

**Application Procedures for Single Entry Visas  
for Those with Nationalities  
other than China, Russia ,CIS Countries, Georgia or Philippines**

The visa applicant can apply for a Temporary Visitor visa (to stay in Japan for up to 90 days) for purposes listed below:.

- “Short-term business affairs, etc.” including:
  - Participation in meetings, cultural exchange, exchange between municipalities, sports exchange, etc.
  - Business liaison, conference, business meeting, contract signing, after-sales service, advertising, market research, etc.
- “Visiting relatives/acquaintances” includes a spouse, blood relatives and relatives by affinity of up to the third degree) or acquaintances (including friends).
- “Tourism” is for the purpose of sightseeing.

(Note) In either case, it is prohibited to perform any activities to undertake revenue-generating business operations or any activities to receive remuneration.

**[Note for Japanese Entry Visa Application]**

1. An inviting person/guarantor needs to prepare the documents listed on Page 2, “B. Prepared by inviting person/guarantor in Japan”, prior to a visa application.
2. When the documents are ready, an inviter/guarantor shall send them to a visa applicant, **NOT** to the Ministry of Foreign Affairs of Japan or the embassy / the consulate-general of Japan. The Ministry or the embassy/consulate-general will not make copies. Please make a copy before submitting them if the inviting person/guarantor needs to keep copies of all documents.
3. A visa applicant needs to prepare following documents, in addition to “basic documents” listed on Page 2:
  - ① Identification documents : e.g. birth certificate, a copy of identification card (ID), a copy of a driver’s license
  - ② Supporting documents: e.g. residence certificate, marriage certificate, curriculum vitae

Please inquire directly to the embassy/consulate-general with jurisdiction over the place of residence of the visa applicant well in advance as identification documents and supporting documents may vary by each case.

Some embassies/consulates-general of Japan may offer information on the required documents on the web site (Overseas Diplomatic Mission Web Page: [http://www.mofa.go.jp/about/emb\\_cons/mofaserv.html](http://www.mofa.go.jp/about/emb_cons/mofaserv.html) ).

4. When all these documents are ready, a visa applicant can apply for a visa at the embassy/consulate-general of Japan (or visa processing agency) with jurisdiction over the place of his/her residence by submitting all documents (The application cannot be accepted in Japan). The required documents must be valid and issued within the last three months of the date of submission. Documents, except for passport, submitted for application will not be returned.
5. It takes approximately one week to examine the application after the embassy/consulate-general of Japan receives it. Please note that the processing period may vary depending on each case. The applicant may need to submit additional documents upon request., Also, it may take extra time for a decision on a visa in case the embassy/consulate-general of Japan need to make inquiries to the Ministry of Foreign Affairs in Tokyo.
6. The validity of a visa is three months. The period of validity cannot be extended.
7. The decision will be notified to the visa applicant by the embassy/consulate-general of Japan (or visa processing agency)

**List of Basic Documents for “Temporary Visit Visa” Application**  
(For Those with Nationalities Other Than China, Russia, CIS Countries, Georgia or Philippines)

