

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 (4.5 cm x 3.5 cm, clear image without background)		
4	KTP	Front side copy and original (if applicant have a different name between KTP and Passport need to attach explanation letter issued by local government)		
	KITAS/ITAS Online print out If you are non-Indonesian applicant	Both side copy		
5	Family Certificate			
6	**Student ID (Copy) or Certificate of enrolment (Original)	Only If you are student		
7	Evidence for relationship (For family)- Only for group application	Family certificate, Birth certificate, Marriage Certificate		
9	Employment certificate	Employment sertificate from company or SIUP/ NIB/ Statement letter issued by local government		
10	Letter of Guarantee from company in Indonesia	Letter Mentioning Guarantee From Company that will back to Indonesia after program ended		
11	Flight booking confirmation	Return ticket		
12	Itinerary. Original for individual, copy for family or group member	Full schedule of stay		
13	Invitation	From Japan		
14	Company Profile of a company in Indonesia	Company registration (AKA Tokibotohon) or Company profile Indonesia		

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15	Evidence for Funds-Own fund	Bank statement /Bank book (latest 3 months statement mentioned account name, number and bank name)		
16	Guarantee	Letter of Guarantee (mimoto hoshosho)		
17	Evidence of funds-Company host	Company registration(AKA Tokibotohon) or Company profile		
18	Consent letter with Visa applicant signature submitted with representative ID copy	Only if application is submitted on behalf of applicant		
19	*Evidence of visit to Fukushima/Miyagi/ Iwate prefecture	Hotel or Flight booking confirmation, etc. (only if you visit mentioned locations)		
20	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 _____