

Application Procedures for Multiple Entry Visas (Nationals of Azerbaijan, Armenia, Ukraine and Georgia)

The following is an outline of application procedures of multiple-entry temporary visitor's visa (for a stay in Japan of up to 90 days) for such purposes below. The qualified visa holders of 1 (business purpose) and 2(cultural or intellectual) below are permitted to enter Japan for another purpose (for example Tourism, visit relatives /acquaintances) from the second visit.

In either case, it is not allowed to perform any activities to undertake revenue-generating business operations or activities to receive remuneration.

1. Applicants with business purpose*Period of stay 90days, Longest validity 5 years

Persons that fulfils one of the following conditions (including technician or specialist)

- (1) A regular employee of public(government) enterprise
- (2) A regular employee of private company which is listed on the stock exchange(including Azerbaijan, Armenia, Ukraine, Georgia and other countries and regions)
- (3) A regular employee of Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management bases in Japan
- (4) A regular employee of venture company and subsidiary company or a branch office of a company which is listed on the stock exchange in Japan (including Azerbaijan, Armenia, Ukraine, Georgia, and other countries and regions)
- (5) A regular employee of a private company with constant business transactions with a Japanese company which is listed on the stock exchange in Japan
- (6) A regular employee with more than three travel records to Japan for business purpose in the last year.
A regular employee with more than 10 travel records for business purpose in the last three years.

2. Applicants for cultural and intellectual figures, etc. *Period of stay 90days, Longest validity 5 years

Persons who fulfil one of the following qualifications. It is not necessary to have any travel records to Japan.

- (1) An artist (Fine Art, Literary Art, Music, Stage Play, Dance etc.)
- (2) A specialist in humanities(Literature, Law, Economics etc.) or a scientist(Technology, Medicine etc.) who has relevant accomplishments
- (3) A lawyer, certified public accountant, patent attorney, judicial scrivener, notary, medical doctor who has a national or international qualification and actually working as the same position
- (4) An amateur sports player who has relevant accomplishments
- (5) A full-time professor, assistant professor, or lecturer of a university or a college
- (6) A director or higher post of a national or public research institution or a museum
- (7) A Diet member, government official, local assembly person, local government official

3. Tourism or Visiting Relatives/Acquaintances *Period of stay 30days, Longest validity 3years

The applicant must have either

- (1) traveled Japan at least once in the last three years for short term visit. The applicant must be able to cover travel expense.
- (2) A regular employee with a sufficient level of finance capability

4. Spouse of above 1,2 and 3 (2) or Child of above 1,2 and 3

【General Remarks】 Be sure to read the followings.

1. Prior to a visa application, the applicant needs to prepare “Documents provided from Japan” listed on page 5, from an inviting person/guarantor. It is not examined the papers to the Japanese Embassy/Consulate-General or Ministry of Foreign Affairs in Japan from the inviting person/guarantor directly.
(Note 1) Since procedures for the visa application may take a considerable time, the documents should be prepared and sent to the visa applicant well in advance.
(Note 2) The inviting person/guarantor is recommended to keep a copy of the documents in case of 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 depending on the local situation and the purpose of the visit, please contact the Embassy/Consulate-General with jurisdiction over the visa applicant's place of residence directly.
3. When all required documents are prepared, the visa applicant may submit the application at the Japanese Embassy/Consulate-General with jurisdiction over his/her place of residence. The application will not be accepted in Japan. The 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 in order to further examination if necessary.
5. There could be cases that applicants who fulfill the qualification above are issued no visa or only single entry visa due to other reasons.
6. The period of validity cannot be extended.

Contact point for inquiries about visa application procedures and examination status
Inquiries about the reason for refusal of visa issuance are not accepted.