Purpose of Visit	<u>Short-Term Business Affairs, etc</u> (Participation in meetings, Business affairs (business liaison, business consultations, contract signing, after-sales service, market research), Cultural exchange, Sports exchange, etc.)	<u>Visiting Relatives/Acquaintances</u> (Visiting spouse, blood relatives / relatives by affinity within the third degree, Visiting acquaintances / friends)	<u>Tourism</u> (Sightseeing)
Documents to be submitted	<b>A. Provided by visa applicant</b>		
	<input type="checkbox"/> ① Valid Passport <input type="checkbox"/> ② 1 Visa application form <input type="checkbox"/> ③ 1 Photo (Passport Size) <input type="checkbox"/> ④ Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket <input type="checkbox"/> ⑤ Proof of sufficient funds to defray all the expenses while in Japan • Travel requisition by employer or • Letter of mission or • Similar documents to above <input type="checkbox"/> ⑥ Certificate of employment	<input type="checkbox"/> ① Valid Passport <input type="checkbox"/> ② 1 Visa application form <input type="checkbox"/> ③ 1 Photo (Passport Size) <input type="checkbox"/> ④ Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket <input type="checkbox"/> ⑤ Proof of sufficient funds to defray all the expenses while in Japan • A certificate of income or tax payment issued by a public agency • Certificate of deposit balance <input type="checkbox"/> ⑥ Documents to prove kinship • Visiting Relatives... Birth certificate, Marriage certificate, Certified copy of the family register, etc. • Visiting acquaintances/friends... Photos, Letters, E-mails, Bills for international phone calls, etc.	<input type="checkbox"/> ① Valid Passport <input type="checkbox"/> ② 1 Visa application form <input type="checkbox"/> ③ 1 Photo (Passport Size) <input type="checkbox"/> ④ Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket <input type="checkbox"/> ⑤ Proof of sufficient funds to defray all the expenses while in Japan • A certificate of income or tax payment issued by a public agency • Certificate of deposit balance <input type="checkbox"/> ⑥ Itinerary during stay in Japan (p.7) • Travel Itinerary, Hotel Booking, flyers, leaflets, etc.
	<b>B. Prepared by inviting person/guarantor in Japan</b>		
	<input type="checkbox"/> ⑦ Invitation Letter (p.5) or either of the following documents to explain activities in Japan • A contract of transactions between companies • Conference materials • Materials on trading goods, etc. <input type="checkbox"/> ⑧ (When there are multiple applicants) <b>List of Visa Applicants</b> (p.6) <input type="checkbox"/> ⑨ Itinerary during stay in Japan (p.7)	<input type="checkbox"/> ⑦ Invitation Letter (p.5) <input type="checkbox"/> ⑧ (When the inviter or his/her spouse is Japanese) <b>Certified copy of the family register 'Kosekitohon'</b> <input type="checkbox"/> ⑨ (When there are multiple applicants) <b>List of Visa Applicants</b> (p.6) <input type="checkbox"/> ⑩ Itinerary during stay in Japan (p.7)	
	<b>C. Prepared by the guarantor who pays for the above-mentioned travel expenses</b>		
	<input type="checkbox"/> ⑩ Letter of guarantee (p.9) <input type="checkbox"/> ⑪ A certified copy of the incorporation register or An overview of Company/ Organization (p.10) (Note) • A stock exchange-listed company does not need to submit a copy of the incorporation register or an Details of the company /organization if it submits its quarterly corporate report. • When an individual is extending an invitation, submit the “Certificate of Employment” in lieu of a copy of the incorporation register or an overview of the Company/Organization.	<input type="checkbox"/> ⑪ Letter of guarantee (p.9) <input type="checkbox"/> ⑫ More than one of the following documents concerning the guarantor (a) The latest <b>Certificate of Income / Taxation</b> issued by the head of administration of the place of residence, or a <b>certificate of tax payment</b> (Form 2) issued by the director of the tax office (Note1) Each certificate should indicate the gross income for the previous year. (Note2) Statement of Tax Withholding is not acceptable. (b) <b>A copy of the counterfoil of final tax return with the seal of reception of the Tax Office.</b> (e-Tax : submit Receipt Notification and Final Tax Return) (c) <b>A certificate of deposit balance</b> <input type="checkbox"/> ⑬ <b>Certificate of residence 'Jyuminhyo'</b> (with description of his/ her family relationship with all family members) <input type="checkbox"/> ⑭ (When the guarantor is a foreign national) <b>Copies of both sides of the valid Residence Card, a Certificate of Residence</b> (with all matters listed <u>except</u> for Individual Number (“My Number”) and <u>Resident Record Code</u> ), and <b>A copy of his/her passport</b> (including the pages of status items, records of entry/departure, and permission of residence)	

\* Examination will be initially processed by the submitted documents. However, the applicant may be required to submit additional documents if needed. Please check the [website of the relevant diplomatic missions](#) for further details.

