

**AN APPRENTICESHIP REPORT  
AT IMMIGRATION OFFICE CLAS II TPI BAGANSIPIAPI**

*In Partial Fulfilment of the Requirement for Three-Year Diploma Program of  
English of State Polytechnic of Bengkalis*

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**ENGLISH STUDY PROGRAM  
LANGUAGE DEPARTMENT  
STATE POLYTECHNIC OF BENGKALIS  
2021**

# APPROVAL SHEET

## APPROVAL SHEET

This apprenticeship report written report by **Meliza Linsang**, Reg. Number 5203181102 who had done the apprenticeship at **The Immigration Office Class II TPI Bagansiapiapi** at JL. Gedung Nasional No. 78 Bagan Barat started from to 05 March 2021 has been approved by the follow advisors:

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# ACCEPTANCE SHEET

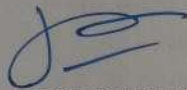
## ACCEPTANCE SHEET

This is to certify that we have been examined the apprenticeship report of **MELIZA LINSANG** Reg. Number **5203181102** who has done the apprenticeship at **The Immigration Office Class II TPI Bagansiapiapi** started from January 04<sup>th</sup> until March 05<sup>th</sup>, 2021. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all respects, and all revisions required by the apprenticeship report examining committee had been made.

Accepted by:

Examiner



DRc. HALIM DWI PUTRA, M.AB  
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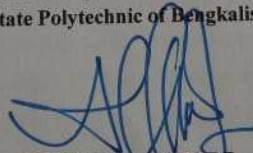
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# ACKNOWLEDGMENT

## ACKNOWLEDGEMENT

Alhamdulillah, thanks to Allah Subhanahuwwa Ta'ala for giving his blessing and mercy the writing of this apprenticeship report at Siak Regency Tourism Office can be finished.

Apprenticeship is an activity done by students at certain organizations to implement and get knowledge and skill. During the apprenticeship activity until the writing process, there were many people involved in giving support, help, advice, guide and instructions. Therefore, the writer would like to say many thanks to:

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Although the writer has given the best efforts to minimize the errors, this report is still imperfect and needs more revisions. Therefore, any kind of advice and comments are accepted to improve the next writing. Finally, the writer hopes this report will be beneficial for the readers and the other students.

Bengkalis, March 23<sup>rd</sup>, 2021

Writer

  
**MELZA LINSANG**

Reg. Number: 5203181102

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# CHAPTER I

## INTRODUCTION

### 1.1 Background of Apprenticeship

Apprenticeship are work placements with companies or organizations that provide new work experience and skills, which can be useful for future careers. The purpose of an internship is to provide opportunities for students to apply what they learn in the classroom to the real world, so that they are more ready to work after graduating. Depending on the conditions, you can work in one or several departments in a company or organization, and help with the work of employees there. The type and position of work will be adjusted to your major.

English is one of departments of State Polytechnic of Bengkalis. This study program focuses both in English and business skill. By attending the apprenticeship the student can be more understanding about world job. In result, the knowledge that have in the classroom can practice in the work place where they attend the apprenticeship program.

English is study programs of the Language Department. The Students of English Study Program are prepared to have competencies which the first is able to communicate in English (oral and written), then able to manage, operate, and keep documents and office equipment.

The apprenticeship is carried out for two month's at Immigration Office Class II TPI (Tempat Pemeriksaan Immigrasi) Bagansiapiapi, from 4<sup>th</sup> January to 5<sup>th</sup> March 2021. It is located in Utama Street, Gedung Nasional, Bagan Barat, Rokan Hilir District, Riau Province. When doing an apprenticeship, an apprentice student must carry out or follow the rules in the office. When in the office of an apprentice student must be disciplined, be serious when asked to do activities by office employees or office heads.

After the apprenticeship is over, the student must report their activities during two months they implemented it in the office or company are chooses by them.

### 1.2 Purposes of the Apprenticeship

The purposes of the apprenticeship program which were done at Immigration Office Class II TPI Bagansiapiapi :

1. To find out the job description at Immigration Office Class II TPI (Tempat Pemeriksaan Imigrasi) Bagansiapiapi.
2. To find out the working at the Immigration Office Class II TPI (Tempat Pemeriksaan Imigrasi) Bagansiapiapi.
3. To find out the rules of the employees at Immigration Office Class II TPI (Tempat Pemeriksaan Imigrasi) Bagansiapiapi.

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

#### **1.3.1 Significances for the Apprentice**

The significances of apprenticeship for Apprentice as follows:

- 1 To add insight to the students and knowledge to prepare both theoretically and practically.
- 2 To get experience before entering to the world of work later.
- 3 To improve the skill, ability, loyalty, and positive attitude.

