Japan Visa Application Centre, Colombo

Long Term Stay- Student/Employment/Dependent and other

Requisition Form and Checklist

Passport Number:	**Name:**

Important notes

- Documents should be sorted according to the checklist.
- The visa application process will take six working days, In individual cases when further scrutiny is needed this period may extend.
- All photocopies must be in A4 size.
- NIC, Birth and Marriage certificates are mandatory, during each travel.
  *If NIC no does not match the Passport, endorsement is required on passport.
- All documents (including the NIC) in Sinhalese or Tamil must be submitted with an official English translation.
- All original documents should be submitted along with a set of photo copies.
- All original documents from Sponsor have to be submitted along with courier cover.
- No Pins,Staples,Cello tape,Paper Clips should be used on documents.
- Consent letter from parents for child bellow 16 years old.

	Document Checklist	Yes	No	N/A
1)	**Application form** (Each applicant should fill in a separate form, including child applicants) • Should be filled in block letters • Name Should be written as per the passport Each applicant should fill in a separate form, including child applicants			
2)	**Individual Number Card Issuing Application (**applicant should fill in a separate form, including child applicants) • Individual Number Card application- **https://www.vfsglobal.com/Japan/Srilanka/pdf/indivisual-number.pdf**			
3)	**Photograph** (Recent photo which has been taken not before 6 months) • 2 inch X 2 inch to be pasted on application. • Passport Size Photo to be pasted on Individual number card. • Full Face (looking straight forward) on white or light background Recent photo			
4)	**Current and if any previous passports.** • The surnames and other names should appear as per NIC. No initials. • Two copies of the bio page have to be annexed to the application form • Passport should contain at least two visa blank pages. • If loss of any previous passport, a police report should be submitted.			
5)	**Certificate of Eligibility** Original with a Copy			
6)	**Travel Itinerary** (one way flight booking) Please do not submit paid flight tickets, as the Embassy will not be liable for the financial loss in case of a rejection.			

7)	**Personal Documents** • Passport Bio page (if any alterations, please attach a copy of the page) • National Identity card, Birth, Marriage, Divorce, Death Certificates original and English translations are mandatory during each travel.			
8)	Students – OL/ AL certificates from school or from the Ministry Of Education. School leaving certificate. Letter of admission from Japanese School/ University. Employment/ Dependent/ others – Relevant Documents.			

Previous Travel Records to Japan (Within Last One Year)		
	Period	The Number of Days
1		
2		
3		
4		
5		

Required Documents for Nationals of China, Russia, CIS, Georgia and Philippines,
Please visit the following website of Embassy of Japan in Sri Lanka
(http://www.lk.emb-japan.go.jp/itpr_en/00_000095.html)

Comments:

Applicant / Agent Signature _____

Agency Name (If applicable) _____

Contact Number _____ _____

(VFS Officer's Signature)