

### **FOR ACADEMIC**

【Definition】 A foreign citizen traveling to Japan for attend academic conferences, symposium, short term study, internship etc., as academic purpose. It is not permitted to perform activities to undertake revenue generating business operation or activities to receive remuneration.

【Term of Stay】 Stay of up 15, 30 or 90 days.

【Validity of Visa】 Single entry, 3 month from date of issued.

※Examination will be initially processed by the submitted documents. However, the applicant may be required to submit additional documents if needed

### **REQUIREMENTS**

- ☐ **VALID PASSPORT:** Properly signed by bearer, must have at least two un-used blank visa pages.
- ☐ **COMPLETED VISA APPLICATION FORM** [[For Typing](#)] [[For Handwriting](#)]: The applicant must complete the visa application form. You can fill out the form by ball-point pen or type. Do not use pencil. Signature must be original. On the application form, if there is a field not applicable, please write "N/A" or "None".
- ☐ **ONE PASSPORT SIZE PHOTOGRAPH:** 2X2 inches, color. Photograph must be taken within the last six months. Please write your name on the backside of the photograph in print, attach to the visa application form. Do not use staple.
- ☐ **FLIGHT ITINERARY / RESERVATION:** Flight reservation/itinerary must issue by the travel agency or Airline Company in English or Japanese under visa applicant's name. We advise you **not to purchase** your airline ticket until the visa is approved. In order to make a reservation without purchase, please consult with the airline or travel agency.
- ☐ **HOTEL RESERVATION:** Hotel reservation must issue by a Hotel or a travel agency under your name. Hotel reservation must cover your entire stay in Japan.
- ☐ **SCHEDULE OF STAY** [[English](#)] [[日本語](#)]: Describe day by day detailed activity plan in Japan. If you are traveling with someone, please describe all traveler's name on the form.
- ☐ **YOUR MOST RECENT BANK STATEMENT:** Bank statement must be issued by the Bank in the U.S. under your name and current address.
- ☐ **REASON FOR INVITATION FORM** [[English](#)] [[日本語](#)]: The form must be addressed to the Consulate-General of Japan in Chicago. State the purposes of entry in detail to explain activities planned in Japan. (Describe specific activities, instead of vague references such as "visiting company" or "meeting.") In the column for an inviting person, be sure to specify the address, his/her full name and the phone number, and please set the company seal (社印) or representative's seal (役職印) on this form. Private seals (私印) are unacceptable. Write the full name of an applicant using the alphabetic characters.

☐ **OTHER(s): Based on specific purpose of Visit**

<p>► <b>For Attend</b> <b>Conference/Symposium:</b></p>	<p>Pamphlet of the Conference/Symposium or print out the Conference/Symposium website.</p>
<p>► <b>For Internship:</b> (All <input type="checkbox"/> are needed)</p>	<p><input type="checkbox"/> <b>Letter of Acceptance:</b> This form must be issued by the Company in Japan. This form must describe following in Japanese (a) Name of Company, (b) Term of contract, (c) Detailed of job description, (d) With or without any remuneration. If with remuneration applies, describe detail for the remuneration. (e.g., Hourly, daily rate, transportation, housing etc.) Photo copy is not acceptable.</p> <p><input type="checkbox"/> <b>LETTER OF GUARANTEE (身元保証書)</b> <a href="#">[English]</a> <a href="#">[日本語]</a>: The Letter of Guarantee may be omitted if the inviting person is in a position equivalent to or higher than the director of a section of a ministry, agency or office of the Japanese Central Government, or if the person is in a position equivalent to or higher than the head of a section of an independent administrative research institution of the nation or a professor/associate professor of a university, and the visa applicant is being invited in the course of the inviting person's work. Be sure to fill out all items on the Letter of Guarantee, as an omission of even single item or a missing seal is regarded the Letter of Guarantee as an incomplete form. Follow the instructions in the "Letter of Reason for Invitation".</p> <p><input type="checkbox"/> <b>CERTIFIED CORPORATION REGISTRATION (Hojin-Tohkibo-Tohon: 法人登記簿謄本)</b> or <b>COPY OF "KAISHA-SHIKI-HO(会社四季報)"</b> or <b>CERTIFICATE OF EMPLOYMENT (Zaisyoku-Shomei-Sho : 在職証明書)</b> from <b>COMAPANY/INDIVISUAL IN JAPAN:</b> An inviting organization is a corporate body, an organization, a state or a local government. However, for example, if a university is extending an invitation for the purpose of exchanges under the name of a professor, the university can be recognized as an inviting organization. In case of an organization registered as an incorporated entity, submit a CERTIFIED CORPORATION REGISTRATION (Hojin-Tohkibo-Tohon: 法人登記簿謄本) issued within the last three months (not necessary for the state or a local government). In case of a company listed on a stock exchange in Japan, you can alternatively submit a copy of the latest edition of a quarterly corporate report KAISHA-SHIKI-HO(会社四季報). In case of an organization not registered yet as an incorporated entity, prepare "<b>An Overview of the Company/Organization</b> <a href="#">[English]</a> <a href="#">[日本語]</a>" and submit it in lieu of a CERTIFIED CORPORATION REGISTRATION. In case of an invitation by a university professor or an individual, submit the "Certificate of Employment"</p>
<p>► <b>For Short term study:</b></p>	<p>Letter of acceptance issued by institute in Japan and pamphlet of the institute.</p>
<p>► <b>Other:</b></p>	<p>Documents that describe overview of your activities.</p>

