

Outline of Application Procedures for Single Entry Visas (Nationals of Viet Nam)

The following is an outline of procedures for the nationals of Viet Nam to apply for temporary visitor visas (to stay in Japan for up to 90 days) for purposes such as short-term business affairs, visits relatives /acquaintances, or tourism.

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

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

[General Points to Consider in Visa Application]

Be sure to read the followings.

1. An inviting person/guarantor needs to prepare the documents listed on Page 2 “B. Prepared by inviting person/guarantor in Japan” prior to a visa application.
2. When these documents are ready, an inviter/guarantor sends them to a visa applicant, not to the Ministry of Foreign Affairs of Japan or the embassy or the consulate-general of Japan. It is recommended that an inviting person/guarantor personally keep a photocopy 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” listed on Page 2.
 - ① Examples of identification documents: birth certificate, a copy of identification card (ID), a copy of a driver’s license
 - ② Examples of supporting documents: residence certificate, marriage certificate, curriculum vitae
 As identification documents and supporting documents may 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 embassies/consulates-general of Japan may offer information on the required documents on the web site (Overseas Diplomatic Mission Web Page).
4. When all these documents are ready, a visa applicant applies for a visa at the embassy/consulate-general of Japan (or visa processing agency) with jurisdiction over the place of residence of the applicant by submitting all the documents (The application cannot be made in Japan). The required documents should be valid at the time of visa application, and should be submitted within three months of their date of issue. Documents, except for passport, submitted for application will not be returned.
5. The embassy/consulate-general of Japan examines the application within a week approximately after the application, though it may vary depending on the contents of the application. The applicant may be requested to submit additional documents if necessary. Furthermore, the embassy/consulate-general of Japan may make inquiries to the Ministry of Foreign Affairs in Tokyo. In such cases, extra time will be required for a decision on your visa.
6. The validity of a visa is three months. The period of validity cannot be extended.
7. The result of the examination will be notified to the visa applicant by the embassy/consulate-general of Japan (or visa processing agency)

**List of Basic Documents to be submitted for Applications for Visa for “Temporary Visit”
(For Nationals of Viet Nam)**

Purpose of Visit	<u>Short-Term Business Affairs, etc</u> (Participation in meetings, Business affairs (business liaison, business consultations, contract signing, after-sales service, market research), Cultural exchange, Sports exchange, etc.)	<u>Visiting Relatives/Acquaintances</u> (Visiting spouse, blood relatives / relatives by affinity within the third degree, Visiting acquaintances /friends)	<u>Tourism</u> (Sightseeing)
Documents to be submitted	A. Provided by visa applicant		
	<input type="checkbox"/> ① Passport <input type="checkbox"/> ② 1 Visa application form <input type="checkbox"/> ③ 1 Photo <input type="checkbox"/> ④ Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket <input type="checkbox"/> ⑤ Documents to prove ability to pay for travel expenses <ul style="list-style-type: none"> ▪ Travel requisition by employer or ▪ Letter of mission or ▪ Similar documents to above <input type="checkbox"/> ⑥ Certificate of employment	<input type="checkbox"/> ① Passport <input type="checkbox"/> ② 1 Visa application form <input type="checkbox"/> ③ 1 Photo <input type="checkbox"/> ④ Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket <input type="checkbox"/> ⑤ Documents to prove ability to pay for travel expenses <ul style="list-style-type: none"> ▪ A certificate of income or a tax declaration certificate issued by a public agency ▪ Certificate of deposit balance <input type="checkbox"/> ⑥ Documents to prove kinship <ul style="list-style-type: none"> ▪ Visiting Relatives ··Birth certificate, Marriage certificate, Certified copy of the family register, etc. ▪ Visiting acquaintances/friends ··Photos, Letters, E-mails, Bills for international phone calls, etc. 	<input type="checkbox"/> ① Passport <input type="checkbox"/> ② 1 Visa application form <input type="checkbox"/> ③ 1 Photo <input type="checkbox"/> ④ Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket <input type="checkbox"/> ⑤ Documents to prove ability to pay for travel expenses <ul style="list-style-type: none"> ▪ A certificate of income or a tax declaration certificate issued by a public agency ▪ Certificate of deposit balance <input type="checkbox"/> ⑥ Schedule of stay (p.7) or Travel itinerary <ul style="list-style-type: none"> ▪ Travel Itinerary, Hotel Booking, flyers, leaflets, etc.
	B. Prepared by inviting person/guarantor in Japan		
<input type="checkbox"/> ⑦ Letter of reason for invitation (p.5) or either of the following documents to explain activities in Japan <ul style="list-style-type: none"> ▪ A contract of transactions between companies ▪ Meeting materials ▪ Materials on trading goods, etc. <input type="checkbox"/> ⑧ (When there are multiple applicants) List of Visa Applicants (p.6) <input type="checkbox"/> ⑨ Schedule of stay (p.7)	<input type="checkbox"/> ⑦ Letter of reason for invitation (p.5) <input type="checkbox"/> ⑧ (When the inviter or his/her spouse is Japanese) Certified copy of the family register 'Kosekitohon' <input type="checkbox"/> ⑨ (When there are multiple applicants) List of Visa Applicants (p.6) <input type="checkbox"/> ⑩ Schedule of stay (p.7)		
C. Prepared by the guarantor who pays for the above-mentioned travel expenses			
<input type="checkbox"/> ⑩ Letter of guarantee (p.9) <input type="checkbox"/> ⑪ A certified copy of the incorporation register or An overview of Company/Organization (p.10) (Note) <ul style="list-style-type: none"> ▪ 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. ▪ 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. 	<input type="checkbox"/> ⑪ Letter of guarantee (p.9) <input type="checkbox"/> ⑫ More than one of the following documents concerning the guarantor (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. (b) A copy of the counterfoil of final tax return with the seal of reception of the Tax Office. (e-Tax : submit Receipt Notification and Final Tax Return) (c) A certificate of deposit balance <input type="checkbox"/> ⑬ Certificate of residence 'Jyuminhyo' (with description of his/ her family relationship with all family members) <input type="checkbox"/> ⑭ (When the guarantor is a foreign national) A copy of both sides of the valid Residence Card, a Certificate of Residence (with all matters listed except for Individual Number (“My Number”) and Resident Record Code), and A copy of his/her passport (including the pages of status items, records of entry/departure, and permission of residence)		