#### **1.3.2 Significances for State Polytechnic of Bengkalis**

The significance for State Polytechnic of Bengkalis are the apprenticeship can strengthen cooperation and socialization between State Polytechnic of Bengkalis and Immigration Office Class II TPI (Tempat Pemeriksaan Imigrasi) Bagansiapiapi, and to develop the competence graduate.

#### **1.3.3 Significance for the Company**

1. To find human professionals resources.
2. To promote the office to public and have good relationship between the company and university.



## CHAPTER II

### GENERAL DESCRIPTION OF THE COMPANY

#### 1.2 Short History of Immigration Office Class II TPI Bagansiapiapi

Class II Bagansiapiapi Immigration Office at the beginning of its establishment, occupies an office building located at Jl. Bagansiapiapi Temple. Then in 1963 the Class II Bagansiapiapi Immigration Office building moved to Merdeka Street, Bagansiapiapi. In order to facilitate monitoring of the activities of people entering and leaving Indonesia through the Bagansiapiapi port, in 1965 the Bagansiapiapi Class II Immigration Office building moved to the address Jl. National Building Number 78 Kel. Bagan Barat, Bangko District, Rokan Hilir Regency, Riau, where the location of the new building is closer to the Bagansiapiapi sea port.

The existence of the Class II Bagansiapiapi Immigration Office in Bagansiapiapi City is very helpful in trading and exporting fish activities in the City of Bagansiapiapi along with the high mobility of people entering and leaving Indonesia through Bagansiapiapi City. The existence of the Class II Bagansiapiapi Immigration Office at the beginning of its establishment was one of the government agencies that was taken into account in the Riau region because it had a work area directly adjacent to the Malacca Strait, so the existence of the Bagansiapiapi Class II Immigration Office as the gatekeeper of Indonesia's sovereign territory was needed.

The Class II Bagansiapiapi immigration office was originally located in Bengkalis Regency with the working area covering Bangko District, Kubu District, Tanah Putih District, Rimba Melintang District and Bagan Sinembah District. Currently, the Class II Bagansiapiapi Immigration Office is located in the Rokan Hilir Regency which covers 15 (fifteen) sub-districts with an area of 1 hectare.

The current Bagansiapiapi Class II TPI (Tempat Pemeriksaan Imigrasi) Immigration Office currently has 26 (twenty six) employees. Consisting of 05 technical officers and 19 administrative employees.

Bagansiapiapi Class II TPI (Tempat Pemeriksaan Imigrasi) Immigration Office From Time to Time Since its inception on January 26, 1950 until now, the Bagansiapiapi

Class II Immigration Office has been led by the best sons of immigration who built and developed this office in order to provide immigration services to the community, guarding the door the gate of state sovereignty enforces immigration law and supervises the presence and activities of foreign nationals in the work area of the Bagansiapiapi Class II Immigration Office.



Figure 2.1

The Class II Bagansiapiapi immigration office

## 2.2 Vision and Mission

### 2.2.1 Vision of the Immigration Office Class II TPI Bagansiapiapi

Communities get certainty of services and enforcement of immigration law.

### 2.2.2 Mission of the Immigration Office Class II TPI Bagansiapiapi

1. Strengthening the enforcement of fair and accountable immigration laws
2. Support the creation of stable State security
3. Improve excellent immigration services
4. Supporting sustainable community welfare development

