

No. 9 Visit_Temporary_Multiple For Business visit

Name _____

Email _____

Contact _____

- Japan Visa Application Centre in Surabaya only accepts applications with **KTP / KITAS** based on the Consulate General Japan **Surabaya jurisdiction**.
- Paper size **A4**
- Do not staple any submitted documents.
- Please sort the document according to the check list (correct sequence from top to the bottom)
- Provide all required document in **portrait orientation** except Family Registration / KK

Sr	Required Documents/evidence	Detail	Business-Multiple	
			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. (3.5 cm x 4.5 cm, clear image without background) no blur, no scratch no textured printed photos.		
4	Visa support letter from host or from sending company	A letter of explanation stating the reason for applying for the multiple visa		
5	Invitation Letter	From Japan		
6	Employment certificate			
7	Host Company status Proof	If invited by a company in Japan, please provide CERTIFIED CORPORATION REGISTRATION (Hojin-Tohkibo-Tohon: 法人登記 簿謄本 / 登記事項証明書) 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).		
8	KTP	Front side copy (depends on jurisdiction), If applicant have a different name between passport and KTP, required to attach mentioned name in state document (Birth Certificate, Probate Letter, Baptism Letter, etc.)		
	KITAS/ ITAS online print out If you are non-Indonesian applicant	Both side copy		
9	Family Certificate	Family Data Side		
10	Itinerary	Detailed schedule of stay		
11	Flight booking	Round trip flight booking		
12	*Evidence of visit to Fukushima/Miyagi/Iwate prefecture	Hotel or Flight booking confirmation, etc. (only if you visit mentioned locations)		
13	Consent letter with Visa applicant signature submitted with representative ID copy	Only if application is submitted on behalf of applicant		

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14	Other (only optional)			

*Visa Fee Waiver

- ☐ 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 e.g. Only single entry visa to be issued against multiple visa application, etc. such case is subject to solo discretion of the Consulate General of Japan in Surabaya.
- ☐ 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 Consulate General of Japan in Surabaya might ask for additional documents that are not listed above.

Applicant Signature _____ Date ____/____/____

VFS staff Signature _____