

## Visa for Short-Term Stay

### Securing Your Visa

Please follow the steps below to obtain a short-term stay visa for business trips (business affairs).

### Document Preparation

1. We will first send the “Itinerary in Japan” (summer program schedule) form to you.
2. You may plan a trip in Japan before/after our program.

Please update the form with your travel plans according to the example and return it to us by Monday, April 20.

#### NOTE: Personal Travel Plans

If you wish to stay in Japan for a few days prior to/following the program, this will likely not affect your ability to acquire a short-term visa.

If, however, you plan to stay for a period of time longer than a few days (for your own travels), it may affect your visa application process. In that case, inquire at the Japanese embassy or consulate as to whether your travel plans will allow you to get a short-term stay visa.

If you have not yet finalized the details of your plan in Japan, at minimum, please write your arrival/departure date and hotel information.

If you are unsure how to complete the “contact” section, write your cell phone number or leave the space blank.

3. Once we have received your itinerary, we will prepare the following documents and send them to your mailing address. If your “Current Address” on T-cens SP is incorrect, please update your address with us.
  - (1) Letter of Invitation
  - (2) Letter of Guarantee
  - (3) Letter of Reason for Invitation
  - (4) Itinerary in Japan (updated by us)
  - (5) Other
4. You will be responsible for preparing the following documents:
  - (1) Passport
  - (2) Visa application form (provided by the embassy in your country)

(3) Photograph(s)

(4) Other necessary documents (where applicable):

- Identification documents other than a passport (certificate of enrollment or copy of student card)
- Residence certificate
- Documents to prove ability to pay for travel expenses
- Receipt, flight confirmation, or other document proving flight reservation

The documents required differ depending on nationality, embassy, and/or consulate, so please make sure to check the documents you need by thoroughly reading the information available on your country's embassy website. Follow all instructions.

5. Fill out the visa application form and submit the form to your embassy or consulate along with your passport, photograph(s), documentation provided by us, and any other documentation required.

Note that it may take a considerable amount of time (1-3 weeks) to secure your visa after submitting to the embassy/consulate, so plan accordingly.

If you have any inquiries regarding visa application procedures, contact the Japanese embassy or consulate directly via email or phone.

**Additional References:**

VISA/Residing in Japan, Ministry of Foreign Affairs of Japan

[http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

Procedure Chart for Visas for Short-Term Stays

[http://www.mofa.go.jp/j\\_info/visit/visa/process/short.html](http://www.mofa.go.jp/j_info/visit/visa/process/short.html)

If you need further assistance, please do not hesitate to contact us.

Best regards,

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