### 2.2.3 Motto of the Immigration Office Class II TPI Bagansiapiapi

1. Certainly of Requirements

2. Certainly of Time

3. Cost Certainly

### 2.3 Organizational Structure

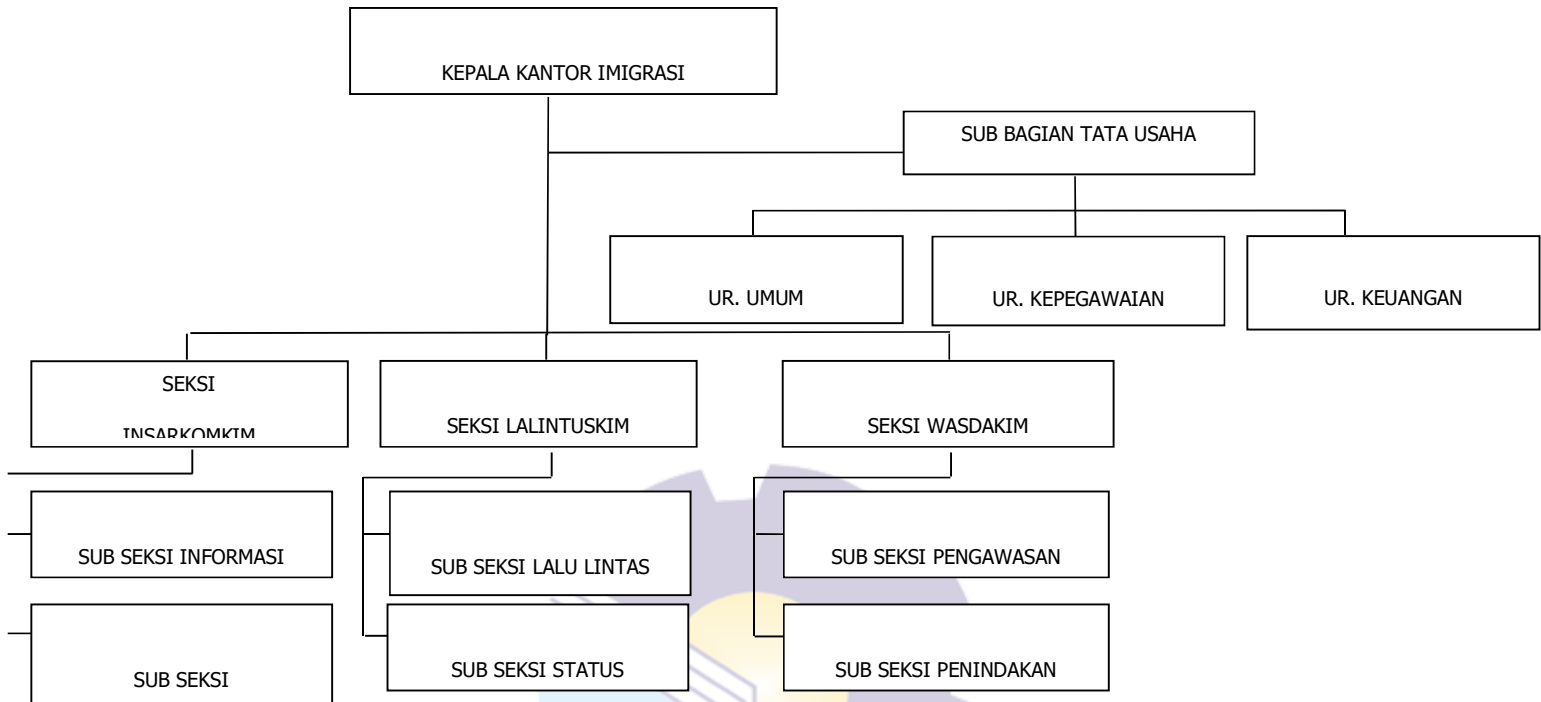
Organization structure was made to make employee easy to know in what position they are. From organization structure, employees have a duty to do their job. The quantities of Immigration Office Class II TPI Bagansiapiapi are belows:

No	Name	Group	Position
1.	Agus Susdamajanto	Pembina (IV/a)	Kepala Kantor
2.	Panji Mulyawan	Penata (III/d)	Kepala Seksi Inteljen
3.	Jonni Silitonga	Penata (III/d)	Kepala Seksi Tikkim
4.	Ali Umar	Penata (III/c)	Kasubag TU
5.	Wira Praktiyasa	Penata (III/c)	Kepala Seksi
6.	Haryadi	Penata Muda(III/b)	Kaur Umum
7.	Nuris Firdayeni	Penata Muda(III/b)	Kaur Keuangan
8.	Rotua Hotmasari Hasibuan	Penata Muda(III/b)	Kaur Kepegawaian
9.	Gerry Rama Prabowo	Penata Muda(III/b)	Kasubsi Lalintalkim
10.	Eni Yuliana	Penata Muda	Pengelola BMN
11.	Hendrianus Aprianto	Penata Muda(III/b)	Kabubsi Penindakan
12.	Yendra Arici	Penata Muda(III/a)	Analisis KelMigrasian
13.	M. Idris	Penata Muda(III/a)	Analisis KelMigrasian
14.	Syahriani Butar- Butar	Penata Muda(III/a)	Analisis KelMigrasian

15.	Wisnu Argubi	Penata Muda(III/a)	Analisis KeImigrasian
16.	Mohd. Ali Habibie	Penata Muda(III/a)	Analisis KeImigrasian
17.	Lukman Supriadi	Penata Muda(III/a)	Analisis KeImigrasian
18.	Gilang Azhari	Penata Muda(III/a)	Analisis KeImigrasian
19.	Silfi Aryani	Penata Muda(III/a)	Analisis KeImigrasian
20.	Syafrizal Prabowo	Penata Muda(III/a)	Analisis KeImigrasian
21.	Muriana Noor	Penata Muda(III/a)	Bandahara Pengeluaran
22.	Ritia Nengrum	Penata Muda(III/a)	Pengelola Data
23.	Chrystofel Manaek	Penata Muda(III/a)	Penyusun Laporan Keuangan
24.	Dwisari Putri	Pengatur (II/a)	Pengelola Keuangan
25.	Khairan Hidayat	Penata Muda	CPNS
26.	Ikbar Man Syahputra	Penata Muda	CPNS

