

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

The following is an outline of procedures to be followed when those with nationalities other than China, Russia or NIS countries 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, and tourism.

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

(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 following.

1. An inviting person/guarantor needs to prepare the “Documents provided from Japan” on the list shown on Page 10 prior to a visa application.
2. When these documents are ready, an inviter/guarantor shall send them to a visa applicant. Please be sure to send these documents to a visa applicant, not to the Japanese embassy/consulate-general. It is recommended for an inviting person/guarantor to personally keep a duplicate file 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” on the list shown on Page 10.

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

② Examples of supporting documents: Residence certificate, marriage certificate, curriculum vitae, etc.

As identification documents and supporting documents required 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 Japanese embassies/consulates-general 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 may submit an application for visa at the Japanese embassy/consulate-general with jurisdiction over the place of residence of the applicant by attaching all the documents (The application cannot be done in Japan). The required documents shall be valid at the time of visa application, and shall be submitted within three months of their date of issue. Documents submitted at the time of application are not to be returned to the applicants, with the exception of passports.

5. The Japanese embassy/consulate-general will examine the application approximately within a week after the submission of 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 documents may be forwarded to the Ministry of Foreign Affairs in Tokyo for an examination.
6. The validity of a visa is three months. The period of validity cannot be extended.
7. The results of the examination are notified to the visa applicant by the overseas diplomatic mission.
8. Points to note when documents are prepared in Japan:
  - (1) Letter of Reason for Invitation (Note) The form of the “Letter of Reason for Invitation (A4 size)” is shown on Page 4.
    - (a) The letter should be addressed to the ambassador or the consul-general.
    - (b) Please state the purposes of entry in detail to explain activities planned in Japan. (Describe the specific activities, instead of vague references such as “tourism,” “visiting acquaintances” or “visiting relatives.”)
    - (c) In the column for an inviting person, be sure to specify the address, full name and phone number, and please put your 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) Please 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 (Note) The form of “Schedule of Stay (A4 size)” is shown on Page 6.
    - (a) Please be sure to enter the date of arrival and departure. When flights and airports/ports to be used for arrival and departure are fixed, be sure to enter them.
    - (b) Write in the place of stay in detail (in the 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 (Note) The form of the “Letter of Guarantee (A4 size)” is shown on Page 8.
    - (a) Be sure to complete all items in the Letter of Guarantee, as the omission of even a single item renders the Letter of Guarantee 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 copy of the family register issued by the head of administration of the registered domicile, issued within the last three months.
  - (5) Certificate of Income  
Submit an original copy 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 copy of the Certificate of Tax Payment issued by the director of the taxation 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

Please 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 the Case of the Purpose of “Short-Term Business Affairs, etc.”

(a) An inviting organization, in principle, should be a corporate body, an organization, the 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 is recognized as an inviting organization.

(b) In the 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 the case of a company listed on a stock exchange in Japan, it may alternatively submit a copy of the latest edition of a quarterly corporate report.

(c) In the case of an organization not registered yet as an incorporated entity, prepare “An Overview of the Company/Organization” and submit in lieu of an original of the register. The form of “An Overview of the Company/Organization (A4 size)” is shown on Page 9.

(d) In the case of an invitation by a university professor or an individual, submit the “Certificate of Employment” instead.

9. Contact for inquiries about visa application procedures and examinations:

**【Japanese embassies/consulates-general】**

Access the following overseas diplomatic mission web page:

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

**【In Japan】**

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

\* This telephone service uses the automated answering system. When you are connected, follow the recorded voice 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 between 10 a.m. and 12 p.m. and between 2 p.m. and 4 p.m. on weekdays.

\* The name of the overseas diplomatic mission where a visa application was made and the “document number” with which the application documents were forwarded to the Ministry of Foreign Affairs are necessary to make an enquiry about the status of the application examination. Please check them with the visa applicant before making an enquiry.

\* Office hours of the Visa Information Center are between 9:00 a.m. and 12:15 p.m. and between 1:15 p.m. and 5:00 p.m.

\* Enquiries about the reasons for refusal of visa issuance cannot be accepted.

《Work and Long-term Stays》

When an application for visa is made for the purpose of employment, residency, etc. in Japan, it is necessary for a proxy in Japan to obtain the “Certificate of Eligibility” and for the visa applicant to file a visa application to the Japanese embassy/consulate-general 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 Japanese embassy/consulate-general. Please be advised that in such a case, it may take considerable time before the outcome of the examination of a visa application is known.

## 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 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.

# 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 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.**

# 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 if there are no other materials to explain its overview (a pamphlet, etc.).