* Examination will be initially processed by 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.

[Points to note when documents are prepared in Japan]

The documents must be valid at the time of application, and must be submitted within three months of their date of issue.

1. **Letter of Reason for Invitation** (The form of the “Letter of Reason for Invitation (A4 size)” is shown on Page 5.)
 - (a) The letter should be addressed to the Japanese ambassador or the consul-general.
 - (b) State the purposes of entry in detail to explain activities planned in Japan. (Describe specific activities, instead of vague references such as “visiting acquaintances” or “visiting relatives.”)
 - (c) In the column for an inviting person, be sure to specify the address, his/her full name and the phone number, and please set the 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 of the person in charge would be acceptable.
 - (d) Write the full name of an applicant using the alphabetic characters. When there are two or more applicants, write in “xx additional applicants, as shown in the attached list of names” following by the full name of the representative applicant, and attach a list of all the visa applicants with their names, nationality, occupation and dates of birth of all the applicants.
2. **Documents as certificates that indicate a kinship or acquaintance relationship between inviting person and visa applicant.**

For “visiting relatives”: Certified copy of the family register, etc. For “visiting acquaintances”: letters/e-mails, bills for international phone calls, photos of the visa applicants and inviting person taken together, etc.
3. **Schedule of Stay** (The form of “Schedule of Stay (A4 size)” is shown on Page 7.)
 - (a) Be sure to mention the date of arrival and departure, as well as the flight numbers and airports / ports of entry for arrival and departure, if they are fixed.
 - (b) Write the place of stay in detail (in 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).”
4. **Certificate of residence** (including all family members’ information and issued within the 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 shown on Page 9.)
 - (a) Be sure to complete all items in the Letter of Guarantee, as the omission of even a single item renders it incomplete (includes for an omission of a seal).
 - (b) Complete the form in the same manner as the Letter of Reason for Invitation.
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 a 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. **Documents for an Inviting Organization in case of the purpose of “Short-Term Business Affairs, etc.”**
 - (a) An inviting organization is a corporate body, an organization, a 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 can be recognized as an inviting organization.
 - (b) In 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 case of a company listed on a stock exchange in Japan, you can alternatively submit a copy of the latest edition of a quarterly corporate report.
 - (c) In case of an organization not registered yet as an incorporated entity, prepare “An Overview of the Company/Organization” and submit it in lieu of a certified copy of the incorporation register. The form of “An Overview of the Company/Organization (A4 size)” is shown on Page 10.
 - (d) In case of an invitation by a university professor or an individual, submit the “Certificate of Employment”.

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

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

【Overseas (Embassies / consulates-general of Japan)】

- Embassy of Japan in Viet Nam (in Vietnamese) : https://www.vn.emb-japan.go.jp/itprtop_vi/index.html
- Consulate General of Japan in Ho Chi Ming City (in Vietnamese) : https://www.hcmcgi.vn.emb-japan.go.jp/itprtop_vi/index.html

【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

《Work and Long-term Stays》

When a visa application is made for a long-term stay in Japan for such purposes as employment, residency, etc, the applicant shall submit the original copy of the Certificate of Eligibility which should be obtained by a proxy in Japan from the ministry of Justice in advance. In order to obtain the Certificate of Eligibility, the proxy shall contact the regional Immigration Bureau with jurisdiction over his/her place of residence or the location of the company/organization if it acts as a proxy in Japan. (Immigration Bureau of Japan web : <http://www.immi-moj.go.jp/english/tetuduki/index.html>). An application for the Certificate of Eligibility cannot be made at the Ministry of Foreign Affairs.

If the Certificate of Eligibility cannot be obtained for some reason, the visa application can be made directly at the Japanese Embassy/Consulate-General. In such cases, however, it may take considerable time until the applicant gets the result of the review.

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 :(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) : _____ Sex :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 (e.g. Manager, Department head, Plant manager) at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may sign 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 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)

- (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 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 person: xx) Tel.xxx-xxxx-xxxx	Same as above
xx.xx	Preparation for return home after sightseeing at xx all day	Cell phone (Attendant person: 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) : _____ Sex : 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 (e.g. Manager, Department head, Plant manager) at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature.

Overview of Company/Organization

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

Name of Company/Organization

Name of the Representative

Address

Capital

Annual sales JPY

Number of employees

Description of 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 has not yet registered and there are no other materials to explain its overview(brochure, etc.)