



# ICYE INDONESIA

National Profile 2017



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## Preface

Dear partners (“Salam” in Bahasa)

Hereby we provide you Dejavato Foundation’s national profile that will give you information and advices about your time in Indonesia, especially giving you a glance information about Dejavato Foundation, Indonesia, cultures, visa and others that will help you in preparing your trip and stay in Indonesia. By reading this, it will give you more understanding about Indonesia. We are very sure that you may have a lot of curious and questions to know more about Indonesian culture, language (Bahasa) and Indonesia as such. For further information about Dejavato and our projects, it would be our honor if you could visit our websites at [www.dejavato.or.id](http://www.dejavato.or.id). If you still need some more information that perhaps you can not find in this document, please feel free to contact us and our staffs will be more than happy to assist, answer and giving you additional helps. We look forward meeting you in Indonesia, and wish you a wonderful and pleasant trip to our unique country.

## Dejavato Foundation

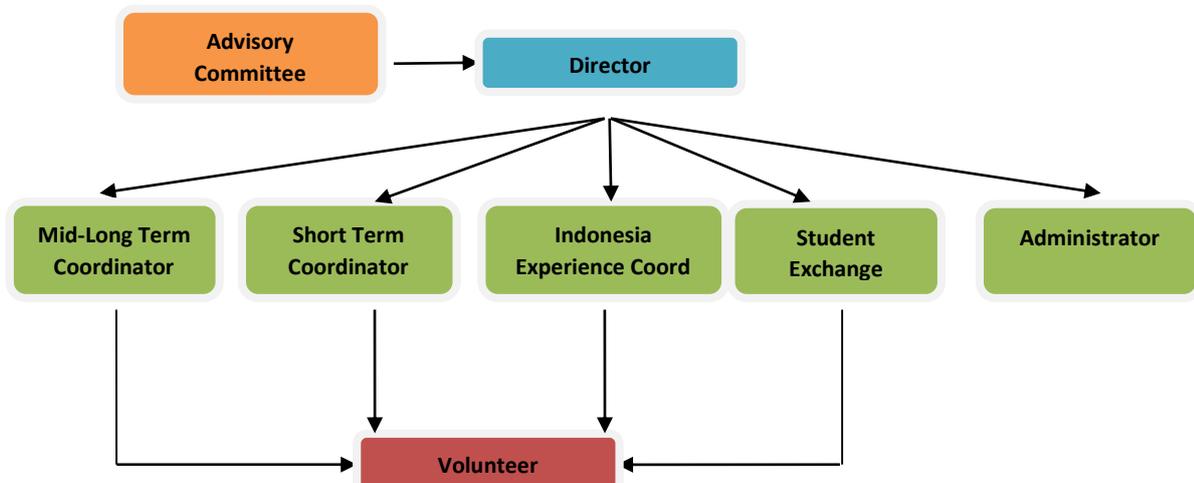
### Vision

Becoming a leading national and international organization that supports active citizenship through voluntary service

### Mission

- To promote voluntary service in Indonesia and overseas through education, social and cultural sectors.
- To encourage Indonesian people especially young generation to be actively involved in doing voluntary service in Indonesia and overseas.
- To promote intercultural understanding, equality, tolerance and world peace.
- To develop awareness and responsibility towards social environment.
- To promote various and unique Indonesian culture and nature to the international society.

### Structures



### Finance

The Foundation manages its own fund and takes its income from participation fees, individual donations and corporate donations (both in money and kind).

### ICYE Program Fee:

- STePs : 400 Euro / 4 weeks (28 days) and additional cost 75 Euro per week for any extension
- Long Term Volunteer : 1.500 Euro for 6 months, and 2.500 Euro for 12 months

**The fee covers :**

- a. Orientation
- b. Pick up service at Semarang city (airport) maximum at 21.00 PM with condition arrival between Monday to Friday. There will be no pick up service on the weekend (Sat-Sun)
- c. Administration fee
- d. Transportation to/from the meeting point to/from project site
- e. Accommodation and food during the project (including scheduled activities). The food and accommodation will be provided ONLY starting from the day of arrival volunteer at Dejavato's office.
- f. Evaluation meeting
- g. Emergency number 24/24 – 7/7
- h. Access to material that could be useful for the project
- i. A certificate at the end of the project to attest your participation

**The fee does not cover :**

- a. Cigarettes
- b. Travel (medical) and cancellation insurance
- c. Air transportation and leisure activities
- d. Changes in the project, once the placements has been confirmed (unless in very special cases)
- e. Bath and washing kits

