

## No. 5 Visit\_Temporary\_Business Visit

☐Single ☐Double

Name \_\_\_\_\_

Email \_\_\_\_\_

Contact \_\_\_\_\_

Sr	Required Documents/evidence	Detail	Business	
			Original	Copy
1	Passport			
2	Visa Application Form	With applicant's signature (if applicant is underage or with disability, their parents can sign on behalf of applicant)		
3	1x Photograph	A colour photo taken within 6 months(4.5mm x 4.5mm, clear image without background)		
4	KTP	Front side copy		
	KITAS/ ITAS online print out If you are non-Indonesian applicant	Both side copy		
5	Flight booking confirmation	Return ticket		
6	Itinerary. Original for individual, copy for family or group member	Full schedule of stay		
7	*Evidence of visit to Fukushima/Miyagi/Iwate/Okinawa prefecture	Hotel or Flight booking confirmation, etc. (only if you visit mentioned locations)		
8	**Student ID (Copy) or Certificate of enrolment (Original)	Only If you are student		
9	Evidence for relationship (For family)- <b>Only for group application</b>	Family certificate, Birth certificate		
10	Evidence for Japanese family residing Indonesia	KITAS		
11	Evidence of family relationship to Japanese national	Kosekitohon(Issued within last 6 months/ Marriage certificate		
12	Evidence of relationship (For relatives residing in Japan)	Family certificate, Birth certificate		
13	Evidence of relationship (For friend residing in Japan)	Photos, Letters etc.		
14	Employment certificate			
15	Invitation	From Japan		
16	Evidence for Funds-Own fund	Bank statement /Bank book (latest 3 months statement mentioned account name, number and bank name) *If not guarantee by company, applicant must submit copy of private bank account		
		Company letter		

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17	Evidence for funds-Host in Japan	Letter of Guarantee			
		Any of one or more	Income tax certificate (AKA Nyuzei shomeisho) of guarantor		
			Tax return (AKA Kakutei shinkoku) of guarantor		
			Income certificate (AKA Shotoku Shomeisho) of guarantor		
			Bank balance certificate		
			Bank statement /Bank book of guarantor (last 3 months)		
			Employment letter of guarantor (mentioned of duration, annual income)		
18	Evidence for funds-Host in Japan	Host's Residence certificate/Residence card			
19	Evidence of funds-Company host	Company registration(AKA Tokibotohon) or Company profile			
20	Consent letter with Visa applicant signature submitted with representative ID copy	Only if application is submitted on behalf of applicant			
21	Other (only optional)				

\*Visa Fee Waiver

\*\*Visa Fee Waiver if he/she is in University as S1 student

- ☐ I hereby acknowledge that I have submitted all the documents ticked and/or described hereinbefore, any false document or inaccurate statement thereof, intentionally or negligently, may result in refusal of visa, and issuance of visa, including conditions thereof, if given, is subject to solo discretion of the Embassy of Japan in Indonesia.
- ☐ I understood that all support document submitted above except from Passport cannot be returned after visa assessment.
- ☐ I understood that even if I have submitted all documents as per the checklist above, there is a possibility that the Embassy of Japan might ask for additional documents that are not listed above.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

VFS staff Signature \_\_\_\_\_