

**APPRENTICESHIP REPORT**  
**IMMIGRATION OFFICE CLASS II BENGKALIS**  
**IMMIGRATION CHECKPOINT**

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**INTERNATIONAL BUSINESS ADMINISTRATION**  
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**STATE POLYTECHNIC OF BENGKALIS**  
**BENGKALIS – RIAU**  
**2021**

**APPRENTICESHIP REPORT**  
**KANTOR IMIGRASI KELAS II TPI BENGKALIS**

Written as one of the conditions for completing Apprenticeship

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Bengkalis, June 15<sup>th</sup> 2021

The head Of Administration  
Kantor Imigrasi Kelas II TPI Bengkalis



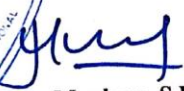

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## PREFACE

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Bengkalis, August 2021

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# CHAPTER I

## INTRODUCTION

### 1.1 Background of the Apprenticeship

Practical work is an Intra-Curricular activity that is part of the Community Life Course group, in all majors at State Polytechnic of Bengkalis and is held according to a predetermined time. This activity must be carried out considering that education and knowledge are not absolutely only obtained by understanding, but also supported by experience in the real world of work.

Practical work can find out how the system works through internships, types of work and work regulations at Immigration Office Class II Bengkalis Immigration Checkpoint can also improve skills, abilities, loyalty, and high sensitivity to these skills and provide more business knowledge if it has to work well to develop the company.

This practical work is carried out after students complete 7 (seven) semesters and graduate fully. Practical work in 2021 is carried out for approximately four months in government and private agencies. Every student who has finished carrying out practical work is required to make a report and must be responsible for the results so that students are said to be successful and have insight into the world of work that is more focused in accordance with the field of study of each student. For this reason, the implementation of this practical work has been carried out at Immigration Office Class II Bengkalis Immigration Checkpoint.

Immigration Office Class II Bengkalis Immigration Checkpoint is an agency engaged in the manufacture of passport. Which is located at JL. Ahmad Yani, number 004 Bengkalis, especially in the service division, has been running effectively.

Immigration Office Class II Bengkalis Immigration Checkpoint provides easy services for people who want to take care of submitting a passport, now

people can choose to submit an applicant to the Immigration Office Class II Bengkalis Immigration Checkpoint, can come directly to the Immigration Office or can download the online passport queue registration application (APAPO) on PlayStore. The application developed by the directorate general of immigration is to provide convenience for the public in obtaining passports with a time-free based queue. The online passport queue registration application (APAPO) has been running for the past year, the application developed by the Directorate General of Immigration has been implemented throughout Indonesia. The main goal is to make it easier for applicants to submit a time schedule to make it easier for the community, so that people can choose to come directly or use the application (APAPO) and wait for the time schedule to come according to the notification by the admin (APAPO).

The choice of a practical work place at Immigration Office Class II Bengkalis Immigration Checkpoint as a work place for practitioners because it is one of the agency companies in the field of making passports for citizens who want to go abroad. Where a passport is one of the documents used as a condition for entry and exit into a country. This is of course closely related to the International Business Administration study program that the author has studied in lectures. So that with the practical work the author has the opportunity to directly apply the knowledge that has been obtained during the lecture. In addition, the author can also learn work experience to complete the task properly and correctly and be responsible for what is done.

## **1.2 Purposes of the Apprenticeship**

The objectives of the apprenticeship program conducted at Immigration Office Class II Bengkalis Immigration Checkpoint are:

1. To find out the work system applied at Immigration Office Class II Bengkalis Immigration Checkpoint.
2. To find out the place and time at Immigration Office Class II Bengkalis Immigration Checkpoint.

3. To find out the system and procedures applied at Immigration Office Class II Bengkalis Immigration Checkpoint.
4. To find out the obstacles and solutions in the Immigration Office Class II Bengkalis Immigration Checkpoint.

### **1.3 Significances of the Apprenticeship**

This practical work certainly has great benefits for students, universities and institutions, while the benefits of this practical work include:

1. **Significance for Student**

With the practical work program, it is hoped that it can be a good opportunity for Bengkalis State Polytechnic students to be able to apply the knowledge that can be obtained during lectures to be put into the world of work.

2. **Significance for State Polytechnic of Bengkalis**

With the practical work program, it is hoped that the State Polytechnic of Bengkalis can build good cooperation and relationships with various companies and government agencies within the country and abroad.

3. **Significance for the Company**

With the practical work program carried out by the Bengkalis State Polytechnic, the Immigration Office Class II Bengkalis Immigration Checkpoint can help students apply the knowledge they have gained during their lectures.

## **CHAPTER II**

### **GENERAL DESCRIPTION OF THE COMPANY**

#### **2.1 Company Profile**

The Ministry of Law and Human Rights of the Republic of Indonesia (Kemenkumham RI) is the ministry within the Indonesian Government in charge of legal and human rights affairs. Kemenkumham is under and responsible to the President. Kemenkumham is led by a Minister who since 27 October 2017 has been held by Yasonna H. Laoly. The Ministry of Law and Human Rights was first formed on 19 August 1945 under the name Department of Justice, which then continued to change its name according to its function, Ministry of Law and Legislation (1999), Ministry of Justice and Human Rights (2001), Department of Law and Rights Asasi Manusia (2004) and the Ministry of Law and Human Rights (2009).

The Regional Office (Kanwil) of the Ministry of Law and Human Rights is a vertical agency of the Ministry of Law and Human Rights which is domiciled in each province and is responsible to the Minister of Law and Human Rights. Kanwil consists of several divisions including the Immigration Division which oversees the Technical Implementation Unit (UPT) including the Immigration Office, and the Immigration Detention Center (Rudenim).

Immigration Office Class II Bengkalis is a Technical Implementation Unit under the Immigration Division of the Riau Ministry of Law and Human Rights Regional Office. Immigration Office Class II Bengkalis Immigration Checkpoint is one of the immigration offices that are quite old. Immigration Office Class II Bengkalis was formed in 1952 with a wide working area covering Dumai City, Rupert District, Bengkalis District, Siak Sri Indrapura City, Bukit Batu District, Sungai Apit District, Rangsang District and Tebing Tinggi District. Over time and the historical development of regional development and the expansion of the work area of the Immigration Office Class II Bengkalis was split with the establishment

of the Dumai Immigration Office, the Long Strait Immigration Office and the Siak Sri Indrapura Immigration Office.



**Figure 2.1 Immigration Office Class II Bengkalis Immigration Checkpoint**  
*Source: Immigration Office Class II Bengkalis Immigration Checkpoint*

Based on the Decree of the Minister of Law and Human Rights No. M.HH-03.OT.01.03 YEAR 2018, the work area of the Immigration Office is the entire area of Bengkalis Regency which consists of eight districts, namely:

1. Bengkalis District
2. Bantan District
3. Bukit Batu District
4. Siak Kecil District
5. Rupert District
6. Rupert Utara District
7. Mandau District
8. Pinggir District
9. Batin Solapan
10. Bandar Laksamana
11. Tualang Muandau

In late 2018, there was a change in nomenclature at immigration offices throughout Indonesia following the issuance of Permenkumham Number 19 of

2018 concerning the Organization and Work Procedure of the Immigration Office. So that the name of Immigration Office Class II Bengkalis changed to the Immigration Office Class II Bengkalis Immigration Checkpoint. There is the addition of the acronym Immigration Checkpoint which distinguishes between Kanim who have or do not have Immigration Checkpoint.

## **2.2 Vission and Mission**

### **2.2.1 Vission**

The company's vision that has always been firmly held and implemented is to become one of the Immigration Office Class II Bengkalis Immigration Checkpoint companies as a technical implementing unit for the Kemenkumham Regional office in Riau which is the same as the vertical agency. law".

### **2.2.2 Mission**

The company's mission in realizing the expected goals is "Protecting basic human rights with a moral system such as the public interest, integrity, responsiveness, accountability and professionalism".

## **2.3 Kind Of Business**

The types of services provided by the Immigration Office Class II Bengkalis Immigration Checkpoint are as follows:

### **1. Residence Permit**

For foreign nationals (foreigners) who want to live in Indonesia, of course, they must require permission from the government. There are several residence permit procedures that can be carried out, one of which is a visit residence permit. For foreign nationals living in Indonesia with a visit visa, there are several conditions that need to be fulfilled, namely:

a. The new application for a residence permit from the Immigration Office Class II Bengkalis Immigration Checkpoint is divided into 2 parts, namely:

a) Applications for a visit stay permit for foreigners who enter the

territory of Indonesia with a visit visa attach a Guarantee Letter from the guarantor at the time of applying for a valid and still valid visa and passport.

- b) Application for a visit stay permit for a child born in the territory of Indonesia from parents holding a visit stay permit is submitted by filling out the application form and attaching the requirements for the child's national passport from the representative of his country in Indonesia, a certificate of birth of the child from a hospital or a birth certificate from an authorized official authorized, a photocopy of the parent's national passport and a photocopy of the parent's visit residence permit.
- b. The application for an extension of the residence passport of the Immigration Office Class II Bengkalis Immigration Checkpoint is divided into 2 parts, namely:
  - a) General requirements include application form, request letter and guarantee from guarantor, original nationality passport and photocopy of which there is evidence of a valid and valid visit permit, second to fifth extension application attaching proof of foreigner registration from the head of the Immigration Office or appointed immigration official, not included in the list of deterrence and paying immigration duties in accordance with the provisions.
  - b) Special requirements include proof of guarantee in the form of a return ticket to return home or continue the journey to another country. After fulfilling the requirements, they will then follow several procedures such as bringing all the requirements to the Immigration Office to issue a permit.

## 2. Work Permit

Foreign workers (TKA) employed by the employer must meet the requirements, among others, namely having an education that is in accordance with the qualifications of the position to be occupied by the TKA and having a certificate of competence or having work experience of



at least 5 (five) years in accordance with the qualifications of the position. which will be occupied by foreign workers. In principle, if the foreign worker does not meet the requirements as stipulated in the legislation, then the foreign worker cannot be employed by the employer. Because to be able to employ foreign workers, companies or employers must have written permission from the Minister of Manpower or an appointed official. The permit in question is a permit to employ foreign workers in the form of ratification of the Plan for the Use of Foreign Workers (RPTKA).

### 3. Research Permit

Every foreign citizen who will conduct research in the jurisdiction of the Republic of Indonesia can apply for a research permit to the Minister of Research, Technology and Higher Education of the Republic of Indonesia through the Secretariat of the Coordination Team for the Granting of Foreign Research Permits (TKPIPA).

Each research permit application must be attached with the following documents:

- a. An official application letter addressed to the Director of Intellectual Property Management as the Secretary of TKPIPA, the Ministry of Research, Technology and Higher Education with a copy to the Head of the Indonesian Representative Office (KBRI or KJRI) in the country where the foreigner resides
- b. Research proposal that includes the title, purpose, methodology, location and duration of the research in Indonesia.
- c. Research Abstract/Summary, one page long containing the title, methodology and research objectives.
- d. Curriculum Vitae, including a list of publications if any, CV must state the applicant's position and affiliation with the institution.
- e. Curriculum Vitae of Indonesian Work Partners including a list of publications if any.
- f. Two letters of recommendation, one from the relevant foreign research professor or supervisor and the other from the official or head of the

institution or university.

