Outline of Application Procedures for Single Entry Visa for Chinese Nationals residing outside of China

The following is an outline of procedures for nationals of People's Republic of China who reside outside of Mainland China to apply for a temporary visitor visa (duration of stay in Japan for up to 90 days) for the purposes of short-term business affairs, visits relatives / acquaintances, or tourism.

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

- A visa application for "short-term business affairs, etc." means a visa application for the following purposes:
 - o Participation in meetings, cultural exchange, exchange between municipalities, sports exchange, etc.
 - o 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.

[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 or 3 "B. Prepared by inviting person/guarantor in Japan" prior to a visa application, and send them to a visa applicant, not either 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 should keep photocopies of these documents.
- 2. The documents to be submitted may vary depending on the local situation and the 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).
- 3. When all the 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. All documents submitted for visa application will not be returned, except for passport.
- **4.** Documents for visa application are different, depending on where the applicant resides.

 Please refer to page 2 for Chinese Nationals residing (*) certain European countries and Asian countries (areas), or page 3 for Chinese Nationals residing other than (*) certain European countries and Asian countries (areas)
 - (*) Certain European countries and Asian countries (areas):

USA, Canada, Australia, NZ, UK, Iceland, Ireland, Italy, Austria, Netherland, Switzerland, Sweden, Spain, Denmark, Germany, Norway, Finland, France, Belgium, Portugal, Luxenberg, Singapore, Indonesia, Thailand, Philippines, Brunei, Malaysia, Korea, Taiwan, Hong Kong, Macau

- 5. The Embassy/Consulate-General of Japan will start processing the visa application after receiving all necessary documents.
 The process may take approximately one week, depending on each case. 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 the decision.
- **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)

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

List of Basic Documents to be submitted for Visa Applications for "Temporary Visit" (For Chinese Nationals residing ^(*)certain European countries and Asian countries (regions))

