

Outline of Procedures for Application for Japanese Entry Visas (for Those with Nationalities Other Than China, Russia , CIS Countries, Georgia or Philippines)

The following is an outline of procedures to be followed when those with nationalities other than China, Russia, CIS Countries, Georgia or Philippines apply for temporary visitor visas (for a stay in Japan of up to 90 days) for such purposes as short-term business affairs, visits to relatives/acquaintances, or tourism.

- A visa application for “short-term business affairs, etc.” means a visa application for the following purposes:
 - Participation in meetings, cultural exchange, exchange between municipalities, sports exchange, etc.
 - Business liaison, business consultations, contract signing, after-sales service, advertising, market research, etc.
- A visa application for “visiting relatives/acquaintances.” means a visa application for the purpose of visiting relatives (a spouse, blood relatives and relatives by affinity of up to the third degree) or acquaintances (including friends).
- A visa application for “tourism” means a visa application for the purpose of sightseeing.

(Note) In either case, it is not permitted to perform activities to undertake revenue-generating business operations or activities to receive remuneration.

[General Points to Consider in Visa Application] Be sure to read the followings.

1. An inviting person/guarantor needs to prepare the documents listed on Page 2 “B. Prepared by inviting person/guarantor in Japan” prior to a visa application.
2. When these documents are ready, an inviter/guarantor sends them to a visa applicant. Please be sure to send these documents to a visa applicant, not to the Ministry of Foreign Affairs of Japan, the embassy or the consulate-general of Japan. It is recommended for an inviting person/guarantor to personally keep a copy of these documents.
3. A visa applicant needs to prepare ① identification documents other than a passport and ② supporting documents, in addition to “basic documents” listed on Page 2.

① Examples of identification documents: birth certificate, a copy of identification card (ID), a copy of a driver’s license

② Examples of supporting documents: residence certificate, marriage certificate, curriculum vitae

As identification documents and supporting documents vary according to the local situation and purpose of visit, please inquire directly to the embassy/consulate-general with jurisdiction over the place of residence of the visa applicant well in advance.

Some embassies/consulates-general of Japan offer information on the documents required on their respective web pages (Overseas Diplomatic Mission Web Page).

4. When all these documents are ready, a visa applicant applies for visa at the embassy/consulate-general of Japan (or visa processing agency) with jurisdiction over the place of residence of the applicant by submitting all the documents (The application cannot be done in Japan). The required documents should be valid at the time of visa application, and should be submitted within three months of their date of issue. Documents submitted for application will not be returned to the applicants, with the exception of their passports.
5. The embassy/consulate-general of Japan examines the application within a week approximately after the application, though it may vary depending on the contents of the application. The applicant may be requested to submit additional documents which are deemed necessary for the examination. Furthermore, the embassy/consulate-general of Japan may make inquiries to the Ministry of Foreign Affairs in Tokyo. In such cases, extra time will be required to determine whether or not to issue a visa.
6. The validity of a visa is three months. The period of validity cannot be extended.
7. The result of the examination will be notified to the visa applicant by the embassy/consulate-general of Japan (or visa processing agency)