**Note:** There is **NO REFUNDABLE FEE** if the participants stop the participation when the project already started

**Programs**

**STePs (1 – 5 months)**

- Pick up only on Monday max 21.00 PM. Pick up service is not available on the weekend (Sat-Sun)
- Meeting point is at Semarang Ahmad Yani International airport
- The accommodation, meal and transport will be cover since the first day of arrival
- 3 days training on arrival includes:
  - ✓ Dejavato profile and activities
  - ✓ Indonesian culture
  - ✓ How to live in Indonesian host family
  - ✓ Project site condition
  - ✓ Practical information and arrangement
  - ✓ Introduction to Indonesian language
  - ✓ Local transport experience and sightseeing Semarang
- Placement to the project taken by Dejavato staff (by private Car/Train).  
For placement outside Java Island, flight ticket will be provided by the host project (Semarang – Project site round trip)
- Ongoing support during the program
- Pick up from the project site and go back to Dejavato office Semarang in the last day
- 1 day evaluation day
- Drop off at Ahmad Yani Semarang International Airport

**LTV (6 – 12 months)**

- Pick up only on the windows date and maximum at 21.00 PM
- Meeting point is at Semarang Ahmad Yani International airport
- The accommodation, meal and transport will be cover since the first day of arrival
- 5 days training on arrival includes:
  - ✓ Dejavato profile and activities
  - ✓ Indonesian culture
  - ✓ How to live in Indonesian host family
  - ✓ Project site condition
  - ✓ Practical information and arrangement
  - ✓ Introduction to Indonesian language
  - ✓ Local transport experience and sightseeing Semarang

- ✓ Visit local project
- Placement to the project taken by Dejavato staff (by private Car/Train).  
For placement outside Java Island, flight ticket will be provided by the host project (Semarang – Project site round trip)
- Ongoing support during the program
- 1 day mid term evaluation
- Pick up from the project site and go back to Dejavato office Semarang in the last day
- 2 days final evaluation
- Drop off at Semarang Ahmad Yani Semarang International Airport

## Principles of work

### Principles for Individual Volunteer Program

- All our projects are open to volunteer who are from 18 - 35 years old when the project starts. Above 35 years old upon consultation.
- Indonesia is a conservative country and especially when volunteers work in the local institution and community. We request the volunteers **no visible piercings on face, no visible tattoos**, wears clothing appropriate, common hair style (no colorful, dreadlock) and for those who are going for project related with the kids must attach Certificate Good Conduct from the police in the application.
- Candidate should sign document project agreement, declaration of conduct and other documents requested by hosting organization. The form must be signed and sent back to Dejavato before coming to Indonesia.
- The projects are mainly related to education and health care. For the educational/teaching projects a minimum intermediate level of English (as much certified as possible) is required while for the health care projects the Foundation requires a proof that the applicants are medical students or practitioners.
- Volunteers will be supported by the local project responsible, and Dejavato staffs. The volunteers will have at their disposal an emergency number active 24/24 – 7/7 in case of major problem
- We are sorry NOT open for volunteer with many causes and conditions which can impair mobility and movement such as inability to use legs, arms, or the body trunk effectively because of paralysis, stiffness, pain or other impairment is common. People with mobility and movement impairments may find it difficult to participate when facing social and physical barriers especially in our project sites.
- We are also sorry NOT open for mentally challenged participants and participants who have mentally challenged record due to lack of our capability in handling the people with mental disabilities. Our project also do not have facilities which can support participants with mental disabilities. We request the sending organization to be open, transparent in giving information about the participant's health and mentally record. *We prefer not to host the participants with mentally challenged and mentally challenged record such as autism, mental disabilities etc.*
- Each project can involve a maximum number of two volunteers at the same time. But normally we place one volunteer for one project
- Most volunteers mostly will be hosted in local Indonesian families and receive three meals per day (rice with side vegetables and dishes). The accommodation will be simple and Indonesian style: no hot water, traditional Indonesian bath/shower, no washing machine and traditional Indonesian toilet. Volunteers may be required to share the bedroom with another family member and to adapt to the daily rhythm of the family (Indonesians usually gets up very early, between 4 and 6 o' clock).
- Drinking alcohol is not allowed during participating in our program for any reason and not well seen by traditional Muslim families. Smoking is allowed only in restricted areas (depending on the hosting family) and should be avoided when with children and scholars.
- Volunteers are required to work at least 6 hours a day, 5 days a week and to help the family with the daily chores. Holidays will be organized according to the Indonesian calendar and the project situation, then volunteers will be able to plan their holidays and free time with the local project coordinator upon arrival and during the project
- Dejavato will provide an invitation letter for volunteers who stay more than 30 days and require to obtain 60 days social visit visa
- Volunteers should purchase an insurance before the beginning of the project. The insurance should cover at least health care, third party liabilities and repatriation.

## Indonesia



### General Information

The **Republic of Indonesia** (Indonesian: *Republik Indonesia*), is a nation in Southeast Asia. Comprising 13,466 islands (Data based on 7 May 2014), it is the world's largest archipelagic state. With a population of over 234 million people, it is the world's fourth most populous country and the most populous Muslim-majority nation, although officially it is not an Islamic state.