Purpose	Short-Term Business Affairs, etc	Visiting Relatives/Acquaintances	Tourism
of Visit	(Participation in meetings, Business affairs (business liaison, business consultations, contract signing, after -sales service, market research), Cultural exchange, Sports exchange, etc.)	(Visiting spouse, blood relatives / relatives by affinity within the third degree, Visiting acquaintances /friends)	(Sightseeing)
Documen	A. Provided by visa applicant		
ts to be	□Passport	□Passport	□Passport
submitted	☐1 Visa application form	☐1 Visa application form	☐1 Visa application form
	□1 Photo	□1 Photo	□1 Photo
	□ Document to prove legal residency (Residence Permit etc.)	☐ Document to prove legal residency (Residence Permit etc.)	☐ Document to prove legal residency (Residence Permit etc.)
	□Confirmation slip, certificate, or	□Confirmation slip, certificate, or other documents to	
	other documents to prove	prove reservation of air or ship boarding ticket	other documents to prove
	reservation of air or ship boarding	\square Documents to prove ability to pay for travel expenses	reservation of air or ship boarding
	ticket	 A certificate of income or a tax declaration certificate issued by 	ticket
	□Documents to prove ability to pay	a public agency	□Documents to prove ability to
	for travel expenses	Certificate of deposit balance	pay for travel expenses
	Travel requisition by employer or	□Documents to prove kinship	• A certificate of income or a tax
	• Letter of mission or	 Visiting Relatives ··· Birth certificate, Marriage certificate, Family register certificate 'Kosekitohon' (a copy can be 	declaration certificate issued by a
	• Similar documents to above	accepted), etc.	public agency
	□Certificate of employment	• Visiting acquaintances/friends···Photos, Letters, E-mails,	• Certificate of deposit balance
		Bills for international phone calls, etc.	□Itinerary in Japan (P.8) or Travel itinerary
	B. Prepared by inviting person/guara	antor in Japan Copies can be accepted as well.	 Must be indicated Activity Plan,
	☐Invitation letter (P.6) or either of the	☐Invitation letter (P.6)	Accommodation ,Contact Number
	following documents to explain	\square (When the inviter or his/her spouse is Japanese) Family	(Travel brochures, flyers also can be
	activities in Japan	register certificate 'Kosekitohon'	submitted).
	 A contract of transactions between 	☐List of Visa Applicants (P.7)	
	companies	(When there are multiple applicants)	
	Meeting materials	□Itinerary in Japan (P.8)	
	• Materials on trading goods, etc.		(*) Certain European countries
	☐List of Visa Applicants (P.7)		and Asian countries (areas):
	(When there are multiple applicants) ☐Itinerary in Japan (P.8)		
	Lituierary in Japan (P.8)		USA, Canada, Australia, NZ, UK,
	C. Prepared by the guarantor who pa Copies can be accepted as well.	ys for the above-mentioned travel expenses	Iceland, Ireland, Italy, Austria,
	☐Letter of guarantee (P.10)	□Letter of guarantee (P.10)	Netherland, Switzerland, Sweden,
	\Box A certified copy of the	☐More than one of the following documents	Spain, Denmark, Germany, Norway,
	incorporation register or overview	concerning the guarantor	Finland, France, Belgium, Portugal,
	of company/organization (P.11)	(a) The latest Certificate of Income / Taxation issued by	Luxenberg, Singapore, Indonesia,
		the head of administration of the place of residence, or a	Thailand, Philippines, Brunei,
	(Note)	certificate of tax payment (Form 2) issued by the director	Malaysia, Korea, Taiwan,
	 A stock exchange-listed company does not need to submit a copy of the incorporation 	of the tax office (Note1) Each certificate should indicate the gross income for the	Hong Kong, Macau
	register or an overview of the company	previous year.	Tiong Tiong, Iviacau
	/organization if it submits its quarterly	(Note2) Statement of Tax Withholding is not acceptable.	
	corporate report.	(b) A certificate of deposit balance	
	 When an individual is extending an invitation, submit the "Certificate of 	□Certificate of residence 'Jyuminhyo'	
	Employment" in lieu of a copy of the	(with description of his/ her family relationship with all family	
	incorporation register or overview of the	members and with all matters listed <u>except</u> for Individual Number("My Number") and Resident Record Code)	
	company/organization.	☐(If the guarantor is a foreign national)	
		A copy of both sides of the valid Residence Card	
		('Zairyu Card')	
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(Note 1) 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 2) Examination will be initially processed by the submitted documents. However, the applicant may be required to submit additional documents if needed. Please check the <u>website of the relevant diplomatic missions</u> for further details.

List of Basic Documents to be submitted for Visa Applications for "Temporary Visit"

(For Chinese Nationals residing other than ^(*)certain European countries and Asian countries (areas))

of Visit Continuent to prove legal residency (Residence Permit etc.)	Purpose	Short-Term Business Affairs, etc	Visiting Relatives/Acquaintances	Tourism
Document to prove legal residency (Residence Permit etc.) Confirmation slip, certificate, or other documents to prove legal residency (Residence Permit etc.) Confirmation slip, certificate, or other documents to prove legal residency (Residence Permit etc.) Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket Documents to prove ability to pay for travel expenses Document to prove legal residency Document to pro	of Visit	signing, after-sales service, market research),		(Sightseeing) (or in the case of short-term business affairs, visiting relative/acquaintances without a guarantor, and the applicant has a sufficient ability to pay for travel expense)
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Materials on trading goods, etc. □List of Visa Applicants (P.7) (When there are multiple applicants) □Itinerary in Japan (P.8) □Letter of guarantee (P.10) □A certified copy of the incorporation register or overview of company/organization (p.11) (Note) 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 is 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 overview of the company/organization. Intinerary in Japan (P.8) □Letter of guarantee (P.10) (Note 2) (Note 3) □Letter of guarantor is about didicate the gross income for the previous year. (Note 1) Each certificate of Tax pathwish didicate the gross income for the tax offi		-		· -
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incorporation register or overview of the company/organization. A copy of both sides of the valid Residence Card ('Zairyu Card') Malaysia, Korea, Taiwan, Hong Kong, Macau				Thailand, Philippines, Brunei,
company/organization. A copy of both sides of the valid Residence Card ('Zairyu Card') Hong Kong, Macau			\(\text{if the gataranor is a foreign factional)}\)	Malaysia, Korea, Taiwan,
			2.0	Hong Kong, Macau

(Note 1) 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 2) A Guarantor can be a Japanese, or a Foreign National who has the immigration status mentioned below with a permission to stay for more than 3 years.