**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		
	<input type="checkbox"/> ①Passport <input type="checkbox"/> ②1 Visa application form <input type="checkbox"/> ③1 Photo <input type="checkbox"/> ④Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket <input type="checkbox"/> ⑤Documents to prove ability to pay for travel expenses <ul style="list-style-type: none"> ▪ Travel requisition by employer or ▪ Letter of mission or ▪ Similar documents to above <input type="checkbox"/> ⑥Certificate of employment	<input type="checkbox"/> ①Passport <input type="checkbox"/> ②1 Visa application form <input type="checkbox"/> ③1 Photo <input type="checkbox"/> ④Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket <input type="checkbox"/> ⑤Documents to prove ability to pay for travel expenses <ul style="list-style-type: none"> ▪ A certificate of income or a tax declaration certificate issued by a public agency or ▪ Certificate of deposit balance <input type="checkbox"/> ⑥Documents to prove kinship <ul style="list-style-type: none"> ▪ 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. 	<input type="checkbox"/> ①Passport <input type="checkbox"/> ②1 Visa application form <input type="checkbox"/> ③1 Photo <input type="checkbox"/> ④Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket <input type="checkbox"/> ⑤Documents to prove ability to pay for travel expenses <ul style="list-style-type: none"> ▪ A certificate of income or a tax declaration certificate issued by a public agency or ▪ Certificate of deposit balance <input type="checkbox"/> ⑥Schedule of stay (p.7) or Travel itinerary <ul style="list-style-type: none"> ▪ Travel Itinerary, Hotel Booking, flyers, leaflets, etc.
	B. Prepared by inviting person/guarantor in Japan		
	<input type="checkbox"/> ⑦Letter of reason for invitation (p.5) or either of the following documents to explain activities in Japan <ul style="list-style-type: none"> ▪ A contract of transactions between companies ▪ Meeting materials ▪ Materials on trading goods, etc. <input type="checkbox"/> ⑧(When there are two or more applicants) List of Visa Applicants (p.6) <input type="checkbox"/> ⑨Schedule of stay (p.7)	<input type="checkbox"/> ⑦Letter of reason for invitation (p.5) <input type="checkbox"/> ⑧(When the inviter or his/her spouse is Japanese) Certified copy of the family register <input type="checkbox"/> ⑨(When there are two or more applicants) List of Visa Applicants (p.6) <input type="checkbox"/> ⑩Schedule of stay (p.7)	
	C. Prepared by the guarantor who pays for the above-mentioned travel expenses		
	<input type="checkbox"/> ⑩Letter of guarantee (p.9) <input type="checkbox"/> ⑪A certified copy of the incorporation register or An overview of Company/Organization (p.10) (Note) <ul style="list-style-type: none"> ▪ 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. 	<input type="checkbox"/> ⑪Letter of guarantee (p.9) <input type="checkbox"/> ⑫Either one of the following documents concerning the guarantor <ul style="list-style-type: none"> ▪ 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. <input type="checkbox"/> ⑬Certificate of residence (with description of his/ her family relationship with all family members) <input type="checkbox"/> 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 <u>except Resident Record Code</u>), 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.

[Points to note when documents are prepared in Japan]

1. Letter of Reason for Invitation (The form of the “Letter of Reason for Invitation (A4 size)” is shown on Page 5.)
 - (a) The letter should be addressed to the ambassador or the consul-general.
 - (b) State the purposes of entry in detail to explain activities planned in Japan. (Describe specific activities, instead of vague references such as “visiting acquaintances” or “visiting relatives.”)
 - (c) In the column for an inviting person, be sure to specify the address, his/her full name and the phone number, and please set the company seal or representative’s seal on this form. Private seals are unacceptable. In case your company/organization does not have an appropriate seal, a signature written by the person in charge would be acceptable.
 - (d) Write the full name of an applicant using the Roman alphabet. When there are two or more applicants, write in “xx additional applicants, as shown in an attached list of names” following the full name of the representative applicant, and attach a list that enumerates the nationalities, full names, occupations and dates of birth of all the applicants.

2. Schedule of Stay (The form of “Schedule of Stay (A4 size)” is shown on Page 7.)
 - (a) Be sure to mention the date of arrival and departure. Be sure to write the flight numbers and airports/ports to be used for arrival and departure, if they are fixed.
 - (b) Write the place of stay in detail (in case of a hotel: its name, address and the phone number).
 - (c) The schedule of stay needs to be written for each day. When similar activities continue on consecutive days, it may be written as “(date) - (date).”

3. Letter of Guarantee (The form of the “Letter of Guarantee (A4 size)” is shown on Page 9.)
 - (a) Be sure to complete all items in the Letter of Guarantee, as the omission of even a single item renders it incomplete (the same goes for an omission of a seal).
 - (b) Complete the form in the same manner as the Letter of Reason for Invitation.

4. A Certified Copy of the Family Register
Submit an original of the family register issued within the last three months by the head of administration of the registered domicile.

5. Certificate of Income
Submit an original of the Certificate of Income issued by the head of administration of the place of residence that describes the gross income for the previous year (if not available, for the year before last).

