

IMPORTANT NOTES ON DOCUMENT SUBMISSION

April 2025

A. PURPOSE

1. To inform applicants of the official guidelines and requirements for submitting documents in support of a Japan visa application, ensuring all submissions meet Embassy standards.
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B. REQUIREMENTS (Details → https://www.ph.emb-japan.go.jp/itpr_en/00_000000.html)

APPLICANT'S REQUIREMENTS

(1) General Notes

- All documents issued/prepared in the Philippines must be original, unless stated otherwise on the Embassy's official website.
- Photocopies of documents from Japan are acceptable, but the Embassy may still request the original for inspection.
- Submitted documents will not be returned.
 - § If return is needed, submit original + photocopy and request their return.

(2) Document Validity

- Must be issued within 3 months from the date of application.
 - § Exception: Birth/Marriage Certificates – valid for 1 year.

(3) Document Size and Translation

- All documents must be in A4 size.
 - § If not, copy/resize to A4 and submit with the original.
 - § Legal-size documents close to A4 are acceptable without copying.
- Do not staple documents or include issuance receipts.
- Non-English/Japanese documents require translation into English or Japanese, with:
 - § Date of translation
 - § Translator's name
 - § Translator's signature

(4) Additional Requirements

- The Embassy may request additional documents via JVAC.
- If not submitted within 1 month, the application will be terminated.

(5) Passport

- Must not be broken, damaged, or soiled.
- Must have at least 2 blank pages.

(6) Visa Application Form

- Fill in all items in English.
- Write "N/A" for non-applicable items.
- "Date of application" = date of submission to JVAC or Embassy.

(7) Facial Photo

- Size: 4.5 cm × 3.5 cm, taken within the last 6 months.
- Attach by glue (no staples) to designated space in form.
- Must be clear, white background, color or monochrome.
- Write full name and date of birth at the back.
- No digitally modified or non-standard photos.

(8) Itinerary in Japan

- Include entry and departure dates (flight info optional).
- Provide accommodation details (name, address, phone).
- Daily breakdown of activities.
§ If same activity for several days, list as "YYYY/MM/DD – YYYY/MM/DD".

(9) Letter of Guarantee

- If multiple applicants have same guarantor:
 - Write representative's name + "Other names, see attached list".
 - Attach "List of Visa Applicants".

(10) Invitation Letter

- Must clearly state purpose and background of invitation.
- Provide supporting documents based on purpose.
- Not acceptable: vague purposes like "Sightseeing", "Friend", etc.
- Do not submit copies of My Number Card or Medical Insurance Card.

(11) Income / Tax Certificate

- Must be latest available at time of application.
- Tax payment certificate must show total income.

- Not acceptable: Withholding Slip, Final Tax Return.
- If unavailable, submit alternative proof (bank certificate, pension notice).
- Guarantor and inviter can be different; submit proof of relationship if so.

(12) Residence Certificate (Jumin-hyo)

- Must list all household members.
- Must omit Individual Number and Residence Certificate Code.

(13) Baptismal Certificate

- Include church contact info (landline preferred).

(14) Employment Certificate

- Must include: position, employment period, monthly/annual income, certifier's name and contact info.

(15) Certificate of Business Registration

- Submit photocopy from DTI or SEC.

(16) Travel Order / Dispatch Letter

- Required if traveling for official or employment-related purposes.