Across its many islands, Indonesia consists of distinct ethnic, linguistic, and religious groups. The Javanese are the largest and politically dominant ethnic group. As a unitary state and a nation, Indonesia has developed a shared identity defined by a national language, a majority Muslim population, and a history of colonialism and rebellion against it. Indonesia's national motto, "*Bhinneka tunggal ika*" ("Unity in Diversity" lit. "many, yet one"), articulates the diversity that shapes the country. However, sectarian tensions and separatism have led to violent confrontations that have undermined political and economic stability. Despite its large population and densely populated regions, Indonesia has vast areas of wilderness that support the world's second highest level of biodiversity. The country is richly endowed with natural resources, yet poverty is a defining feature of contemporary Indonesia.

**Area:** 1,919,404 km<sup>2</sup> (735,355 sq mi)

**Population:** 237, 6 million people based on statistics on 2010. While in 2016 it is estimated up to 255 million people

#### Neighboring countries:

- Papua New Guinea,
- East Timor,
- Malaysia,
- Singapore,
- the Philippines,
- Australia,
- The Indian territory of the Andaman and Nicobar Islands.

### Geography

Indonesia consists of 13,466 islands, about 6,000 of which are inhabited. These are scattered over both sides of the equator. The five largest islands are Java, Sumatra, Kalimantan (the Indonesian part of Borneo), Papua (shared with New Guinea), and Sulawesi. The capital, Jakarta, is on Java and is the nation's largest city, followed by Surabaya, Bandung, Medan, and Semarang.

Indonesia's location on the edges of the Pacific, Eurasian, and Australian tectonic plates, makes it the site of numerous volcanoes and frequent earthquakes. Indonesia has at least 150 active volcanoes, including Krakatoa and Tambora, both famous for their devastating eruptions in the 19th century. Recent disasters due to seismic activity include the 2004 tsunami that killed an estimated 167,736 in northern Sumatra, and the Yogyakarta earthquake in 2006. However, volcanic ash is a major contributor to the high agricultural fertility that has historically sustained the high population densities of Java and Bali.

### Government and Politics

Indonesia is a republic with a presidential system. As a unitary state, power is concentrated in the national government. Following the resignation of President Suharto in 1998, Indonesian political and governmental structures have undergone major reforms. Four amendments to the 1945 Constitution of Indonesia have revamped the executive, judicial, and legislative branches. The president of Indonesia is the head of state, commander-in-chief of the Indonesian Armed Forces, and the director of domestic governance, policy-making, and foreign affairs. The president appoints a council of ministers, who are not required to be elected members of the legislature. The 2004 presidential election was the first in which the people directly elected the president and vice president. The president serves a maximum of two consecutive five-year terms

The highest representative body at national level is the People's Consultative Assembly (MPR). Its main functions are supporting and amending the constitution, inaugurating the president, and formalizing broad outlines of state policy. It has the power to impeach the president. The MPR comprises two houses; the People's Representative Council (DPR), with 550 members, and the Regional Representatives Council (DPD), with 168 members. The DPR passes legislation and monitors the executive branch; party-aligned members are elected for five-year terms by proportional representation. Reforms since 1998 have markedly increased the DPR's role in national governance. The DPD is a new chamber for matters of regional management

### National Flag

The national **flag of Indonesia**, which is known as **Sang Merah Putih** in Indonesian, is based on the flag of the 13th century Majapahit empire. The flag itself was introduced and hoisted in public at the Indonesian Independence Day ceremony, on August 17, 1945. The design of the flag has remained the same ever since. The design of the flag is simple with two equal horizontal bands, red (top) and white (bottom) with an overall ratio of 2:3. The flag is similar to the flag of Poland and flag of Singapore, and is identical to the flag of Monaco (except for the ratio). Red represents bravery, while white represents the spiritual element. There is a national song titled "Merah Putih" (Red and White).



Flag



Coat of arms

### Language

The official national language, Indonesian (Bahasa Indonesia), is universally taught in schools, and is spoken by nearly every Indonesian. It is the language of business, politics, national media, education, and academia. It was originally a lingua franca for most of the region, including present-day Malaysia, and is thus closely related to Malay—Most Indonesians speak at least one of the several hundred local languages (*bahasa daerah*), often as their first language. Of these, Javanese is the most widely-spoken, the language of the largest ethnic group. On the other hand, Papua has 500 or more indigenous Papuan and Austronesian languages, in a region of just 2.7 million people

### Culture

Indonesia has around 300 ethnic groups, each with cultural differences developed over centuries, and influenced by Arabic, Chinese, Malay, and European sources. Traditional Javanese and Balinese dances, for example, contain aspects of Hindu culture and mythology, as do *wayang kulit* (shadow puppet) performances. Textiles such as batik, ikat and songket are created across Indonesia in styles that vary by region. The most dominant influences on Indonesian architecture have traditionally been Indian; however, Chinese, Arab, and European architectural influences have been significant. The most popular sports in Indonesia are badminton and football; Liga Indonesia is the country's premier football club league. Traditional sports include *sepak takraw*, and bull

racing in Madura. In areas with a history of tribal warfare, mock fighting contests are held, such as, *caci* in Flores, and *pasola* in Sumba. *Pencak Silat* is an Indonesian martial art. Sports in Indonesia are generally male-orientated and spectator sports are often associated with illegal gambling.



