

Outline of Application Procedures for Japanese Multiple Entry Visas for Russian Nationals and Nationals of NIS

The following is an outline of application procedures for Russian nationals and nationals of NIS (Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Ukraine and Uzbekistan) who apply for a multiple-entry temporary visitor visa (for a stay in Japan of up to 90 days) for such purposes as short-term business affairs, cultural exchange, exchanges with local government or sports exchanges, etc.

In no case is it permitted to perform activities to undertake revenue-generating business operations or activities to receive remuneration.

- **Applicants as business persons** (An applicant who fulfils 1. and 2. below)
 1. Persons who have a record of visiting Japan
 2. Persons in the position of manager or above or employee (including technician or specialist) working for more than one year in a company that fulfils one of the following conditions
 - ◆ Government enterprises
 - ◆ Companies listed on the stock exchange
 - ◆ A Japanese company that is a member of the Japan Chamber of Commerce and has a management base in Japan
 - ◆ Joint corporations that co-invested with Japanese companies that are listed on the stock exchange in Japan, and subsidiary companies or representative offices of those Japanese companies
 - ◆ Companies that have continual transactions with Japanese companies that listed on the stock exchange in Japan
- **Applicants as intellectuals, etc.**
Persons who fulfils one of the following qualifications. No need to have any record of visiting Japan.
 - ◆ Internationally acclaimed artists in the area of fine art, folk art, music, theater, dance, etc.
 - ◆ Distinguished amateur athletes who have adequate records
 - ◆ Distinguished scholars and researchers who have adequate achievements
 - ◆ University lecturers and above (as a full-time)
 - ◆ Employees of public research institutes and museums (directors and above)

1. An inviting person/guarantor prepares “Documents provided from Japan” listed on page 4, and then send them to the visa applicant, not to the Japanese Embassy/Consulate-General.
(Note 1) Since procedures for the visa application may take a considerable time, the documents should be prepared and sent to the visa applicant as early as possible.
(Note 2) The inviting person/guarantor is recommended to keep a copy of the documents in case there is a further inquiry.
2. The visa applicant needs to prepare a passport, two photos, two visa application forms and other necessary documents in addition to the above-mentioned documents. As the required documents vary according to the local situation and purpose of the visit, please contact the Embassy/Consulate-General with jurisdiction over the visa applicant’s place of residence directly and well in advance.
3. When all the required documents are prepared, the visa applicant may submit the visa application at the Japanese Embassy/Consulate-General with jurisdiction over the visa applicant’s place of residence. The application will not be accepted in Japan. The required documents must be valid at the time of application and must be submitted within three months of their date of issue. Any documents submitted at the time of application will not to be returned to the applicant, with the exception of his/her passport.
4. The examination period is approximately one week, though it may vary depending on the details of the application. The applicant may be required to submit additional documents which are deemed necessary for the examination. The documents may be forwarded to the Ministry of Foreign Affairs in Tokyo for further examination if necessary.
5. There could be cases in which applicants who qualify based on the criteria above are not issued a visa or are issued only single entry visa due to other reasons.
6. The validity of multiple-entry visas is three years or one year. The period of validity cannot be extended.
7. The spouse and children of the applicant shall also be able to apply for multiple-entry temporary visitor visas.

Contact for inquiries about visa application procedures and examinations

Inquiries about the reason for refusal of visa issuance are not accepted.

(In Japan)

Inquiries, Ministry of Foreign Affairs: 03-5501-8431

- ◆ This telephone service uses an automated answering system. When you are connected, follow the voice guidance to operate your phone.
- ◆ In order to make an inquiry about the status of the application examination, the “reference number” of the application documents forwarded to the Ministry of Foreign Affairs is necessary, as well as the location of the overseas diplomatic mission where the application documents were submitted.
- ◆ Inquiries about the status of visa application examinations are accepted from 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m. on weekdays.
- ◆ The Visa Information Service is open from 9 a.m. to 12:15 p.m. and from 1:15 p.m. to 5 p.m.

The Ministry of Foreign Affairs Web site: http://www.mofa.go.jp/j_info/visit/visa/index.html

(In Russia)

- **The Japanese Embassy in Russia** (Jurisdiction: Russia (except for regions that fall under the jurisdiction of the Consulates-General below) and Armenia)
TEL 7-495-229-2520
- **The Japanese Consulate-General in Khabarovsk**
(Jurisdiction: Buryat Republic, Sakha Republic (Yakutia), Khabarovsk Region, Amur Province, Irkutsk Province, Chita Province, Jewish Autonomous Region and Agin-Buryat Autonomous District)
TEL 7-4212-413048
- **The Japanese Consulate-General in St. Petersburg** (Jurisdiction: Leningrad Province)
TEL 7-812-336-7673
- **The Japanese Consulate-General in Vladivostok** (Jurisdiction: the Maritime Region, Kamchatka Region and Magadan Province)
TEL 7-4232-267481
- **The Japanese Consulate-General in Yuzhno-Sakhalinsk** (Jurisdiction: Sakhalin Province)
TEL 7-4242-726055

(In NIS countries)