- g. A letter of willingness as a work partner from the head of an Indonesian institution or university who is competent in the field of science and technology which will be examined by the foreigner concerned. For long-term research, it is stronger if it is accompanied by an agreement or agreement document.
  - h. Financial guarantee letter stating that the foreign researcher is able to finance the researcher and other living expenses while conducting research in Indonesia.
  - i. Health certificate from a doctor stating that the foreign researcher is physically and mentally fit to conduct research in Indonesia.
  - j. Color photocopy of the foreign researcher's passport (still valid for at least 18 months from the date of visa collection), a page containing the identity of the name, date of birth, citizen and passport validity period. If there is an amendment, then the amendment page is also included.
  - k. Four recent passport photos measuring 4x6 cm.
  - l. A letter of recommendation from an official of the Indonesian Representative abroad where the foreign researcher resides. This letter does not have to be sent by the applicant, but this letter is made and sent by the Indonesian Embassy/KJRI
  - m. A list of research equipment that is accompanied by the price of goods in US \$ to be brought to Indonesia.
  - n. If a foreign researcher plans to bring his family with him, he is asked to submit a photocopy of a marriage certificate, a photocopy of a child's birth certificate, a photocopy of a family member's passport, a curriculum vitae for adult family members and a photo of each family member.
4. Regulations for the entry of foreigners
- Article 3 of RI government regulation No. 31 of 2013 concerning implementing regulations of Law no. 6 of 2011 concerning immigration states that every foreigner who enters Indonesian territory must meet the

following requirements:

- a. Have a valid and valid visa, except for those who are exempt from the obligation to have a visa.
- b. Have a valid and valid travel document.
- c. Not included in the deterrence list.

## 2.4 Organization Structure

The organizational structure of Immigration Office Class II Bengkalis Immigration Checkpoint is as follows:

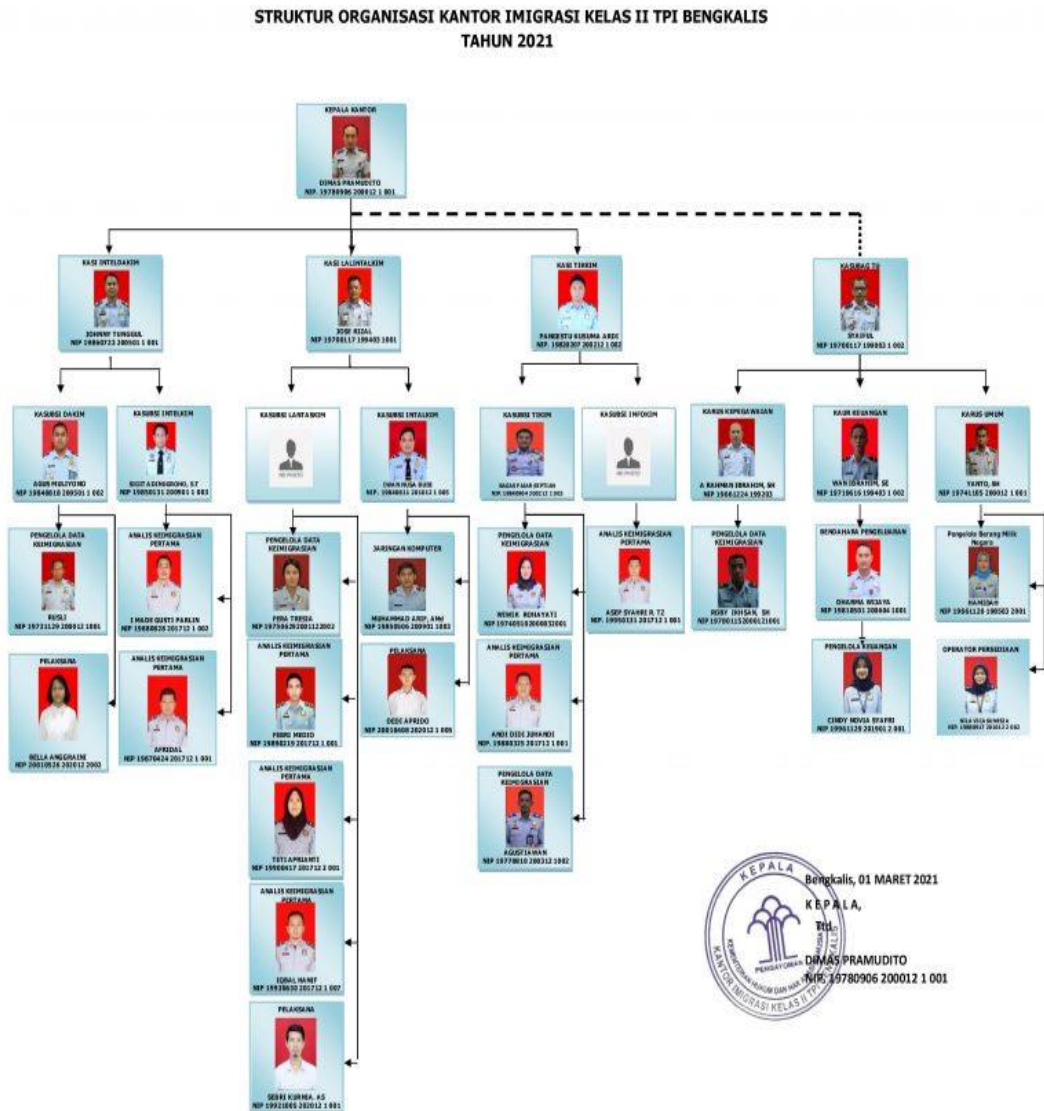


Figure 2.2 Organizational Structure of Immigration Office Class II Bengkalis Immigration Checkpoint

Source: Immigration Office Class II Bengkalis Immigration Checkpoint

## Duties & Functions Immigration Office Class II Bengkalis Immigration Checkpoint:

### 1. Immigration Office Class II Bengkalis Immigration Checkpoint:

Carry out the Main Duties and Functions of the Ministry of Law and Human Rights in the Immigration field in the Immigration Office.

### 2. Sub Division of Administration:

Has the task of carrying out administrative and household affairs of the Immigration Office. To carry out these tasks, the Sub Division of Administration has the following functions:

#### a. Doing Civil Service Affairs:

Personnel Affairs have the task of carrying out personnel affairs within the Immigration Office in accordance with the policies stipulated by the Minister and based on applicable laws.

#### b. Doing Financial Affairs:

Financial Affairs has the task of carrying out financial affairs of the Immigration Office in accordance with the policies stipulated by the Minister and based on the applicable laws.

#### c. Doing General Affairs:

General Affairs has the task of carrying out correspondence, equipment and household affairs at Immigration Office Class II Bengkalis Immigration Checkpoint.

### 3. Traffic Section and Immigration Residence Permit:

Has the task of carrying out immigration activities in the Traffic and Immigration Status in the Immigration Office Class II Bengkalis Immigration Checkpoint based on the applicable laws and regulations.

Traffic Section and Immigration Status consists of:

#### a. Immigration Traffic Sub-Section has the task:

Conducting trans-national cross-border licensing affairs through border areas, providing travel documents, departure permits, return permits and entry/exit permits in the context of regulating the entry

and exit of people through Border Crossings and providing immigration facilities.

- b. Immigration Stay Permit Sub-Section has the task:  
Conducting preparations for the implementation of screening, researching applications for status transfer and immigration residence permits, examining the validity of evidence of one's citizenship and providing a certificate of foreigners for completeness of citizenship applications as well as conducting evaluations and compiling reports on its implementation.

4. Section of Immigration Information Systems and Technology:

Has the task of disseminating and utilizing information and managing immigration communication facilities within the Immigration Office Class II Bengkalis Immigration Checkpoint based on applicable laws and regulations. To carry out these tasks the Immigration Information and Communication Facilities section has the following duties:

- a. The Immigration Information Technology Sub-Section has the following duties:  
Disseminating and utilizing information about Indonesian citizens and foreigners in the framework of cooperation in exchanging information for technical security operations of Immigration.
- b. The Immigration Communication Information Sub-Section has the following duties:  
Maintain and secure immigration documents as well as use and utilize Communication Facilities.

5. Intelligence and Immigration Action Section:

Has the task of carrying out immigration control and action against foreigners who are in the Immigration Office Class II Bengkalis Immigration Checkpoint environment based on the applicable laws and regulations. Immigration Control and Enforcement Section consists of:

- a. The Sub-Section of Immigration Intelligence has the following duties:

Supervise Immigration licensing violations and establish cooperation between agencies in the field of foreigner supervision.

- b. The Sub-Section of Immigration Enforcement has the following duties:

Conducting Investigation and Action, Prevention and Determination, Temporary shelter and treatment of foreigners who have not been able to be returned, Return and Expulsion of Immigration violations based on applicable laws.

## 2.5 The Working Process

The process flow for making a passport at Immigration Office Class II Bengkulu Immigration Checkpoint is as follows:



**Figure 2.3 Passport process flow**

*Source: Immigration Office Class II Bengkulu Immigration Checkpoint*

Applicants are expected to submit an application with the attached requirements and fill out a form. Then for passport applicants who want to make a passport using the online queue, please show proof of the online queue registration.

The counter must accept the applicant to make a passport then provide a perdim map (passport making form) to fill in personal data so that it is filled in the room provided. Then check all the requirements in accordance with the applicable procedures at Immigration Office Class II Bengkalis Immigration Checkpoint. After that, the counter clerk gave the photo queue number and interview to the applicant.

After the applicant's folder is submitted to the photo and interview section, the service officer directly enters the applicant's data into the DPRI application. Then the officer called the applicant using a loudspeaker to do a photo session, interview and fingerprint.

After everything is complete, the last stage is the officer providing the billing code or payment receipt so that the applicant can immediately make an admin payment for making a passport at the bank. After making payment at the applicant's bank, please wait for 3 (three) days during the work process. Passport is ready to be picked up 3 (three) working days after payment. At the time of taking the passport, the applicant is expected to bring the proof of transfer provided from the bank to avoid unwanted problems.

## **2.6 Document Used for Activity**

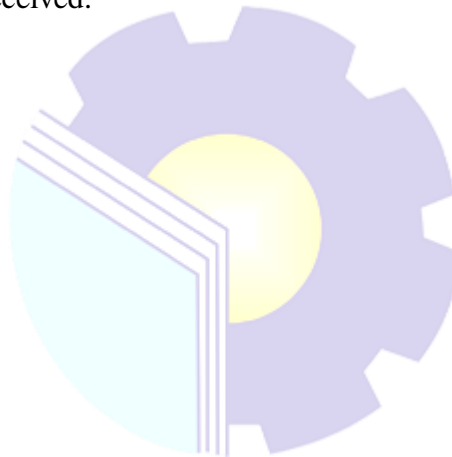
During the internship at Immigration Office Class II Bengkalis Immigration Checkpoint the documents used for activities are:

1. Map  
This folder is used to enter the form that has been filled in by the passport applicant.
2. Payment Receipt  
Payment receipt is a billing code that will be submitted to the bank so that you can make passport payments.
3. Passport Form (Perdim)  
In carrying out the work, the Perdim is used to fill in the data of the applicant who wants to make a passport.
4. Incoming and Outgoing Letter Agenda Book

The agenda book for incoming and outgoing letters is a book that is used to record letters which will later be disposed of and archived. This book contains the order number, sender's name, date, number and contents of the letter summary.

