

## Checklist for "Single-Entry Short-Term Stay Visa"

for all nationalities except China, Russia, CIS Countries, Ukraine, Georgia, and the Philippines

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

Purpose of Visit	Short-Term Business Affairs, etc. Attending meetings/conferences, business communication, business negotiation, after-sales service, marketing, Cultural exchange, Sports exchange, etc.	Visiting Relatives/Friends Visiting spouse, blood relatives/relatives by affinity within the third degree Visiting friends/acquaintances	Tourism
Documents to be submitted	<p><b>A. Provided by visa applicant</b></p> <p>①Valid passport ②1 Visa application form ③1 Photo ④Itinerary with the flight/ship number and date of arrival and departure to and from Japan ⑤Document to prove that you are traveling to Japan for business purposes (any of the following) - Travel order issued by your employer - Letter from employer - Document equivalent to the above ⑥Certificate of employment</p>	<p>①Valid passport ②1 Visa application form ③1 Photo ④Itinerary with the flight/ship number and date of arrival and departure to and from Japan ⑤One of the following documents to prove ability to pay travel expenses during your stay in Japan (if you pay your own travel expenses) - Income certificate or tax return issued by a public agency - Bank statement, balance certificate etc. ⑥Document to prove kinship, friendship, or acquaintance relationship - Visiting relatives: Birth certificate, Marriage certificate, Family register certificate (Kosekitohon) etc. (copies will be accepted) - Visiting friends/acquaintances: Photos, E-mails, Call history, Letters etc.</p>	<p>①Valid Passport ②1 Visa application form ③1 Photo ④Flight itinerary with the flight/ship number and date of arrival and departure to and from Japan ⑤One of the following documents to prove ability to pay travel expenses during your stay in Japan - Income certificate or tax return issued by a public agency - Bank statement, balance certificate etc. ⑥Itinerary in Japan (p.6)</p>
	<b>B. Prepared by inviting organization/guarantor in Japan</b>		
	<p>⑦Invitation letter(p.4) or either of the following documents explaining activities in Japan - A transaction agreement between companies - Conference materials ⑧List of visa applicants (p.5) (Where there is more than one applicant) ⑨Itinerary in Japan (p.6)</p>	<p>⑦Invitation letter (p.4) ⑧Document to explain the reason for invitation (examples: invitation showing date of graduation, wedding etc., medical certificate) ⑨List of Visa Applicants (p.5) (Where there is more than one applicant) ⑩Itinerary in Japan (p.6)</p>	
	<b>C. Prepared by the guarantor in Japan who covers the visa applicant's travel expenses</b>		
	<p>⑩Letter of guarantee (p.8) ⑪A certified copy of the corporation register or Overview of company/organization (p.9) - Not required if the company is listed on the stock exchange and submits its quarterly corporate report. - If the guarantor is an individual, Certificate of employment can be submitted instead of a copy of corporation register or Overview of company/organization.</p>	<p>⑪Letter of guarantee (p.8) ⑫Proof of funds of the guarantor (at least one of the following) *Withholding tax slip will not be accepted. - The latest Certificate of income (the previous year's gross income must be included)/ taxation issued by the head of administration of the place of residence, or tax return (Form 2) issued by the director of tax office - Balance certificate ⑬Certificate of residence (Juminhyo) *Relationship to all family members must be included. ⑭If the guarantor is a foreign national, please submit a copy of both sides of guarantor's valid Residence Card (or special permanent resident certificate), Certificate of residence (Juminhyo - full details are required for foreign nationals except My Number and Resident Register Code.), and a copy of passport.</p>	

- 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. 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 deems necessary to consult with the Ministry of Foreign Affairs in Tokyo.

## **[Notes on documents to be prepared in Japan]** Copies will be accepted.

The documents must have been issued within the last three months and must be valid at the time of submission.

### **1. 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*.

### **2. Documents to prove kinship, friendship or acquaintance relationship between the inviting person and the visa applicant** (example: *Family register certificate (Kosekitohon)*)

- Visiting relatives: *Family register certificate (Kosekitohon)*, *birth certificate*, or *marriage certificate* issued by municipal government office
- Visiting friends/acquaintances: photos, e-mails, call history, letters, etc.

### **3. Itinerary in Japan** The following information must be included.

- The scheduled date of arrival and departure to and from Japan, and flight information (if known)
- Accommodations (if you are visiting a friend or relative, write their full address. If you are staying at a hotel, write the name, address, and phone number.)
- List down what you plan to do in Japan. If the same schedule continues for consecutive days, you can write SAME AS ABOVE.
- 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.

### **4. Certificate of Residence (Juminhyo)**

- *Certificate of Residence (Juminhyo)* issued by municipal government office (relationship to all family members must be included.)
- Full details are required for foreign nationals except *My Number* and *Resident Register Code*.

### **5. Letter of Guarantee**

- Make sure to complete the form thoroughly and correctly.
- Complete the form in the same way as *Invitation letter*.

### **6. Proof of funds of the Guarantor (at least one of the following documents)**

(Screening will be carried out based on the documents submitted; however, additional documents may be requested in the case of unemployed such as pensioners.)