- **The Japanese Embassy in Azerbaijan** (Jurisdiction: Azerbaijan)
TEL 994-12-490-7818 **Website** <http://www.az.emb-japan.go.jp/001en.html>
- **The Japanese Embassy in Belarus** (Jurisdiction: Belarus) **TEL** 375-17-203-6233
- **The Japanese Embassy in Georgia** (Jurisdiction: Georgia)
TEL 995-32-75-2111 **Website** <http://www.ge.emb-japan.go.jp/english/index.html>
- **The Japanese Embassy in Kazakhstan** (Jurisdiction: Kazakhstan)
TEL 7-717-297-7843
- **The Office of Consul in Almaty** (Jurisdiction: Kazakhstan) **TEL** 7-727-298-0600
- **The Japanese Embassy in Kyrgyzstan** (Jurisdiction: Kyrgyzstan)
TEL 996-312-300050
- **The Japanese Embassy in Tajikistan** (Jurisdiction: Tajikistan)
TEL 992-37-2275436
- **The Japanese Embassy in Turkmenistan** (Jurisdiction: Turkmenistan) **TEL** 993-12-477081
- **The Japanese Embassy in Ukraine** (Jurisdiction: Ukraine and Moldova)
TEL 380-44-490-5501 **Website** <http://www.ua.emb-japan.go.jp/eng/index.html>
- **The Japanese Embassy in Uzbekistan** (Jurisdiction: Uzbekistan)
TEL 998-71-120-8060

For other overseas diplomatic missions:

http://www.mofa.go.jp/about/emb_cons/over/index.html

**Lists of Basic Documents to be Submitted for Multiple-Entry “Temporary Visit” Visa Application
(For Russian Nationals and Nationals of NIS Countries)**

	Applicants as business persons	Applicants as intellectuals, etc.
Purpose of Visit	Business affairs (business liaison, business talks, contract signing, after-sales services, advertising, market research)	<ul style="list-style-type: none"> ◆ Cultural exchanges ◆ Exchanges between municipalities ◆ Sports exchanges ◆ Participation in meetings/conferences
Documents to be submitted	<p><u>(Provided by visa applicant)</u></p> <ol style="list-style-type: none"> (1) 2 visa application forms (2) 2 photos (3) Passport (4) Documents to prove your qualification, such as Certificate of Employment, etc. (5) Documents proving the applicant’s company who qualify under one of the following sub-categories <ul style="list-style-type: none"> ◆ Government enterprises ◆ Companies listed on the stock exchange ◆ A Japanese company that is a member of the Japan Chamber of Commerce and has a management base in Japan ◆ Joint corporations that co-invested with Japanese companies that are listed on the stock exchange in Japan, and subsidiary companies or representative offices of those Japanese Companies ◆ Companies that have continual transactions with Japanese companies that listed on the stock exchange in Japan (6) In the case of accompanying spouse or children, please submit documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children). <p><u>(Provided from Japan)</u></p> <ol style="list-style-type: none"> (1) Letter of Reason for Invitation (2) Schedule of Stay (3) Letter of Guarantee (4) Documents on the Inviting Organization (one of the following): <ul style="list-style-type: none"> ◆ Copy of the incorporation registration ◆ Copy of the latest <i>Kaisha Shikiho</i> (quarter company journal / Japan Company Handbook) ◆ “Overview of the Company/Organization” ◆ Company/organization brochure 	<p><u>(Provided by visa applicant)</u></p> <ol style="list-style-type: none"> (1) 2 visa application forms (2) 2 photos (3) Passport (4) Documents to prove your qualification, such as Certificate of Employment, etc. (5) In the case of accompanying spouse or children, please submit documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children). <p><u>(Provided from Japan)</u></p> <ol style="list-style-type: none"> (1) Letter of Reason for Invitation (2) Schedule of Stay (3) Letter of Guarantee (4) Documents on the Inviting Organization (one of the following): <ul style="list-style-type: none"> ◆ Copy of the incorporation registration ◆ Copy of the latest “<i>Kaisha Shikiho</i>” (quarter company journal / Japan Company Handbook) ◆ “Overview of the Company/Organization” ◆ Company/organization brochure <p>(Note) State and local governments do not have to submit (4).</p>

*As for Russian nationals and nationals of NIS countries who reside in the United States, Canada, Australia, New Zealand, the United Kingdom, Austria, Belgium, Denmark, Finland, France, and Germany, Iceland, Ireland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and Singapore, please confirm with the Japanese embassies/consulates-general located nearest to the place of residence regarding documents that need to be submitted.

*Russian Nationals in Russia are required to submit a copy of a domestic passport in addition to an international passport.

*The applicant may be required to submit additional documents which are deemed necessary for the examination.

