

Application Procedures for Single Entry Visas for Philippine Nationals

The visa applicant can apply for a Temporary Visitor visa (stay in Japan for up to 90 days) for purposes listed below:

- “Short-term business affairs, etc.” including:
 - Cultural exchange, exchange between municipalities, sports exchange, etc.
 - Business liaison, conference, business meeting, contract signing, after-sales service, advertising, market research, etc., conducted for business purposes during a short period of stay in Japan
- “Visiting relatives” (includes spouse, blood relatives and relatives of up to the third degree).
- “Visiting acquaintances” or “Tourism”.

(Note) In either case, it is prohibited to perform any activities to undertake revenue-generating business operations or any activities to receive remuneration.

[Note for Japanese Entry visa application]

1. An inviting person/guarantor needs to prepare the “documents provided from Japan” listed on Page 2 prior to a visa application
2. When the documents are ready, the inviting person/guarantor shall send them to a visa applicant, **NOT** to the Ministry of Foreign Affairs or to the embassy/consulate-general/consular of Japan. The Ministry or the embassy/consulate-general will not make copies. Please make a copy before submitting if the inviting person/guarantor needs to keep all documents.
3. When the visa applicant has prepared all required documents listed in the table on page 2, submit them to the agencies accredited by the Embassy. For the details of accredited agencies, please contact the Embassy/Consulate-General/Consular office or check their website. The applicant traveling for diplomatic/official purpose or invited by Japanese government (or independent administrative agency) can submit the applications directly to the Embassy/Consulate-General/Consular office. Please note that the required documents must be valid and issued within the last three months. All the documents, except for passport, submitted with application will not be returned.
4. The Embassy of Japan/consular office will start processing the visa application after receiving all necessary documents. Please make sure if the all necessary documents are prepared before submitting. The process may take approximately one week, depending on each case. Additional documents may be required upon request by the Japanese embassy/ consulate-general / consular. (The accredited agencies may contact the visa applicant or the inviting person/guarantor for additional documents.) The documents may be sent to the Ministry of Foreign Affairs in Tokyo for a further consideration.
※Examples of additional documents: proof of employment, copy of passport, copy of driver’s license, baptismal certification, proof of residence, school records (primary or secondary school), graduation albums, Certificate of No Marriage Record, work history, health check results, copy of maternal health notebook, etc.
The additional documents may vary depending on each case. Please contact directly the consulate-general or consular offices that has jurisdiction over the visa applicant’s place of residence in advance. The applicant may also find a list of the required documents on the [website of the Japanese Embassy in the Philippines](#).
5. The validity of a visa is three months. The period of validity cannot be extended.
6. The decision will be notified to the visa applicant by the embassy/consulate-general of Japan (or visa processing agency).

The submitted documents will be managed appropriately based on the Act on the Protection of Personnel Information.