(In Japan)

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

- This telephone service uses an automated answering system. The number accepts the following inquiries.
 - ① Required documents for the visa application.
 - ② Inquiries about the present status of the visa examination in the Ministry of Foreign Affairs.
 - ③ General inquiries about the visas.
- When you are connected, follow the voice guidance to operate your phone.
- Inquiries about the status of the visa examination are accepted from 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m. on weekdays.
- In order to make inquiries about the status of the visa examination, the “reference number” of the application documents forwarded to the Ministry of Foreign Affairs in Tokyo is necessary, as well as the name of Japanese Embassy or Consulate-General where the application documents were submitted.

● **Center for Consular Services, Visa Information Section, The Ministry of Foreign Affairs (2-2-1, Kasumigaseki, Chiyoda-ku, Tokyo)**

- General inquiries concerning visas: Mon – Fri, 9 a.m. to 12:30 p.m., 1:30 p.m. to 5 p.m.

● **The Ministry of Foreign Affairs website: http://www.mofa.go.jp/j_info/visit/visa/index.html**

(In Azerbaijan, Armenia, Georgia, Ukraine)

- **The Japanese Embassy in Azerbaijan** (Jurisdiction: Azerbaijan)
 TEL +994-12-490-7818 Website http://www.az.emb-japan.go.jp/itprtop_en/index.html
- **The Japanese Embassy in Armenia** (Jurisdiction: Armenia)
 TEL +374-60-521030 Website http://www.am.emb-japan.go.jp/itprtop_ja/index.html
- **The Japanese Embassy in Ukraine** (Jurisdiction: Ukraine)
 TEL +380-44-490-5501 Website http://www.ua.emb-japan.go.jp/itprtop_en/index.html
- **The Japanese Embassy in Georgia** (Jurisdiction: Georgia)
 TEL +995-32-275-2114 Website <http://www.ge.emb-japan.go.jp/english/index.html>

For other overseas diplomatic missions: http://www.mofa.go.jp/about/emb_cons/over/index.html

Lists of Basic Documents for Multiple-Entry “Temporary Visitor Visa” Application

| | Applicants as business persons | Applicants for cultural & intellectual figures etc. |
|---------------------------|---|---|
| Purpose of Visit | <ul style="list-style-type: none"> ◆ Business affairs (business liaison, business consultation, contract signing, after-sales services, advertising, market research) | <ul style="list-style-type: none"> ◆ Cultural exchanges ◆ Exchanges between municipalities ◆ Sports exchanges Academic 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) Certificate of Employment, (Specified tenure period of current job, salary, job title) (5) Document of business trip order (6) Documents proving the applicant’s company who qualify under one of the following sub-categories <ol style="list-style-type: none"> ① Government enterprises ② Companies listed on the stock exchange (including applicants’ home country and other countries and regions) ③ A Japanese company that is a member of the Japan Chamber of Commerce and has a management base in Japan ④ Joint corporations that co-invested with Japanese companies (as well as applicants’ home country and other countries and regions) that are listed on the stock exchange in Japan, and subsidiary companies or representative offices of those Japanese Companies ⑤ Companies that have continual transactions with Japanese companies that listed on the stock exchange in Japan ⑥ Document (passport) with certified travel record of visiting Japan for business reason at least 3 times in a past 1 year or 10 times in past 3 years . (7) Document explains the purpose of obtaining multiple-entry temporary visa (8) In the case of spouse or children accompanying, please submit additional documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children). (Note) Those whose spouse/parent (the prime applicant) has already been issued a visa under the same category, submit a copy of the issued visa. <p><u>(Provided from Japan)</u></p> <ol style="list-style-type: none"> (1) Invitation Letter (2) Itinerary in Japan (Closest visit schedule is sufficient) | <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) Persons who fulfil one of the following qualifications. <ol style="list-style-type: none"> ① Acclaimed artists in the area of fine art, folk art, music, theater, dance, etc. ② Distinguished scholars and researchers who have adequate achievements ③ Engaged expert of international or national qualified lawyer, certified public accountant, patent attorney, judicial scrivener, notary and national qualified doctor ④ Distinguished amateur athletes who have adequate records ⑤ University lecturers and above (as a full-time) ⑥ Employees of public research institutes and public museums , art museums and libraries (managers and above) ⑦ Members of Parliament, Government official, Local councilor, Local public servant, (5) Document explains the purpose of obtaining multiple-entry temporary visa (6) In the case of spouse or children accompanying, please submit additional documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children). <p>(Note) Those whose spouse/parent (the prime applicant) has already been issued a visa under the same category, submit a copy of the issued visa.</p> <p><u>(Provided from Japan)</u></p> <ol style="list-style-type: none"> (1) Invitation Letter (2) Itinerary in Japan (Closest visit schedule is sufficient) |