Source Data: Bagansiapiapi Immigration Office

Based on organizational structure of Bagansiapiapi Immigration Office and job description are explained are as follows:



**Figure 2.3: Organization Structure of Bagansiapiapi Immigration Office**

## **1 Head of Bagansiapiapi Immigration Office**

The duties Head of Bagansiapiapi Immigration Office are:

- a. To monitor all company activity
- b. To control all employees that doing task and work function each employees

## **2 Head of Administration Affair**

The duties Head of Administration Bagansiapiapi Immigration Office are:

- a. To make draft program and labor
- b. To do personnel management duties

### **3 Head of General Affairs**

The duties Head of General Bagansiapiapi Immigration Office are:

- a. To develop materials program concept and work plan general affairs
- b. To manage the administration of incoming and outgoing mail
- c. To apply the administrative documentation archives

### **4. Head of Employees Affair**

The duties Head of Employees Affair Bagansiapiapi Immigration Office are:

- a To develop material program concept and work plan
- b To make proposals formation needs of employees
- c To make material decree periodic salary increases

### **5. Head of Finance Affair**

The duties Head of Finance Affair Bagansiapiapi Immigration Office are:

- a To develop material program concept and work plan of financial affair
- b To prepare Business Management Report on the Financial affairs
- c To make statements absorption

### **6. Head of Information and Communication Affair**

The duties section Head of Information and Communication Affair Bagansiapiapi Immigration Office are:

- a To perform maintenance, securing immigration documents and use maintenance of the means of communication
- b To make the evaluation report on the sections of information and means of communication

### **7. Head of Traffic Status Affair**

The duties section Head of Traffic Affair Bagansiapiapi Immigration Office are:

- a To create a program and work plan of section Wasdakim
- b To implement the provision permitting, exit permits/entry permits
- c The give travel document

### **8. Head of Supervisor and Taking Measure Affair**

The duties Section Head of Supervisor and Taking Measure Affair Bagansiapiapi Immigration Office are:

- a To create a program and work plan of section Wasdakim
- b To make evaluation report on the section and communication
- c To entry data in computer

## **2.4 The Document Used for Activity**

There are the document used for activity as followed:

### **1. KITAS (Temporary Residence Permit Card)**

KITAS is a limited residence card given to foreign nationals who will be living in Indonesia for several months. The time period is 6 months, 1 year to 2 years. And it can be extended. This cardholder does not need to renew the visa every month.

### **2. Passport**

Passport is official document issued by an authorized official from a country that contains the identification and applies to travel across the country. The passport contains its host biodata that includes the holder's photo, signature, place and date of birth, national information and sometimes even some other information knows individual identifications.

### **3. VISA**

VISA is an entry document of a person's entry to a country that can be obtained at the embassy where the country has a general consultant or a foreign embassy. VISA is "amenable visit" sign given to people of one country in order to enter other countries another requires entry.

## CHAPTER III

### GENERAL DESCRIPTION OF THE APPRENTICESHIP

#### **3.1 Job Description at Immigration Office Class II TPI Bagansiapiapi**

The apprenticeship was conducted in Immigration Office Class II TPI Bagansiapiapi, it started from 4<sup>th</sup> January 2021 until 5<sup>th</sup> March 2021 at Supervisor and Taking Measures Affair, Information and Communication Affair, and traffic affair and immigration status.

There were kinds of main jobs during the apprenticeship which are follows:

1. Scanning Document
2. Recording the book of incoming and outgoing mail
3. Recording the book of foreign
4. Laminating passport after the printed passport had been finished
5. Giving information about procedures how to make the passport to the Applicant
6. Handling the applicants for their passports

#### **3.2 The Working at Immigration Office Class II TPI Bagansiapiapi**

##### **3.2.1. Working System**

The system used at Immigration Office Class II TPI Bagansiapiapi is online system. Every activity in doing the job used Internet (*Bagansiapiapi Immigration Office website*) that can be accessed by all employees.

##### **3.2.2 Working Procedure**

There were several working procedure which was conducted as the duties and explained as follows:



### a. Scanning Document

A scan is interpreted as scanner on a computer for one of its input devices which has the function to duplicate object like a photocopier. The tool can be used for the scanning document consisting of the papers, photos, and so on.

### b. Recording the book of incoming and outgoing mail

Incoming mail is a letter received by an organization of companies derived from someone or from an organization. Outgoing mail is issued letter prepared by something corporate organization for shipping to other parties, both individuals and group.

### c. Recording the book of foreign

Foreigner is who come from other countries to Indonesian, live and work in Indonesian.