- One of the following documents verifying gross income for the most recent year (last year, or the year before last if not issued in the last year)
  - The latest *Certificate of income/ taxation* issued by the head of administration of your place of residence
  - *Certificate of tax return (Form 2)* issued by the director of tax office with jurisdiction over your place of residence
- *Balance certificate*

### **7. Short-Term Business Affairs, etc.**

- The inviting organization should be a corporate body, an organization, or the state/local government. However, when a university professor/ associate professor invites an applicant for the purpose of exchange, they can become a guarantor/inviting organization.
- Registered corporations must submit a certified copy of *Corporate register* issued within the last three months (not required for national or local government). A company listed on the stock exchange in Japan may submit its *Quarterly corporate report* instead.
- Unregistered corporations must submit *Overview of company/ organization* instead of a *Corporate register*.

When a university professor/ associate professor becomes a guarantor, *Certificate of employment* can be submitted instead of *Corporate register* or *Overview of company/ organization*.

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.

### **[Diplomatic Missions 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](#)

### **[Inside 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 abroad, please call (+81) 3 5369 6577)

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

# Invitation Letter

(Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

To: Ambassador/Consul General of Japan in

## **Inviting Person**

(When an inviting person and a guarantor are the same, write "Same as guarantor".)

Full Name:

Address:

Phone \_\_\_\_\_ (Extension    )

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

Full Name:

Phone \_\_\_\_\_ (Extension    )

Department/Division:

## **Visa Applicant**

(The name must be written in the Latin alphabet as it appears on their passport. When there are two or more applicants, fill in the representative's status below, and attach a *List of Visa Applicants*.)

Full name:                            Male /  Female)

Number of additional applicants (if applicable):

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Day) / (Month) / (Year)    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)

(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 : \_\_\_\_\_ /  
(Year) / (Month) / (Day)

(Age:      )

Nationality :

Occupation :

Relationship to the inviting person/guarantor :

Full name :

( Male • Female)

Date of birth : \_\_\_\_\_ /  
(Year) / (Month) / (Day)

(Age:      )

Nationality :

Occupation :

Relationship to the inviting person/guarantor :

Full name :

( Male • Female)

Date of birth : \_\_\_\_\_ /  
(Year) / (Month) / (Day)

(Age:      )

Nationality :

Occupation :

Relationship to the inviting person/guarantor :

Full name :

( Male • Female)

Date of birth : \_\_\_\_\_ /  
(Year) / (Month) / (Day)

(Age:      )

Nationality :

Occupation :

Relationship to the inviting person/guarantor :

Full name :

( Male • Female)

Date of birth : \_\_\_\_\_ /  
(Year) / (Month) / (Day)

(Age:      )

Nationality :

Occupation :

Relationship to the inviting person/guarantor :

Full name :

( Male • Female)

Date of birth : \_\_\_\_\_ /  
(Year) / (Month) / (Day)

(Age:      )

Nationality :

Occupation :

Relationship to the inviting person/guarantor :

# Itinerary in Japan

(Year)      (Month)      (Day)

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

# Itinerary in Japan (Example)

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

## [Short-term Business Affairs, etc.]

Date	Activity Plan	Contact	Accommodation
y/m/d	Arrival at _____ airport on flight _____ Check in at _____	Phone: (accompanying person: _____)	Name of the hotel / accommodation
y/m/d	Business negotiation at _____ company	Company name: _____ (contact person: _____) Phone:	Same as above
y/m/d	Visit _____ plant Move to another location by Shinkansen	Phone: (accompanying person: _____)	Same as above
y/m/d	Preparations for returning to home country after sightseeing in _____	Phone: (accompanying person: _____)	Same as above
y/m/d	Return home from _____ to _____ on flight _____		

## [Visiting Acquaintances]

Date	Activity Plan	Contact	Accommodation
y/m/d	Arrive in _____ from _____ aboard flight _____	Name of inviting institution (Name of person responsible) Phone:	The inviting person's home Phone:
y/m/d	Attending a wedding reception at _____ Hall	Cell phone (accompanying person: _____) Phone:	Same as above
y/m/d	Visiting a person named _____ at _____ Hospital	Prefectural _____ Hospital Phone:	Same as above
y/m/d	Return home from _____ to _____ on flight _____		

- The scheduled date of arrival & departure to & from Japan must be included.
- List down what you plan to do in Japan.

# Letter of Guarantee

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

## Visa Applicant

(The name must be written in the Latin alphabet as it appears on their passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Full name (in the Latin alphabet):

(Male / Female)

(Number of additional applicants (if applicable) : )

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Age: \_\_\_\_)  
(Year) / (Month) / (Day)

Nationality:

Occupation:

**I guarantee the followings regarding the above-mentioned applicant's entry into Japan:**

1. Expenses for the applicant's stay in Japan
2. Cost of a return trip home
3. Compliance with Japanese laws and regulations

**I hereby declare that the above is true.**

## Guarantor

Full name: (Note)

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Age: \_\_\_\_)  
(Year) / (Month) / (Day)

Address: -

Telephone number: (      )      -      (Extension      )

FAX number: (      )      -

Occupation/Name of organization:

Relationship to the visa applicant(s)

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

Full name:

Telephone number: (      )      -      (Extension      )

FAX number: (      )      -

Department/Division:

(Note)

◆ When a company/organization is extending an invitation, fill in the name of the company/organization as well as your title.

## **Overview of Company/Organization**

(Year)      (Month)      (Day)

Name of company/organization

Name of the representative

Address

Capital (JPY)

Annual sales (JPY)

Number of employees

Description of business

History

List of branches in Japan and overseas (Name, Location, Telephone number)

Background to the invitation, and business relationship with the other party (company/organization)