

Checklist for “**Single, Multiple & Transit -Entry Short-Term Stay Visa**”  
 For all nationalities except China, Russia, CIS Countries, Ukraine, Georgia, and the Philippines

Purpose of Visit	Short-Term Business Affairs, etc. Training, Attending meetings/conferences, business communication, business negotiation, aftersales service, marketing, Cultural exchange, Sports exchange, Multiple entry, Transit, etc.	Visiting Relatives/Friends Visiting spouse, blood relatives/relatives by affinity within the third-degree Visiting friends/acquaintance	Tourism
Documents to be submitted	①. Valid passport ②. 1 Visa application form ③. 1 Photo ④. Itinerary with the flight/ship number and date of arrival and departure to and from Japan ⑤. Document to prove that you are traveling to Japan for business purposes (any of the following) • Travel order issued by your employer • Letter from employer • Document equivalent to the above ⑥. Certificate of employment	①. Valid passport ②. 1 Visa application form ③. 1 Photo ④. Itinerary with the flight/ship number and date of arrival and departure to and from Japan ⑤. One of the following documents to prove ability to pay travel expenses during your stay in Japan (if you pay your own travel expenses) • Income certificate or tax return issued by a public agency • Bank statement, balance certificate etc. ⑥. Document to prove kinship, friendship, or acquaintance relationship • Visiting relatives: Birth certificate, Marriage certificate, Family register certificate (Kosekitohon) etc. (copies will be accepted) • Visiting friends/acquaintances: Photos, E-mails, Call history, Letters etc	①. Valid Passport ②. 1 Visa application form ③. 1 Photo ④. Flight itinerary with the flight/ship number and date of arrival and departure to and from Japan ⑤. One of the following documents to prove ability to pay travel expenses during your stay in Japan (if you pay your own travel expenses) • Income certificate or tax return issued by a public agency • Bank statement, balance certificate etc. ⑥. Itinerary in Japan (p.6)
	B. Prepared by inviting organization/guarantor in Japan		
	⑦. Invitation letter (p.4) or either of the following documents explaining activities in Japan • A transaction agreement between companies • Conference materials ⑧. List of visa applicants (p.5) (Where there is more than one applicant) ⑨. Itinerary in Japan (p.6)	⑦. Invitation letter (p.4) ⑧. Document to explain the reason for invitation (examples: invitation showing date of graduation, wedding etc., medical certificate) ⑨. List of Visa Applicants (p.5) (Where there is more than one applicant) ⑩. Itinerary in Japan (p.6)	
	C. Prepared by the guarantor in Japan who covers the visa applicant's travel expenses		
	⑩. Letter of guarantee (p.8) ⑪. A certified copy of the corporation registers or Overview of company/organization (p.9) • Not required if the company is listed on the stock exchange and submits its quarterly corporate report. • If the guarantor is an individual, Certificate of employment can be submitted instead of a copy of corporation register or Overview of company/organization	⑪. Letter of guarantee (p.8) ⑫. Proof of funds of the guarantor (at least one of the following) *Withholding tax slip will not be accepted. *The latest Certificate of income (the previous year's gross income must be included)/taxation issued by the head of administration of the place of residence, or tax return (Form 2) issued by the director of tax office *Balance certificate ⑬. Certificate of residence (Juminhyo) *Relationship to all family members must be included. ⑭. If the guarantor is a foreign national, please submit a copy of both sides of guarantor's valid Residence Card (or special permanent resident certificate), Certificate of residence (Juminhyo - full details are required for foreign nationals except My Number and Resident Register Code.), and a copy of passport.	

**1. Invitation Letter**

- The letter should be addressed to the Japanese Ambassador or the Consul General. (Example: To: Ambassador/ Consul General of Japan in India)
- Provide details of activities planned in Japan related to the purpose of visit to Japan (vague description such as tourism and visiting friends/ relatives is NOT acceptable).
- Include inviting person's name, address and phone number.
- Write full name of the visa applicant in the Latin alphabet. Where there is more than one applicant, submit List of Visa Applicants.

**2. Documents to prove kinship, friendship or acquaintance relationship between the inviting person and the visa applicant (example: Family register certificate (*Kosekitohon*))**

- Visiting relatives: Family register certificate (*Kosekitohon*), birth certificate, or marriage certificate issued by municipal government office
- Visiting friends/acquaintances: photos, e-mails, call history, letters, etc.

**3. Itinerary in Japan The following information must be included.**

- The scheduled date of arrival and departure to and from Japan, and flight information (if known)
- Accommodations (if you are visiting a friend or relative, write their full address. If you are staying at a hotel, write the name, address, and phone number.)
- List down what you plan to do in Japan. If the same schedule continues for consecutive days, you can write SAME AS ABOVE. □ Reservations and payments for airline tickets, accommodations, transportation, etc. are not required at the time of visa application. We are not responsible for any cancellation fees incurred.

**4. Certificate of Residence (*Juminhyo*)**

- Certificate of Residence (*Juminhyo*) issued by municipal government office (relationship to all family members must be included.)
- Full details are required for foreign nationals except My Number and Resident Register Code.

**5. Letter of Guarantee**

- Make sure to complete the form thoroughly and correctly.
- Complete the form in the same way as Invitation letter.

**6. Proof of funds of the Guarantor (at least one of the following documents)**

(Screening will be carried out based on the documents submitted; however, additional documents may be requested in the case of unemployed such as pensioners.)

One of the following documents verifying gross income for the most recent year (last year, or the year before last if not issued in the last year)

- The latest Certificate of income/ taxation issued by the head of administration of your place of residence
- Certificate of tax return (Form 2) issued by the director of tax office with jurisdiction over your place of residence
- Balance certificate

**7. Short-Term Business Affairs, etc.**

- The inviting organization should be a corporate body, an organization, or the state/local government. However, when a university professor/ associate professor invites an applicant for the purpose of exchange, they can become a guarantor/inviting organization.
- Registered corporations must submit a certified copy of corporate register issued within the last three months (not required for national or local government). A company listed on the stock exchange in Japan may submit its Quarterly corporate report instead.
- Unregistered corporations must submit Overview of company/ organization instead of a corporate register. When a university professor/ associate professor becomes a guarantor, Certificate of employment can be submitted instead of corporate register or Overview of company/ organization.

**Important Note:**

- It is not permitted to perform any activities to undertake revenue-generating business operations or to receive remuneration in Japan.
- **Notes on documents to be prepared in Japan:** The documents must have been issued within the last three months and must be valid at the time of submission.
- Copy of documents prepared in Japan will be accepted; however, original documents may be requested if the Embassy of Japan, where the visa application is to be **submitted, requires detailed confirmation.**
- Documents must have been issued within the last three months and must be valid at the time of submission. Submitted documents, except passport, will not be returned.
- It takes approximately one week to process the application. You may be required to submit additional documents on a case-by-case basis. It may take longer than usual to process the application in case the Embassy/Consulate-General of Japan deems necessary to consult with the Ministry of Foreign Affairs in Tokyo.
- Additional document may be required during visa process.
- **The reasons for visa refusal cannot be given.**

Submitted documents will be properly managed in accordance with the Act on the Protection of Personnel Information
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