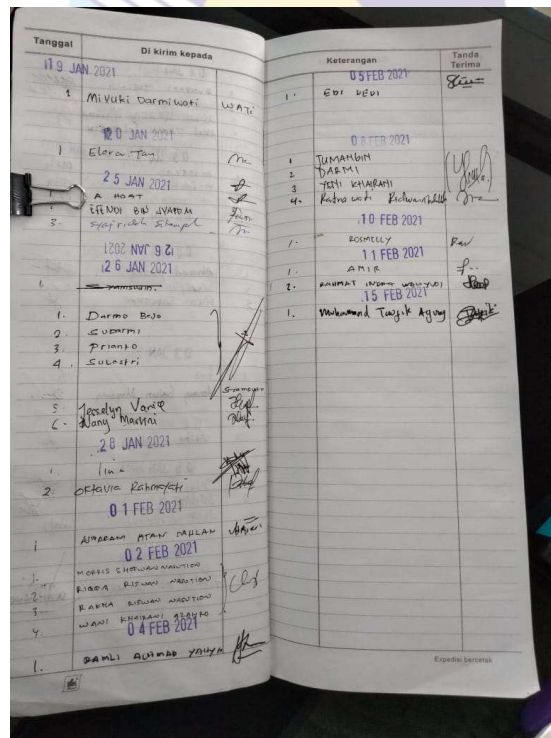


figure 3.1 recording the book of foreign

### d. Laminating passport after the printed passport had been finished

The laminating machine is a machine that is used to has been given the

heat for days. In order to make passport last, and passport data are not easily forged.



**Figure 3.2 laminating passport after finish cast**

**e. Giving information about procedures how to make the passport to the Applicant**

At immigration there are customer services. Customer services is a person who gives information and procedures to make the passport.

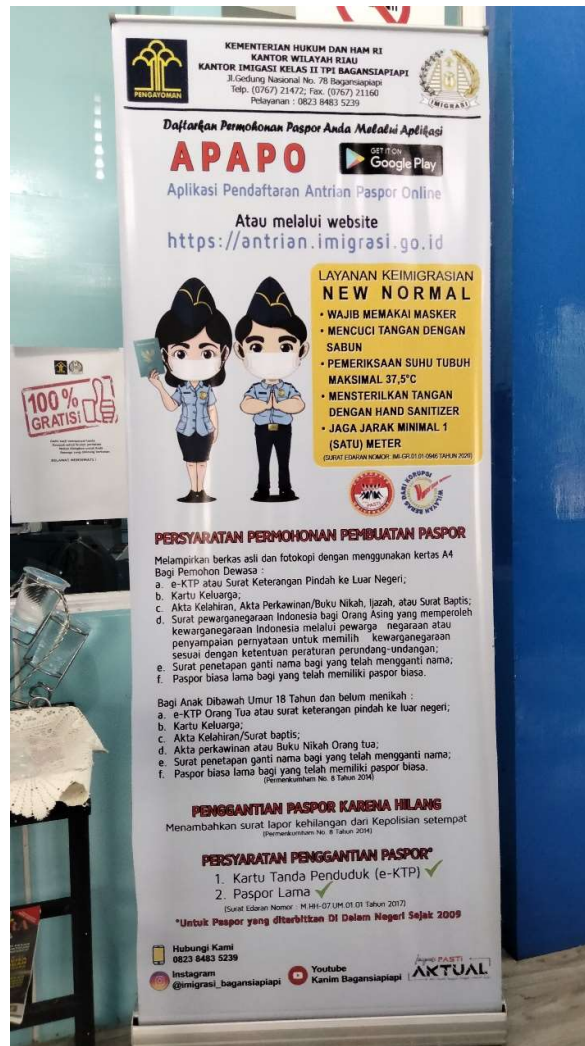


Figure 3.3 requirements for a passport

The applicant fill out a form, give it back to the officer, applicants welcome to sit and wait for the call a photo and interview, and officer inspect then give to the officer in charge of the new input data and subsequently handed over to the officer who took the photograph.

#### f. Handling the applicants for their passports

Everyone who wants to make new passport or passport replacement must follow the requirements that have been established. Applicants must pay the cost of the passport at the Bank BNI or in bank another. For applicants who have been making payments at the bank, the applicant must deliver the payment receipt as a proof of payment to the customer service.

### 3.3 The Rules of the employees at Bagansiapiapi immigration office

Work hour in Bagansiapiapi Immigration office is start from 07:30 A.M every morning and finished at 04:00 P.M except for Friday. On Friday, the ceremony is conducted afternoon and the work hour finished at 04:30 P.M. Bagansiapiapi immigration office demands the worker to be discipline in doing work.

In dressing, the employees have to follow some regulation. The employees of Bagansiapiapi Immigration Office have their uniform. From Monday until Wednesday, they wear their own uniform. Thursday, they wear *batik*. On Friday, they wear sport uniform and casual outfit.