Indonesian traditional music includes *gamelan* and *keroncong*. *Dangdut* is a popular contemporary genre of pop music that draws influence from Arabic, Indian, and Malay folk music. The Indonesian film industry's popularity peaked in the 1980s and dominated cinemas in Indonesia, although it declined significantly in the early 1990s. Between 2000 and 2005, the number of Indonesian films released each year has steadily increased.

### Climate

Indonesia including Java has two monsoon seasons which determine its weather. The northwest monsoon is the rainy season, lasting roughly from November until April. The southeast monsoon, or dry season, is May until October. Humidity is high all year, from 70 – 100 percent. Temperatures at sea level range between 26 – 32 °C. In the mountains it can be quite colder.

### Time zones



Indonesia is divided into three time zones. Western Indonesia Time (Sumatra, Java, West and Central Kalimantan) is seven hours ahead of GMT. Central Indonesia Time (Bali, South and East Kalimantan, Sulawesi and East Nusa Tenggara) is eight hours ahead of GMT, and East Indonesia Time (Maluku and Irian Jaya) is nine hours ahead of GMT

### Money matters

In the large cities of Java (Indonesia), credit cards and travellers checks are widely accepted, and automatic teller machines (ATMs) are readily available. However, in rural areas cash is preferred. The currency is Indonesian rupiah, written as Rp.



**Please pay attention if you want to change US dollars into rupiah in Indonesian money changer or bank. Usually the bank or money changer will charge different rate depending on the physical condition of the US\$ and series number.**

**If you have ugly, bad, folded or even little dirty on the money's surface, the rate of your US\$ will be lower or even worse. This is not happen to other foreign currency (Euro, Pounds etc)**

### Food

Indonesian cuisine varies by region and is based on Chinese, European, Middle Eastern, and Indian precedents. Rice is the main staple food and is served with side dishes of meat and vegetables. Spices (notably chili), coconut milk, fish and chicken are fundamental ingredients.



The Indonesian staple food is rice, except in some community in Maluku, Timor, and Irian Islands. Some accompanying dishes might be very spicy, containing long, fiery red or green peppers, some other ingredients such as ginger, or coconut milk. Food is plentiful in Java, thanks to its rich volcanic soil. Fine dining restaurants serve international and Indonesian cuisine. The adventurous might enjoy eating in local establishments described in the Food Chapter.

### Electricity

Usually 220 volts, 50 cycles, but always check first. The plug is two-pronged round.



### Communication Link

Indonesia is linked to the world by two telecommunication satellites, while International Direct Dialing (IDD) and Home Country Direct (HCD) services are now available in all leading hotels. For the internet, there many cafes or restaurants which provide wifi service. The internet is also can be access by Indonesian simcard. It is around 5 Euro a month for 2 – 10 GB depends on the simcard provider. Indonesia also already support for 4G connection. While postal services are available in every region (*kecamatan*), which open daily from Monday to Saturday, 08.00 am to 02.00 pm.

### School exams and holidays

The school national exams usually around April, May and beginning of December. The school holidays are usually during the month of June, July and December.

### Health

Use mosquito repellent and cover up at night is the best way to protect you from mosquito bites. Eating at traditional food stalls (*warung*) and hawker carts (*kaki lima*), or trying the too spicy foods may look exciting, but unless your body system is adjusted to the vagaries of local food preparation, they are best avoided. Also be sure to protect yourself against sunburn and dehydration. Patent medicines are available at numerous pharmacies (*apotek*), but watch the dosage and chemical ingredients, as Indonesian drugs tend to be stronger than norm.

### Customs

Narcotics are strictly prohibited, and stiff penalties are strictly enforced. Upon entry, two liters of alcohol beverages, 200 cigarettes, 50 cigars or 100 grams of tobacco are allowed.

