

Official/Diplomat Visa

A. PURPOSE

In case of visiting Japan on Diplomatic or Official purpose.

B. 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 item is not applicable, please fill in [N/A].
- Embassy may not accept application with blank item, no signature or no date in the form, or with erasures; may deny the application that is filled out incorrectly or wrong information.

3. Photo

- Specs: 4.5cm long x 3.5cm wide, with white background.
- Photo must be taken within 6 months.
- Please write applicant's name and birthdate on back side of the photo.
- Photo must be pasted on the application form.

4. Note Verbal (or other official documents issued by foreign government/international organization in order to support the applicant's visit)

5. Certificate of Eligibility (COE) original and photocopy (if issued by the immigration Bureau of Japan.)

ADDITIONAL REQUIREMENTS (if with Certificate of Eligibility)

- A "Certificate of Eligibility (COE)" is, in principle, valid for three (3) months. However, the Government of Japan has decided to introduce an exceptional arrangement regarding expired COEs due to the impact of Novel Coronavirus, as follows:

1. Validity of COE

- (1) For COE issued from January 1, 2020 to January 31, 2022 - valid until July 31, 2022
- (2) For COE issued from February 1, 2022 to July 31, 2022 - valid for six (6) months

6. Declaration Form (Petition/Written Statement)

- Visa applicants whose COEs are applicable to the 1. (1) to (2) mentioned above are required to submit a written statement as follows at the time of application.

* It is not necessary to submit for a COE which has been issued within three (3) months from the date of visa application.

Ground Floor, Dusit Thani Manila Hotel, Palm Drive, Ayala Center, Makati City. Tel. no. 88593811/ 88593818 /88593860 Acceptance of

Visa Application: 9AM to 4PM Mondays to Fridays and 9AM to 11AM Saturdays

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

- Visa for employment, technical intern training, study - written statement from accepting company, educational institution (university, Japanese school, etc.) and training institution, etc. stating that they are ready to accept the applicants as the same status of activity indicated in the application for the COE. Photocopy is available at the time of application.
- Visa for “Spouse/Child of Japanese National”, “Spouse/Child of Permanent Resident” and “LongTerm Resident” - written statement from the Japanese spouse, parents or relatives in Japan, etc. stating that they are ready to accept the applicants as the same family status indicated in the application for the COE. Photocopy is available at the time of application.
- Applicants who have been issued a visa with COE but unable to depart to Japan within the validity of the visa due to the influence of Novel Coronavirus are allowed to apply for a visa again with COE which are listed in the 1. along with the written statement.

[NOTICE]

1. Size of document for application should be **A4 size only**. If document is other size, please submit copy that is already adjusted in A4 size from its original and without staples or pasting pages.
2. It is applicant’s responsibility to ensure that he/she meet 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 issuance of visa.
4. If document submitted for application is verified by Embassy or Consular Office as fake or tampered, visa is not issued.
5. Documents submitted for application will not be returned.
6. Applicants are given three (3) months to submit additional requirements. Otherwise application will be terminated.
7. Reason for the denial of visa will not be disclosed even if an inquiry is made. At the same time, if a visa application is denied, applicant may only re-apply for the same purpose after (6) months.