6. Certificate of Tax Payment
Submit an original of the Certificate of Tax Payment issued by the director of the tax office with jurisdiction over the place of residence that describes the gross income for the previous year (if not available, for the year before last) (Form 2).

7. A copy of the counterfoil of final tax return
Submit a copy of the counterfoil of final tax return with the seal of reception of the tax office.
(e-Tax: please submit “Receipt notification” and “Final tax return”)

8. Documents on an Inviting Organization in case of the purpose of “Short-Term Business Affairs, etc.”
 - (a) An inviting organization is a corporate body, an organization, a state or a local government. However, for example, if a university is extending an invitation for the purpose of exchanges under the name of a professor, the university can be recognized as an inviting organization.
 - (b) In case of an organization registered as an incorporated entity, submit a certified copy of the incorporation register issued within the last three months (not necessary for the state or a local government). In case of a company listed on a stock exchange in Japan, you can alternatively submit a copy of the latest edition of a quarterly corporate report.

- (c) In case of an organization not registered yet as an incorporated entity, prepare “An Overview of the Company/Organization” and submit it in lieu of a certified copy of the incorporation register. The form of “An Overview of the Company/Organization (A4 size)” is shown on Page 10.
- (d) In case of an invitation by a university professor or an individual, submit the “Certificate of Employment”.

[Contact Information for inquiries about visa application procedures and examinations]

【Embassies/consulates-general of Japan】

Visit the following overseas diplomatic mission website:

【 <http://www.mofa.go.jp/mofaj/link/zaigai/index.html> 】

【In Japan】

The Ministry of Foreign Affairs Visa Information Service: 03-5501-8431

- * This phone service uses the automated answering system. When you are connected, follow the audio guidance to operate your phone. The guidance is only available in Japanese.
- * Enquiries about the status of the examination of a visa application are accepted from 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m. on weekdays.
- * When making an enquiry about the status of the application examination, the name of the overseas diplomatic mission at which you have made a visa application and the “document number” of the application documents, which were forwarded to the Ministry of Foreign Affairs, will be required. Please check them with the applicant before making an enquiry.
- * Office hours of the Center for Consular Services (Visa Section) are from 9:00 a.m. to 12:30 p.m. and from 1:30 p.m. to 5:00 p.m.
- * Enquiries about the reasons for refusal of visa issuance cannot be accepted.

《Work and Long-term Stays》

In order to apply for a visa for the purpose of work, residency, etc. in Japan, a proxy in Japan needs to obtain the “Certificate of Eligibility” in advance, and then visa applicant needs to file a visa application to the embassy/consulate-general of Japan by submitting the original copy of the Certificate of Eligibility.

In order to obtain the Certificate of Eligibility, a proxy in Japan should make an application with the nearest Regional Immigration Bureau of the Ministry of Justice to the proxy’s place of residence in Japan (an application for Certificate of Eligibility cannot be made at the Ministry of Foreign Affairs).

When the Certificate of Eligibility cannot be obtained for some reason, a visa application can be made directly at the embassy/consulate-general of Japan. However, please be aware that in such case, it may take considerable time to receive the result of the examination of a visa application.

Letter of Reason for Invitation

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

Inviting Person

(When an inviting person and a guarantor are the same, you may skip this section by writing "omitted".)

Address: 〒 -

Full name :(Notre)

(Seal)

Telephone number: () - (Extension)

FAX number: () -

[Fill in the following items when the company/organization is extending the invitation.]

Contact person's division:

Contact person's full name:

Contact person's telephone number: () - (Extension)

Contact person's FAX number: () -

Visa Applicant

(Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Nationality :

Occupation :

Full name (in Latin alphabet) : (Male/Female) additional applicants

Date of birth: _____ / _____ / _____ (Age:)
(Year) / (Month) / (Day)

The purpose of inviting the above person(s) is as follows:

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

(1) Purpose of invitation

(2) Background to invitation

(Explain the background to this invitation in detail.)

(3) Relationship with visa applicant(s)

(Note)

- ◆ When a company/organization is extending an invitation, fill in the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may sign.
- ◆ Foreign nationals who do not have a seal may sign here.