- ☐ **SUPPORTING LETTER FROM APPLICANT'S INSTITUTE / ORIGANIZATION IN THE U.S.:** Use letter head with appropriate signature. The letter must describe followings in Japanese or English: (1) School/Organization name, (2) School/Organization address and phone number, (3) Applicant's name, (4) Position, (5) Length of enrollment, (6) Purpose of visit, (7) Length of stay in Japan, (8) Guaranteeing the financial responsibility (if applicable), (9) If any school credit is given for this trip. Photo copy is not acceptable.
- ☐ **PROOF OF YOUR U.S. IMMIGRATION STATUS:**  
U.S. Permanent Resident → Copy of your Valid Permanent Resident card (Green card). Do not submit original card.  
F Visa holder → Copy of F visa, I-20 with valid travel endorsement and valid I-94 (Electric version is acceptable). Do not submit original I-20.  
J Visa holder → Copy of your J visa, DS-2019 with valid travel endorsement and valid I-94 (Electric version is acceptable). Do not submit original DS-2019.  
Other U.S. visa holder → Copy of your U.S. Visa and valid I-94 (Electric version is acceptable).  

※ In order to obtain electric I-94, please see the [U.S. Customs and Border Protection website](#).
- ☐ **PASSPORT OR VISA OR CLEARANCE FROM COUNTRY THAT YOU ARE INTEND TO ENTER AFTER JAPAN:** ▶ If you are intend to enter your own country after Japan → Your valid passport  
▶ If you are intend to enter third country after Japan (If visa necessary) → Valid visa or Clearance  
▶ If you are intend to enter third country after Japan (If visa is not necessary) → Proof that you are visa exempt to enter that country. (Example; Print out Embassy or Consulate or Immigration website that shows your nationals are visa exempt)
- ☐ **VISA FEE:** Please refer to general single entry Visa fee. Payment method; we accept only exact amount of CASH (No change). We don't accept any cards, Cashier's check, Certified check, Personal check, Company check and Money order.
- ☐ **AUTHORIZATION FORM:** This is mandatory if someone else apply or/and pickup behalf of you. You don't need submit this form if you are applying by mail or in person.
- ☐ **U.S. POSTAL SERVICE EXPRESS MAIL or PRIORITY MAIL PRE-PAID SELF-ADDRESSED RETURN ENVELOPE (Size: 12.5X9.5 inch) and COMPLETED RELEASE OF LIABILITY:** This is mandatory for applicant who apply via mail. If you are applying in person and wish to receive your processed passport (Visa) by mail, you must submit a USPS Pre-paid self-addressed return envelope when you are applying the Visa. (No FEDEX, UPS etc.). Recipient's name and address must be matched as on the Visa application information.