### Tips

Giving tips is not customary

### Mandi (bath) and Toilet

One thing you'll have to learn to deal with is the Indonesian bathroom, which features a large water tank and a plastic scooper. *Kamar mandi* means bathroom and *mandi* means to bathe or wash. In Indonesian houses, **usually there is only one bathroom and one toilet.**

**Indonesian toilets are basically holes in ground with footrests on either side.** To flush the toilet, reach that plastic scooper, take water from the tank and flush it away. No western style toilets!! There is also shower, so you can use it both as your preference. As for toilet paper, it is seldom supplied in public places, though you can easily buy your own. Indonesian rarely use the stuff and the method is to use the left hand and copious quantities of water – again, keep that scooper handy. Some foreigners easily adapt to this method, but many do not! *Kamar kecil* is Bahasa Indonesia for toilet, but people usually understand **“way-say” (WC).**



### Religion in Indonesia

**Religion** plays a major role in life in Indonesia. It is stated in the first principle of the state ideology, Pancasila: "belief in the one and only God". A number of different religions are practiced in Indonesia and their collective

influence on the country's political, economical and cultural life is significant. As of 2007, the population was estimated as 234,693,997. Based on the 2010 census, the approximately 87.18 % were Muslims, 6.9 % Protestant, 3% are Catholic, 1.7% Hindu, 0.7% Buddhist, 0.05% Konghucu and 0.5% other unspecified .

The Indonesian Constitution states "every person shall be free to choose and to practice the religion of his/her choice" and "guarantees all persons the freedom of worship, each according to his/her own religion or belief". The government, however, officially only recognises six religions, namely Islam, Protestantism, Catholicism, Hinduism, Buddhism and Confucianism.

## Indonesian Customs

Indonesian customs vary from place to place, depends on ethnic groups, thus it is almost impossible for a visitor to know and understand all customs. But, like visiting any country in the world, good manners, courtesy and concern towards other people are essential to develop friendly relationship. Below are some specific suggestions that might be helpful:

### Indonesians are generally indirect in their approach

The implication of this characteristic in the daily life is that people tend not to talk or request something directly. They would avoid embarrassing the other party by saying "no" at the beginning, and also avoid embarrassing themselves by getting their request turned down by other party. Usually people will make a request if they don't know that they have a fairly good chance of getting a "yes" answer. This indirectness however cannot be generalized. Usually, the closer the relationship is, the more straightforward one can be.

### One must consider others in the way they speak

If you talk rapidly, it is suggested that you talk slower; otherwise you might have to repeat some of the things that have you already said. Using common words is advisable. Slang expression should be avoided, because they might not be understood or it may create misunderstanding.

### Body language and gestures are important

A picture is worth a thousand words; this is also true the case of body language. Some body language can be so degrading that a thousand words still cannot describe the meaning. Unfortunately, some body language, which is common in one place, can be very insulting in other places. The following are some common body language that should not be done:

- a. Crossing your legs and raising your feet high when you sit down
- b. Calling a person with an index finger
- c. Touching other person's head
- d. Using feet to point out something
- e. Talking and standing with hands on the waist can be interpreted as arrogant
- f. Using the left hand to pass anything and also to eat

### The way a person dress up is important

Please tend to read you and make an impression of you through your clothes. Volunteers may dress casually. A more formal dress such as a suit, jacket or a gown is used when attending a wedding or other formal occasions. Indonesian long sleeved "batik" shirt is considered formal and can be used to attend formal occasions, such as wedding. **For teaching and formal occasion:** Light clothes, not too revealing. These are not appropriate while working in the school with children and for the small villages you will be visiting. For the school shirt and trousers are a must. Shoulders should be covered all the times. Shorts that are cut at the knee are acceptable only in the city but not in schools. You also should wearing shoes during teaching activities in the classroom. Wearing sandals/slippers are considered impolite in the classroom. **For Moslem schools or orphanage**, the girls are mostly recommended to cover the hair with scarf. As this is their customs that the volunteers should respect.

### One should be considerate of a religious believer

"Belief in God" is the first of five Indonesian National Principles. Indonesians are known as rather religious people, no matter what religion a person belong to. Therefore you are advised NOT to expose yourself as a non-believer even if you're one.

### Indonesian people are very family oriented

The family has the most important meaning for Indonesians. The relationship between each member of the family is close, although you would seldom see each member showing their feelings and affection openly. Without words, everybody knows and assumes that the other members of the family also know, that they love each other and they will always take care of each other.

### Time is viewed in a rather flexible perspective

School, office, and most businesses usually function on time. The term “rubber time” describes the lack of importance on punctuality. Indonesians do not plan too far into the future.

### Greetings are important in Indonesian society

The term of greeting is the same for all solutions, influenced by the Islamic word “SELAMAT” (safe and blessed). E.g: Selamat Pagi, Selamat Siang, Selamat Malam etc.

## Transportation Inside the Country

Indonesia has a well-developed transportation system. You can choose between VIP buses, trains, flights and low cost companies.

