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Student Number : J0A021046
Title : Producing Guiding Video Of Status Conversion From Limited Stay Permit (ITAS) To Permanent Stay Permit (ITAP) For Family Union At Cilacap Clas I Immigration Office
Supervisors : 1. Septi Mariasari, S.Pd., M.Hum.
2. Kristianto Setiawan, S.S., M.A.
Examiners : 1. Rosyid Dodiyanoto, S.S, M.Hum.
2. Indah Puspitasari, S.S., M.Hum.

SUMMARY

The Job training was carried out for three months at Cilacap Immigration Office, from September 18th to December 18th 2023. The purpose of this job traiaing was to implementation job training at the Cilacap Immigration Office, to produce guiding video of status conversion from Limited Stay Permit (ITAS) to Permanent Stay Permit (ITAP) for family union at the Cilacap Immigration Office, and to find out obstacles and solutions in produce guiding video of status conversion from Limited Stay Permit (ITAS) to Permanent Stay Permit (ITAP) for family union at the Cilacap Immigration Office. In addition, the author also assists the Stay Permit and Immigration Status Division and Immigration Technology and Information Division.

In making the video, there are three stages, namely pre-production, production and post-production. Pre-production stage includes determining the guiding video theme and sponsor, creating a video script, determining the location where the video will be taken, the production schedule, and the properties that will be used to support the creation of video information. The production stage includes the process of recording guiding videos, audio recording, directions from the director, and lighting settings during video recording. The Post-production stage includes the video editing process, audio editing, determining visual effects, adding text, and revising the video

In making this guiding video, there were obstacles that the author experienced. First, the shooting room in Mrs.Wulan room was not soundproof so the author carried out the dubbing process in the boarding house by controlling her lip movements. Second, the recording device, which was phone didn't have enough storage to save the video. It hampered the author in producing videos, so the author's final decision was to borrow device from author's partner. The goal was to keep the dubbing process running. Third, there were grammatical errors in the video's subtitle. The solution to overcome this was for the author to consult with the supervisors regarding grammar in order to minimize grammatical errors.

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Judul : Producing Guiding Video of status Conversion from Limited Stay Permit (ITAS) to Permanent Stay Permit (ITAP) for Family Union at Cilacap Class I Immigration Office
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RINGKASAN

Praktik kerja dilaksanakan selama tiga bulan di Kantor Imigrasi Cilacap, mulai tanggal 18 September – 18 Desember 2023. Tujuan dari praktik kerja ini adalah untuk mengimplementasikan praktik kerja di Kantor Imigrasi Cilacap, untuk membuat video panduan terkait alih status Izin Tinggal Terbatas (ITAS) ke Izin Tinggal Tetap (ITAP) untuk penyatuan keluarga di Kantor Imigrasi Cilacap, dan untuk menemukan kendala dan solusi dalam membuat video panduan terkait alih status Izin Tinggal Terbatas (ITAS) ke Izin Tinggal Tetap (ITAP) untuk penyatuan keluarga di Kantor Imigrasi Cilacap. Selain itu penulis juga membantu Divisi Izin Tinggal dan Status Keimigrasian dan Divisi Teknologi dan Informasi Keimigrasian.

Dalam pembuatan sebuah video terdapat tiga tahapan yaitu pra- produksi, produksi dan pasca produksi. Tahap Pra-produksi meliputi penentuan tema panduan video, pembuatan naskah video, penentuan lokasi pengambilan video, penentuan jadwal produksi, dan penentuan properti-properti yang akan digunakan untuk menunjang pembuatan informasi video. Tahap Produksi meliputi proses perekaman video panduan, perekaman audio, arahan dari sutradara, dan pengaturan pencahayaan pada saat perekaman video. Tahap Pasca produksi meliputi proses editing video, editing audio, penentuan efek visual, penambahan teks, dan revisi video

Dalam pembuatan video panduan ini terdapat kendala yang penulis alami. Pertama, ruang *shooting* di ruangan Ibu Wulan tidak kedap suara sehingga penulis melakukan proses *dubbing* di kos dengan mengontrol gerakan bibir. Kedua, perangkat yang tidak mendukung. Hal tersebut menghambat penulis dalam memproduksi video sehingga penulis meminjam perangkat dari rekan magang. Ketiga, kesalahan tata bahasa dalam terjemahan video sehingga penulis berkonsultasi dengan dosen pembimbing mengenai tata bahasa agar dapat meminimalisir kesalahan.