**[Note for documents to be prepared in Japan]**

*The documents must be valid and issued within three months of the date of submission.*

**1. Invitation Letter** (The form of the “Invitation Letter (A4 size)” is on Page 5.)

- (a) The letter should be addressed to the Japanese ambassador or the consul-general.
- (b) Explain details of activities planned in Japan related to the purpose of visit to Japan. (Specify the background and purpose of the invitation - do not use obscure reasons such as “tourism,” “visiting friends” or “visiting relatives.”)
- (c) Indicate the address, name, and telephone number in the column for an inviting person, and put your company seal or representative’s seal on this form. Private seals are unacceptable. A signature of person in charge would be acceptable if the company/organization does not have a seal
- (d) Write full name of the visa applicant in alphabet on the letter. If there are more than one applicant, specify the number of applicants (“Number of additional applicants”) on the letter and fill in “List of Visa Applicants” form including the applicant information provided on the letter (this applicant’s information should be written at “Applicant 1” on the list).

**2. Documents as certificates that indicate a kinship or acquaintance relationship between inviting person and visa applicant.**

For “visiting relatives”: Certified copy of the family register, etc.

For “visiting acquaintances”: letters/e-mails, bills for international phone calls, photos of the visa applicants and inviting person taken together, etc.

**3. Itinerary in Japan** (The form of “Itinerary in Japan (A4 size)” is on Page 7.)

- (a) Specify the date of arrival and departure, as well as the flight numbers and airports / ports of entry for arrival and departure, if already fixed.
- (b) Write the place of stay in detail (in case of a hotel: its name, address and the phone number).
- (c) The itinerary needs to be written by each day. When similar activities continue on consecutive days, it may be written as “(date) - (date).”

**4. Certificate of residence** (including all family members’ information and issued within the three months. Full details are required for foreign nationals except for Individual Number (“My Number”) and Resident Register Code.)

**5. Letter of Guarantee** (The form of the “Letter of Guarantee (A4 size)” is on Page 9.)

- (a) Complete all items in the Letter of Guarantee, as the omission of even a single item renders it incomplete (includes for an omission of a seal).
- (b) Complete the form in the same manner as the Invitation Letter.

**6. Documents for the Guarantor: more than one of the following documents**

- (a) The latest Certificate of Income / Taxation issued by the head of administration of the place of residence, or certificate of tax payment (Form 2) issued by the director of the tax office.  
(Note 1) Each certificate should indicate the gross income for the previous year.  
(Note 2) Statement of Tax Withholding is not acceptable.
- (b) A copy of the counterfoil of final tax return  
Submit a copy of the counterfoil of final tax return with the seal of reception of the Tax Office.  
(e-Tax: please submit “Receipt notification” and “Final tax return”)
- (c) A certificate of deposit balance

**7. Documents for an Inviting Organization in case of the purpose of “Short-Term Business Affairs, etc.”**

- (a) The inviting organization should be a corporate body, an organization, or the state/local government. However, for example, the professor/associate professor can be recognized as the inviting organization if a university extends an invitation for the purpose of exchanges under his/her name.
- (b) Registered corporations should use an original certified copy of the corporate register that has been issued within the last three months (not required for the national or regional governments). For the company listed on a stock exchange in Japan, it may alternatively submit a copy of the latest ‘Kaisha Shikiho’ (Japanese Company Handbook).
- (c) Unregistered corporations should prepare a “Summary of the Company/Organization” instead of a corporate register. The form “Details of the Company/Organization” (A4 size) is on Page 12.
- (d) Submit the Certificate of Employment of a university professor/associate professor if he/she invites the visa applicant. .