5. Disposition sheet

The disposition of the letter begins with an incoming letter addressed to the supervisor or leader, usually containing a task or activity that must be followed up immediately. This disposition sheet is filled in according to the incoming letter so that the superior can give instructions or information to his subordinates to carry it out. The disposition sheet contains the code, date/number, origin, summary contents and the date the letter was received.





## **CHAPTER III**

### **SCOPE OF THE APPRENTICESHIP**

#### **3.1 Job Description**

This chapter will explain the work activities in carrying out practical work at Immigration Office Class II Bengkalis Immigration Checkpoint which is carried out for approximately four months starting from February 15<sup>th</sup> to June 15<sup>th</sup>, 2021.

In conducting the apprenticeship report, there are main types of work during the apprenticeship as follows:

1. Check passport applicant data
2. Entry passport applicant data
3. Scan the passport applicant data
4. Fill in the disposition sheet
5. Schedule incoming and outgoing mail
6. Archive disposition sheet
7. Make a Business Travel Letter
8. Make a Business Travel Report

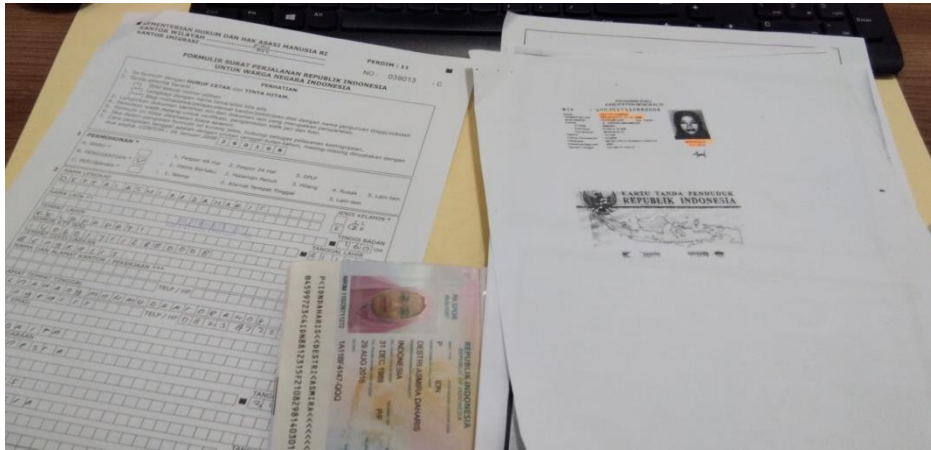
#### **3.2 System and Procedure**

The system used by the Immigration Office Class II Bengkalis Immigration Checkpoint is an online system. Every activity in doing work uses the Internet (Bengkalis Immigration Office website) which can be accessed by all employees and uses a manual system. Immigration Office Class II Bengkalis Immigration Checkpoint uses internet access to enter applicant data in a database that is directly connected to the head office. While the manual system is used to record disposition sheets, agenda for incoming and outgoing letters.

There are several work procedures that are performed as tasks and are described as follows:

1. Check passport applicant data

Re-examination of the data filled in by the applicant to ensure that the data filled in by the applicant is correct and in accordance with the procedure so that when entering data there are no more errors. If there is an error in filling out the biodata form and the attached requirements are incomplete, it must be returned to the counter clerk to be repaired and completed by the passport applicant. In checking the applicant's data, the author is given the task of being careful in checking the applicant's name, place and date of birth and the address must match the National Identity Card and Family Card.

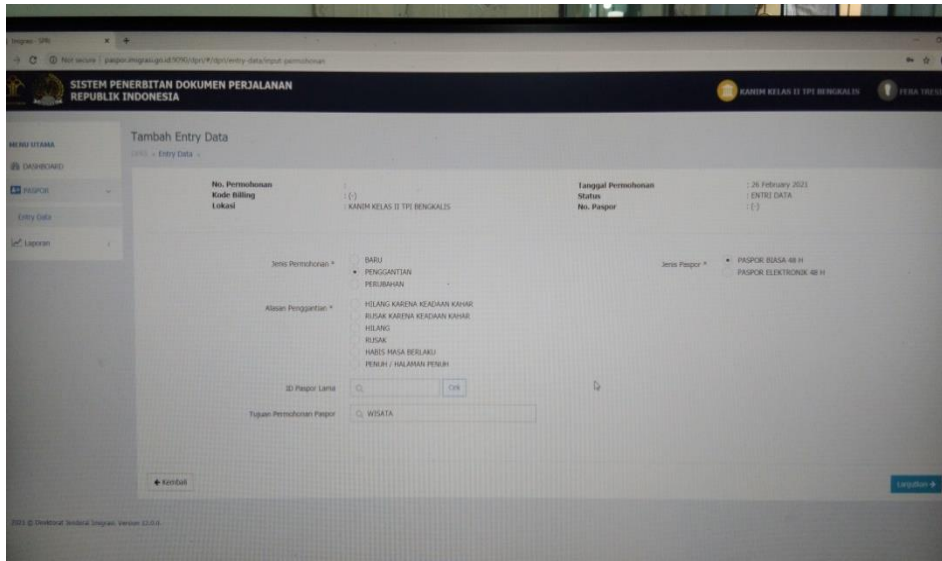


**Figure 3.1 Check passport applicant data**

*Source: Processed Data 2021*

2. Entry passport applicant data

Entering passport applicant data into the computer. The data in the passport applicant's document is typed and entered into the computer. So that the applicant's data is inputted to other computers in the photo and interview room and can immediately take photos and interviews. When entering the applicant's data, the author must be very careful in filling out the name, place and date of birth and address of the applicant so that the photo and interview officers do not need to change again if there is an error in the data and prevent the applicant's identity from being mistaken when the passport will be printed. .



**Figure 3.2 Entering data on the data entry form**

*Source: Processed Data 2021*

3. Scan the passport application requirements that have been entered  
 The data that has been inputted or entered into the computer is then scanned. So that the passport applicant's data is stored on the computer and as evidence that the applicant has fully attached the requirements. If there is a problem with the applicant abroad, the immigration party can find out the passport applicant's data on the computer.

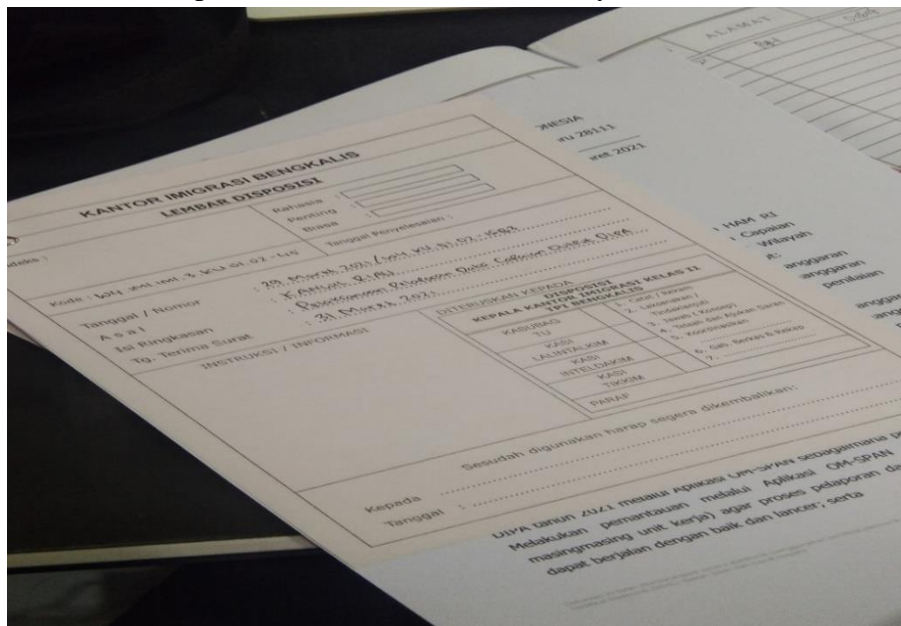


**Figure 3.3 Scan the passport applicant data**

*Source: Processed Data 2021*

4. Fill out the letter disposition sheet

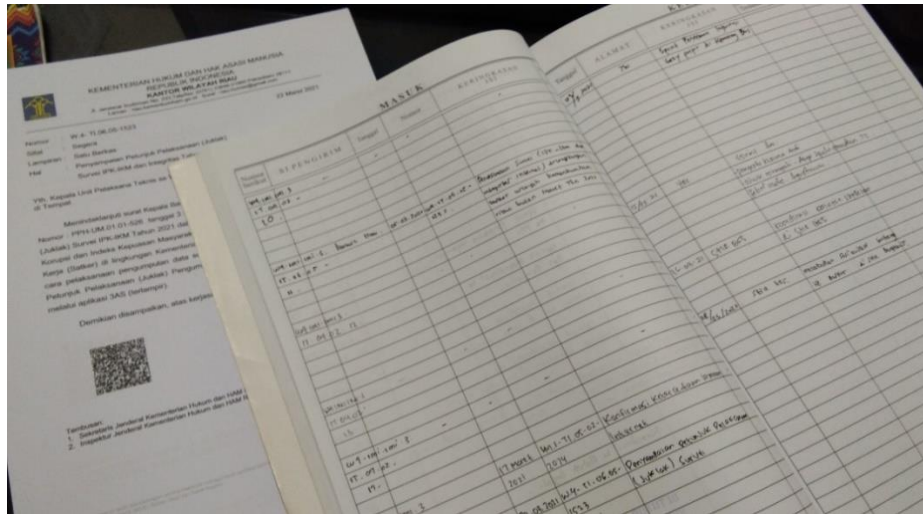
After the author records the incoming letter in the agenda book, then the letter is filled in on the disposition sheet. The disposition sheet contains the code, date/number, origin, contents of the summary and the date the letter was received. The disposition sheet that has been filled in is forwarded to the head of the office to immediately provide disposition and follow-up notes. If the head has provided a follow-up note, the letter will be returned to the administrative staff to select a letter based on the disposition results and immediately distributed.



**Figure 3.4 Filling out the disposition sheet**  
*Source: Processed Data 2021*

5. Schedule Incoming and Outgoing Mail

Scheduling letters is the activity of recording incoming and outgoing letters into the agenda book. Its purpose is as evidence of incoming and outgoing letters, to find out the number of incoming and outgoing letters within a certain time, to find out the numbering of outgoing letters and to assist in searching for letters. The agenda book for recording incoming letters contains the sequence number, sender's name, date, number and summary of the contents of the letter. Meanwhile, to record outgoing mail, it contains the sequence number, date, intended address, summary of the contents of the letter and notes.

