

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 (3.5 cm x 4.5 cm, clear image without background)		
4	Invitation Letter	From Japan		
5	Evidence for funds-Host in Japan	Letter of Guarantee		
6	Employment certificate			
7	Evidence for Funds- Sending Company	Letter from company mentioning purpose to visit Japan		
8	KTP	Front side copy		
	KITAS/ ITAS online print out If you are non-Indonesian applicant	Both side copy		
9	Family Certificate	Family Data Side Copy		
10	**Student ID (Copy) or Certificate of enrolment (Original)	Only If you are student. Please write your study leve (i.e undergraduate (S1), graduate (S2) etc.)		
11	Itinerary	Detailed schedule of stay		
12	Flight booking	Return flight booking		
13	*Evidence of visit to Fukushima/Miyagi/Iwate prefecture	Hotel or Flight booking confirmation, etc. (only if you visit mentioned locations)		
14	Accommodation Booking	Apartment Rental Booking Confirmation		
15	Consent letter with Visa applicant signature submitted with representative ID copy	Only if application is submitted on behalf of applicant		
16	Other (only optional)			

*Visa Fee Waiver

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



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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 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_____