### 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**

<table>
<thead>
<tr>
<th>Purpose of Visit</th>
<th>Short-Term Business Affairs, etc</th>
<th>Visiting Relatives/Acquaintances</th>
<th>Tourism</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Participation in meetings, Business affairs (business liaison, business consultations, contract signing, after-sales service, market research), Cultural exchange, Sports exchange, etc)</td>
<td>(Visiting spouse, blood relatives/relatives by affinity within the third degree, Visiting acquaintances/friends)</td>
<td>(Sightseeing)</td>
</tr>
</tbody>
</table>

#### A. Provided by visa applicant
- 1. Passport
- 2. Visa application form
- 3. Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket
- 4. Documents to prove ability to pay for travel expenses
  - Travel requisition by employer or
  - Letter of mission or
  - Similar documents to above
- 5. Certificate of employment

#### 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)

#### 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)
- 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.
  - A certificate of tax payment (Form 2)
- 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

※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.