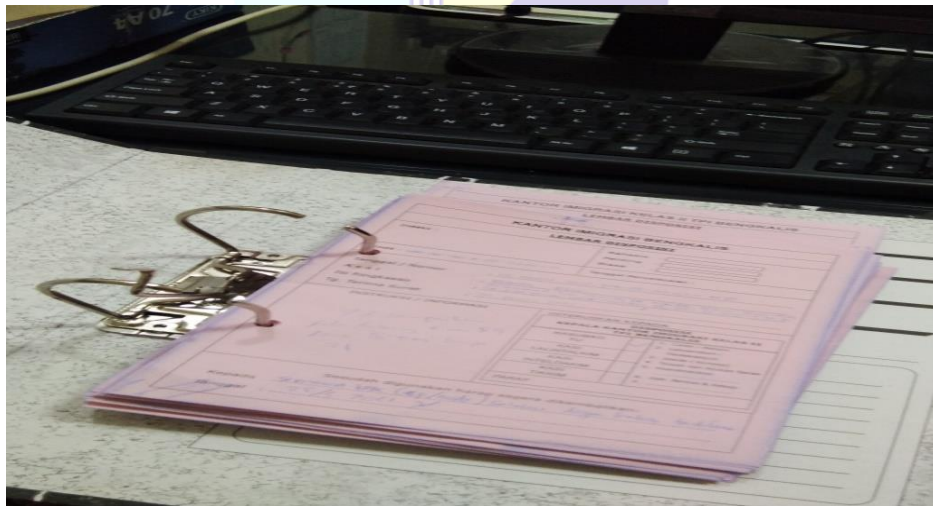


**Figure 3.5 Schedule incoming and outgoing mail**

*Source: Processed Data 2021*

#### 6. Archive Disposition Sheet

If the disposition sheet has been forwarded to each field that has been ordered by the superior, then the disposition sheet is then archived to a special order folder for the letter disposition archive. The purpose of filing the disposition of letters is to make it easier to find letters back so that when they are needed they can be found immediately.



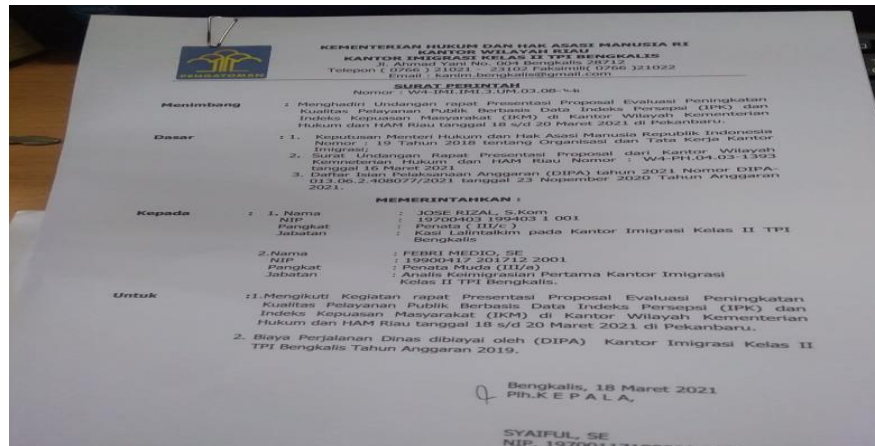
**Figure 3.6 Archive Disposition Sheet**

*Source: Processed Data 2021*

#### 7. Make a Business Travel Letter

Official travel letters are often used as evidence of the official travel process to serve outside the city for a predetermined period of time. Employees who give assignments must carry this letter with them wherever they are on duty

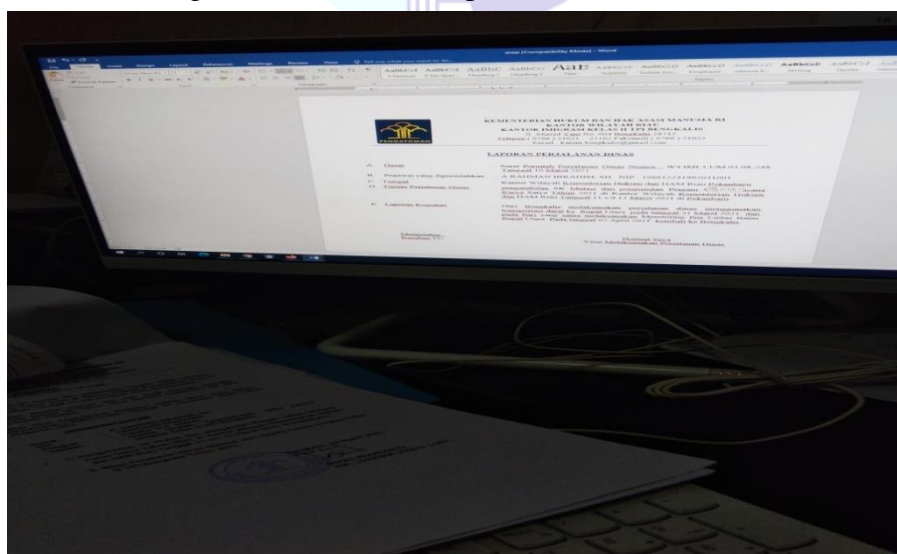
outside the city. The contents of the official letter are the name of the assignor, the name of the person assigned, the place and time of the official trip, and the purpose of the official trip.



**Figure 3.7 Make a Business Travel Letter**  
*Source: Processed Data 2021*

### 8. Make a Business Trip Report

After the officers went on an official trip, the writer made a report on the official trip as a result of the activities that had been carried out and accounted for the tasks that had been given by the head of the office. The purpose of the official travel report is to provide an explanation of detailed matters related to activities during the official trip and the official travel report can be used as evidence that the official travel assignment has been completed.



**Figure 3.8 Make a business trip report**  
*Source: Processed Data 2021*

### 3.3 Place of Apprenticeship

This Job Training activity was carried out at Immigration Office Class II Bengkalis Immigration Checkpoint which is located at Jalan Ahmad Yani No. 004, Bengkalis City, Bengkalis District, Bengkalis Regency, Riau. During the Job Training activities the author is placed in the Traffic and Immigration Stay Permit (Lalintalkim) section, General Affairs and Personnel Affairs.

### 3.4 Kind and Description of the Activity

The implementation time of practical work is carried out for 4 (Four) months. Starting from February 15<sup>th</sup>, 2021 until June 15<sup>th</sup>, 2021. The practice work schedule is as follows:

No	Day	Time work	Ishoma
1.	Monday-Thursday	07:30 - 16:00	12:00 - 13:30
2.	Friday	07:30 - 16:30	11:30 - 13:30
3.	Saturday-Sunday	Weekend	Weekend

**Table 3.1 First week activity starting from February 15<sup>th</sup> to February 19<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, February 15 <sup>th</sup> 2021	1. Self introduction 2. Create attendance list using microsoft excel	Immigration Office
2.	Tuesday, February 16 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
3.	Wednesday, February 17 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
4.	Thursday, February 18 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
5.	Friday, February 19 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room

Source: Processed Data 2021

From table 3.1 above, it can be seen that the first week of the Traffic and Immigration Stay Permit section, starting from February 15<sup>th</sup>, 2021 to February 19<sup>th</sup>, 2021 from introduction, making absences using Microsoft Excel, checking passport requirements documents before entry, data entry for passport applicants , and scanned the passport requirements document that has been entered. In the second week it can be seen in table 3.2.

**Table 3.2 Second week activity starting from February 22<sup>nd</sup> to February 26<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, February 22 <sup>nd</sup> 2021	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the passport requirements document file</li> <li>3. Passport applicant data entry</li> <li>4. Scan of passport requirements documents</li> </ol>	Photo and Interview Room
2.	Tuesday, February 23 <sup>rd</sup> 2021	<ol style="list-style-type: none"> <li>1. Check the passport requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> </ol>	Photo and Interview Room
3.	Wednesday, February 24 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Check the passport requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> </ol>	Photo and Interview Room
4.	Thursday, February 25 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Check the passport requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> </ol>	Photo and Interview Room
5.	Friday, February 26 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Check the passport requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> <li>4. Briefing</li> </ol>	Photo and Interview Room

*Source: Processed Data 2021*

From table 3.2 above, it can be seen that the second week of the Traffic and Immigration Stay Permit section, starting from February 22<sup>nd</sup>, 2021 to February 26<sup>th</sup>, 2021 the author carried out the same activities as the first week from checking passport requirements documents before entry, data entry for passport applicants , and scanned the passport requirements document that has been entered. This week, every Monday morning and Friday afternoon there is a briefing. In the third week it can be seen in table 3.3.



**Table 3.3 Third week activity starting from March 01<sup>st</sup> to March 05<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, March 01 <sup>st</sup> 2021	1. Briefing 2. Check the passport requirements document file 3. Passport applicant data entry 4. Scan of passport requirements documents	Photo and Interview Room
2.	Tuesday, March 02 <sup>nd</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
3.	Wednesday, March 03 <sup>rd</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
4.	Thursday, March 04 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
5.	Friday, March 05 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents 4. Briefing	Photo and Interview Room

Source: Processed Data 2021

From table 3.3 above, it can be seen that the third week of the Traffic and Immigration Stay Permit section, starting from March 01<sup>st</sup>, 2021 to March 05<sup>th</sup>, 2021 the author carried out the same activities as the second week from checking passport requirements documents before entry, data entry for passport applicants, and scanned the passport requirements document that has been entered. This week, every Monday morning and Friday afternoon there is a briefing. In the fourth week it can be seen in table 3.4.

**Table 3.4 Fourth week activity starting from March 08<sup>th</sup> - March 12<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, March 08 <sup>th</sup> 2021	1. Briefing 2. Check the passport requirements document file 3. Passport applicant data entry 4. Scan of passport requirements documents	Photo and Interview Room
2.	Tuesday, March 09 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry	Photo and Interview Room

		3. Scan of passport requirements documents	
3.	Wednesday, March 10 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
4.	Thursday, March 11 <sup>th</sup> 2021	ASCENSION OF THE PROPHET MUHAMMAD	
5.	Friday, March 12 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents 4. Briefing	Photo and Interview Room

Source: Processed Data 2021

From table 3.4 above, it can be seen that the fourth week of the Traffic and Immigration Stay Permit section, starting from March 08<sup>th</sup>, 2021 to March 12<sup>th</sup>, 2021 the author carried out the same activities as the third week from checking passport requirements documents before entry, data entry for passport applicants, and scanned the passport requirements document that has been entered. This week, every Monday morning and Friday afternoon there is a briefing. In the fifth week it can be seen in table 3.5.

**Table 3.5 Fifth week activity starting from March 15<sup>th</sup> to March 19<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, March 15 <sup>th</sup> 2021	1. Briefing 2. Check the passport requirements document file 3. Passport applicant data entry 4. Scan of passport requirements documents	Photo and Interview Room
2.	Tuesday, March 16 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
3.	Wednesday, March 17 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
4.	Thursday, March 18 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
5.	Friday, March 19 <sup>th</sup>	1. Check the passport	Photo and Interview Room

	2021	<ul style="list-style-type: none"> <li>requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> <li>4. Briefing</li> </ul>	
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Source: Processed Data 2021

From table 3.5 above, it can be seen that the fifth week of the Traffic and Immigration Stay Permit section, starting from March 15<sup>th</sup>, 2021 to March 19<sup>th</sup>, 2021 the author carried out the same activities as the fourth week from checking passport requirements documents before entry, data entry for passport applicants, and scanned the passport requirements document that has been entered. This week, every Monday morning and Friday afternoon there is a briefing. In the sixth week it can be seen in table 3.6.