Diplomat, Official, Highly skilled professional, Professor, Artist, Religious activities, Journalist, Business manager, Legal/Accounting services, Medical services, Researcher, Instructor, Engineer/Specialist in humanities/International services, Intra-company transferee, Skilled labor, Permanent resident, Special permanent resident, Spouse or child of Japanese national, Spouse of permanent resident, Long-term resident, Designated activities (Designated research activities, or Designated IT activities)

However, "dependents" are not applicable even if they have an immigration status of Diplomat, Official, Permanent resident, spouse or child of Japanese national, Spouse of permanent resident, Long-term resident, Designated activities, or Special permanent resident.

(Note 3) When the inviting person who is currently residing in Japan with the immigration status of "student" is inviting his/her relatives, and in case of his/her professor or associate professor at the university is a guarantor, documents to be prepared by a guarantor (professor/associate professor) are only the Letter of Guarantee and the Certificate of Employment.

(Note 4) 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] (Copies can be accepted as well.)

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

- 1. Invitation letter (The form of the "Invitation Letter (A4 size)" is shown on Page 6.)
 - (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.
 - (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 to certify that a kinship or 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 "Itinerary in Japan (A4 size)" is shown on Page 8.)
 - (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 (Juminhyo)

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 10.)
 - (a) Be sure to 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 Letter of Reason for Invitation.
- 6. Documents to prove Guarantor's ability to pay for the applicant's travel expense should be indicated the gross income of the previous year.

Statement of Tax Withholding ('Gensenchosyuhyo') is not acceptable.

7. Documents concerning an Inviting Organization for the purpose of "Short-Term Business Affairs, etc."

- (a) An inviting organization should be 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 national 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 "Kaisha Shikiho".
- (c) In case of an organization not registered yet as an incorporated entity, prepare "Overview of the Company/Organization" and submit it in lieu of a certified copy of the incorporation register. The form of "Overview of the Company/Organization (A4 size)" is shown on Page 11.
- (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)]

Visit the following overseas diplomatic mission website

[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 made 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 should be obtained by a proxy in Japan 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).

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.

		Invitat	tion Letter			
				(Year)	(Month)	(Day)
To: Aı	mbassador/Consul General of Japan ii	n				
Tarit	ing Domon					
	ing Person n an inviting person and a guarantor ar	e the same, write "S	Same as guarantor''.)		
	Name:	,	C	,		
Add	ress:					
Phor	ne	(Extension)			
[Fill in	the following contact information wh	nen the company/org	anization is extendir	ng the invitation.]		
Full 1	Name:					
Phon	ne	(Extension)			
Depa	artment/Division:					
Visa .	Applicant					
(The r	name must be written in the Latin alph			en there are two or	more applicants,	fill in the
-	entative's status below, and attach a <i>Li</i>					
	name:		le ∕□ Female)			
	nber of additional applicants (if applications)					
Date	of birth: / /	(Day)/(Month)/(Y	ear) Age:			
Occur	Nationality:					
Occi	upation:					
_	purpose of inviting the above p					
	e space below is insufficient, use a sep	arate sheet of paper to	o give a full explana	tion.)		
(1)	Purpose of invitation					
(2)	Background to invitation (Explain t	he background to this	s invitation in detail.)		
(3)	Relationship to the 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

1 1			
	(Vear)	(Month)	(Day)

