

Checklist for Multiple-Entry Short-Term Stay Visas (Nationals of Ukraine)

The following is an outline of application procedures for Multiple-Entry Short-Term Stay Visa (period of stay: up to 90 days) for the purposes listed below. Visas for 1. *business purpose* and 2. *cultural/intellectual figures etc.* can be used for other purposes such as *tourism* or *visits to relatives/acquaintances* from the second time onwards.

It is not permitted to perform any activities to undertake revenue-generating business operations or activities to receive remuneration.

1 Applicant with business purpose

(Period of stay: 90 days, validity: up to 5 years)

Applicant who falls into any of the following categories (including technician and expert):

- (1) A full-time employee of a public(government) enterprise
- (2) A full-time employee of a private company listed on the stock exchange (including Ukraine and other countries and regions)
- (3) A full-time employee of Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management base in Japan
- (4) A full-time employee of a joint venture company, a subsidiary company or a branch office of a company listed on the stock exchange in Japan (including Ukraine and other countries and regions)
- (5) A full-time employee of a private company with constant business transactions with a Japanese company listed on the stock exchange in Japan
- (6) An expert who has traveled to Japan at least three times for business purposes in the last three years
- (7) An expert who has traveled to Japan at least three times for business purposes in the last three years and has traveled to G7 countries (except Japan) several times as a temporary visitor in the last three years. G7 short-term stay visas (Schengen visas are limited to those issued in Germany, France, or Italy) and entry stamps affixed to passport must be presented to prove multiple travel history.
- (8) A full-time employee of an enterprise listed on the List of Japan-Ukraine Promotion of Economic Growth and Reconstruction through the Japan-Ukraine Conference for Promotion of Economic Growth and Reconstruction

2 Applicant as cultural/intellectual figures, etc.

(Period of stay: 90 days, validity: up to 5 years)

Applicant who falls into any of the following categories:

- (1) An artist (fine art, literary art, music, play, dance etc.) recognized for their achievements
- (2) A specialist in humanities (literature, law, economics etc.) or a scientist (technology, medicine etc.) recognized for their achievements
- (3) A lawyer, certified public accountant, patent attorney, judicial scrivener, notary, medical doctor with a national or international qualification currently engaged in the occupation
- (4) An amateur athlete recognized for their achievements
- (5) A full-time professor, assistant professor, or lecturer at a university or a college
- (6) An employee in the position of director or higher at a national/public research institute or a museum
- (7) A Diet member, government official, a member of local assembly, or local government official

3 Visiting acquaintances or Tourism

(Period of stay: 30 days, validity: up to 3 years)

Applicant who falls into any of the following categories:

- (1) An applicant who has traveled to Japan as a temporary visitor in the last three years with the ability to cover travel expenses.
- (2) An expert with regular income

4 Visiting family

(Period of stay: 90 days, validity: up to 3 years)

- (1) An applicant who has traveled to Japan as a temporary visitor in the last three years with the ability to cover travel expenses.
- (2) An expert with annual income of at least 3 million JPY
- (3) Relatives of Ukrainian refugees (within the third degree of kinship)

5 Individual with considerable financial capacity

(Period of stay: 90 days, validity: up to 5 years)

6 Spouse/Child

- (1) Spouse/Child of an individual mentioned in 1,2, 3 (2), and 4 (2) above
- (2) Spouse of an individual mentioned in 5 above, immediate family within the second degree of kinship

[Important notes]

- Copy of documents prepared in Japan will be accepted; however, original documents may be requested if the Embassy/Consulate-General of Japan where the visa application is to be submitted requires detailed confirmation.
- Documents must have been issued within the last three months and must be valid at the time of submission. Submitted documents, except passport, will not be returned.
- It takes approximately one week to process the application from the date on which the Embassy/Consulate-General accepts it. You may be required to submit additional documents on a case-by-case basis. It may take longer than usual to process the application in case the Embassy/Consulate-General of Japan consults with the Ministry of Foreign Affairs in Tokyo.

Submitted documents will be properly managed in accordance with the Act on the Protection of Personnel Information.

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

The reasons for visa refusal cannot be given.

[Embassies / Consulates-General of Japan]

Visit the website of Ministry of Foreign Affairs of Japan to find out which Diplomatic Mission of Japan has jurisdiction over your place of residence.

[Diplomatic Missions of Japan](#)

[In Japan]

Foreign Residents Support Center (FRESC) MOFA Visa Information

Address: Yotsuya Tower 13F, 1-6-1 Yotsuya, Shinjuku-ku, Tokyo, 160-0004

(It's a 2-minute walk from Yotsuya Station on JR, Tokyo Metro Marunouchi Line and Namboku Line.)

Phone: Navi-Dial: 0570-011000

(For IP phones and calls from overseas, please call (+81) 3 5369 6577)

Opening hours: Monday to Friday, 09:00-17:00 (except holidays)

Checklist for Multiple-Entry Short-Term Stay Visa

	Short-Term Business Affairs, etc.	Cultural or Intellectual Figures etc.
Purpose of Visit	<ul style="list-style-type: none"> ◆ Business affairs (business communication, business negotiation, contract signing, after-sales services, marketing) 	<ul style="list-style-type: none"> ◆ Cultural exchanges ◆ Exchange between municipalities ◆ Sports exchange ◆ Attending meetings/conferences
Documents to be submitted	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> (1) 2 Visa application forms (2) 2 Photos (3) Passport (4) Certificate of employment (employment period, salary, and job title must be included) (5) Travel requisition approved by your employer (Proof of sufficient funds to cover travel expenses) (6) Document proving that the applicant/employer of the applicant falls into any of the following categories <ol style="list-style-type: none"> ① A government enterprise ② A company listed on the stock exchange (including Ukraine and any 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 A joint venture company, their subsidiary, or representative office funded by Japanese, (Ukrainian, or any other countries and regions) company listed on the stock exchange in Japan ⑤ Company that has constant business transactions with Japanese company listed on the stock exchange in Japan ⑥ Applicant has traveled to Japan at least three times for business purposes in the last three years (valid or old passport with entry stamps) ⑦ Applicant has traveled to Japan at least three times for business purposes in the last three years and to G7 countries (except Japan) several times as a temporary visitor in the last three years (valid or old passport with entry stamps) (7) Document explaining the need for Multiple-Entry Short-Term Stay visa <p>【Notes】</p> <ul style="list-style-type: none"> · Spouse or child: Additional documents proving kinship with the main applicant (e.g., Marriage certificate and Birth certificate) must be submitted in addition to 1, 2, and 3 above. · If the main applicant already has a Multiple-Entry visa, a copy of the visa must be submitted. <p>(Provided by inviting organization in Japan) Copies will be accepted.</p> <ol style="list-style-type: none"> (1) Invitation Letter (2) Itinerary in Japan (for the first entry into Japan) 	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> (1) 2 visa application forms (2) 2 photos (3) Passport (4) Applicant who falls into any of the following categories <ol style="list-style-type: none"> ① An artist (fine art, literary art, music, play, dance etc.) recognized for their achievements ② A scholar (literature, law, economics etc.) or a scientist (science, engineering, medicine etc.) ③ A lawyer, certified public accountant, patent attorney, judicial scrivener, notary, medical doctor with a national or international qualification currently engaged in the occupation ④ An amateur athlete recognized for their achievements ⑤ A full-time professor, assistant professor, or lecturer at a university or a college ⑥ An employee in the position of director or higher at a national/public research institute, a museum, or a library ⑦ A Diet member, government official, a member of local assembly, or local government official (5) Document explaining the need for Multiple-Entry Short-Term Stay visa <p>【Notes】</p> <ul style="list-style-type: none"> · Spouse or child: Additional documents proving kinship with the main applicant (e.g., Marriage certificate and Birth certificate) must be submitted in addition to 1, 2, and 3 above. · If the main applicant already has a Multiple-Entry visa, a copy of the visa must be submitted. <p>(Provided by inviting organization in Japan) Copies will be accepted.</p> <ol style="list-style-type: none"> (1) Invitation Letter (2) Itinerary in Japan (for the first entry into Japan)

【Important notes】

- Copy of documents prepared in Japan will be accepted; however, original documents may be requested if the Embassy/Consulate-General of Japan where the visa application is to be submitted requires detailed confirmation.
- Documents must have been issued within the last three months and must be valid at the time of submission. Submitted documents, except passport, will not be returned.
- It takes approximately one week to process the application from the date on which the Embassy/Consulate-General accepts it. You may be required to submit additional documents on a case-by-case basis. It may take longer than usual to process the application in case the Embassy/Consulate-General of Japan consults with the Ministry of Foreign Affairs in Tokyo.

Submitted documents will be properly managed in accordance with the Act on the Protection of Personnel Information.

	Visiting friends/acquaintances	Tourism
Purpose of Visit	<ul style="list-style-type: none"> ◆ Visiting acquaintances ◆ Tourism (if invited by an individual) 	<ul style="list-style-type: none"> ◆ Tourism
Documents to be submitted	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> (1) 2 visa application forms (2) 2 photos (3) Passport (4) Proof of sufficient funds to cover travel expenses (e.g., balance certificate) (5) Document to prove friendship/acquaintance relationship between inviting person and visa applicant (6) Document explaining the need for Multiple-Entry Short-Term Stay visa <p>【Notes】</p> <ul style="list-style-type: none"> · Spouse or child: Additional documents proving kinship with the main applicant (e.g., Marriage certificate and Birth certificate) must be submitted in addition to 1, 2, and 3 above. · If the main applicant already has a Multiple-Entry visa, a copy of the visa must be submitted. <p>(Provided by inviting person in Japan) Copies will be accepted.</p> <ol style="list-style-type: none"> (1) Invitation Letter (2) Itinerary in Japan (for the first entry into Japan) 	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> (1) 2 visa application forms (2) 2 photos (3) Passport (4) A printout or screenshot of flight itinerary (5) Proof of sufficient funds to cover travel expenses (e.g., balance certificate) (6) Itinerary in Japan (7) Document explaining the need for Multiple-Entry Short-Term Stay visa <p>【Notes】</p> <ul style="list-style-type: none"> · Spouse or child: Additional documents proving kinship with the main applicant (e.g., Marriage certificate and Birth certificate) must be submitted in addition to 1, 2, and 3 above. · If the main applicant already has a Multiple-Entry visa, a copy of the visa must be submitted.

【Important notes】

- Copy of documents prepared in Japan will be accepted; however, original documents may be requested if the Embassy/Consulate-General of Japan where the visa application is to be submitted requires detailed confirmation.
- Documents must have been issued within the last three months and must be valid at the time of submission. **Submitted documents, except passport, will not be returned.**
- It takes approximately one week to process the application from the date on which the Embassy/Consulate-General accepts it. You may be required to submit additional documents on a case-by-case basis. It may take longer than usual to process the application in case the Embassy/Consulate-General of Japan consults with the Ministry of Foreign Affairs in Tokyo.

Documents provided by inviting person in Japan

- ◆ Invitation Letter
 - The letter should be addressed to the Japanese ambassador or the consul general. (Example: To: Ambassador/Consul General of Japan in India)
 - Provide details of activities planned in Japan related to the purpose of visit to Japan (vague description such as *tourism* and *visiting friends /relatives* is not acceptable.).
 - Include inviting person's name, address, and phone number.
 - Write full name of the visa applicant in the Latin alphabet. Where there is more than one applicant, submit *List of Visa Applicants*.
- ◆ Itinerary in Japan
 - Submit *Itinerary in Japan* for the first entry into Japan.
 - Reservations and payments for airline tickets, accommodations, transportation, etc. are not required at the time of visa application. We are not responsible for any cancellation fees incurred.

Submitted documents will be properly managed in accordance with the Act on the Protection of Personnel Information.

	Visiting relatives	Individual with considerable financial capacity
Purpose of Visit	◆ Visiting relatives (Visiting spouse, blood relatives/relatives by affinity within the third degree)	◆ All activities that fall into the category of <i>Short-Term stay</i>
Documents to be submitted	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> (1) 2 Visa Application Forms (2) 2 Photos (3) Passport (4) Proof of sufficient funds to cover travel expenses (e.g., balance certificate) (5) Document to prove kinship between inviting person and visa applicant (6) Document explaining the need for Multiple-Entry Short-Term Stay visa (7) For relatives of Ukrainian refugee: Document to prove kinship between visa applicant and Ukrainian refugee (e.g., Marriage certificate and Birth certificate) <p>[Notes]</p> <ul style="list-style-type: none"> • Spouse or child: Additional documents proving kinship with the main applicant (e.g., Marriage certificate and Birth certificate) must be submitted in addition to 1, 2, and 3 above. • If the main applicant already has a Multiple-Entry visa, a copy of the visa must be submitted. <p>(Provided inviting person in Japan) Copies will be accepted.</p> <ul style="list-style-type: none"> • Invitation Letter (be sure to describe the need for Multiple-Entry Short-Term Stay visa) • Itinerary in Japan (for the first entry into Japan) • Certificate of residence (<i>Juminhyo</i>): Relationship to all family members and Status of Residence must be included. • For relatives of Ukrainian refugee: Document to prove that the inviting person is staying in Japan as Ukrainian refugee (A code <i>UKR</i> or <i>UKR-S</i> in the special column of the Japan visa, a <i>Ukrainian refugee</i> stamp on the lower part of the <i>landing permission</i> in the passport, <i>Certificate of being Ukrainian refugee</i>, <i>Certificate of Recognition of Eligibility for Complementary Protection</i>, etc.) <p>[Note]</p> <ul style="list-style-type: none"> • Spouse or child: Submit (1) (when the applicant applies later to join the main applicant) and (2) 	<p>(Provided by visa applicant)</p> <ol style="list-style-type: none"> (1) 2 Visa Application Forms (2) 2 Photos (3) Passport (4) Certificate of employment (5) Proof of sufficient funds (annual income/assets): any of the following: <ul style="list-style-type: none"> • Bank statement (for the last 6 months) • Certificate of employment (employment period, salary, and job title must be included) • Certificate of national pension coverage <p>[Notes]</p> <ul style="list-style-type: none"> • Spouse or child: Additional documents proving kinship with the main applicant (e.g., Marriage certificate and Birth certificate) must be submitted in addition to 1, 2, and 3 above. • If the main applicant already has a Multiple-Entry visa, a copy of the visa must be submitted.