**Table 3.6 Sixth week activity starting from March 22<sup>nd</sup> to March 26<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, March 22 <sup>nd</sup> 2021	<ul style="list-style-type: none"> <li>1. Briefing</li> <li>2. Schedule incoming and outgoing mail</li> <li>3. Filling out the disposition sheet</li> <li>4. Archive disposition</li> </ul>	General Affairs
2.	Tuesday, March 23 <sup>rd</sup> 2021	<ul style="list-style-type: none"> <li>1. Schedule incoming and outgoing mail</li> <li>2. Filling out the disposition sheet</li> <li>3. Archive disposition</li> </ul>	General Affairs
3.	Wednesday, March 24 <sup>th</sup> 2021	<ul style="list-style-type: none"> <li>1. Schedule incoming and outgoing mail</li> <li>2. Filling out the disposition sheet</li> <li>3. Archive disposition</li> <li>4. Create an organizational structure</li> </ul>	General Affairs
4.	Thursday, March 25 <sup>th</sup> 2021	<ul style="list-style-type: none"> <li>1. Schedule incoming and outgoing mail</li> <li>2. Filling out the disposition sheet</li> <li>3. Archive disposition</li> </ul>	General Affairs
5.	Friday, March 26 <sup>th</sup> 2021	<ul style="list-style-type: none"> <li>1. Schedule incoming and outgoing mail</li> <li>2. Filling out the disposition sheet</li> <li>3. Archive disposition</li> <li>4. Briefing</li> </ul>	General Affairs

Source: Processed Data 2021

From table 3.6 above, it can be seen that the sixth week of the General Affairs, starting from March 22<sup>nd</sup>, 2021 to March 26<sup>th</sup>, 2021 the author of practical work activities is schedule incoming and outgoing mail, filling out the disposition sheet and archive disposisiton sheet. This week, every Monday morning and Friday afternoon there is a briefing. In the seventh week it can be seen in table 3.7.

**Table 3.7 Seventh week activity starting from March 29<sup>th</sup> to April 02<sup>nd</sup> 2021**

No	Date	Job	Place
1.	Monday, March 29 <sup>th</sup> 2021	1. Briefing 2. Schedule incoming and outgoing mail 3. Filling out the disposition sheet 4. Archive disposition	General Affairs
2.	Tuesday, March 30 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition	General Affairs
3.	Wednesday, March 31 <sup>st</sup> 2021	1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition	General Affairs
4.	Thursday, April 01 <sup>st</sup> 2021	1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition	General Affairs
5.	Friday, April 02 <sup>nd</sup> 2021	GOOD FRIDAY	

Source: Processed Data 2021

From table 3.7 above, it can be seen that the seventh week of the General Affairs, starting from March 29<sup>th</sup>, 2021 to April 01<sup>st</sup>, 2021 the author carried out the same activities as the sixth week from schedule incoming and outgoing mail, filling out the disposition sheet and archive disposisiton sheet. This week, every Monday morning and Friday afternoon there is a briefing. In the eighth week it can be seen in table 3.7.

**Table 3.8 Eighth week activity starting from April 05<sup>th</sup> to April 09<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, April 05 <sup>th</sup> 2021	1. Briefing 2. Schedule incoming and outgoing mail 3. Filling out the disposition sheet 4. Archive disposition	General Affairs
2.	Tuesday, April 06 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition	General Affairs

3.	Wednesday, April 07 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition	General Affairs
4.	Thursday, April 08 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition	General Affairs
5.	Friday, April 09 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition 4. Briefing	General Affairs

Source: Processed Data 2021

From table 3.8 above, it can be seen that the eighth week of the General Affairs, starting from April 05<sup>th</sup>, 2021 to April 09<sup>th</sup>, 2021 the author carried out the same activities as the seventh week from schedule incoming and outgoing mail, filling out the disposition sheet and archive disposition sheet. This week, every Monday morning and Friday afternoon there is a briefing. In the ninth week it can be seen in table 3.9.

**Table 3.9 Ninth week activity starting from April 12<sup>th</sup> to April 16<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, April 12 <sup>th</sup> 2021	1. Briefing 2. Schedule incoming and outgoing mail 3. Filling out the disposition sheet 4. Archive disposition	General Affairs
2.	Tuesday, April 13 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition	General Affairs
3.	Wednesday, April 14 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition	General Affairs
4.	Thursday, April 15 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition	General Affairs

5.	Friday, April 16 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Schedule incoming and outgoing mail</li> <li>2. Filling out the disposition sheet</li> <li>3. Archive disposition</li> <li>4. Briefing</li> </ol>	General Affairs
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Source: Processed Data 2021

From table 3.9 above, it can be seen that the eighth week of the General Affairs, starting from April 12<sup>th</sup>, 2021 to April 16<sup>th</sup>, 2021 the author carried out the same activities as the seventh week from schedule incoming and outgoing mail, filling out the disposition sheet and archive disposition sheet. This week, every Monday morning and Friday afternoon there is a briefing. In the tenth week it can be seen in table 3.10.

**Table 3.10 Tenth week activity starting from April 19<sup>th</sup> to April 23<sup>rd</sup> 2021**

No	Date	Job	Place
1.	Monday, April 19 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the passport requirements document file</li> <li>3. Passport applicant data entry</li> <li>4. Scan of passport requirements documents</li> </ol>	Photo and Interview Room
2.	Tuesday, April 20 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Check the passport requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> </ol>	Photo and Interview Room
3.	Wednesday, April 21 <sup>st</sup> 2021	<ol style="list-style-type: none"> <li>1. Check the passport requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> </ol>	Photo and Interview Room
4.	Thursday, April 22 <sup>nd</sup> 2021	<ol style="list-style-type: none"> <li>1. Check the passport requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> </ol>	Photo and Interview Room
5.	Friday, April 23 <sup>rd</sup> 2021	<ol style="list-style-type: none"> <li>1. Check the passport requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> <li>4. Briefing</li> </ol>	Photo and Interview Room

Source: Processed Data 2021

From table 3.10 above, it can be seen that the tenth week of the Traffic and Immigration Stay Permit section, starting from April 19<sup>th</sup>, 2021 to April 23<sup>rd</sup>, 2021

the author of practical work activities is checking passport requirements documents before entry, data entry for passport applicants, and scanned the passport requirements document that has been entered. This week, every Monday morning and Friday afternoon there is a briefing. In the eleventh week it can be seen in table 3.11.

**Table 3.11 Eleventh week activity starting from April 26<sup>th</sup> to April 30<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, April 26 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Briefing</li> <li>2. Check the passport requirements document file</li> <li>3. Passport applicant data entry</li> <li>4. Scan of passport requirements documents</li> </ol>	Photo and Interview Room
2.	Tuesday, April 27 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Check the passport requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> </ol>	Photo and Interview Room
3.	Wednesday, April 28 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Check the passport requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> </ol>	Photo and Interview Room
4.	Thursday, April 29 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Check the passport requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> </ol>	Photo and Interview Room
5.	Friday, April 30 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Check the passport requirements document file</li> <li>2. Passport applicant data entry</li> <li>3. Scan of passport requirements documents</li> <li>4. Briefing</li> </ol>	Photo and Interview Room

*Source: Processed Data 2021*

From table 3.11 above, it can be seen that the eleventh week of the Traffic and Immigration Stay Permit section, starting from April 26<sup>th</sup>, 2021 to April 30<sup>th</sup>, 2021 the author carried out the same activities as the tenth week from checking passport requirements documents before entry, data entry for passport applicants, and scanned the passport requirements document that has been entered. This week,

every Monday morning and Friday afternoon there is a briefing. In the twelfth week it can be seen in table 3.12.

**Table 3.12 Twelfth week activity starting from May 03<sup>rd</sup> to May 07<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, May 03 <sup>rd</sup> 2021	1. Briefing 2. Check the passport requirements document file 3. Passport applicant data entry 4. Scan of passport requirements documents	Photo and Interview Room
2.	Tuesday, May 04 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
3.	Wednesday, May 05 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
4.	Thursday, May 06 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
5.	Friday, May 07 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents 4. Briefing	Photo and Interview Room

*Source: Processed Data 2021*

From table 3.12 above, it can be seen that the twelfth week of the Traffic and Immigration Stay Permit section, starting from May 03<sup>rd</sup>, 2021 to May 07<sup>th</sup>, 2021 the author carried out the same activities as the eleventh week, namely checking passport requirements documents before entry, data entry for passport applicants, and scanned the passport requirements document that has been entered. This week, every Monday morning and Friday afternoon there is a briefing. In the thirteenth week it can be seen in table 3.13.



**Table 3.13 Thirteenth week activity starting from May 10<sup>th</sup> to May 14<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, May 10 <sup>th</sup> 2021	1. Briefing 2. Check the passport requirements document file 3. Passport applicant data entry 4. Scan of passport requirements documents	Photo and Interview Room
2.	Tuesday, May 11 <sup>th</sup> 2021	1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents	Photo and Interview Room
3.	Wednesday, May 12 <sup>th</sup> 2021	Joint Holiday	
4.	Thursday, May 13 <sup>th</sup> 2021	Eid al-Fitr	
5.	Friday, May 14 <sup>th</sup> 2021	Eid al-Fitr	

Source: Processed Data 2021

From table 3.13 above, it can be seen that the thirteenth week of the Traffic and Immigration Stay Permit section, starting from May 10<sup>th</sup>, 2021 to May 11<sup>th</sup>, 2021 the author carried out the same activities as the twelfth week, namely checking passport requirements documents before entry, data entry for passport applicants, and scanned the passport requirements document that has been entered. This week, every Monday morning and Friday afternoon there is a briefing. In the fourteenth week it can be seen in table 3.14.

**Table 3.14 Fourteenth week activity starting from May 17<sup>th</sup> to May 21<sup>st</sup> 2021**

No	Date	Job	Place
1.	Monday, May 17 <sup>th</sup> 2021	1. Make absences for briefing 2. Briefing 3. Schedule incoming and outgoing mail	Personnel Affairs
2.	Tuesday, May 18 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Make a Business Travel Letter	Personnel Affairs
3.	Wednesday, May 19 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Make a Business Travel Letter	Personnel Affairs
4.	Thursday, May 20 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Make a business trip report	Personnel Affairs

5.	Friday, May 21 <sup>st</sup> 2021	<ol style="list-style-type: none"> <li>1. Schedule incoming and outgoing mail</li> <li>2. Make a Business Travel Letter</li> <li>3. Make a absences for briefing</li> <li>4. Briefing</li> </ol>	Personnel Affairs
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Source: *Processed Data 2021*

From table 3.14 above, it can be seen that the fourteenth week of the Personnel affairs, starting from May 17<sup>th</sup>, 2021 to May 21<sup>st</sup>, 2021 the author of practical work activities is make absences for briefing, schedule incoming and outgoing mail, and make a business travel letter. This week, every Monday morning and Friday afternoon there is a briefing. In the fifteenth week it can be seen in table 3.15.

