPLIKAT *	<input type="checkbox"/>	2. Itas 2 th	3. Itas maks. 6 bin	
D. ALIH STATUS	<input checked="" type="checkbox"/>	1. Itas Ke Itap	4. Itap	

**2. NAMA LENGKAP**  
BAHEEO OMAR MZEE SHILOO

**JENIS KELAMIN \***  
4 1. L  
2. P

**TEMPAT LAHIR**  
DOMPIASA

**KEWARGANEGARAAN**  
KENYAN

**TANGGAL LAHIR**  
17 | 04 | 52

**NOMOR PASPOR / DOKUMEN PERJALANAN**  
CK 22457

**TGL DIKELUARKAN**  
18 | 02 | 18

**BERLAKU S/D**  
18 | 02 | 25

**TEMPAT DIKELUARKAN**  
GOVERNMENT OF KENYA

**PERKERJAAN**  
ALAMAT KANTOR / PEKERJAAN

**ALAMAT TEMPAT TINGGAL DI INDONESIA**  
CITRA SUDIANG ESTATE BLOK D1

**ALAMAT EMAIL PENJAMIN**  
NO 7 MAKASSAR TELP / HP 085 298 314 908

**NAMA PENJAMIN**  
MAR SINCE RINDING PADANG

**ALAMAT PENJAMIN**  
CITRA SUDIANG ESTATE BLOK DI NO. 7

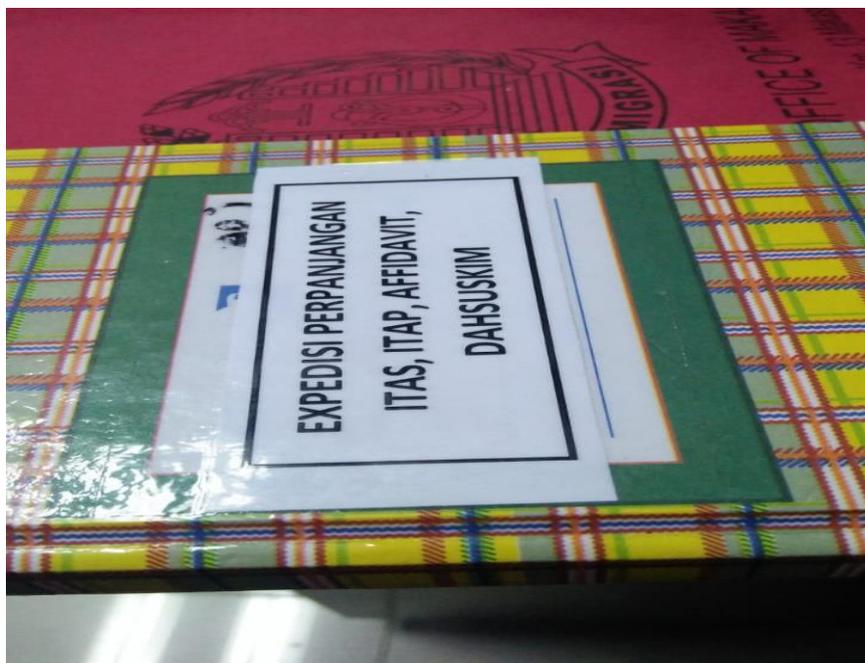
**ALAMAT PENJAMIN**  
MAKASSAR TELP / HP 085 298 314 908

**STATUS SIPIL \*** 1  
1. Kawin  
2. Tidak Kawin  
3. Trai Mati  
4. Trai Hidup

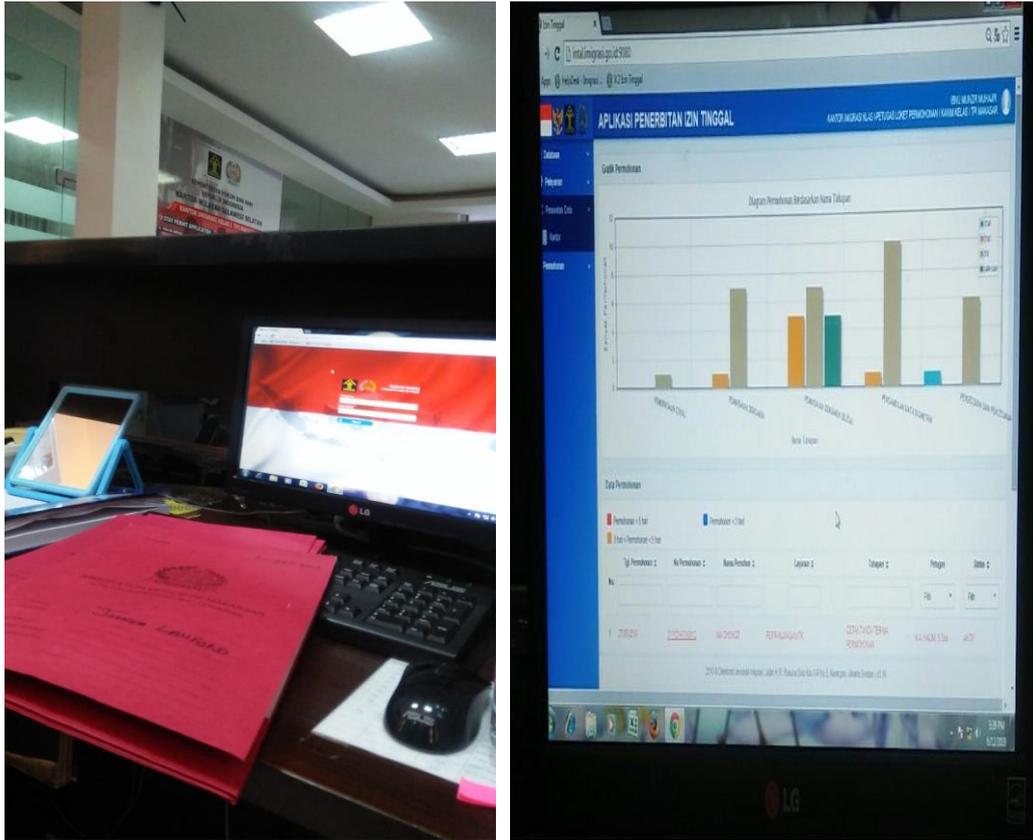
**KATEGORI PENJAMIN \*** 3  
1. Swasta  
2. Pemerintah  
3. Perorangan  
4. Organisasi Internasional

