

VISITING FRIENDS OR DISTANT RELATIVES

A. PURPOSE

Visit friends or distant relatives beyond the third degree of the relationship

B. APPLICANT'S REQUIREMENTS

All documents must be original unless otherwise stated.

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 the item is not applicable, please fill in [N/A].
- 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: 4.5cm long x 3.5cm wide, with white background.
- 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.

**** If there is a used Japanese visa on your passport, the following (4) and (5) are unnecessary. The physical passport with used Japan Visa MUST be submitted during the application.***

4. Birth Certificates (issued by PSA within 1 year)

【ADDITIONAL REQUIREMENTS】

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

5. Marriage Certificate (issued by PSA within 1 year. For the married only)

【ADDITIONAL REQUIREMENTS】

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

[In case the applicant will shoulder part/all of travel expense]

6. Bank Certificate

7. Photocopy of Income Tax Return (BIR: Form 2316, 1701)

C. INVITER'S REQUIREMENTS

(A photocopy of documents issued/prepared in Japan is acceptable)

8. Invitation Letter (Describe the relationship between Applicant and Inviter in detail)

Ground Floor, Dusit Thani Manila Hotel, Palm Drive, Ayala Center, Makati City. Tel. no. 02-88593800/ 0917-6348280

Website: www.universalholidays.com / Email: japanvisa@universalholidays.com

Acceptance of Visa Application and Releasing of passport: 830AM to 3PM Mondays to Fridays except Weekends and Holidays

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9. Daily Schedule in Japan (TAIZAI YOTEIHYO)

10. Residence Certificate (Juminhyo) of the relatives in Japan and of the Guarantor

- Must be issued within three months

Jumin-hyo must describe all household members, without omission of description except Individual Number and Jumin-hyo Code.

【ADDITIONAL REQUIREMENTS】

- If the inviter/guarantor is not Japanese, submit his/her photocopy of the Residence Card (both sides).

11. Proof of Relationship

- If you are friends, submit photos, E-mails, receipt of remittance or parcel, photocopy of passport including stamps of friend's country, etc.
- If you are relatives beyond the third degree, submit a Birth Certificate, Marriage Certificate, or Koseki-Tohon.

【In case the guarantor will shoulder part/all of travel expense】

12. Guarantee Letter

13. One (1) /some of the Latest Following Documents (To show the guarantor's precise capability to pay, submission of some of the following is allowed) - Tohon (Must be issued within three months)

- Income Certificate (Shotoku-shomeisho)
- Tax Certificate (Nozei-shomeisho. It must include a description of the total amount of income)
- Photocopy of Final Tax Return Form (Kakutei-shinkokushyo)
- Bank Certificate (YOKIN ZANDAKA SHOMEISHO)

[If Applicant is not Philippines nationality]

14. 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.*

[NOTICE]

1. The size of the document for application should be **A4 size only**. If the document is another size, please submit a copy that is already adjusted in A4 size from its original and without staples or pasting pages.
2. 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).
3. Submission of requirements does not guarantee the issuance of a visa.
4. If a document submitted for application is verified by the Embassy or Consular Office as fake or tampered with, a visa is not issued.
5. Documents submitted for application will not be returned.
6. A **photocopy of documents issued/prepared in Japan is acceptable**. However, the Embassy may request the submission of the original document, if it is necessary for inspection.
7. Applicants are given three (3) months to submit additional requirements. Otherwise, the application will be terminated.
8. The reason for the denial of the 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.