**Table 3.15 Fifteenth week activity starting from May 24<sup>th</sup> to May 28<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, May 24 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Make absences for briefing</li> <li>2. Briefing</li> <li>3. Schedule incoming and outgoing mail</li> </ol>	Personnel Affairs
2.	Tuesday, May 25 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Print out incoming mail</li> <li>2. Schedule incoming and outgoing mail</li> </ol>	Personnel Affairs
3.	Wednesday, May 26 <sup>th</sup> 2021	VESAK DAY	
4.	Thursday, May 27 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Make a Business Travel Letter</li> <li>2. Schedule outgoing mail</li> </ol>	Personnel Affairs
5.	Friday, May 28 <sup>th</sup> 2021	<ol style="list-style-type: none"> <li>1. Schedule incoming mail s</li> <li>2. Make absences for briefing</li> <li>3. Briefing</li> </ol>	Personnel Affairs

Source: *Processed Data 2021*

From table 3.15 above, it can be seen that the fifteenth week of the Personnel affairs, starting from May 24<sup>th</sup>, 2021 to May 28<sup>th</sup>, 2021 the author carried out the same activities as the fourteenth week. However, there are additional activities, namely make absences for briefing, print out incoming mail, schedule incoming and outgoing mail, and make a business travel letter. This week, every Monday morning and Friday afternoon there is a briefing. In the sixteenth week it can be seen in table 3.16.

**Table 3.16 Sixteenth week activity starting from May 31<sup>st</sup> to June 04<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, May 31 <sup>st</sup> 2021	<ol style="list-style-type: none"> <li>1. Make absences for briefing</li> <li>2. Briefing</li> <li>3. Schedule incoming mail</li> </ol>	Personnel Affairs

2.	Tuesday, June 01 <sup>st</sup> 2021	PANCASILA DAY	
3.	Wednesday, June 02 <sup>nd</sup> 2021	1. Schedule incoming and outgoing mail 2. Make a Business Travel Letter	Personnel Affairs
4.	Thursday, June 03 <sup>rd</sup> 2021	1. Print out incoming mail 2. Schedule incoming mail	Personnel Affairs
5.	Friday, June 04 <sup>th</sup> 2021	1. Make a business trip report 2. Make a absences for briefing 3. Briefing	Personnel Affairs

Source: *Processed Data 2021*

From table 3.16 above, it can be seen that the sixteenth week of the Personnel affairs, starting from May 31<sup>st</sup>, 2021 to June 04<sup>th</sup>, 2021 the author carried out the same activities as the fifteenth week. However, there are additional activities, namely make absences for briefing, print out incoming mail, schedule incoming and outgoing mail, make a business travel letter and make a business trip report. This week, every Monday morning and Friday afternoon there is a briefing. In the seventeenth week it can be seen in table 3.17.

**Table 3.17 Seventeenth week activity starting from June 07<sup>th</sup> to June 11<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, June 07 <sup>th</sup> 2021	1. Make a absences for briefing 2. Briefing 3. Schedule incoming mail	Personnel Affairs
2.	Tuesday, June 08 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Make a Business Travel Letter 3. Make a business trip report	Personnel Affairs
3.	Wednesday, June 09 <sup>th</sup> 2021	1. Schedule incoming mail 2. Schedule outgoing mail	Personnel Affairs
4.	Thursday, June 10 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Make a Business Travel Letter 3. Make a business trip report	Personnel Affairs
5.	Friday, June 11 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Make absences for briefing 3. Briefing	Personnel Affairs

Source: *Processed Data 2021*

From table 3.17 above, it can be seen that the seventeenth week of the Personnel affairs, starting from June 07<sup>th</sup>, 2021 to June 11<sup>th</sup>, 2021 the author carried out the same activities as the sixteenth week, namely make absences for briefing, schedule incoming and outgoing mail, make a business travel letter and

make a business trip report. This week, every Monday morning and Friday afternoon there is a briefing. In the eighteenth week it can be seen in table 3.18.

**Table 3.18 Eighteenth week activity starting from June 14<sup>th</sup> to June 15<sup>th</sup> 2021**

No	Date	Job	Place
1.	Monday, June 14 <sup>th</sup> 2021	1. Make absences for briefing 2. Briefing 3. Make a Business Travel Letter 4. Make a business trip report	Personnel Affairs
2.	Tuesday, June 15 <sup>th</sup> 2021	1. Schedule incoming and outgoing mail 2. Make a business trip report	Personnel Affairs

*Source: Processed Data 2021*

From table 3.18 above, it can be seen that the eighteenth week of the Personnel affairs, starting from June 14<sup>th</sup>, 2021 to June 15<sup>th</sup>, 2021 the author carried out the same activities as the sixteenth week, namely make absences for briefing, schedule incoming and outgoing mail, make a business travel letter and make a business trip report. This week, every Monday morning and Friday afternoon there is a briefing.

### **3.5 Obstacles and Solution**

In the implementation of this practical work activity, the author must have found several obstacles that made it difficult for the author to carry out the task. With the obstacles, the author also tried to find a solution to these obstacles so that the author could complete the given task well and smoothly.

#### **3.5.1 Obstacles**

The obstacles faced during the process of practical work at Immigration Office Class II Bengkalis Immigration Checkpoint are as follows:

1. The author has difficulty when the network is interrupted to input applicant data, as a result it takes a long time to complete the work.
2. The author has difficulty entering passport applicant data because of the lack of clarity in the passport applicant's writing when filling out the form so that when entering the applicant's data it is difficult to read it.

### **3.5.2 Solution**

Solutions that can be done to face obstacles during the practical work process include:

1. The solution is to try to create a wifi account so that not many use wifi and limited usage capacity so that office work is not hampered by the internet network.
2. Reread the data that is not clear and adjust it to the requirements that have been attached by the passport applicant.



## **CHAPTER IV**

### **CONCLUSION AND SUGGESTION**

#### **4.1 Conclusion**

In carrying out practical work at Immigration Office Class II Bengkalis Immigration Checkpoint can be concluded as follows:

1. The type of work carried out by the author during the practical work in the service section at Immigration Office Class II Bengkalis Immigration Checkpoint is checking passport applicant requirements, entering passport applicant data, scanning passport requirements, filling out disposition sheets, scheduling incoming and outgoing letters, archiving sheets disposition, making official travel letters, making official travel reports.
2. Immigration Office Class II Bengkalis Immigration Checkpoint is located at Jl. Ahmad Yani, Number 004 Bengkalis. This company is engaged in making passports for citizens who want to go abroad. Where a passport is one of the documents used as a condition for entry and exit into a country. During practical work the author is placed in the data entry service section, the general affairs section and personnel affairs. The practical work program is carried out for 4 (four) months starting from February 15<sup>th</sup>, 2021 to June 15<sup>th</sup>, 2021. Immigration Office Class II Bengkalis Immigration Checkpoint work schedule starts from Monday to Friday, from 07.30 WIB to 16.00 WIB.
3. When carrying out practical work, all work procedures carried out have been determined by the company. Every job done has its own system and procedure. This aims to distinguish the types of work and how to solve them so that there are no mistakes in the work process when people want to make passports.
4. During the practical work at Immigration Office Class II Bengkalis Immigration Checkpoint there were several obstacles that the author experienced, including the following:

- a. The author has difficulty when the network is interrupted to input applicant data, as a result it takes a long time to complete the work.
- b. The author has difficulty entering passport applicant data because of the lack of clarity in the passport applicant's writing when filling out the form so that when entering the applicant's data it is difficult to read it.

#### **4.2 Suggestion**

Suggestions that the author can convey after carrying out practical work at Immigration Office Class II Bengkalis Immigration Checkpoint are:

1. The counter officer needs to re-check the passport applicant's requirements and must be more careful so that the requirements attached by the applicant are complete.
2. Empathy or attention to the public regarding the provision of information about online passport services needs to be improved again in order to create quality services.
3. We recommend that employees and honorary Immigration Office Class II Bengkalis Immigration Checkpoint can be more assertive in the work rules for employees, so that they can work according to the rules of working hours that have been set and have a sense of responsibility for their duties.
4. The suggestion for the State Polytechnic of Bengkalis campus is to hold This Apprenticeship can be used as an evaluation, and should be provided to students before carrying out the Apprenticeship in accordance with the field or course material in accordance with the Apprenticeship company.

## REFERENCES

Company Profile, <https://bengkalis.imigrasi.go.id/publikasi/profile/>. Accessed on July 15<sup>th</sup>, 2021.

Passport process flow, <https://bengkalis.imigrasi.go.id/layanan-wni/alur-proses-pembuatan-paspor/?lang=en>. Accessed on July 17<sup>th</sup>, 2021.





## APPENDICES

### Appendix 1 : Letter of Statememnt Apprenticeship



**KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA RI**  
**KANTOR WILAYAH RIAU**  
**KANTOR IMIGRASI KELAS II TPI BENGKALIS**  
Jl. Ahmad Yani No. 004 Bengkalis 28712  
Telepon ( 0766 ) 21021 - 23102 Faksimili( 0766 )21022  
Email : kanim.bengkalis@gmail.com

#### SURAT KETERANGAN

Nomor : W4.IMI.IMI.3.UM.01.01-290

Bersama ini dengan hormat kami sampaikan bahwa nama-nama mahasiswa Politeknik Negeri Bengkalis dibawah ini telah melaksanakan Kerja Praktek (KP) di Kantor Imigrasi Kelas II TPI Bengkalis pada Bagian Fasilitatif dan Substantif terhitung mulai tanggal 15 Februari 2021 s/d 15 Juni 2021 sebagai berikut:

No	Nama	NIM	Prodi
1	Dewi Afriani	5404171106	D-4 Administrasi Bisnis Internasional
2	Dewi Ariani Sukasih	5404171071	D-4 Administrasi Bisnis Internasional
3	Indah Septya Merlis	5404171121	D-4 Administrasi Bisnis Internasional
4	Risa Suryani	5404171111	D-4 Administrasi Bisnis Internasional

Demikian Surat Keterangan ini dibuat dengan sesungguhnya, untuk dapat dipergunakan seperlunya.

Bengkalis, 15 Juni 2021

Kasubag TU,



SYAIFUL, SE

NIP. 19700117199003 1 002

Appendix 2 : Apprenticeship Certificate


# Piagam Penghargaan

NOMOR : W4-IMI.3.UM.01.01.262

KEPALA KANTOR IMIGRASI KELAS II TPI BENGKALIS DENGAN INI MENGUCAPKAN TERIMAKASIH DAN MEMBERIKAN PENGHARGAAN ATAS KERJA SAMA YANG TELAH DIBERIKAN, KEPADA :

**NAMA** : *INDAH SEPTEJA MERLIS*

**NIM** : *5404171121*

**JURUSAN** : *D4-INTERNATIONAL BUSINESS ADMINISTRATION*

**SISWA** : *POLITEKNIK NEGERI BENGKALIS*

TELAH MELAKSANAKAN DENGAN BAIK PROGRAM KERJA PRAKTEK PADA KANTOR IMIGRASI KELAS II TPI BENGKALIS DARI TANGGAL 15 FEBRUARI SAMPAI DENGAN 15 JUNI 2021.

