

BUSINESS, CONFERENCE or CULTURAL EXCHANGE, etc.

A. PURPOSE

1. Visit Japan for business meeting, advertising, after-sales service, market research, training, etc.
(If a practical training is planned, "Certificate of Eligibility" is required regardless of the length of stay.)
2. Attend international conference, seminar or cultural exchange program, etc.

B. APPLICANT REQUIREMENTS

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

1. Philippine Passport

- A 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]. Use a BLACK ink pen only.
- The embassy may not accept applications with blank items, no signature, no date in the form, or with erasures; may deny the application filled out incorrectly or with wrong information.

3. Photo

- Specs: 45mm long x 35mm wide, 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.
- The photo must be pasted on the application form.

4. Employment Certificate/ Certificate of Membership

- For self-employed applicants please submit a certificate of business registration
- It must have the signature and contact number of the employer

5. Travel Order/ Dispatch Letter

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

6. Bank Certificate

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

C. INVITER'S REQUIREMENTS

All documents must be original unless otherwise stated.

8. Invitation Letter

9. Daily Schedule in Japan (TAIZAI YOTEIHYO)

10. TOKIBO-TOHON (original or photocopy), Company Brochure, Pamphlet, or Details of Company/Organization

- If the inviter is a listed company on a stock exchange, a photocopy of the latest Quarterly Report (Shiki-Ho) can be an alternative.
- If the inviter is a person (not a company or organization), submit his/her Employment Certificate or Business License.

11. Proof of activities in Japan (Contract, Transaction details, Conference Materials, etc.)

***If the applicant's purpose is training, please submit the following documents that indicate the content of the training.*

- ❖ **Business trip** → photocopy or contract, materials of transaction or meeting, etc.
- ❖ **Attend conference/seminar** → pamphlet or material of conference/seminar.
- ❖ **Training** → Acceptance Letter of Trainee and Training Schedule from receiving company (Training Schedule must include the notes on the necessity of training in Japan, content, method, place, period, daily schedule, a person in charge and language to be used.

[If counterpart in Japan will shoulder any/part of applicant's travel expenses]

12. Guarantee Letter

[If Applicant is not Philippines nationality]

13. 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. A visa is not issued if a document submitted for application is verified by the Embassy or Consular Office as fake or tampered with.
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.