### Airplane

Normally people access Indonesia through the Soekarno – Hatta International Airport in Jakarta. But all over Indonesia there are several national airports. Below you can find the name of some Indonesian airports that may be of interest for you (they are related to Dejavato workcamp locations):

- Ahmad Yani Airport in Semarang City
- Ngurah Rai International Airport in Bali
- Adi Sucipto International Airport in Yogyakarta City
- Adi Sumarmo Airport in Solo (Surakarta) City

### Buses

Bus is the main transportation between cities. We have to warn you that some bus drivers drive like crazy and they are reckless. You may have a heart attack riding on their buses. Buses are cheaper than trains and they go more often. Also watch out for pick-pocket. Watch for your belonging! Don't leave them unattended! Seriously! During busy seasons, it is difficult to get into a bus. You have to fight with the other passengers, just to get into the bus.

Indonesia is the land of *jam karet* (literally ‘rubber time’), and complicated journeys involving more than a single change should not be attempted in a day. Bus fares are relatively low; most are fixed, with a higher price for the air-conditioned buses. There are night buses on a number of long-distance routes; pre-booking is essential. Visitors should note that buses can be extremely crowded, and that drivers are reckless. You can find any direction of busses to many cities both inner Java Island or to other island outside of Java. BUT, **WE DO NOT RECOMMEND YOU to take a public bus to get our project site/meeting point considering the reasons above.**

### Taxis

Blue bird taxi is recommended as they will use the agrometer while the other taxis you might find difficulties as the drivers will ask the price by their own decision and you have to bargain.

While in Semarang some other taxis such as KOSTI and PANDU are also reliable. Though to get to Dejavato office in Semarang from the airport is better to take the airport taxi and it is close and fine price.

### Angkot (Angkutan Kota)

Angkot comes from words “Angkutan Kota” (Public transport) and also usually called “Daihatsu” is a name when people call small public transportation in yellow or orange color with usually for around 10 passengers which has certain direction. The direction usually is written on the front glass or on the body of the cars. The cost is depends on the destination you want to go. This transportation usually provide inner city purpose

### Motorbike

This transportation is very common in Indonesia and most people have it. So no wonder if you can find many kinds of motorbike on the street. The overseas volunteer is NOT ALLOWED to drive motorbike because does not have

Indonesian motorbike license. Besides, driving motorbike on the street in Indonesia is quite dangerous, especially with the traffic. But, Dejavato allows overseas volunteer to get a ride motorbike driven by Indonesian (volunteer, contact person) as long as the driver has license and obey the traffic regulation. You may also hear about "Ojek", this is called for a motorbike taxi. A helmet should be worn!!

### Becak (rickshaw)

Rickshaws (indonesian : becak) is pedal-powered by a rider sitting behind two passengers. Fares should be negotiated in advance. The word rickshaw came from Asia where they were mainly used as means of transportation for the social elite. However, in more recent times rickshaws have been outlawed in many countries in Asia due to numerous accidents.

### Andong / delman (Horse cart)

Andong or delman is a mode of traditional transportation with two, three or four vehicles pulled by horse. The number of the horse depends on how big is the cart. Usually for a small "andong" pulled by a horse. In the past this transportation was very useful for Battle cart, Royal Family vehicles. Today, you may also easily found this *andong/delman* in many area of Indonesia, especially in Yogyakarta City. You can find the *andong* driver wears traditional Javanese cloth and traditional decoration on the *andong/delman*.

## Basic Bahasa Indonesia (Indonesian Language)

### ACCOMMODATION

I'm looking for a ...	Saya mencari ...
campground	tempat kemah
guest house	rumah yang disewakan
hotel	hotel
youth hostel	losmen pemuda
toilet	kamar kecil

### Making Reservation

(for written and phone inquiries)

i'd like to book ...	saya mau pesan ...
in the name of ...	atas nama ...
date ...	tanggal ...
from ... (date) to ... (date)	dari ... sampai ...
credit card	kartu kredit
number	nomor
expiry date	masa berlakunya sampai
please confirm	tolong konfirmasi mengenai
Availability and	ketersediaan kamar dan
Price	harga

Where is there a cheap hotel?	<i>Hotel yang murah dimana?</i>
What is the address?	<i>Alamatnya dimana?</i>
Could you write it down, please?	<i>Anda bisa tolong tuliskan?</i>
Do you have any rooms available?	<i>Ada kamar kosong?</i>
How much is it? (per day/per person)?	<i>Berapa harganya (sehari/seorang)</i>
Is breakfast included?	<i>Apakah harganya termasuk makan pagi/sarapan?</i>

One night	<i>satu malam</i>
One person	<i>satu orang</i>
Bathroom	<i>Kamar mandi</i>
I like to ...	<i>Saya cari ...</i>
bed	<i>tempat tidur</i>
single room	<i>kamar untuk seorang</i>
double bed room	<i>kamar tidur besar satu kamar</i>
room with two beds	<i>kamar dengan dua tempat tidur</i>