**KEPALA KANTOR IMIGRASI  
KELAS II TPI BENGKALIS**

  
**DIMAS PRAMUDITO, S.I.P., M.SI**  
NIP. 19780906 200012 1 001

**BENGKALIS, 16 JUNI 2021**  
KASUBAG TU  
PEMBIMBING

  
**SYARIFUL SA**  
NIP. 197/00117 199003 1 002

### Appendix 3 : List of Attendance

KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA  
KANTOR WILAYAH RIAU  
KANTOR IMIGRASI KELAS II TPI BENGKALIS  
Jl. Ahmad Yani No. 004 Bengkalis 28712

#### DAFTAR ABSEN MAHASISWA KERJA PRAKTEK PADA KANTOR IMIGRASI KELAS II TPI BENGKALIS BULAN FEBRUARI 2021

##### ABSEN PAGI (07.30-12.00 WIB)

No	Nama	NIM	Tanggal														
			15	16	17	18	19	20	21	22	23	24	25	26	27	28	
1	Dewi Afriani	5404171106	Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf		
2	Dewi Ariani Sukasih	5404171071	Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf		
3	Indah Septya Merlis	5404171121	Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf		
4	Risa Suryani	5404171111	Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf		

##### ABSEN SORE (13.00-16.00 WIB) Khusus Jum'at (13.00-16.30 WIB)

No	Nama	NIM	Tanggal														
			15	16	17	18	19	20	21	22	23	24	25	26	27	28	
1	Dewi Afriani	5404171106	Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf		
2	Dewi Ariani Sukasih	5404171071	Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf		
3	Indah Septya Merlis	5404171121	Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf		
4	Risa Suryani	5404171111	Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf		

Keterangan:

- = Sabtu dan Minggu
- = Tanggal Merah

Bengkalis, Februari 2021  
Kasubag Tata Usaha  
  
Syaiful, SE  
NIP. 197001171990031002

#### DAFTAR ABSEN MAHASISWA KERJA PRAKTEK PADA KANTOR IMIGRASI KELAS II TPI BENGKALIS BULAN MARET 2021

##### ABSEN PAGI (07.30-12.00 WIB)

No	Nama	Tanggal																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Dewi Afriani	Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf
2	Dewi Ariani Sukasih	Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf
3	Indah Septya Merlis	Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf
4	Risa Suryani	Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf

##### ABSEN SORE (13.00-16.00 WIB) Khusus Jum'at (13.00-16.30 WIB)

No	Nama	Tanggal																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Dewi Afriani	Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf
2	Dewi Ariani Sukasih	Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf
3	Indah Septya Merlis	Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf
4	Risa Suryani	Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf	Paraf	Paraf				Paraf	Paraf	Paraf	Paraf	Paraf			Paraf	Paraf	Paraf

Keterangan:

- = Sabtu dan Minggu
- = Tanggal Merah

Bengkalis, Maret 2021  
Kasubag Tata Usaha  
  
Syaiful, SE  
NIP. 197001171990031002

**DAFTAR ABSEN MAHASISWA KERJA PRAKTEK  
PADA KANTOR IMIGRASI KELAS II TPI BENGKALIS  
BULAN APRIL 2021**

**ABSEN PAGI (07.30-12.00 WIB)**

No	Nama	Tanggal																													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	Dewi Afriani	Presf				Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf
2	Dewi Ariani Sukasih	Presf				Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf
3	Indah Septiya Merlis	Presf				Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf
4	Risa Suryani	Presf				Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf

**ABSEN SORE (13.00-16.00 WIB)  
Khusus Jum'at (13.00-16.30 WIB)**

No	Nama	Tanggal																													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	Dewi Afriani	Presf				Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf
2	Dewi Ariani Sukasih	Presf				Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf
3	Indah Septiya Merlis	Presf				Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf
4	Risa Suryani	Presf				Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf			Presf	Presf	Presf	Presf	Presf

Keterangan:  
 = Sabtu dan Minggu  
 = Tanggal Merah

Bengkalis, April 2021  
 Kasubag Tata Usaha  
  
 Syaiful, SE  
 NIP. 197001171990031002

**DAFTAR ABSEN MAHASISWA KERJA PRAKTEK  
PADA KANTOR IMIGRASI KELAS II TPI BENGKALIS  
BULAN MEI 2021**

**ABSEN PAGI (07.30-12.00 WIB)**

No	Nama	Tanggal																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Dewi Afriani			Presf	Presf	Presf	Presf	Presf			Presf	Presf						Presf	Presf	Presf	Presf	Presf			Presf	Presf			Presf	Presf	Presf	
2	Dewi Ariani Sukasih			Presf	Presf	Presf	Presf	Presf			Presf	Presf						Presf	Presf	Presf	Presf	Presf			Presf	Presf			Presf	Presf	Presf	
3	Indah Septiya Merlis			Presf	Presf	Presf	Presf	Presf			Presf	Presf						Presf	Presf	Presf	Presf	Presf			Presf	Presf			Presf	Presf	Presf	
4	Risa Suryani			Presf	Presf	Presf	Presf	Presf			Presf	Presf						Presf	Presf	Presf	Presf	Presf			Presf	Presf			Presf	Presf	Presf	

**ABSEN SORE (13.00-16.00 WIB)  
Khusus Jum'at (13.00-16.30 WIB)**

No	Nama	Tanggal																														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	Dewi Afriani			Presf	Presf	Presf	Presf	Presf			Presf	Presf						Presf	Presf	Presf	Presf	Presf			Presf	Presf			Presf	Presf	Presf	
2	Dewi Ariani Sukasih			Presf	Presf	Presf	Presf	Presf			Presf	Presf						Presf	Presf	Presf	Presf	Presf			Presf	Presf			Presf	Presf	Presf	
3	Indah Septiya Merlis			Presf	Presf	Presf	Presf	Presf			Presf	Presf						Presf	Presf	Presf	Presf	Presf			Presf	Presf			Presf	Presf	Presf	
4	Risa Suryani			Presf	Presf	Presf	Presf	Presf			Presf	Presf						Presf	Presf	Presf	Presf	Presf			Presf	Presf			Presf	Presf	Presf	

Keterangan:  
 = Sabtu dan Minggu  
 = Tanggal Merah

Bengkalis, Mei 2021  
 Kasubag Tata Usaha  
  
 Syaiful, SE  
 NIP. 197001171990031002

**DAFTAR ABSEN MAHASISWA KERJA PRAKTEK  
PADA KANTOR IMIGRASI KELAS II TPI BENGKALIS  
BULAN JUNI 2021**

**ABSEN PAGI (07.30-12.00 WIB)**

No	Nama	Tanggal														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Dewi Afriani	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf
2	Dewi Ariani Sukasih	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf
3	Indah Septya Merlis	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf
4	Risa Suryani	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf

**ABSEN SORE (13.00-16.00 WIB)**

**Khusus Jum'at (13.00-16.30 WIB)**

No	Nama	Tanggal														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Dewi Afriani	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf
2	Dewi Ariani Sukasih	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf
3	Indah Septya Merlis	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf
4	Risa Suryani	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf	Paraf

**Keterangan:**

= Sabtu dan Minggu

= Tanggal Merah

Bengkalis, Juni 2021  
Kasubag Tata Usaha  
  
Syaiful, SE  
NIP. 197001171990031002

**Appendix 4 : Company Appraisal Sheet**

**EVALUATION RESULTS FROM JOB TRAINING**

**COMPANY APPRAISAL.**

**IMMIGRATION OFFICE CLASS II BENGKALIS IMMIGRATION CHECKPOINT**

Name : Indah Septya Merlis  
 Student's Identity No. : 5404171121  
 Study Program : D4 – International Business Administration  
 College : State Polytechnic Of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Disciplin	20%	80
2.	Responsibility	25%	88
3.	Adjustment/Adaptation	10%	87
4.	Work Result	30%	86
5.	Behavior in General	15%	89
	Total ( 1+2+3+4+5)	100%	440

**Explanation :**

**Score : Criteria**  
 81 – 100 : Excellence  
 71 – 80 : Very Good  
 66 – 70 : Good  
 61 – 65 : Good Enough  
 56 – 60 : Enough

**Notes :**

.....  
 .....  
 .....  
 .....

Bengkalis, June 15<sup>nd</sup> 2021




Head of Administration


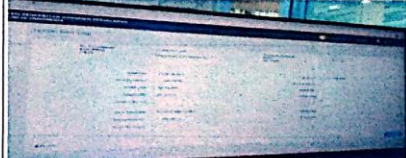

Syariful SE  
 NIP. 19700117 199003 1 002

**Appendix 5 : Daily Activities**

**DAILY ACTIVITIES  
OF THE JOB TRAINING**


Day : Monday-Friday  
Date : February 15-19<sup>th</sup>, 2021

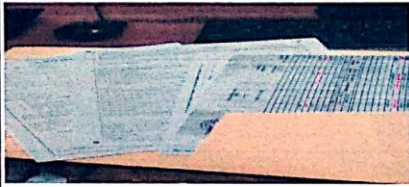
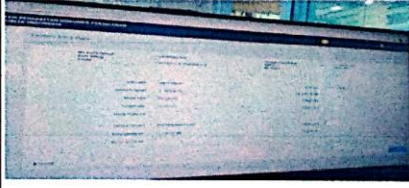

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Self introduction	Jose Rizal, S.Kom	
2.	Interview about immigration		
3.	Check the passport requirements document file		
4.	Passport applicant data entry		
5.	Scan of passport requirements documents		

NO	WORKING	EXPLANATION
1.		1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents
2.		
3.		

DAILY ACTIVITIES  
OF THE JOB TRAINING

Day : Monday-Friday  
Date : February 22-26<sup>th</sup>, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	Jose Rizal, S.Kom	
2.	Check the passport requirements document file		
3.	Passport applicant data entry		
4.	Scan of passport requirements documents		


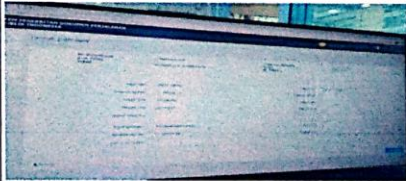

NO	WORKING	EXPLANATION
1.		1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents
2.		
3.		



