

VFS JAPAN VISA APPLICATION CENTRE
Family Members of the Indians with Japanese Employment Visa

| S.No | Documents | Y/N |
|------|--|-----|
| 1 | A valid Passport (with more than two blank pages). Please submit your old passports also, if any | |
| 2 | Photocopy of the Bio Data Page of the Current Passport (First and Last Page) | |
| 3 | A completely filled and signed Visa Application Form. The form is available under the link http://www.vfsglobal.com/japan/chennai/pdf/visa_application_form.pdf | |
| 4 | Covering letter from applicant stating the purpose of visit and Schedule of stay(day to day details) | |
| 5 | One photograph taken within the last 6 months. (The photograph should be of size 2 x 2 inches, color with white background and printed on good quality paper) | |
| 6 | Travel booking and proof of accommodation details (It's highly recommended not to buy a confirmed flight ticket and hotel accommodation before the visa is granted. Reservation/booking is acceptable) | |
| 7 | Last 3 years Income Tax Returns | |
| 8 | Latest 3 Month bank statement | |
| 9 | Schedule of Stay (only in typed format) | |
| 10 | Certificate of Employment from employer and NOC / Leave sanctioned | |
| 11 | If the applicant is Student / Dependent child/children | |
| | Sponsorship letter from parents along with government issued photo id proof | |
| | Parent/s Last 3 years Income Tax Returns and bank statement of last Three months) | |
| | Proof of relationship | |
| | Bonafide certificate or leave sanctioned letter from school/college/university | |
| 12 | If the applicant is dependent wife/husband | |
| | Sponsorship letter from Spouse | |
| | Spouse's Last 3 years Income Tax Returns (In case ITR is not available, please submit bank statement of last six months) | |
| | Proof of relationship | |
| 13 | If the applicant is owner of company | |
| | Proof of ownership (e.g. Director Identification Number approval issued from Ministry of Corporate Affairs or proprietorship document issued from bank or Import export license) | |
| | Company's Last 3 years Income Tax Returns (In case ITR is not available, please submit Statement of last six months) | |
| 14 | Documents from the Inviter / Guarantor in Japan are applicable for all the applicants | |
| | • Original Invitation Letter and Schedule of Stay | |
| | • Original Letter of Guarantor, if the Inviter is bearing the expenses | |
| | • Certificate of Income and bank deposit / copy of final tax return / certificate of tax payment of the Guarantor | |
| | • Copy of Passport (First and Last page) | |
| | • Copy of latest and valid Japan Visa | |
| | • Copy of passport pages with status items; entry / departure | |
| | • Copy of residence permit card. | |
| | • Jyuhmin hyo Certificate | |
| | • Certificate of employment with designation | |
| | • Proof of Relationship with Guarantor | |
| | • Proof of Relationship, incase the applicant is accompanied by any dependent, i.e. Passport copy, Marriage Certificate, Birth Certificate | |
| | • When relative visiting their daughter/Son application should have passport copies, visa page, alien card and jyuhmin hyo certificate of daughter/son & son in law / daughter in law | |

Submitted by: Applicant/Agent/Representative

Name:

Staff Signature:

Contact Number:

Relationship with Applicant:

Adhaar Number:

Signature:

Date: