



UPDATED AS OF MAY 24, 2024 STARTING OF JUNE 10, 2024

Attic Tours Philippines, Inc.  
Accredited by Japan Embassy

# Visiting Friend/Fiance Invite SOFA Status

1. **Philippine Passport** (Note: valid within 6 months, FROM 13 YEARS OLD AND ABOVE NEED TO SIGNATURE IN PAGE 3, if they have used Japan visa must be provided)

2. **Visa Application Form SCAN QR CODE** (Note: No Erasure, No Blank Item, if not applicable kindly fill in [N/A] FROM 13 YEARS OLD AND ABOVE MUST BE THE APPLICANT SIGN.)

3. **1 pc. Of picture 45mm x 35mm (Passport size)** white background (Note: Write your full name and date of birth on the back of photo)

4. **Authorization letter form of PSA SCAN QR CODE** (Note: Both adult and minor must be submitted, if applicant 17 years old and below parents must be signed and provide copy of Valid ID)

5. **PSA Birth Certificate** (issued within 1 year) original

i) If the applicant **late registered**.

(a) Baptismal certificate and Form 137 from Elementary/High School or If the unable to submit, they should provide a letter of explanation for the reason

ii) If Birth Certificate is **unreadable or No record**.

(a) Birth Certificate from Local civil registry (City Hall) and Birth Certificate Non Record from PSA

6. **PSA Marriage Certificate** (issued within 1 year) original (Note: If applicant is married, if the applicant widowed no need to provide)

i. If Marriage Certificate is unreadable or No record.

a. Marriage Certificate from Local civil registry (City Hall) and Non Record from PSA.

7. **Invitation letter (Sho-hie-jo)** original SCAN QR CODE (Note: (1) For "Visa Applicant's name", please write in Alphabet as shown in passport. (2) As to the purpose and background of invitation, please fill in the concrete activities you are planning and the background/circumstances of the invitation in detail. \* Vague description such as "Sightseeing", "Visiting Acquaintances" or "Visiting Relatives" will not be accepted. Please indicate specific contents of activities. (3) Depending on the reason for invitation, you need to submit supporting documents to prove it (i.e., medical certificate, copy of Maternal and Child Health Handbook (Boshi-techo), certificate of employment). Never submit a copy of Individual Number Card (My Number Card) or Medical Insurance Card in Japan. We cannot accept them.

8. **Daily Schedule or Itinerary SCAN QR CODE** (Note: (1) Please enter the scheduled date of entry and departure from Japan, including entry and departure flight information. (2) For accommodation, please enter its details (In case of a hotel, the name, address and phone number \*). \* **Confirmed flight/hotel booking is not necessary for visa application** (3) the schedule of stay must be stated in a daily basis. However, in case similar activity continues for several days, you can put them into one column in this manner (Year/Month/Day-Year/Month/Date).

9. **Statement of Service Original** (Note: Including email address of attestant, if possible)

10. **Copy of Guarantor and Inviter Passport** (Note: Bio page and Stamp in Japan)

11. **Proof of relationship between applicant and guarantor thru picture together.** (NOTE: PRINT IN A4 BOND PAPER SIZE AND INDICATE THEIR NAME)

If the applicant will be shoulder part of all travel expenses.

12. **Personal Bank certificate** (Must have **ADB [Average Daily Balance] within last 6 months must be shown**) (Note: if the Bank certificate is joint account must have indicated their name both account holder), **Bank statement** (If the applicant or guarantor does not provide their **"ADB within last 6 months"** in the bank certificate, they should provide the **6 months of transactions** "example from Jan. 1- July 1, 2024".) (Note: 3 months valid upon issue)

13. **Income Tax Return [ITR]** [(Form 2316 (Note: Need the signature of the employer and employee) / Form 1701/1702 (Note: For business owners, proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form (copy acceptable))] (Note: If the applicant or guarantor is unable to submit, they should provide a letter of explanation for the reason.)

14. **If the Applicant submit the following documents:**

- ❖ If **Employed: Original EMPLOYMENT CERTIFICATE** (must indicate period of employment, salary and position) / E-SIGN is acceptable but it must have a word "SYSTEM GENERATED/DIGITALLY SIGNED" (Note: If the applicant or guarantor is unable to submit, they should provide a letter of explanation for the reason.)
- ❖ If **Business Owner: Department of Trade and Industry (DTI) "Certificate of Business Name Registration"/ Security Exchange Commission (SEC) and Mayor's Permit /Business permit from the City Hall.** (Note: If unable to submit, they should provide a letter of explanation for the reason.)
- ❖ If **"retired, housewife, unemployed"** is indicated in the occupation column on the first page of the application form, (Note: If unable to submit, they should provide a letter of explanation for the reason.)
- ❖ Copy of valid PRC license ID / (IBP ID for lawyer) for those a **PROFESSIONAL LICENSE HOLDERS.**

15. **MULTIPLE REQUEST FORM SCAN QR CODE** (Note: If the applicant wants to apply Multiple visa)

If Guarantor in Japan Shoulder's all of the applicant's travel expenses.

12. **Guarantee letter form SCAN QR CODE** (Note: In case that multiple applicants have the same guarantor, please write the name of representative and "Others names, see attached list". Then, fill in "**List of Visa Applicants**".)

13. W2 and 1040



## IMPORTANT REMINDER:

- **#1-6; ([#12-15 (if applicant want to shoulder for his/her travel expenses and want to apply ME) from applicant and #7-13 from friend/fiancé in Japan**
- Once the documents complete just visit our office near you to apply Japan visa. **Main office (office hours 9am-4pm); SM MOA, SM South Mall, SM Mega Mall, SM North, SM Fairview, SM Clark, SM Cebu, SM Davao (Mall Hours 10am-8pm)]** If the applicant lived in province you can sent thru LBC which address in **ATTIC TOURS SM FAIRVIEW Annex 3 Upper Ground Floor Parkway Building, SM City Fairview, Novaliches, Quezon City, Metro Manila c/o Joevil Torreda 0916-618-6165**
- **JAPAN EMBASSY accepts photocopy of documents issued/prepared in Japan instead of the original. However, they will request the submission of the original document, if it is necessary for inspection. (NOTE: CLEAR COLORED COPY ONLY NOT PICTURE).**
- **All documents must be in A4 size.** Documents of other size must be copied (reduced/enlarged) into size A4 and submitted together with the original. Please do not staple documents. Issuance receipts of certificates are not necessary and to be removed.
- **Reason for the denial of visa will not be disclosed even if an inquiry is made. At the same time, if a visa application is denied, applicant may only re-apply for the same purpose after (6) months.**
- It takes 5-7 working days processing Japan visa (not Guaranteed) sometimes more than a week/month. It depends in Japan embassy for their verification and decision.
- **Php 1680 visa processing fee additional Php 500 for MULTIPLE non-refundable (additional Php 300 for courier fee for those applicants from provinces)/ applicant**

FOR INQUIRIES JUST CALL US AT (02)829-0761/ 0916-618-6165 /on our FB page Attic tours SM Fairview