**A List of Basic Documents to Be Submitted for An Application for Visa for “Temporary Visit”  
(For Those with Nationalities Other Than China, Philippines, Russia and NIS Countries)**

	<b>Visiting Relatives</b>	<b>Visiting Acquaintances/Tourism</b>	<b>Short-Term Business Affairs, etc.</b>
Purpose of Visit	<ul style="list-style-type: none"> <li>Visiting blood relatives/relatives by affinity within the third degree</li> </ul>	<ul style="list-style-type: none"> <li>Visiting acquaintances (friends)</li> <li>Tourism</li> </ul>	<ul style="list-style-type: none"> <li>Participation in meetings</li> <li>Business affairs (business liaison, business talks, contract signing, after-sales services, advertising, market research)</li> </ul>
Documents to be submitted	<p align="center"><b>【Provided by visa applicant】</b></p> <p>①Passport ②Visa application 1 ③Photo 1 ④Confirmation slip/certificate, etc., of boarding tickets for an airplane or a vessel (Some overseas diplomatic missions do not require its submission. Check related information by accessing the webpage of the diplomatic mission where you are making a visa application.) ⑤Documents to prove kinship  <ul style="list-style-type: none"> <li>Birth certificate</li> <li>Marriage certificate</li> <li>Certified copy of the family register, etc.</li> </ul> ⑥Documents to prove ability to pay for travel expenses  <ul style="list-style-type: none"> <li>Certificate of income issued by a public agency</li> <li>Certificate of deposit balance</li> </ul> <p align="center"><b>【Provided from Japan】</b></p> <p>①Letter of reason for invitation ②Documents to prove kinship  <ul style="list-style-type: none"> <li>Certified copy of the family register (When the inviter or his/her spouse is Japanese)</li> </ul> <p>* When the guarantor is to shoulder the above-mentioned travel expenses, submit the following documents ③-⑤. ③Letter of guarantee ④Any one of the following documents concerning the guarantor  <ul style="list-style-type: none"> <li>Certificate of income</li> <li>Certificate of deposit balance</li> <li>A copy of the counterfoil of final tax return with the seal of reception of the TaxOffice.(e-Tax : please submit 「Receipt notification」 and 「Final tax return」 )</li> <li>Certificate of tax payment (Form 2)</li> </ul> <p>(Note) Please submit the document includes gross income. ⑤Residence certificate (with description of relationship among all family members)</p> <p>(Note) When the guarantor is a foreign national, submit “a certificate of registered matters and a copy of the passport” (pages for status items and for entry/departure and permission of residence) in lieu of the residence certificate.</p> </p></p></p>	<p align="center"><b>【Provided by visa applicant】</b></p> <p>①Passport ②Visa application 1 ③Photo 1 ④Confirmation slip/certificate, etc. of boarding tickets for an airplane or a vessel (Some overseas diplomatic missions do not require its submission. Check related information by accessing the webpage of the diplomatic mission where you are making a visa application.) ⑤Documents to prove acquaintanceship (except for tourism)  <ul style="list-style-type: none"> <li>Photo</li> <li>Letters, e-mail</li> <li>Bills for international phone calls, etc.</li> </ul> ⑥Documents to prove ability to pay for travel expenses  <ul style="list-style-type: none"> <li>Certificate of income issued by a public agency</li> <li>Certificate of deposit balance</li> </ul> <p align="center"><b>【Provided from Japan】</b></p> <p>①Letter of reason for invitation ②Schedule of stay</p> <p>* In the case of visits to acquaintances, and when the guarantor is to shoulder the above-mentioned travel expenses, submit the following documents ③-⑤. ③Letter of guarantee ④Either one of the following documents concerning the guarantor  <ul style="list-style-type: none"> <li>Certificate of income</li> <li>Certificate of deposit balance</li> <li>A copy of the counterfoil of final tax return with the seal of reception of the TaxOffice.(e-Tax : please submit 「Receipt notification」 and 「Final tax return」 )</li> <li>Certificate of tax payment (Form 2)</li> </ul> <p>(Note) Please submit the document includes gross income. ⑤Residence certificate (with description of relationship among all family members)</p> <p>(Note) When the guarantor is a foreign national, submit “a certificate of registered matters and a copy of the passport” (pages for status items and for entry/departure and permission of residence) in lieu of the residence certificate.</p> </p></p>	<p align="center"><b>【Provided by visa applicant】</b></p> <p>①Passport ②Visa application 1 ③Photo 1 ④Confirmation slip/certificate, etc. of boarding tickets for an airplane or a vessel (Some overseas diplomatic missions do not require its submission. Check related information by accessing the webpage of the diplomatic mission where you are making a visa application.) ⑤Certificate of employment ⑥Documents to prove ability to pay for travel expenses  <ul style="list-style-type: none"> <li>Travel requisition by employer</li> <li>Letter of mission</li> <li>Similar documents to above</li> </ul> <p align="center"><b>【Provided from Japan】</b></p> <p>①Either of the following documents to explain activities in Japan  <ul style="list-style-type: none"> <li>Letter of reason for invitation</li> <li>A contract of transactions between companies</li> <li>Meeting materials</li> <li>Materials on goods traded, etc.</li> </ul> ②Schedule of stay</p> <p>* When the inviter is to shoulder the above-mentioned travel expenses, submit the following documents ③-④. ③Letter of guarantee ④A certified copy of the incorporation register or an overview of company/organization</p> <p>(Note)  <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul> </p> </p>

※Depending on the nationality of a visa applicant, some documents in addition to the above may be required for identification purposes. Please consult the web pages of the relevant diplomatic missions for further details.