



Attic Tours Philippines, Inc.



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Visiting Relative Invite SOFA Status

1. **Philippine Passport original** (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. **Colored Photocopy of your Bio page in your Passport as seen in Page 2 and Page 3.**
3. **2 pcs. Authorization Letter from Attic Tours SCAN QR CODE** (Note: If the group applicants the primarily he/she the one to sign it (For immediately family member only example: Father, mother, Siblings), if the applicants' friends just provide individual 2 copy.)
4. **Visa Application Form SCAN QR CODE** (Note: **MUST BE TYPE WRITTEN, wet ink signature, and it must be the same signature as in your passport**, No Erasure, No Blank Item, if not applicable kindly fill in [N/A])
5. **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)
6. **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)
7. **PSA Birth Certificate** (issued within 1 year) original
 - **Submit all the relative's birth certificate and marriage certificate enough to prove of their relationship between invite/guarantor to applicant.**

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 must type written and wet ink signature.

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

8. **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.
9. **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.**
10. **Documents related to the reason for the invitation** (e.g., invitation letter showing the dates of the graduation ceremony, wedding, medical certificate, etc.; if the period of stay exceeds 30 days, an explanation letter is necessary.)
11. **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).

12. **Statement of Service Original** (Note: Including email address of attestant, if possible)
13. **Copy of Guarantor and Inviter Passport** (Note: Bio page and Stamp in Japan)

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

11. **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)
12. **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 must type written and wet ink signature.
13. **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 must type written and wet ink signature.)
 - ❖ 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 must type written and wet ink signature.)
 - ❖ If **"retired, housewife, unemployed"** is indicated in the occupation column on the first page of the application form, **not required to submit #8 and #9**.
 - ❖ Copy of valid **PRC license ID / (IBP ID for lawyer)** for those a **PROFESSIONAL LICENSE HOLDERS**.

14. **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.

11. **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"**.)

12. **W2 and 1040**

a) If the inviter cannot submit any of the above, submit other document such as a certificate of bank deposit or notice of pension payment, etc.

(b) Your guarantor and inviter does not need to be the same person. In such a case, submit a proof of relationship with your guarantor and an explanation of the reason why the said person becomes your guarantor

IMPORTANT REMINDER:

- **#1-8 (11-14 for those who want to apply multiple entry) from applicant & # 9-12 from relative in Japan.** (NOTE: IF APPLICANT'S MORE THAN 1 IT SHOULD BE INDIVIDUAL DAILY SCHEDULE, IF THEY FRIEND RELATIONSHIP (SEPARATE DOCUMENTS))
- **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)]**
- **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.
- **Rate: Starts at ₱1,680.00**
- ***We will charge a service fee of ₱520.00 per pax as payments for "Initial Checking" of your documents in case that your requirements are incomplete or not ready for filing. The amount will be deducted to your total amount due upon completion of your requirements. This is NON-REFUNDABLE if you option to not pursue your application with us.**
- **✂ Usual Duration of the Process: 15-20 Business Days**
- **✂ Best time to apply: You can apply as early as 3 months prior to your Travel Date**
- **✂ KINDLY SAVE YOUR VISA APPLICATION FORM FOR YOUR BACK UP.**

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