**STATUS USAHA \***  
1. Pegawai  
2. Anggota Keluarga  
3. Pemegang Saham

Picture 4.2 (Form Sheet)



Picture 4.3 (List of ITAP and ITAS book)



Picture 4.4 ( Computer and SIMKIM)

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P  
E  
N  
D  
I  
C  
E  
S

(IV)

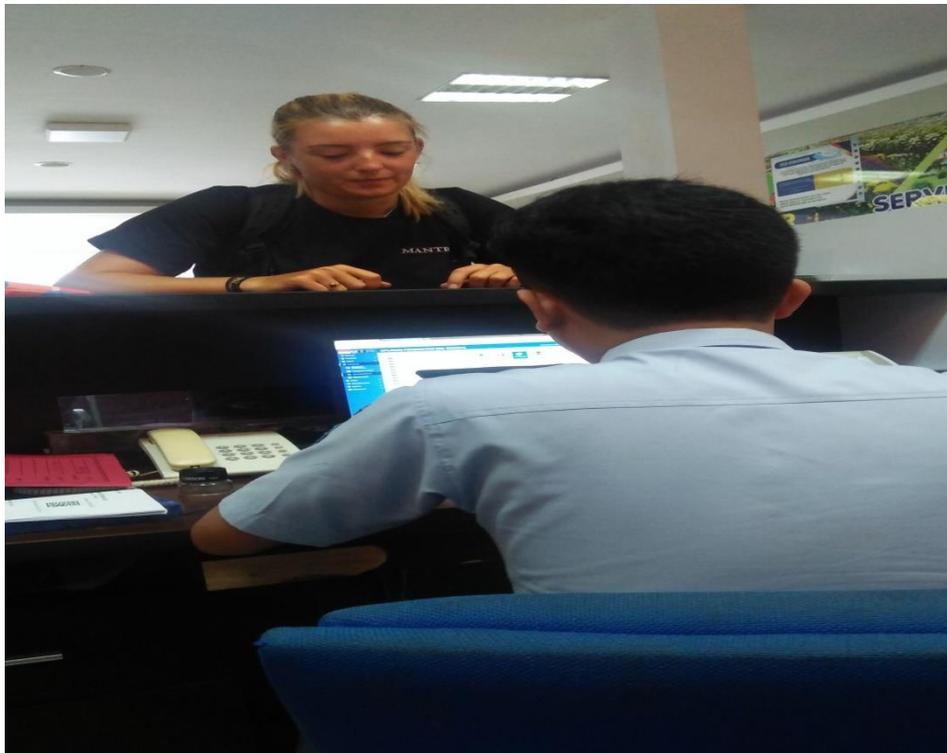
DOCUMENTATION

## DOCUMENTATION

### THE DAILY ACTIVITIES AT KANTOR IMIGRASI KELAS 1 TPI MAKASSAR



Picture 5.1 ( Taking photos of foreigner)



Picture 5.2 (service of foreigner)



Picture 5.3 ( The writer took a picture with an immigration office employee named Novri Ardi Wiranata Nur S.IP. )

## CURRICULUM VITAE



Andi Febrianti Rajni was born in Makassar on February 04th, 1999. She is the only daughter of Andi Rajamuddin and Nilmawati S.Pd. She is a moslem. Her hobbies are travelling, reading, playing badminton, and watching drama.

She is finished her Elementary School at SDN 28 Pakkita in 2012, and she continued to Junior High School at SMPN 4 SINJAI graduated on 2014. After that, she continued her study at SMAN 3 SINJAI and had been graduated on 2017. In the same year, she became student of Universitas Negeri Makassar majoring in Business English Study Program, Faculty of Languages and Literature, Universitas Negeri Makassar.