## **[Contact Information for inquiries about visa application procedures and examinations]**

*We are unable to answer the reason for refusal of your visa issuance. .*

### **【Overseas (Embassies / consulates-general of Japan)】**

Visit the following overseas diplomatic mission website: [http://www.mofa.go.jp/about/emb\\_cons/over/index.html](http://www.mofa.go.jp/about/emb_cons/over/index.html)

### **【In Japan】**

- The Ministry of Foreign Affairs Visa Information Service: **03-5501-8431**
  - > This telephone service uses an automated answering system. You may inquire the followings:
    - ① Required documents for visa application.
    - ② Inquiries about the present status of the visa examination in the Ministry of Foreign Affairs.
    - ③ General inquiries about visas.
  - > Follow the instruction after you are connected.
  - > Inquiries about the status of the visa examination are accepted from 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m. on weekdays.
  - > When you make inquiries about the status of the visa examination, the full name of the visa applicant (in alphabet), sex, date of birth, the “reference number( 8-digit number)” of the application documents forwarded to the Ministry of Foreign Affairs in Tokyo, and the location of Japanese Embassy/Consulate-General where the visa applicant submitted the documents are required. Please ask the visa applicant in advance to obtain the information from the Embassy/Consulate-General which accepted the application.
- Center for Consular Services, Visa Information Section, The Ministry of Foreign Affairs (2-2-1, Kasumigaseki, Chiyoda-ku, Tokyo)
  - > General inquiries concerning visas: Mon – Fri, 9 a.m. to 12:30 p.m., 1:30 p.m. to 5 p.m.
- The Ministry of Foreign Affairs website: [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)

### **《Work and Long-term Stays 》**

When a visa application is for a long-term stay in Japan for such purposes as employment, residency, etc, the applicant shall submit the original copy of the Certificate of Eligibility which a proxy in Japan should obtain from the Ministry of Justice in advance. The proxy, or the company/organization which acts as a proxy in Japan, shall contact the regional Immigration Bureau with jurisdiction over the place of residence /location (Immigration Bureau of Japan web : <http://www.immi-moj.go.jp/english/tetuduki/index.html> ) . The Ministry of Foreign Affairs cannot accept an application for the Certificate of Eligibility.

If the proxy cannot obtain Certificate of Eligibility for some reason, the visa applicant can apply for a visa directly at the Japanese Embassy/Consulate-General. However, it may take considerable time until the applicant gets the decision on his/her visa.

## Invitation Letter

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

### **Inviting Person**

(When an inviting person and a guarantor are the same, you may write "Same as guarantor".)

Full Name: (Seal)

Address: 〒 -

Telephone number: ( ) - (Extension )

FAX number: ( ) -

[Fill in the following contact information when the company/organization is extending the invitation.]

Full Name:

Telephone Number : ( ) - (Extension )

Fax Number: ( ) -

Department/Division:

### **Visa Applicant**

(The name must be written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Full name (in Latin alphabet) : (Male / Female)

(Number of additional applicants (if applicable): )

Date of birth: / / (Age: )  
(Year) / (Month) / (Day)

Nationality :

Occupation:

### **The purpose of inviting the above person(s) is as follows:**

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

(1) Purpose of invitation

(2) Background to invitation (Explain the background to this invitation in detail.)

(3) Relationship with visa applicant(s)

(Note)

- ◆ When a company/organization is extending an invitation, fill in the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may sign.
- ◆ Foreign nationals who do not have a seal may sign here.

# List of Visa Applicants

\* Be sure to write the name in the Latin alphabet as it appears on his/her passport.