### 3.4 Kind and Description of the Activity

The duties or activities that were implemented on Supervisor and Taking Measures Affair, Information and Communication Affair, Administration Affair, Traffic Affair and Immigration status is held from 4<sup>th</sup> January 2021 until 5<sup>th</sup> March 2021 at Bagansiapiapi immigration office can be seen in the following tables:

**Table 3.1**  
**Agenda of Activities of the First Week of January**  
**(January 04<sup>th</sup> - 08<sup>th</sup>, 2021)**

No	Day/ Date	Activity	Place
1	Monday January 4 <sup>th</sup> , 2021	1. Moring ceremony 2. Introduction to staff in Immigration Office. 3. Afternoon ceremony	On the front yard. All rooms in the immigration office. On the front yard.
2	Tuesday January 5 <sup>th</sup> , 2021	1. Morning ceremony 2. Making a financial statement letter 3. Afternoon ceremony	On the front yard. Financial department On the front yard.
3	Wednesday January 6 <sup>th</sup> , 2021	1. Morning ceremony 2. Archiving data 3. Afternoon ceremony	On the front yard. Financial department

			On the front yard.
4	Thursday January 7 <sup>th</sup> , 2021	<ol style="list-style-type: none"> <li>1. Morning ceremony</li> <li>2. Checking passport data.</li> <li>3. Afternoon ceremony</li> </ol>	<p>On the front yard.</p> <p>Service department</p> <p>On the front yard.</p>
5.	Friday January 8 <sup>th</sup> ,	<ol style="list-style-type: none"> <li>1. Morning ceremony</li> <li>2. Gymnastics</li> <li>3. Afternoon ceremony</li> </ol>	<p>On the front yard.</p> <p>The backyard of the immigration office.</p> <p>On the front yard</p>

**Table  
3.2**

**Agenda of Activities of the First Week of January**

**(January 11<sup>th</sup> - 15<sup>th</sup>, 2021)**

No	Day/ Date	Activity	Place
1		Off	
2		Off	
3		Off	
4		Off	
5	Friday January 15 <sup>th</sup> , 2021	<ol style="list-style-type: none"> <li>1. Morning ceremony</li> <li>2. Gymnastics</li> <li>3. Afternoon ceremony</li> </ol>	<p>On the front yard.</p> <p>The backyard of the immigration office.</p> <p>On the front yard.</p>

**Table 3.3**  
**Agenda of Activities of the First Week of January**  
**(January 18<sup>th</sup> - 22<sup>th</sup>, 2021)**

No	Day/ Date	Activity	Place
1	Monday January 18 <sup>th</sup> , 2021	1. Morning ceremony 2. Handling the applicants their passport 3. Afternoon ceremony	On the front yard Service Department On the front yard
2	Tuesday January 19 <sup>th</sup> , 2021	1. Morning ceremony 2. Attending social service events to the orphanage 3. Afternoon ceremony	On the front yard. Orphanage On the front yard of the immigration office.
3		Off	
4		Off	
5	Friday January 22 <sup>th</sup> , 2021	1. Morning ceremony 2. Cooperating 3. Afternoon ceremony	On the front yard Service department On the front yard.

**Table 3.4**  
**Agenda of Activities of the First Week of January**  
**(January 25<sup>th</sup> - 29<sup>th</sup>, 2021)**

No	Day/ Date	Activity	Place
1	Monday January 25 <sup>th</sup> , 2021	1. Morning ceremony 2. Archiving employees files 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
2		Off	
3	Wednesday January 27 <sup>th</sup> , 2021	1. Morning ceremony 2. Archiving employees files	On the front yard. Financial Department

		3. Afternoon ceremony	On the front yard.
4	Thursday January 28 <sup>th</sup> , 2021	1. Morning ceremony 2. Archiving employees file 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
5	Friday January 29 <sup>th</sup> , 2021	1. Morning ceremony 2. Cooperating 3. Afternoon ceremony	On the front yard financial department On the front yard.

**Table 3.5**

**Agenda of Activities of the First Week of February  
( February 01<sup>th</sup> - 05<sup>th</sup>, 2021)**

No	Day/ Date	Activity	Place
1		Off	
2	Tuesday february 2 <sup>nd</sup> , 2021	1. Morning ceremony 2. Scanning data 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
3	Wednesday February 3 <sup>rd</sup> , 2021	1. Morning ceremony 2. Scanning data 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
		Off	
4	Friday February 5 <sup>th</sup> , 2021	1. Morning ceremony 2. Gymnastics 3. Afternoon ceremony	On the front yard financial department On the front yard.