Documents provided from Japan

1. Letter of Reason for Invitation (See the “Letter of Reason for Invitation (Multiple)” form (A4 size) on page 5.)
 - (Note 1) The letter should be addressed to the Ambassador or the Consul-General with jurisdiction over the visa applicant’s place of residence.
 - (Note 2) Column for the inviting person

Be sure to fill out 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 put his/her signature.
 - (Note 3) Column for visa applicants

Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more visa applicants, write the details of the status of the representative applicant in the blank space and prepare a list of all applicants to be attached to this Letter.
 - (Note 4) Column for the purpose of the invitation

Describe the purpose of entry in detail and explain the specific activities planned in Japan. (Vague terms such as “business affairs” are not appropriate.)
 - (Note 5) Column for the background to the invitation

Provide details about the background to the invitation and the reason for requesting a multiple-entry visa and the future plan to visit Japan. If the column does not have sufficient space for the information, prepare a separate sheet and enter “see additional sheet” on the document.
2. Schedule of Stay (See the “Schedule of Stay” form (A4 size) on page 6.)
 - (Note 1) Provide schedule information for the first planned visit to Japan.
 - (Note 2) Follow the form of “Schedule of Stay (Example) [Business person] or [Intellectuals, etc.]” on page 7.
 - (Note 3) Explain the specific activities planned in Japan.
3. Letter of Guarantee (See the “Letter of Guarantee” form (A4 size) on page 8.)

The Letter of Guarantee may be omitted if the inviting person is in a position equivalent to or higher than the director of a section of a ministry, agency or office of the Japanese Central Government, or if the person is in a position equivalent to or higher than the head of a section of an independent administrative research institution of the state or a professor/associate professor of a university, and the visa applicant is being invited in the course of the inviting person’s work.

 - (Note 1) Be sure to complete all items on the Letter of Guarantee, as the omission of even a single item or of a seal renders the Letter of Guarantee incomplete form.
 - (Note 2) Follow the instructions in the “Letter of Reason for Invitation”.
4. Documents on the inviting organization (In the case of a state or local government, these documents are not necessary.)

The inviting organization, in principle, should be a corporate body, an organization or a national or local government. However, if, for example, a university is extending an invitation for the purpose of exchange in the name of a professor/associate professor, he/she is regarded as the inviting organization.

Submit one of the following:

 - ◆ Certified copy of the incorporation registration issued within the last three months
 - ◆ Copy of the latest “*Kaisha Shikiho*” (quarter company journal / Japan Company Handbook)
 - ◆ “Overview of the Company/Organization” (See the “Overview of the Company/Organization” form (A4 size) on page 9.)
 - ◆ Company/organization brochure

(Note) In the case of an invitation by a university professor/associate professor, submit the Certificate of Employment.

Letter of Reason for Invitation (Multiple)

(Year) (Month) (Day)

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

Inviting Organization, etc.

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

Address: 〒 -

Name of company/organization:

Full name : (Note) (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 the invitation
2. Background to the invitation
(Explain the specific reason for requesting a multiple-entry visa.)
3. Reason for multiple visa application and Future schedule of visit to Japan
4. Relationship with the visa applicant(s)
5. Details of previous visits to Japan
(Be as specific as possible.)

(Note)

- ◆ When a company/organization is extending an invitation, fill out 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 put his/her signature
- ◆ Foreign nationals who do not have a seal may put his/her signature here.

Schedule of Stay (Example)

- (1) Be sure to specify the date of arrival and departure. If the flights and airports/ports to be used for arrival and departure are fixed, be sure to write them.
- (2) Write the place of stay in detail. (If staying at hotel, write its name, address and phone number.)
- (3) The schedule of stay needs to be written for each day. If an activity continues on consecutive days, the format “(date) – (date)” is acceptable.

The schedule of stay in Japan of the visa applicant(s) is as follows:

[Business person]

Date	Activity Plan	Contact	Accommodation
YYYY.MM.DD	Arrive in ___ from ___ aboard flight ___	Name of inviting organization (Name of contact person) Tel. 00-000-0000	Name of hotel/accommodation Address Tel. 00-000-0000
YYYY.MM.DD	Business talks at ___ company	___ company (contact person xx) Tel. 00-000-0000	Hotel ___ Address Tel. 00-000-0000
YYYY.MM.DD	Visit ___ plant Move to another location by Shinkansen	___ Town, ___ City, ___ Prefecture	Same as above
YYYY.MM.DD	Return home from ___ to ___ on flight ___		

[Intellectuals, etc.]

Date	Activity Plan	Contact	Accommodation
YYYY.MM.DD	Arrive in ___ from ___ aboard flight ___	Name of inviting organization (Name of person responsible) Tel. 00-000-0000	Name of hotel/accommodation Address Tel. 00-000-0000
YYYY.MM.DD	Meeting at ___ hall/conference center	___ Town, ___ City, ___ Prefecture	Hotel ___ Address Tel. 00-000-0000
YYYY.MM.DD	Meeting at ___ hall/conference center	___ Town, ___ City, ___ Prefecture	Hotel ___ Address Tel. 00-000-0000
YYYY.MM.DD	Return home from ___ to ___ on flight ___		

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 out 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 put his/her signature.**
- ◆ **Foreign nationals who do not have a seal may put his/her signature here.**

Overview of Company/Organization

(Year) (Month) (Day) _____

Name of Company/Organization	
Name of the Representative	
Address	
Capital	
Annual sales	
Number of employees	
Business	
History	
List of branch in Japan and overseas (Name, Location, Telephone number)	
Business and exchange ties with the invited party and background	