This form r	nust be completed by the inviting person/guarantor when two or m	ore applicants intend to	o apply for a visa at the same time.
Please write	e the name of the principal applicant in Invitation Letter and Letter	of Guarantee.	
The name r	nust be written in the Latin alphabet as it appears on their passport		
If the inviti	ng person and guarantor are the same, write "same as above" in the	e "relationship to the in	nviting person/guarantor" field.
Full name:		(Male •	Female)
	Date of birth: //	(Age:)
	(Year) / (Month) / (Day)		
	Nationality: Occupation:		
	Relationship to the inviting person/guarantor:		
	remaining process gammer.		
Full name:		(Male •	Female)
	Date of birth: ////	(Age:)
	(Year) / (Month) / (Day) Nationality:		
	Occupation:		
	Relationship to the inviting person/guarantor:		
Full name:		•	Female)
	Date of birth: / / (Year) / (Month) / (Day)	(Age:)
	Nationality:		
	Occupation:		
	Relationship to the inviting person/guarantor:		
Full name:		(Male •	Female)
	Date of birth: ///	(Age:)
	(Year) / (Month) / (Day) Nationality:		
	Occupation:		
	Relationship to the inviting person/guarantor:		
Full name:		•	Female)
	Date of birth: //	(Age:)
	(Year) / (Month) / (Day) Nationality:		
	Occupation:		
	Relationship to the inviting person/guarantor:		

Occupation: Relationship to the inviting person/guarantor:

 $\left(Year\right)/\left(Month\right)/\left(Day\right)$

Date of birth:

Nationality:

Full name:

(Male •

(Age:

Female)

)

Itinerary in Japan

(Year)	(Month)	(Day)
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The schedule of stay in Japan of the visa applicant(s) is as follows.

Date	Activity Plan	Contact	Accommodation

Itinerary in Japan (Example)

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

[Short-term Business Affairs, etc.]

,	A of the PM		
Date	Activity Plan	Contact	Accommodation
	Arrival at airport on flight	Phone:	Name of the hotel
		(accompanying	/ accommodation
y/m/d	Check in at	person:)	
	Business negotiation at company	Company name:	Same as above
		(contact person:)	
y/m/d		Phone:	
	Visit plant	Phone:	Same as above
	Move to another location by Shinkansen	(accompanying	
y/m/d		person:)	
	Preparations for returning to home	Phone:	Same as above
	country after sightseeing in	(accompanying	
y/m/d		person:)	
	Return home from to		
	on flight		
y/m/d			

[Visiting Acquaintances]

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

- The scheduled date of arrival & departure to & from Japan must be included.
- > List down what you plan to do in Japan.

			Letter	of Gua	ıanıcı	c		
						(Year)	(Month)	(Day)
To: (Amba	ssador/Co	nsul-General)	of Japan ir	1				
	nust be wri	tten in the Lati						wo or more
(Number of bin	of addition rth: (Year) / (Mo	al applicants (/// onth)/(Day))	(Male / F	emale)	
I guarantee	Expens Cost of	vings regardi ses for the ap a return trip iance with Ja	plicant's so	tay in Japa	1	cant's entry	y into Japan	:
I hereby de	_	the above is	true.					
I hereby dee Guarantor Full name	clare that	the above is	true.					
Guarantor Full name	clare that :: (Note)	the above is		(Age:)			
Guarantor Full name Date of bin Address: Telephone FAX numb Occupation	clare that :: (Note) :th: (Year) / (M - number: (per: (pon/Name of	/ / onth) / (Day)	- n:) nsion)		
Guarantor Full name Date of bin Address: Telephone FAX numb Occupation Relationsh	clare that :: (Note) rth: (Year) / (M - number: (per: (pn/Name of the vector) collowing of the vector)	/ / onth)/(Day))) - of organizatio	- n: s)	(Exte	nsion) cation is ext	ending the	

(Note)

When a company/organization is extending an invitation, fill in 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 (JPY) Annual sales (JPY) Number of employees Description of business History List of branches in Japan and overseas (Name, Location, Telephone number) Background to the invitation, and business relationship with the other party (company/organization)