**Table 3.6**  
**Agenda of Activities of the First Week of February**  
**( February 08<sup>th</sup> - 11<sup>th</sup>, 2021)**

No	Day/ Date	Activity	Place
1	Monday Februari 8 <sup>th</sup> , 2021	1. Morning ceremony 2. Recording the book incoming and outgoing mail 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
2	Tuesday february 9 <sup>th</sup> , 2021	1. Morning ceremony 2. Inputing the receipt 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
3	Wednesday February 10 <sup>th</sup> , 2021	1. Morning ceremony 2. Inputing the receipt 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
		Off	
4	Friday February 12 <sup>th</sup> , 2021	1. Morning ceremony 2. Printing the tax letters 3. Afternoon ceremony	On the front yard. Financial Department On the front yard

**Table 3.7**  
**Agenda of Activities of the First Week of February**  
**( February 15<sup>th</sup> - 19<sup>th</sup>, 2021)**

No	Day/ Date	Activity	Place
1	Monday Februari 15 <sup>th</sup> , 2021	1. Morning ceremony 2. Photocopy of letter 3. Afternoon ceremony	On the front yard.. Financial Department On the front yard.
2	Tuesday february 16 <sup>th</sup> , 2021	1. Morning ceremony 2. Cheking outgoing mal 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
3	Wednesday	1. Morning ceremony 2. Cheking employee data	On the front yard. Financial Department



	February 17 <sup>th</sup> , 2021	3. Afternoon ceremony	On the front yard.
4	Thursday February 18 <sup>th</sup> , 2021	1. Morning ceremony 2. Cheking the income tax letter 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
5	Friday February 19 <sup>th</sup> , 2021	1. Morning ceremony 2. Cooperating 3. Afternoon ceremony	On the front yard financial department On the front yard.

**Table 3.8**  
**Agenda of Activities of the First Week of February**  
**( February 22<sup>th</sup> - 26<sup>th</sup>, 2021)**

No	Day/ Date	Activity	Place
1	Monday Februari 22 <sup>th</sup> , 2021	1. Morning ceremony 2. Inputing the receipt 3. Afternoon ceremony	On the front yard.. Financial Department On the front yard.
2	Tuesday february 23 <sup>th</sup> , 2021	1. Morning ceremony 2. Ask for signatures from all employees 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
3	Wednesday February 24 <sup>th</sup> , 2021	1. Morning ceremony 2. Attening immigration cooperation in Riau 3. Afternoon ceremony	On the front yard. Mulia hotel On the front yard.
4	Thursday February 25 <sup>th</sup> , 2021	1. Morning ceremony 2. Entering employee data 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
5	Friday	1. Morning ceremony 2. Gymnastics	On the front yard financial department

	February 26 <sup>th</sup> , 2021	3. Afternoon ceremony	On the front yard.
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**Table 3.9**  
**Agenda of Activities of the First Week of March**  
**( March 01<sup>th</sup> - 05<sup>th</sup>, 2021)**

No	Day/ Date	Activity	Place
1	Monday March 1 <sup>th</sup> , 2021	1. Morning ceremony 2. Printing of letter 3. Afternoon ceremony	On the front yard.. Financial Department On the front yard.
2	Tuesday March 2 <sup>th</sup> , 2021	1. Morning ceremony 2. Inputing the receipt 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
3	Wednesday March 3 <sup>th</sup> , 2021	1. Morning ceremony 2. Checking passport data 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
4	Thursday March 4 <sup>th</sup> , 2021	1. Morning ceremony 2. Making Spd rampung report 3. Afternoon ceremony	On the front yard. Financial Department On the front yard.
5	Friday March 5 <sup>th</sup> , 2021	1. Morning ceremony 2. Attending religious speech together 3. Afternoon ceremony	On the front yard Meeting room On the front yard.

## CHAPTER IV

### CONCLUSION AND SUGGESTIONS

#### 4.1 Conclusion

The apprenticeship was conducted in Immigration Office Class II TPI Bagansiapiapi, it started from 4<sup>th</sup> January 2021 until 5<sup>th</sup> March 2021 at Supervisor and Taking Measures Affair, Information and Communication Affair, and traffic affair and Immigration status.

1. There were kinds of main jobs during the apprenticeship which are follows: Scanning Document, Recording the book of incoming and outgoing mail, Recording the book of foreign, Laminating passport after the printed passport had been finished, Giving information about procedures how to make the passport to the applicant, Handling the applicants for their passports
2. The system used at Immigration Office Class II TPI Bagansiapiapi is online system. Every activity in doing the job used Internet (*Bagansiapiapi Immigration Office website*) that can be accessed by all employees.
3. Work hour in Bagansiapiapi Immigration office is start from 07:30 A.M every morning and finished at 04:00 P.M except for Friday. On Friday, the ceremony is conducted afternoon and the work hour finished at 04:30 P.M. Bagansiapiapi immigration office demands the worker to be discipline in doing work.

#### 4.2 Suggestions

1. Suggestion for Bagansiapiapi Immigration Office
  - a. All staff are expected to keep wearing masks and keep their distance while in the office environment.
2. Suggestion for English Program Department
  - a. English Department should make good relationship in workplace in Apprenticeship.

