

Name : Rafif Dzaky Alauddin Cahya
Student Number : J0A020052
Title : Creating English Guiding Video For “Visa on Arrival Extension in One Day Service “at Cilacap Class I Immigration Office
First Supervisor : Gigih Ariastuti Purwandari, S.S., M.Hum.
Second Supervisor : Kristianto Setiawan, S.S., M.A.
Head of Examiner : Septi Mariasari, S.Pd., M.Hum.
Secretary of Examiner : Indriyati Hadiningrum, S.S., M.Pd.

SUMMARY

The job training, at Cilacap Class I Immigration Office, Central Java, was carried out from April 3rd, 2023 to May 3rd, 2023. The main task was producing a guiding video of "Visa on Arrival Extension in One Day Service" The video was made in English to make it easier for foreigners to understand. Furthermore, another task was assisting the Immigration Information Technology Division in the development of infographics regarding immigration services, intended for publication on the social media platforms of Cilacap Class I Immigration Office.

The process of creating a guiding video included planning, script writing, shooting, and post production editing. The guiding video was reviewed and revised before being approved for publication on Cilacap Immigration Office's social media platforms, including Instagram, Facebook, and YouTube. It aims to provide information and assistance to foreigners in the process of Visa on Arrival Extension in One Day Service, and improve the services provided by the Cilacap Class I Immigration Office.

Obstacles encountered during the job training and production of the guiding video encompassed miscommunication, incongruity of creative visions, adverse weather conditions, and the presence of a large number of visitors at Cilacap Immigration Office. Solutions were implemented such as comprehensive meetings for mutual understanding, discussing creative visions in detail, checking the weather forecast, and scheduling shooting out of peak hours.

Key words: *Immigration, Visa on Arrival Extension, Tourism, Guiding Video.*

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Pembimbing Kedua : Kristianto Setiawan, S.S., M.A.
Ketua Penguji : Septi Mariasari, S.Pd., M.Hum.
Sekretaris Penguji : Indriyati Hadiningrum, S.S., M.Pd.

RINGKASAN

Penulis melakukan praktek kerja lapangan selama satu bulan di Kantor Imigrasi Kelas I Cilacap Jawa Tengah, mulai tanggal 3 April 2023 sampai dengan 3 Mei 2023. Tugas pokok penulis antara lain membuat video panduan “*Visa on Arrival Extension in One Day Service*” yang dibuat dalam bahasa Inggris agar lebih mudah dipahami oleh orang asing. Selain itu, penulis juga membantu Divisi Teknologi Informasi Keimigrasian dalam membuat infografis tentang layanan keimigrasian untuk diposting ke media sosial Kantor Imigrasi Kelas I Cilacap.

Proses pembuatan video panduan mempunyai perencanaan antara lain penulisan naskah, pengambilan gambar, dan pengeditan pascaproduksi. Video panduan “*Visa on Arrival Extension in One Day Service*” telah ditinjau dan direvisi sebelum disetujui untuk dipublikasikan di platform media sosial Kantor Imigrasi Cilacap, termasuk Instagram, Facebook, dan YouTube, untuk menjangkau seluruh penonton yang membutuhkan video panduan tersebut. Video panduan tersebut bertujuan untuk memberikan informasi dan bantuan kepada WNA dalam proses “*Visa on Arrival in One Day Service*”, dan meningkatkan pelayanan yang diberikan oleh Kantor Imigrasi Kelas I Cilacap.

Kendala yang dihadapi penulis selama pelatihan kerja dan pembuatan video panduan antara lain miskomunikasi, ketidaksesuaian visi kreatif, cuaca buruk, dan pengunjung yang ramai di Kantor Imigrasi Cilacap. Solusi pun diterapkan, seperti pertemuan komprehensif untuk saling memahami antara penulis dan pembimbing kantor, mendiskusikan visi kreatif secara detail, mengecek prakiraan cuaca, dan menjadwalkan pengambilan gambar di luar jam sibuk.

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