

## **TRANSIT**

### **A. PURPOSE**

Stay in Japan temporarily only for transit of flight or vessel.

***If you have other purpose than transit such as tourism, business or visiting relatives, submit other requirements according to the purpose.***

### **B. REQUIREMENTS**

All documents issued/prepared in the **Philippines must be original** except those specifically stated as photocopy.

#### **1. Philippine Passport**

- Broken passport is not accepted. Passports must be signed and must have at least two (2) blank visa pages.

#### **2. Visa Application Form**

- Available at the Embassy website, at the entrance of the Embassy, or at any of the accredited travel agencies.
- Application form should be filled out all items correctly, If an item is not applicable, please fill in [N/A]. Use BLACK ink pen only.
- Embassy may not accept applications with blank items, no signature or no date in the form, or with erasures; may deny the application that is filled out incorrectly or with wrong information.

#### **3. Photo**

- Specs: 45mm x 35mm, with white background, no eyeglasses.
- Photo must be taken within 6 months.
- Please write the applicant's name and birthdate on the back side of the photo.
- Photo must be pasted on the application form.

#### **4. Valid visa for the final destination is REQUIRED**

#### **5. E-ticket or other document to prove the flight (or vessel) schedule**

*\* If there is a used Japanese visa on your passport, the following (5) and (6) are unnecessary. The physical passport with used Japan Visa MUST be submitted during the application.*

#### **6. Birth Certificate (issued by PSA within 1 year)**

##### **【ADDITIONAL REQUIREMENTS】**

- If the certificate is **unreadable**, submit a Birth certificate issued by Local Civil Registrar.
- If the birth certificate is "**LATE REGISTRATION**", submit Baptismal Certificate and School Record (Form 137)
- If there is **no record of birth in the PSA**, submit Birth Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.

#### **7. Marriage Certificate (issued by PSA within 1 year. For the married only.)**

##### **【ADDITIONAL REQUIREMENTS】**

- If the certificate is **unreadable**, submit a Marriage certificate issued by Local Civil Registrar.
- If there is **no record of marriage in the PSA**, submit Marriage Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.

#### **8. Itinerary / Daily Schedule in Japan (TAIZAI YOTEIHYO)**

## 9. Personal Bank Certificate

- Three (3) months valid from the date of issuance

## 10. Applicant's Income Tax Return (Form 2316 or Form 1701) clear Photocopy (latest)

- It must have amount of gross income and a stamp of recipient (BIR)
  - ITR 2316 - must be signed by the employer and employee
  - ITR 1701 - must have receipt stamp of the tax collector/BIR; or receipt of payment if there's no BIR stamp; OR email confirmation if payment is done online to signify that BIR received their payment
- *if tax is not withheld (e.g. the Self-employed, Retired, Housewife).*

### **【ADDITIONAL REQUIREMENTS】**

- If ITR is not available and there is no ADB (Average Daily Balance) on Bank Certificate,
  - Submit Bank Statement to prove transaction for the last 3 months.
  - Explanation letter for non-submission of ITR

### *[If Applicant is not Philippines nationality]*

**11. Foreign residents with long-term or permanent status in the Philippines applying for a visa must submit, in addition to the above requirements (except birth and marriage certificates), a copy of their Alien Certificate of Registration (ACR) issued by the Philippine government.**

- *Visa applications of foreigners who are on short-term (temporary) visas in the Philippines cannot be accepted. Please apply at the Japanese Embassy /Consulate General with jurisdiction over the area in which the applicant resides or over the country in which the applicant's passport was issued.*

**9. Authorization letter from the applicant/s – if documents are submitted by an authorized representative (ex. relative, employee)**

### **[NOTICE]**

1. Size of the document for application should be **A4 size only**. If the document is another size, please submit copy that is already adjusted in A4 size from its original and without staples or pasting pages.
2. Applicants are exempted from submitting (4) and (5) indicated above if they can submit the old/valid passports with the used Japan visa. **For family application with Guarantor, an applicant is still required to submit the item (4) or (5) whichever is applicable, even with a previous used Japan Visa to prove the relationship.**
3. Photocopy of used Japanese visa or entry stamps is not honored as a replacement for a physical passport with a used Japanese visa.
4. It is the applicant's responsibility to ensure that he/she meets the requirements for the grant of a visa. Submission of any supporting documents not listed above is encouraged (e.g. applicant's economic or social ties with the Philippines, urgent reasons for visit: medical certificate, wedding invitation).
5. Submission of requirements does not guarantee the issuance of a visa.
6. If the document submitted for application is verified by Embassy or Consular Office as fake or tampered with, a visa is not issued.
7. Documents submitted for application will not be returned.
8. Documents that will not comply with the requirements of the embassy maybe terminated.
9. Applicants are given three (3) months to submit additional requirements. Otherwise, the application will be terminated.
10. The reason for the denial of a visa will not be disclosed even if an inquiry is made. At the same time, if a visa application is denied, the applicant may only re-apply for the same purpose after (6) months.