## APPENDIX A

### Visiting the orphanage




APPENDIX B

Gymnastics together



APPENDIX C

Certificate



KEMENTERIAN HUKUM DAN HAK ASASI MANUSIA  
REPUBLIK INDONESIA  
KANTOR IMIGRASI KELAS II TPI BAGANSIAPIAPI


**PIAGAM PENGHARGAAN**  
**KEPALA KANTOR IMIGRASI KELAS II TPI BAGANSIAPIAPI**  
Nomor : W4.IMI5.KP.08.05-0215


Diberikan kepada :

**MELIZA LINSANG**  
NIM. 5203181102  
MAHASISWI PROGRAM STUDI D-III BAHASA INGGRIS  
POLITEKNIK NEGERI BENGKALIS

Yang telah :

**Bekerjasama dengan baik selama melaksanakan Praktek Kerja Lapangan  
di Kantor Imigrasi Kelas II TPI Bagansiapiapi  
dari Mulai Tanggal 04 Januari 2021 s.d 05 Maret 2021**


Bagansiapiapi, 05 Maret 2021  
Kepala Kantor  
  
AGUS BUSDAMAJANTO  
NIP.19690806 199903 1 001




**DAILY ACTIVITY**  
**APPRENTICESHIP**

DAY :Tuesday

DATE : January 5, 2021

No	ACTIVITY	SUPERVISOR	SIGNATURE
1. Morning, Ceremony 2. learning how to write in the passport submission book 3. Afternoon, Ceremony		Rotua Hotmasari Hasibuan, SH	
NOTE:  Keep up the spirit and always be on time.			




No	THE PICTURE OF ACTIVITY	EXPLANATION
		learn to write passport reports in the handover book




**DAILY ACTIVITY**  
**APPRENTICESHIP**

DAY : Wednesday

DATE : January 6 , 2021

No	ACTIVITY	SUPERVISOR	SIGNATURE
1	Morning , Ceremony	Rotua Homasari, SH	
2	Archiving data		
3	Afternoon, Ceremony		
	NOTE: keep spirit		

No	THE PICTURE OF ACTIVITY	EXPLANATION
		Archiving passport data

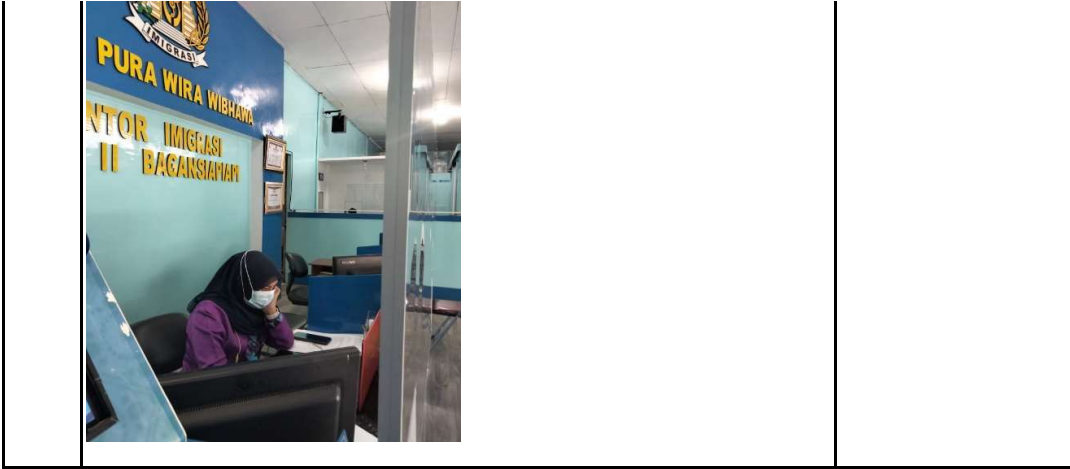
**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Thursday

DATE : January 7 , 2021

No	ACTIVITY	SUPERVISOR	SIGNATURE
1 2 3	Morning, Ceremony Checking passport data Afternoon ceremony	Rotua Homasari, SH	
	NOTE:  Nice		

No	THE PICTURE OF ACTIVITY	EXPLANATION
		Today I was assigned to check passport data.



**DAILY ACTIVITY**  
**APPRENTICESHIP**

DAY : Friday

DATE : January 8 , 2021

No	ACTIVITY	SUPERVISOR	SIGNATURE
1	Morning ceremony		
2	Gymnastics		
3	Afternoon ceremony	Rotua Homasari, SH	
	NOTE: Good		

No	THE PICTURE OF ACTIVITY	EXPLANATION

Handwritten mark


Gymnastics  
together



**DAILY ACTIVITY  
APPRENTICESHIP**

DAY : Monday

DATE : January 11, 2021

No	ACTIVITY	SUPERVISOR	SIGNATURE
	Off		
NOTE:			

No	THE PICTURE OF ACTIVITY	EXPLANATION
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