[Important notes]

- Copy of documents prepared in Japan will be accepted; however, original documents may be requested if the Embassy/Consulate-General of Japan where the visa application is to be submitted requires detailed confirmation.
- Documents must have been issued within the last three months and must be valid at the time of submission. **Submitted documents, except passport, will not be returned.**
- It takes approximately one week to process the application from the date on which the Embassy/Consulate-General accepts it. You may be required to submit additional documents on a case-by-case basis. It may take longer than usual to process the application in case the Embassy/Consulate-General of Japan consults with the Ministry of Foreign Affairs in Tokyo.

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Invitation Letter (Multiple-Entry)

(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:

Phone: () - (Extension) Fax: () -

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

Full name :

Phone: () - (Extension) Fax: () -

Department/Division:

Visa Applicant

(The name must be written in the Latin alphabet as it appears on their passport. Where there is more than one applicant, fill in the personal information of the main applicant below, and attach a *List of Visa Applicants*.)

Full name: _____ (Male/Female)

Number of additional applicants (if applicable):

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

Nationality:

Occupation:

The purpose of inviting the above person(s):

(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 to the visa applicant(s)

(4) Explain the need for Multiple-Entry visa and provide future plans of the applicant to visit Japan.

(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

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

- This form must be completed by the inviting person/guarantor when two or more applicants intend to apply for a visa at the same time.
- Please write the name of the principal applicant in *Invitation Letter* and *Letter of Guarantee*.
- The name must be written in the Latin alphabet as it appears on their passport.
- If the inviting person and guarantor are the same, write "same as above" in the "relationship to the inviting person/guarantor" field.

Full name : (Male ▪ Female)
Date of birth : ____ / ____ / ____ (Age: _____)
(Year) / (Month) / (Day)

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 : (Male ▪ Female)
Date of birth : ____ / ____ / ____ (Age: _____)
(Year) / (Month) / (Day)

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 : (Male ▪ Female)
Date of birth : ____ / ____ / ____ (Age: _____)
(Year) / (Month) / (Day)

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 :

Itinerary in Japan

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

Date	Activity Plan	Contact	Accommodation

Itinerary in Japan (Example)

Be sure to include the following information.

- (1) The scheduled date of arrival & departure to & from Japan, and flight information (if known).
- (2) Accommodations (If the applicant is staying at a hotel, write the name, address, and phone number.)
- (3) List down what you plan to do in Japan. If the same schedule continues for consecutive days, you can write SAME AS ABOVE.

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

[Business purposes]

Date	Activity Plan	Contact	Accommodation
y/m/d	Arriving in _____ from _____ on flight _____	_____ company (Contact person: _____) Phone:	Hotel name: Address: Phone:
y/m/d	Business negotiation at _____ company	_____ company (Contact person: _____) Phone.	Same as above
y/m/d	Visiting _____ plant Traveling to _____ by Shinkansen	(Contact person: _____) Phone:	Hotel name: Address: Phone:
y/m/d	Preparations for returning to home country after sightseeing in _____	(Contact person: _____) Phone:	Same as above
y/m/d	Returning home from _____ to _____ on flight _____		

[Cultural figures]

Date	Activity Plan	Contact	Accommodation
y/m/d	Arriving in _____ from _____ aboard flight _____	Name of inviting institution (Contact person: _____) Phone:	Hotel name: Address: Phone:
y/m/d	Attending a meeting at _____ Hall	Name of inviting institution (Contact person: _____) Phone:	Same as above
y/m/d	Attending a meeting at _____ Hall	Prefecture Phone:	Same as above
y/m/d	Returning home from _____ to _____ on flight _____		