**A List of Basic Documents for “Temporary Visit Visa”
Application (Philippine nationals)**

	Visiting Relatives	Visiting Acquaintances / Tourism	Short-Term Business Affairs, etc.
Purpose of Visit	<ul style="list-style-type: none"> • Visiting spouse, blood relatives/relatives by affinity within the third degree 	<ul style="list-style-type: none"> • Visiting acquaintances (friends) • Tourism, Sightseeing 	<ul style="list-style-type: none"> • Participation in meeting • Business affairs (business liaison, business talks, contract signing, after-sales services, advertising, market research) • Cultural exchange, Sports exchange, etc.
Documents to be submitted	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> ① Valid Passport ② Visa application Form ③ 1Photo (Passport Size) ④ Birth certificate(Note) <p>Including the birth certificate that can attest that the relationship of the applicant to the Japanese relatives is within the third degree. [Examples] when a spouse of Philippine nationality residing in Japan invites her younger brother, 2 certificates - the younger brother's (applicant) and spouse's one- are required.</p> <ol style="list-style-type: none"> ⑤ Marriage certificate (if married) ⑥ Proof of sufficient funds to defray all the expenses while in Japan <ul style="list-style-type: none"> • A certificate of income or tax payment issued by a public agency • Certificate of deposit balance <p>(Provided from Japan) Copies can be accepted as well.</p> <ol style="list-style-type: none"> ⑦ Invitation Letter ⑧ Documents explaining the reason for invitation (copies of medical checkup, maternal health log, etc.) ⑨ Family register ‘Kosekitohon’ (when the inviting person or his/ her spouse is Japanese) ⑩ Itinerary during stay in Japan ⑪ A certificate of residence ‘Jyuminhyo’ (with description of his/ her family relationship with all Family members) ⑫ (When the guarantor is a foreign national,) submit a photocopy of the both sides of the valid Residence card, a Certificate of residence with full details except for Individual Number(“My Number”) and Resident Record Code <p>(Please submit the following documents if the guarantor pays in Japan who a part or all of the travel expenses) Copies can be accepted as well.</p> <ol style="list-style-type: none"> ⑬ Letter of guarantee ⑭ More than one of the following documents pertaining to the guarantor: <p>(a) The latest Certificate of Income /Taxation issued by the head of administration of the place of residence, or a certificate of tax payment (Form 2) issued by the director of the tax office (Note1) Each certificate should indicate the gross income for the previous year. (Note2)Statement of Tax Withholding is not acceptable.</p> <p>(b)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)</p> <p>(c)A certificate of deposit balance</p>	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> ① Valid Passport ② Visa application Form ③ 1Photo (Passport Size) ④ Birth certificate(Note) ⑤ Marriage certificate (Those already married only, see Note2) ⑥ Documents to prove the relationship(Except for tourism) <p>[Examples] Photograph, letter, e-mail, international telephone call log, money (or goods)transmittal, etc.</p> <ol style="list-style-type: none"> ⑦ Proof of sufficient funds to defray all the expenses while in Japan <ul style="list-style-type: none"> • A certificate of tax payment issued by a public agency • Certificate of deposit balance <p>(Provided from Japan)(Except for tourism) Copies can be accepted as well.</p> <ol style="list-style-type: none"> ⑧ Invitation Letter ⑨ Documents explaining the reason for invitation (explanation of acquaintance, family register, etc.) ⑩ Itinerary during stay in Japan ⑪ A certificate of residence (with description of his/ her family relationship with all family members) ⑫ (When the guarantor is a foreign national,) submit a photo copy of the both sides of the valid Residence card, a Certificate of residence with full details except for Individual Number(“My Number”) and Resident Record Code. <p>(Please submit the following documents if the guarantor in Japan who pays a part or all of the travel expenses) (Except for tourism) Copies can be accepted as well.</p> <ol style="list-style-type: none"> ⑬ Letter of guarantee ⑭ More than one of the following documents pertaining to the guarantor: <p>(a) The latest Certificate of Income /Taxation issued by the head of administration of the place of residence, or a certificate of tax payment (Form 2) issued by the director of the tax office (Note1) Each certificate should indicate the gross income for the previous year. (Note2)Statement of Tax Withholding is not acceptable.</p> <p>(b)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)</p> <p>(c)A certificate of deposit balance</p>	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> ① Valid Passport ② Visa application Form ③ 1Photo (Passport Size) ④ Certificate of employment ⑤ Proof of sufficient funds to defray all the expenses while in Japan <ul style="list-style-type: none"> • Orders to travel from employer • Letter of temporary assignment • Documents that are equivalent to the above <p>(Provided from Japan) Copies can be accepted as well.</p> <ol style="list-style-type: none"> ⑥ Invitation Letter (Please be sure to prepare this) ⑦ One of the following documents to Explain activities in Japan: <ul style="list-style-type: none"> • A Contract between companies • Conference documents • Materials on trading good, etc. • Documents that are equivalent to the above <ol style="list-style-type: none"> ⑧ Itinerary during stay in Japan ⑨ Corporate registration or Detailed Information of the company/ organization <p>(essential to necessary for those other than Listed companies or public organizations) (Note)</p> <ul style="list-style-type: none"> • Listed companies may submit a copy of the quarterly corporate report instead of the corporate registration or explanation of the company/ organization • If you are individual, a business permit or certificate of employment instead of the corporate registration or explanation of the company/organization need to be submitted. <p>(Please submit the following documents if the guarantor pays a part or all of the travel expenses) Copies can be accepted as well.</p> <ol style="list-style-type: none"> ⑩ Letter of guarantee

(Note)Submit a copy of a birth certificate issued by the National Statistics Office (PSA) on security paper. If the certificate is illegible because its crumpled or some of the content cannot be confirmed because an edge of the copy is missing, etc., please submit a birth certificate issued by the local government office in addition. Also, those whose birth certificate registration was delayed should submit certificate of baptism, school report cards (primary and secondary schools) and graduation albums in addition along with it.