## [Visiting Relatives/Acquaintances]

Applicant 1 Full name : (Male ▪ Female)  
Date of birth : \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)  
Nationality :  
Occupation :  
Relationship to the inviting person/guarantor :

Applicant 2 Full name : (Male ▪ Female)  
Date of birth : \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)  
Nationality :  
Occupation :  
Relationship to the inviting person/guarantor :

Applicant 3 Full name : (Male ▪ Female)  
Date of birth : \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)  
Nationality :  
Occupation :  
Relationship to the inviting person/guarantor :

## [Short-term business affairs, etc.]

Applicant 1 Full name : (Male ▪ Female)  
Date of birth : \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)  
Nationality :  
Occupation :

Applicant 2 Full name : (Male ▪ Female)  
Date of birth : \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)  
Nationality :  
Occupation :

Applicant 3 Full name : (Male ▪ Female)  
Date of birth : \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)  
Nationality :  
Occupation :

(Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

## Itinerary in Japan

The schedules of stay in Japan of the visa applicant and \_\_\_\_ others are as follows:

Date	Activity Plan	Contact	Accommodation

## Itinerary in Japan (Example)

- (1) Specify the date of arrival and departure, flights and airports/ports if already fixed.
- (2) Write the place of stay in detail. (If staying at hotel, write its name, address and phone number.)
- (3) The schedule of stay needs to be written for each day. If an activity continues on consecutive days, the format “(date) – (date)” is acceptable.

The schedule of stay in Japan of the visa applicant(s) is as follows:

[Short-term Business Affairs, etc.]

Date	Activity Plan	Contact	Accommodation
y/m/d	Arrive in _____ from _____ aboard flight _____	Cell phone (accompanying person: _____) Tel. _____	Name of hotel / accommodation Tel. _____
y/m/d	Business talks at _____ company	_____ company (contact person: _____) Tel. _____	Same as above
y/m/d	Visit _____ plant Move to another location by Shinkansen	Cell phone (accompanying person: _____) Tel. _____	Same as above
y/m/d	Preparations for returning to home country after sightseeing in _____	Cell phone (accompanying person: _____) Tel. _____	Same as above
y/m/d	Return home from _____ to _____ on flight _____		

[Visiting Acquaintances]

Date	Activity Plan	Contact	Accommodation
y/m/d	Arrive in _____ from _____ aboard flight _____	Name of inviting institution (Name of person responsible) Tel. _____	The inviting person's home Tel. _____
y/m/d	Attending a wedding reception at _____ Hall	Cell phone (accompanying person: _____) Tel. _____	Same as above
y/m/d	Visiting a person named _____ at _____ Hospital	Prefectural _____ Hospital Tel. _____	Same as above
y/m/d	Return home from _____ to _____ on flight _____		



## Letter of Guarantee

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

### **Visa Applicant**

(The name must be written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Full name (in Latin alphabet):

(Male/ Female)

(Number of additional applicants (if applicable) : )

Date of birth: / / (Age: )  
(Year) / (Month) / (Day)

Nationality:

Occupation:

**I guarantee the followings regarding the above-mentioned applicant's entry into Japan:**

- 1. Expenses for the applicant's stay in Japan**
- 2. Return travel expenses**
- 3. Compliance with Japanese laws and regulations**

**I hereby declare that the above is true.**

### **Guarantor**

Full name: (Note)

(Seal)

Date of birth: / / (Age: )  
(Year) / (Month) / (Day)

Address: 〒 -

Telephone number: ( ) - (Extension )

FAX number: ( ) -

Occupation/Name of organization:

Relationship with the visa applicant(s)

[Fill in the following contact information when the company/organization is extending the invitation.]

Full name:

Telephone number : ( ) - (Extension ):

FAX number: ( ) -

Department/Division:

### **(Note)**

- ◆ When a company/organization is extending an invitation, fill in the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature.

# Details of Company/Organization

(Year) (Month) (Day)

Name of Company/Organization

Name of the Representative

Address

Capital: JPY

Annual sales JPY

Number of employees

Description of Businesses

History

List of branches in Japan and overseas (Name, Location, Telephone number)

Business and exchange ties with the party invited and background

(※) Use this form for a company/organization has not yet registered and there are no other materials to explain its overview(brochure, etc.)