List of Visa Applicants (Example)

[Visiting Relatives/Acquaintances]

Applicant 1 Nationality :
Occupation :
Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)
Relationship to the inviting person/guarantor :

Applicant 2 Nationality :
Occupation :
Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)
Relationship to the inviting person/guarantor :

Applicant 3 Nationality :
Occupation :
Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)
Relationship to the inviting person/guarantor :

[Short-term business affairs, etc.]

Applicant 1 Nationality :
Occupation :
Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)

Applicant 2 Nationality :
Occupation :
Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)

Applicant 3 Nationality :
Occupation :
Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)

Schedule of Stay (Example)

The schedules of stay in Japan of the visa applicant and xxx (number) others are as follows:

[Short-term business affairs, etc.]

Date	Activity Plan	Contact	Accommodation
xxxx.xx.xx	Arrive in xx from xx aboard Flight xxx	Cell phone (Person on hand to greet the visitors xx) Tel.xx-xxxx-xxxx	The inviting person's home Tel.xx-xxxx-xxxx
xx.xx	Business talks at xx Company	Xx Company (Contact person xx) Tel.xx-xxxx-xxxx	Hotel xx Xx, xx Town, xx City Tel.xx-xxxx-xxxx
xx.xx	Visit xx plant Return to the company by Shinkansen	Cell phone (Attendant xx) Tel.xxx-xxxx-xxxx	Same as above
xx.xx	Preparation for return home after sightseeing at xx all day	Cell phone (Attendant xx) Tel.xx-xxxx-xxxx	Same as above
xx.xx	Return home from xx to xx On Flight xxx		

[Visiting Acquaintances]

Date	Activity Plan	Contact	Accommodation
xxxx.xx.xx	Arrive in xx from xx aboard Flight xxx	The inviting person's home Tel.xx-xxxx-xxxx	The inviting person's home Tel.xx-xxxx-xxxx
xx.xx	Attend a wedding reception at xx Hall	Cell phone (Attendant xx) Tel.xxx-xxxx-xxxx	Same as above
xx.xx	Visit xx at xx Hospital	Xx Prefectural xx Hospital Tel.xxx-xxx-xxxx	Same as above
xx.xx	Return home from xx to xx On Flight xxx		

Letter of Guarantee

(Year) _____ (Month) _____ (Day) _____

To: (Ambassador/Consul-General) of Japan in

Visa Applicant

(Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, enter the representative's status below, and attach a list of all applicants.)

Nationality:

Occupation:

Full name (in Latin alphabet): _____ (Male/ Female) additional applicants

Date of birth: _____ / _____ / _____ (Age: _____)
(Year) / (Month) / (Day)

I will guarantee the following items regarding the above-mentioned applicant's entry into Japan:

1. Expenses for the applicant's stay in Japan
2. Return travel expenses
3. Compliance with Japanese laws and regulations

I hereby declare that the above is true.

Guarantor

Address: 〒 _____ - _____

Occupation/Name of organization:

Full name: (Note)

Seal

Date of birth: _____ / _____ / _____ (Age: _____)
(Year) / (Month) / (Day)

Telephone number: (_____) - _____ (Extension _____)

FAX number: (_____) - _____

Relationship with the visa applicant(s)

[Enter the following items when the company/organization is extending the invitation.]

Contact person's division:

Contact person's full name:

Contact person's telephone number: (_____) - _____ (Extension _____)

Contact person's FAX number: (_____) - _____

(Note)

- ◆ When a company/organization is extending an invitation, fill in the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may sign.
- ◆ Foreign nationals who do not have a seal may sign.

An Overview of the Company/Organization

(Year) _____ (Month) _____ (Day) _____

Name of Company/Organization

Name of the Representative

Address

Capital

Annual sales

Number of employees

Businesses

History

List of branches in Japan and overseas (Name, Location, Telephone number)

Business and exchange ties with the party invited and background

(※) Use this form for a company/organization not yet registered as an incorporated entity, if there are no other materials to explain its overview (a pamphlet, etc.).