<b>I'd like to share a dorm</b>	<i>Saya mau satu tempat tidur di asrama</i>
<b>May I see it?</b>	<i>Boleh saya lihat?</i>
<b>Where is the toilet?</b>	<i>Kamar kecil di mana?</i>
<b>Where is the bathroom?</b>	<i>Kamar mandi di mana?</i>
<b>I'm/We're leaving today</b>	<i>Saya/Kami berangkat hari ini</i>

## CONVERSATION & ESSENTIAL

### Be polite!

Pronouns, particularly 'you', are rarely used in Indonesian. When speaking to an old man (or anyone old enough to be a father), it's common to call them *bapak* (father) or simply *pak*. Similarly, an older woman is *ibu* (mother) or simply *bu*. *Tuan* is respectful term for a man, like 'sir'. *Nyonya* is equivalent for a married woman, and *nona* for an unmarried woman. *Anda* is the egalitarian form deigned to overcome the plethora of words for the second person.

To indicate negation, *tidak* is used with verbs, adjectives; *bukan* with noun and pronouns.

<b>Welcome</b>	<i>Selamat datang</i>
<b>Good morning</b>	<i>Selamat pagi</i> (before 11 pm)
<b>Good day</b>	<i>Selamat siang</i> (noon to 2 pm)
<b>Good day</b>	<i>Selamat sore</i> (3 pm to 6 pm)
<b>Good evening</b>	<i>Selamat malam</i> (after dark)
<b>Good night</b>	<i>Selamat tidur</i> (to someone going to bed)
<b>Goodbye</b>	<i>Selamat tinggal</i> (to one staying) <i>Selamat jalan</i> (to one leaving)
<b>Yes</b>	<i>Ya</i>
<b>No (not)</b>	<i>Tidak</i>
<b>No (negative)</b>	<i>Bukan</i>
<b>Maybe</b>	<i>Mungkin</i>
<b>Please</b>	<i>Tolong</i> (asking for help) <i>Silahkan</i> (giving permission)
<b>Thank you (very much)</b>	<i>Terima kasih (banyak)</i>
<b>You're welcome</b>	<i>Kembali</i>
<b>Sorry</b>	<i>Maaf</i>
<b>Excuse me</b>	<i>Permisi</i>
<b>Just a minute</b>	<i>Tunggu sebentar</i>
<b>How are you?</b>	<i>Apa kabar?</i>
<b>I'm fine</b>	<i>Kabar baik</i>
<b>What's your name</b>	<i>Siapa nama Anda?</i>
<b>My name is ...</b>	<i>Nama saya ...</i>
<b>Where are you from?</b>	<i>Anda dari mana?</i>
<b>I'm from ...</b>	<i>Saya dari ...</i>
<b>How old are you?</b>	<i>Berapa umur Anda?</i>
<b>I'm ... years old</b>	<i>Umur saya ... tahun</i>
<b>I (don't like) ...</b>	<i>Saya (tidak suka) ...</i>
<b>Good</b>	<i>Bagus</i>
<b>Good, fine, Okay</b>	<i>Baik</i>

## DIRECTION

<b>Where is ... ?</b>	<i>Dimana ... ?</i>
<b>Which way?</b>	<i>Kemana?</i>
<b>Go straight ahead</b>	<i>Jalan terus</i>
<b>Turn left / right</b>	<i>Belok kiri / kanan</i>
<b>Stop!</b>	<i>Berhenti!</i>
<b>At the corner</b>	<i>Di sudut</i>
<b>At the traffic lights</b>	<i>Di lampu lalu lintas</i>
<b>Here / there / over there</b>	<i>Disini / disitu / sana</i>
<b>Behind</b>	<i>Di belakang</i>
<b>In front of</b>	<i>Di depan</i>

<b>Opposite</b>	<i>Di seberang</i>
<b>Far (from)</b>	<i>Jauh (dari)</i>
<b>Near (to)</b>	<i>Dekat (dengan)</i>
<b>North</b>	<i>Utara</i>
<b>South</b>	<i>Selatan</i>
<b>East</b>	<i>Timur</i>
<b>West</b>	<i>Barat</i>

### SIGNS

<b>Masuk</b>	Entrance
<b>Keluar</b>	Exit
<b>Informasi</b>	Information
<b>Buka</b>	Open
<b>Tutup</b>	Closed
<b>Dilarang</b>	Prohibited
<b>Ada kamar kosong</b>	Rooms available
<b>Polisi</b>	Police
<b>Kamar kecil / toilet</b>	Toilet / WC
<b>Pria</b>	Men
<b>Wanita</b>	Women

### EMERGENCIES

<b>Help!</b>	<i>Tolong saya!</i>
<b>There's been an accident!</b>	<i>Ada kecelakaan!</i>
<b>I'm lost!</b>	<i>Saya tersesat!</i>
<b>Leave me alone!</b>	<i>Jangan ganggu saya!</i>
<b>Call ... !</b>	<i>Panggil ... !</i>
<b>A doctor</b>	<i>Dokter</i>
<b>The police</b>	<i>Polisi</i>

