List of Basic Documents to be submitted for Application for Visa for "Temporary Visit"

(For Those with Nationalities Other Than China, Russia, CIS Countries, Georgia or Philippines)

Purpose of Visit	**Short-Term Business Affairs, etc** (Participation in meetings, Business affairs (business liaison, business consultations, contract signing, after-sales service, market research), Cultural exchange, Sports exchange, etc)	**Visiting Relatives/Acquaintances** (Visiting spouse, blood relatives/relatives by affinity within the third degree, Visiting acquaintances/friends)	**Tourism** (Sightseeing)
Documents to be submitted	**A. Provided by visa applicant**		
	☐①**Passport** ☐②**1 Visa application form** ☐③**1 Photo** ☐④**Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket** ☐⑤**Documents to prove ability to pay for travel expenses** ・Travel requisition by employer or ・Letter of mission or ・Similar documents to above ☐⑥**Certificate of employment**	☐①**Passport** ☐②**1 Visa application form** ☐③**1 Photo** ☐④**Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket** ☐⑤**Documents to prove ability to pay for travel expenses** ・A certificate of income or a tax declaration certificate issued by a public agency or ・Certificate of deposit balance ☐⑥**Documents to prove kinship** ・Visiting Relatives‥Birth certificate, Marriage certificate, Certified copy of the family register, etc. ・Visiting acquaintances/friends‥Photos, Letters, E-mails, Bills for international phone calls, etc.	☐①**Passport** ☐②**1 Visa application form** ☐③**1 Photo** ☐④**Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket** ☐⑤**Documents to prove ability to pay for travel expenses** ・A certificate of income or a tax declaration certificate issued by a public agency or ・Certificate of deposit balance ☐⑥**Schedule of stay** (p.7) **or Travel itinerary** ・Travel Itinerary, Hotel Booking, flyers, leaflets, etc.
	B. Prepared by inviting person/guarantor in Japan		
	☐⑦**Letter of reason for invitation** (p.5) **or either of the following documents to explain activities in Japan** ・A contract of transactions between companies ・Meeting materials ・Materials on trading goods, etc. ☐⑧(When there are two or more applicants) **List of Visa Applicants** (p.6) ☐⑨**Schedule of stay** (p.7)	☐⑦**Letter of reason for invitation** (p.5) ☐⑧(When the inviter or his/her spouse is Japanese) **Certified copy of the family register** ☐⑨(When there are two or more applicants) **List of Visa Applicants** (p.6) ☐⑩**Schedule of stay** (p.7)	
	C. Prepared by the guarantor who pays for the above-mentioned travel expenses		
	☐⑩**Letter of guarantee** (p.9) ☐⑪**A certified copy of the incorporation register** or **An overview of Company/ Organization** (p.10) (Note) ・A stock exchange-listed company does not need to submit a copy of the incorporation register or an overview of the company/organization if it submits its quarterly corporate report. ・When an individual is extending an invitation, submit the "Certificate of Employment" in lieu of a copy of the incorporation register or an overview of the Company/Organization.	☐⑪**Letter of guarantee** (p.9) ☐⑫**Either one of the following documents concerning the guarantor** ・A certificate of income or taxation (issued by municipal office) ・A certificate of deposit balance ・A copy of the counterfoil of final tax return with the seal of reception of the Tax Office. (e-Tax : submit Receipt Notification and Final Tax Return) ・A certificate of tax payment (Form 2) (Note) Please submit the document including gross income. ☐⑬**Certificate of residence** (with description of his/ her family relationship with all family members) ☐⑭(When the guarantor is a foreign national) **A copy of both sides of the valid Residence Card (the Alien Registration), a Certificate of Residence** (with all matters listed except Resident Record Code), and **A copy of his/her passport** (including the pages of status items, records of entry/departure, and permission of residence)	

※Depending on the nationality of a visa applicant, additional documents may be required for identification purposes.

Please check the website of the relevant diplomatic missions for further details.