DAILY ACTIVITIES  
OF THE JOB TRAINING


Day : Monday-Friday  
Date : March 01-05<sup>th</sup>, 2021




NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	Jose Rizal, S.Kom	
2.	Check the passport requirements document file		
3.	Passport applicant data entry		
4.	Scan of passport requirements documents		

NO	WORKING	EXPLANATION
1.		1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents
2.		
3.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**


Day : Monday-Friday  
Date : March 08-12<sup>th</sup>, 2021


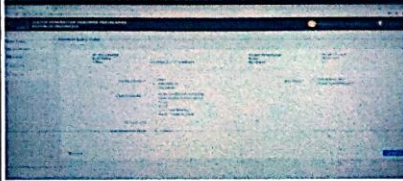

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	Jose Rizal, S.Kom	
2.	Check the passport requirements document file		
3.	Passport applicant data entry		
4.	Scan of passport requirements documents		

NO	WORKING	EXPLANATION
1.		1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents
2.		
3.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**


Day : Monday-Friday  
Date : March 15-19<sup>th</sup>, 2021

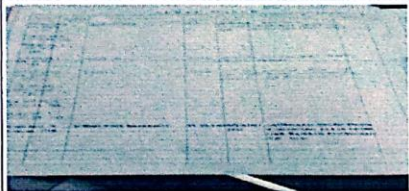
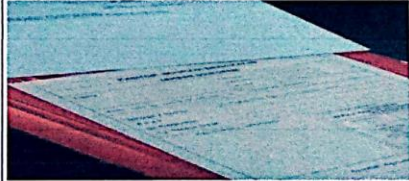
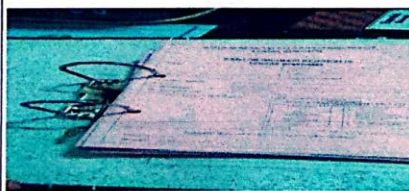
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	Jose Rizal, S.Kom	
2.	Check the passport requirements document file		
3.	Passport applicant data entry		
4.	Scan of passport requirements documents		

NO	WORKING	EXPLANATION
1.		1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents
2.		
3.		

DAILY ACTIVITIES  
OF THE JOB TRAINING


Day : Monday-Friday  
Date : March 22-26<sup>th</sup>, 2021

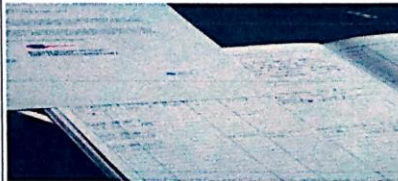
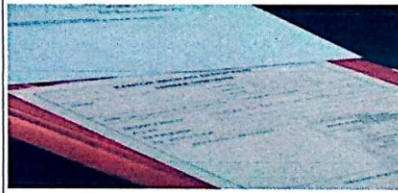

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	Yanto, SH	
2.	Schedule incoming and outgoing mail		
3.	Filling out the disposition sheet		
4.	Archive disposition		
5.	Create an organizational structure		

NO	WORKING	EXPLANATION
1.		1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition
2.		
3.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**


Day : Monday-Friday  
Date : March 29<sup>th</sup> – April 02<sup>th</sup>, 2021

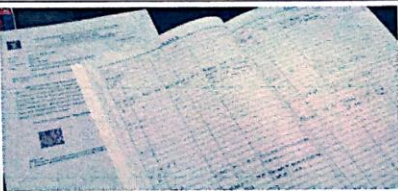
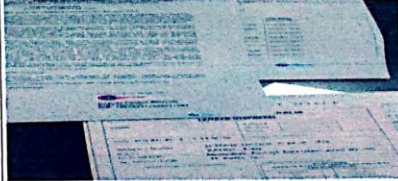

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	Yanto, SH	
2.	Schedule incoming and outgoing mail		
3.	Filling out the disposition sheet		
4.	Archive disposition		

NO	WORKING	EXPLANATION
1.		1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition
2.		
3.		

DAILY ACTIVITIES  
OF THE JOB TRAINING


Day : Monday-Friday  
Date : April 05-09<sup>th</sup>, 2021

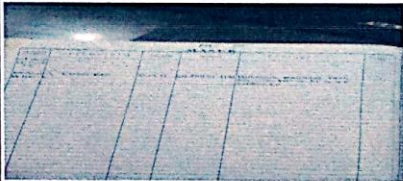
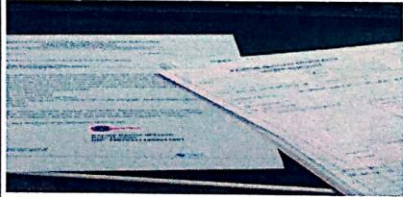
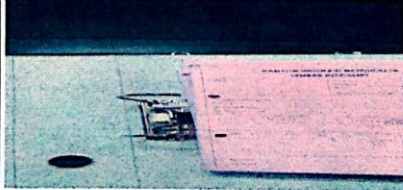
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	Yanto, SH	
2.	Schedule incoming and outgoing mail		
3.	Filling out the disposition sheet		
4.	Archive disposition		

NO	WORKING	EXPLANATION
1.		1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition
2.		
3.		

DAILY ACTIVITIES  
OF THE JOB TRAINING


Day : Monday-Friday  
Date : April 12-16<sup>th</sup>, 2021


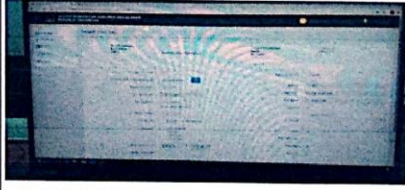

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	Yanto, SH	
2.	Schedule incoming and outgoing mail		
3.	Filling out the disposition sheet		
4.	Archive disposition		

NO	WORKING	EXPLANATION
1.		1. Schedule incoming and outgoing mail 2. Filling out the disposition sheet 3. Archive disposition
2.		
3.		

DAILY ACTIVITIES  
OF THE JOB TRAINING

Day : Monday-Friday  
Date : April 19-23<sup>th</sup>, 2021


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	Jose Rizal, S.Kom	
2.	Check the passport requirements document file		
3.	Passport applicant data entry		
4.	Scan of passport requirements documents		




NO	WORKING	EXPLANATION
1.		1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents
2.		
3.		



DAILY ACTIVITIES  
OF THE JOB TRAINING


Day : Monday-Friday  
Date : April 26-30<sup>th</sup>, 2021


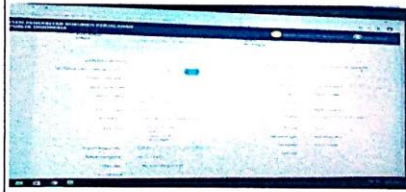

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	Jose Rizal, S.Kom	
2.	Check the passport requirements document file		
3.	Passport applicant data entry		
4.	Scan of passport requirements documents		

NO	WORKING	EXPLANATION
1.		1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents
2.		
3.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**


Day : Monday-Friday  
Date : May 03-07<sup>th</sup>, 2021




NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	Jose Rizal, S.Kom	
2.	Check the passport requirements document file		
3.	Passport applicant data entry		
4.	Scan of passport requirements documents		

NO	WORKING	EXPLANATION
1.		1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents
2.		
3.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**


Day : Monday-Tuesday  
Date : May 10-11<sup>th</sup>, 2021

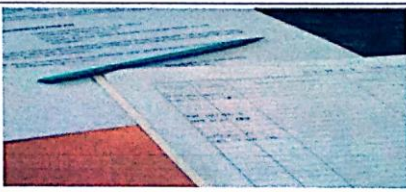


NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	Jose Rizal, S.Kom	
2.	Check the passport requirements document file		
3.	Passport applicant data entry		
4.	Scan of passport requirements documents		

NO	WORKING	EXPLANATION
1.		1. Check the passport requirements document file 2. Passport applicant data entry 3. Scan of passport requirements documents
2.		
3.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**


Day : Monday-Friday  
Date : May 17-21<sup>th</sup>, 2021




NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	A.Rahman Ibrahim, SH	
2.	Make absences for briefing		
3.	Schedule incoming and outgoing mail		
4.	Make a Business Travel Letter		
5.	Make a business trip report		

NO	WORKING	EXPLANATION
1.		1. Schedule incoming mail 2. Make a business travel letter 3. Make a business trip report
2.		
3.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**


Day : Monday-Friday  
Date : May 24-28<sup>th</sup>, 2021

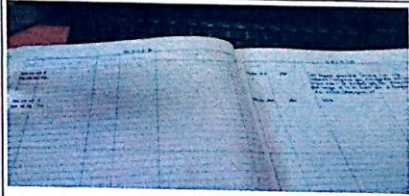

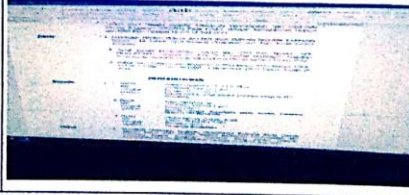
NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	A.Rahman Ibrahim, SH	
2.	Make absences for briefing		
3.	Schedule incoming and outgoing mail		
4.	Make a Business Travel Letter		
5.	Make a business trip report		

NO	WORKING	EXPLANATION
1.		1. Make absences for briefing 2. Make a business travel letter 3. Make a business trip report
2.		
3.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**


Day : Monday-Friday  
Date : May 31<sup>th</sup> – June 04<sup>th</sup>, 2021

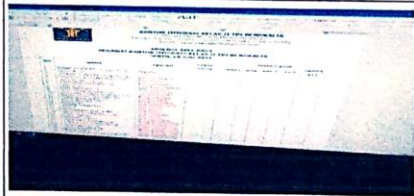
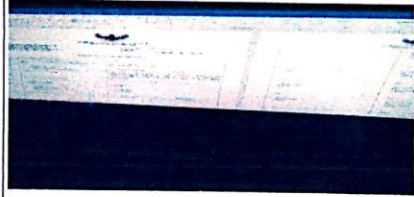

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	A.Rahman Ibrahim, SH	
2.	Make absences for briefing		
3.	Schedule incoming and outgoing mail		
4.	Make a Business Travel Letter		
5.	Make a business trip report		

NO	WORKING	EXPLANATION
1.		1. Schedule outgoing mail 2. Make a business travel letter 3. Make a business trip report
2.		
3.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**


Day : Monday-Friday  
Date : June 07-11<sup>th</sup>, 2021




NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	A.Rahman Ibrahim, SH	
2.	Make absences for briefing		
3.	Schedule incoming and outgoing mail		
4.	Make a Business Travel Letter		
5.	Make a business trip report		

NO	WORKING	EXPLANATION
1.		1. Make absences for briefing 2. Make a business travel letter 3. Make a business trip report
2.		
3.		

**DAILY ACTIVITIES  
OF THE JOB TRAINING**

Day : Monday-Tuesday  
Date : June 14-15<sup>th</sup>, 2021

NO	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Briefing	A.Rahman Ibrahim, SH	
2.	Make absences for briefing		
3.	Schedule incoming and outgoing mail		
4.	Make a Business Travel Letter		
5.	Make a business trip report		





NO	WORKING	EXPLANATION
1.		1. Schedule incoming mail 2. Make a business travel letter 3. Make a business trip report
2.		
3.		



**Appendix 6 : Revision List**

**LEMBAR KONSULTASI**  
**BIMBINGAN KERJA PRAKTEK MAHASISWA**  
**PROGRAM STUDI D-IV ADMINISTRASI BISNIS INTERNASIONAL**

Nama : Indah Septya Merlis  
NIM : 5404171121  
Tempat Kerja Praktek : Kantor Imigrasi Kelas II TPI Bengkulu

No.	TANGGAL	REVISI	TANDA TANGAN
1	21-07-2021	- Tata tulis - Tambahkan Suggestion	
2	23-07-2021	- Perbaiki Obstacles	
3	25-07-2021	Ace seminar	
4	18-08-2021	Ace Jlid	
5			
6			
7			
8			

Bengkalis, July 2021  
Dosen Pembimbing

  
Hutomo Atman Maulana, S.Pd., M.Si  
NIP. 198908312018031001