### LANGUAGE DIFFICULTIES

<b>I (don't) understand</b>	<i>Saya (tidak) mengerti</i>
<b>Do you speak English?</b>	<i>Bisa berbicara Bahasa Inggris</i>
<b>Does anyone here speak English?</b>	<i>Ada yang berbicara Bahasa Inggris disini?</i>
<b>How do you say ... in Indonesian?</b>	<i>Bagaimana mengatakan ... dalam bahasa Indonesia?</i>
<b>What does ... mean?</b>	<i>Apa artinya ... ?</i>
<b>I can only speak a little ( Indonesian )</b>	<i>Saya hanya bisa berbicara (Bahasa Indonesia) sedikit.</i>
<b>Please write that word down</b>	<i>Tolong tuliskan kata itu</i>
<b>Can you show me (on the map)?</b>	<i>Anda bias tolong tunjukkan pada saya (di peta)?</i>

### NUMBERS

<b>1</b>	<i>satu</i>
<b>2</b>	<i>dua</i>
<b>3</b>	<i>tiga</i>
<b>4</b>	<i>empat</i>
<b>5</b>	<i>lima</i>
<b>6</b>	<i>enam</i>
<b>7</b>	<i>tujuh</i>
<b>8</b>	<i>delapan</i>
<b>9</b>	<i>sembilan</i>
<b>10</b>	<i>sepuluh</i>

A half is *setengah*, pronounced 'stenger' eg *setengah kilo* (a half a kilo). 'approximately' is *kira-kira*. After the numbers 1 to 10 the 'teens' are *belas*, the 'tens' *puluh*, the 'hundreds' *ratus*, the 'thousands' *ribu* and 'millions' *juta*, but as a prefix *satu* (one) becomes *se -*, eg *seratus* (one hundred). Thus :

11	<i>sebelas</i>
12	<i>duabelas</i>
13	<i>tigabelas</i>
20	<i>duapuluh</i>
21	<i>duapuluh satu</i>
25	<i>duapuluh lima</i>
30	<i>tigapuluh</i>
99	<i>sembilanpuluh sembilan</i>
100	<i>seratus</i>
150	<i>seratus limapuluh</i>
200	<i>duaratus</i>
888	<i>delapan ratus delapanpuluh delapan</i>
1000	<i>seribu</i>

### QUESTION WORDS

<b>Who?</b>	<i>Siapa?</i>
<b>What is it?</b>	<i>Apa itu?</i>
<b>When?</b>	<i>Kapan?</i>
<b>Where?</b>	<i>Dimana?</i>
<b>Which?</b>	<i>Yang mana?</i>
<b>Why?</b>	<i>Kenapa?</i>
<b>How?</b>	<i>Bagaimana?</i>

### DAYS

<b>Monday</b>	<i>Hari Senin</i>
<b>Tuesday</b>	<i>Hari Selasa</i>
<b>Wednesday</b>	<i>Hari Rabu</i>
<b>Thursday</b>	<i>Hari Kamis</i>
<b>Friday</b>	<i>Hari Jumat</i>
<b>Saturday</b>	<i>Hari Sabtu</i>
<b>Sunday</b>	<i>Hari Minggu</i>

### TRANSPORT

#### Public Transport

<b>What time does the ... leave / arrive?</b>	<i>Jam berapa ... berangkat / datang?</i>
<b>boat / ship</b>	<i>kapal</i>
<b>bus</b>	<i>bus</i>
<b>plane</b>	<i>pesawat</i>
<b>train</b>	<i>kereta</i>
<b>taxi</b>	<i>taxi</i>

<b>I'd like a ... ticket</b>	<i>Saya mau tiket ...</i>
<b>one – way</b>	<i>sekali jalan</i>
<b>return</b>	<i>pulang pergi</i>
<b>1<sup>st</sup> class</b>	<i>kelas 1</i>
<b>2<sup>nd</sup> class</b>	<i>kelas 2</i>
<b>executive</b>	<i>eksekutif</i>
<b>business</b>	<i>bisnis</i>
<b>economy</b>	<i>ekonomi</i>

<b>I want to go to ...</b>	<i>Saya mau ke ...</i>
<b>Semarang</b>	<i>Semarang</i>
<b>Jakarta</b>	<i>Jakarta</i>
<b>Sidorejo</b>	<i>Sidorejo</i>
<b>Camp site</b>	<i>Tempat camp</i>

**The train has been delayed /  
cancelled**

*Kereta terlambat /  
dibatalkan*

**the 1<sup>st</sup>**

*pertama*

**the last**

*terakhir*

**ticket**

*karcis*

**ticket office**

*loket*

**timetable**

*jadwal*