

## No. 5 Visit\_Temporary\_Business Visit

Single  Double

Name \_\_\_\_\_

Email \_\_\_\_\_

Contact \_\_\_\_\_

| Sr | Required Documents/evidence  | Detail  | Business |      |
|----|--|---|----------|------|
|    |  |   | Original | Copy |
| 1  | Passport   | Valid for at least 6 months   |          |      |
| 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 (For under age please attach birth certificate)   |          |      |
|    | KITAS/ ITAS online print out If you are non-Indonesian applicant                 | Both side copy  |          |      |
| 6  | Family Certificate   |   |          |      |
| 7  | If the name on the KTP is different from the name on your passport please attach | Statement letter  |          |      |
|    |  | Copy of verdict related to Name alteration from Distric court (of Justice )   |          |      |
|    |  | Statement letter issued by local government (Kelurahan)   |          |      |
| 10 | Itinerary  | Full schedule of stay   |          |      |
| 11 | Flight booking confirmation  | Return ticket – no need to be issued  |          |      |
| 12 | Employment certificate   | Explain purpose visit to Japan  |          |      |
|    |  | A business Trade License ( SIUP ) , or Business Identification Number ( NIB )   |          |      |
| 13 | Invitation letter  | From Company in Japan. If participating in an event or conference, please attach registration confirmation as a participant |          |      |
| 14 | Evidence of Company host   | Company registration(AKA Tokibotohon) or Company profile  |          |      |
|    |  | ( Shikiko ) If the inviting company is listed on the stock exchange   |          |      |
|    |  | For conference participant attach event brochure or event organize profile  |          |      |

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|    |  |   |  |  |
|----|--|---|--|--|
| 15 | Evidence for funds-Host in Japan   | Guarantee letter From Company host in Japan   |  |  |
| 16 | Evidence for Funds-Own fund  | Sponsor letter from Company in Indonesia  |  |  |
|    |  | Bank statement (latest 3 months statement mentioned account name, number and bank name)             |  |  |
| 17 | Consent letter with Visa applicant signature submitted with representative ID copy | Only if application is submitted on behalf of applicant ( Also for travel agent or representative ) |  |  |
| 18 | **Student ID (Copy) or Certificate of enrolment (Original)                         | Only If you are student   |  |  |
| 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 \_\_\_\_\_