(Note)Submit a copy of a marriage certificate issued by the National Statistics Office (PSA) on security paper.

(Note) Examination will be initially processed with the submitted documents. However, the applicant may be required to submit additional documents if needed. Please check the website of the relevant diplomatic missions for further details.

(Note) The documents prepared in Japan can be accepted in copy formats as well. Meanwhile, if the Embassy, the Consulate-General or the Consular Office where you apply for a visa recognizes a need of detailed checks, it may request you to submit the originals.

[Note for documents to be prepared in Japan] Copies can be accepted as well.

All documents and certificates must be valid and issued within three months of the date of submission.

- 1 Invitation Letter** (The form of the “Invitation Letter” (A4 size) is on Page 5.)
 - (a) The letter should be addressed to the Japanese ambassador or the consul-general.
 - (b) Explain details of activities planned in Japan related to the purpose of visit to Japan. (Specify the background and purpose of the invitation - do not use obscure reasons such as “tourism,” “visiting friends” or “visiting relatives.”)
 - (c) Indicate the address, name, and telephone number.
 - (d) Write full name of the visa applicant in alphabet on the letter. If there are more than one applicant, specify the number of applicants (“Number of additional applicants”) on the letter and fill in “List of Visa Applicants” form including the applicant information provided on the letter (this applicant’s information should be written at “Applicant 1” on the list).
- 2 Documents as certificates that indicate a kinship and acquaintance relationship between inviting person and visa applicant.**

For “visiting relatives”: Family register certificate ‘Kosekitohon’ etc.
For “visiting acquaintances”: letters/e-mails, bills for international phone calls, photos of the visa applicants and inviting person taken together, etc.
- 3 Itinerary in Japan** (The form of the “Itinerary in Japan” (A4 size) is on Page 7)
 - (a) Specify the date of arrival and departure, as well as the flight number and the names of the ports of entry and departure if already fixed.
 - (b) Write the place of stay in detail (in case of a hotel, include the name, address, and telephone number).
 - (c) The itinerary needs to be written for each day, when similar activities continue on consecutive days, enter “Year – month – day to year – month – day” in the Dates column.
- 4 Certificate of residence**

(must include all family members’ information and be issued within the last three months. Full details are required for foreign nationals, except for Individual Number (“My Number”) and Resident Register Code.)
- 5 Letter of Guarantee** (The form of the “Letter of Guarantee” (A4 size) is on Page 9)
 - (a) Complete all items in the Letter of Guarantee, as the omission of even a single item renders it incomplete.
 - (b) Complete the form in the same manner as the Invitation Letter.
- 6 Documents for the Guarantor: more than one of the following documents**
 - (a) The latest Certificate of Income / Taxation issued by the head of administration of the place of residence, or certificate of tax payment (Form 2) issued by the director of the tax office.

(Note 1) Each certificate should indicate the gross income for the previous year.
(Note 2) Statement of Tax Withholding is not acceptable.
 - (b) 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”)
 - (c) A certificate of deposit balance
- 7 Documentation for the inviting organization for the purpose of short-term business affairs**
 - (a) The inviting organization should be a corporate body, an organization, or the state/local government. However, for example, a professor/associate professor can be recognized as the inviting organization if a university extends an invitation for the purpose of exchanges under his/her name.
 - (b) Registered corporations should use a certified copy of the corporate register that has been issued within the last three months (not required for the national or regional governments). For the company listed on a stock exchange in Japan, it may alternatively submit a copy of the latest ‘Kaisha Shikiho’ (Japanese Company Handbook).
 - (c) Unregistered corporations should prepare a “Summary of the Company/Organization” instead of a corporate register.
The form “Details of the Company/Organization” (A4 size) is on Page 10.
 - (d) Submit the Certificate of Employment of a university professor/associate professor if he/she invites the visa applicant. .

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

We are unable to provide the reason for refusal of your visa issuance.