| | Visiting relatives/acquaintances | Tourism |
|---------------------------|---|--|
| Purpose of Visit | <ul style="list-style-type: none"> ◆ Visiting relatives (Spouse, kinsperson of the third degree of consanguinity) ◆ Visiting acquaintances ◆ Tourism for personal invitation | <ul style="list-style-type: none"> ◆ Tourism |
| 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) Confirmation slip for airline reservation (5) Document to prove payment ability of travel fee (Certificate of deposit balance of bank account etc) (6) Document that indicates a kinship or acquaintances relationship between inviting person and visa applicant. (7) Document explains the purpose of obtaining multiple-entry temporary visa (8) In the case of spouse or children accompanying, please submit additional documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children). <p>(Note) Those whose spouse/parent (the prime applicant) has already been issued a visa under the same category, submit also a copy of the issued visa.</p> <p><u>(Provided from Japan)</u></p> <ol style="list-style-type: none"> (1) Invitation Letter (2) Itinerary in Japan | <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) Confirmation slip for airline reservation (5) Document to prove payment ability of travel fee (Certificate of deposit balance of bank account etc) (6) Itinerary in Japan (7) Document explains the purpose of obtaining multiple-entry temporary visa (8) In the case of spouse or children accompanying, please submit additional documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children). <p>(Note) Those whose spouse/parent (the prime applicant) has already been issued a visa under the same category, submit also a copy of the issued visa</p> |

*As for nationals of Azerbaijan, Armenia, Ukrainian and Georgia who reside in the United States, Canada, Australia, New Zealand, Austria, Belgium, Britain, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Luxembourg, Norway, the Netherlands, Portugal, Spain, Sweden, Switzerland and Singapore contact the nearest Japanese Embassies/Consulates-General about the documents.

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

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

Documents provided from Japan

1. Invitation Letter (See the “Invitation Letter (Multiple)” form (A4 size) on page 6.)

(Note1) 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 visit in detail and explain the specific activities planned in Japan. (Vague phrases such as just “business affairs” are not appropriate.)

(Note 5) Column for the background to the invitation

Describe details about the background to the invitation. If there is not enough space on the form, attach a separate sheet of paper and write “see attached sheet” in the column.

2. Itinerary in Japan (See the “Itinerary in Japan” form (A4 size) on page 8.)

(Note 1) Provide schedule information for the first planned visit to Japan.

(Note 2) Follow the form of “Itinerary in Japan (Example) [Business person] or [Intellectuals, etc.]” on page 9.

(Note 3) Explain the specific activities planned in Japan.

Invitation Letter(Multiple)

(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 : (Seal)
Address: 〒 -
Telephone number: () - (Extension)
Fax number: () -

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

Full name :
Telephone number: () - (Extension)
Fax number: () -
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 the invitation

- (2) Background to the invitation (Explain the background to this invitation in detail.)

- (3) Relationship with the visa applicant(s)

- (4) Reason for multiple visa application and Future schedule of visit to Japan

(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

* 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 |
|------|---------------|---------|---------------|
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Itinerary in Japan (Example)

- (1) Specify the date of arrival and departure, flights and airports/ports if already fixed.
- (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 _____ | | |