【 In Philippine 】

- Embassy of Japan in Republic of the Philippines
English, Tagalog (+63-2)8834-7514
Japanese (+63-2)8834-7508
- Consular Office in Cebu (+63-32) 231-7321 / 7322
- Consulate-General Office in Davao (+63-82) 221-3100

【 In Japan 】

Foreign Residents Support Center (FRESC) MOFA Visa Information

Yotsuya Tower 13F, 1-6-1 Yotsuya, Shinjuku-ku, Tokyo, 160-0004 Navi-Dial: 0570-011000

(For some IP phones and calls from overseas, please call +81-3-5363-3013)

Monday to Friday, 09:00-17:00

<< Work and Long-term Stays >>

When a visa application is for a long-term stay in Japan for such purposes as employment, residency, etc. the applicant shall submit the original or copy of the Certificate of Eligibility (If you have an electronic Certificate of Eligibility, please present it at the visa application counter or submit a printed copy) which a proxy in Japan should obtain from the Ministry of Justice in advance. The proxy, or the company/organization which acts as a proxy in Japan, shall contact the regional Immigration Bureau with jurisdiction over the place of residence/location ([Immigration Bureau of Japan web](#)). The Ministry of Foreign Affairs cannot accept applications for the Certificate of Eligibility.

If the proxy cannot obtain Certificate of Eligibility for some reason, the visa applicant can apply for a visa directly at the Japanese Embassy/Consulate-General. However, it may take considerable time until the applicant gets the decision on his/her visa.

Invitation Letter

(Year) (Month) (Day) _____

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

Inviting Person

(When an inviting person and a guarantor are the same, you may write "Same as guarantor".)

Full Name:

Address: 〒 -

Telephone number: () - (Extension)

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

Full Name:

Telephone Number : () - (Extension)

Department/Division:

Visa Applicant

(The name must be 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.)

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

(Number of additional applicants (if applicable):)

Date of birth: / / (Age:)

(Year) / (Month) / (Day)

Nationality :

Occupation:

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.

List of Visa Applicants

(Note) Be sure to write the name in the Latin alphabet as it appears on his/her passport.

[Visiting Relatives/Acquaintances]

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

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

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

[Short-term business affairs, etc.]

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

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

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

Itinerary in Japan

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

Date	Activity Plan	Contact	Accommodation

Itinerary in Japan (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:

[Short-term Business Affairs, etc.]

Date	Activity Plan	Contact	Accommodation
y/m/d	Arrive in _____ from _____ aboard flight _____	Cell phone (accompanying person: _____) Tel.	Name of hotel / accommodation Tel.
y/m/d	Business talks at _____ company	_____ company (contact person: _____) Tel.	Same as above
y/m/d	Visit _____ plant Move to another location by Shinkansen	Cell phone (accompanying person: _____) Tel.	Same as above
y/m/d	Preparations for returning to home country after sightseeing in _____	Cell phone (accompanying person: _____) Tel.	Same as above
y/m/d	Return home from _____ to _____ on flight _____		

[Visiting Acquaintances]

Date	Activity Plan	Contact	Accommodation
y/m/d	Arrive in _____ from _____ aboard flight _____	Name of inviting institution (Name of person responsible) Tel.	The inviting person's home Tel.
y/m/d	Attending a wedding reception at _____ Hall	Cell phone (accompanying person: _____) Tel.	Same as above
y/m/d	Visiting a person named _____ at _____ Hospital	Prefectural _____ Hospital Tel.	Same as above
y/m/d	Return home from _____ to _____ on flight _____		

Letter of Guarantee

(Year) (Month) (Day)

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

Visa Applicant

(The name must be 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.)

Full name (in Latin alphabet):

(Male/ Female) (Number
of additional applicants (if applicable) :) Date of birth: ____/____/____ (Age:) (Year
/ (Month) / (Day) Nationality:

Occupation:

I guarantee the followings 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

Full name: (Note)

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

Address: 〒 -

Telephone number: () - (Extension)

FAX number: () - Occupation/Name of organization:

Relationship with the visa applicant(s)

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

Full name:

Telephone number: () - (Extension)

FAX number: () -

Department/Division:

(Note)

◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title.

Overview of Company/Organization

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

Name of Company/Organization

Name of the Representative

Address

Capital

Annual sales

Number of employees

Description of Business

History

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

Business and exchange ties with the party invited and background

(Note) Use this form if a company/organization has not yet registered and there are no other materials to explain its overview (brochure, etc.)