Document Checklist for Japan, Kolkata

Tourist visa:

- ☐ All passports issued from Jharkhand, Bihar, Odisha, and West Bengal can be submitted at Kolkata VFS center.
- ☐ If any passport issued out of Jharkhand, Bihar, Odisha, and West Bengal have resident proof that may be submitted at Kolkata VFS center. Resident proof documents like Aadhar card/ voter card/ driving license / rent agreement in Jharkhand, Bihar, Odisha, and West Bengal in applicant's name.
- ☐ Application form duly filled and signed. Signatures must match as per passport.
- ☐ Original passport and photocopy.
- ☐ Photographs (The photograph should be of size 45mmx35mm, color with white background and printed on good quality paper with 70% face zooming and not older than 6months).
- ☐ Covering letter.
- ☐ N.O.C / leave approval from the company.
- ☐ Company incorporation certificate (for businessperson).
- ☐ Work from home letter or remote work (if working location is out of – West Bengal, Jharkhand, Bihar Odisha).
- ☐ Study from home/distance study (if study location is out of – West Bengal, Jharkhand, Bihar & Odisha).
- ☐ Personal ITR for 3 years (if not able to provide then explanation letter).
- ☐ Personal 6 months Bank statement /deposit balance certificate with original stamp and sign.
- ☐ Fixed deposit/mutual funds/investment proof (if any).
- ☐ Complete Hotel reservation, booking only- **not confirmed.**
- ☐ Day to day itinerary / travel itinerary/ schedule of stay (format uploaded on the website).
- ☐ Itinerary with the flight/ship number and date of arrival and departure to and from Japan.

Note:

1. **Authorization letter required for Visa Application Submission and Counter collection is required if any agent/relative /representative submit the visa application.**
2. **Can apply 89 days prior from the travel date, Minimum processing time is 5 working days, and maximum days depends on The Consulate.**
3. **If Applicant is travelling to third country before and after travelling to Japan need to submit third country's visa copy.**
4. **The applicant may be required to submit additional documents which are deemed necessary for the examination of The Consulate General of Japan, Kolkata.**
5. **Hiding proper reason of travel can be cause of visa rejection.**

Remarks.....

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Application submitted by.....

Signature..... VFS staff name.....

Agency name (if any) .....

Phone number.....

Website: https://www.vfsglobal.com/one-pager/japan/india/Kolkata/index.html

Document Checklist for Japan, Kolkata

Business/conference/training/sports/ cultural exchange Applications

- ☐ All passports issued from Jharkhand, Bihar, Odisha, and West Bengal can be submitted at our Kolkata VFS center
- ☐ If any passport issued out of Jharkhand, Bihar, Odisha, and West Bengal and has resident proof may be submitted at our Kolkata VFS center. Resident proof documents like Aadhar card/ voter card/ driving license / rent agreement in Jharkhand, Bihar, Odisha, and West Bengal in applicant's name.
- ☐ Application form duly filled and signed. Signature must match as per passport
- ☐ Original passport and one photocopy (front and back)
- ☐ Photographs (The photograph should be of size 45mmx35mm, color with white background and printed on good quality paper with 70% face zooming and not older than 6months)
- ☐ Reference letter from the Indian company with original company stamp and signature
- ☐ Work from home letter or remote work (if working location is out of – West Bengal, Jharkhand, Bihar & Odisha).
- ☐ Study from home/distance study (if study location is out of – West Bengal, Jharkhand, Bihar & Odisha)
- ☐ List of applicants (for multiple applicants)
- ☐ Invitation letter
- ☐ Letter of guarantee
- ☐ Day to day itinerary / travel itinerary/ schedule of stay (format uploaded on the website)
- ☐ Complete Hotel reservation, booking only- **not confirmed**
- ☐ Itinerary with the flight/ship number and date of arrival and departure to and from Japan.
- ☐ Indian company incorporation certificate if Indian company is taking care of the expenses **(funds sanction letter required for govt organization)**
- □ Japanese company overview /organization details **or employment certificate of guarantor in Japan** if Japanese company is bearing all expenses.
- ☐ Indian company's 3 years ITR **if the company is not stocks enlisted** (if not able to provide then explanation letter)
- ☐ Indian Company 6months bank statement/deposit balance certificate (if company is not stocks enlisted.)
- ☐ Personal 6 months bank statement (if applicant is bearing all the expenses)
- ☐ Personal 3 yrs. ITR (if not able to provide then explanation letter) if applicant is taking care of all expenses.

Note:

1. **Authorization letter required for Visa Application Submission and Counter collection is required if any agent/relative /representative submit the visa application.**
2. **Can apply 89 days prior from the travel date, Minimum processing time is 5 working days, and maximum days depends on The Consulate.**
3. **If Applicant is travelling to third country before and after travelling to Japan need to submit third country's visa copy.**
4. **The applicant may be required to submit additional documents which are deemed necessary for the examination of The Consulate General of Japan, Kolkata.**
5. **Hiding proper reason of travel can be cause of visa rejection.**

Remarks.....

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Application submitted by.....

Signature..... VFS staff name.....

Agency name (if any) .....

Phone number.....

Website: https://www.vfsglobal.com/one-pager/japan/india/Kolkata/index.html

Document Checklist for Japan, Kolkata

Visit Family/Friends

- ☐ All passports issued from Jharkhand, Bihar, Odisha, and West Bengal can be submitted at our Kolkata VFS center
- ☐ If any passport issued out of Jharkhand, Bihar, Odisha, and West Bengal and has resident proof may be submitted at our Kolkata VFS center. Resident proof documents like Aadhar card/ voter card/ driving license / rent agreement in Jharkhand, Bihar, Odisha, and West Bengal in applicant's name.
- ☐ Application form duly filled and signed. Signature must match as per passport
- ☐ Original passport and one photocopy
- ☐ Photographs (The photograph should be of size 45mmx35mm, color with white background and printed on good quality paper with 70% face zooming and not older than 6months)
- ☐ Covering letter
- ☐ N. O.C from company / leave approval letter (scan copy will go)
- ☐ Work from home letter/remote work (if working location is out of – West Bengal, Jharkhand, Bihar & Odisha).
- ☐ Study from home/distance study (if study location is out of – West Bengal, Jharkhand, Bihar & Odisha).
- ☐ Personal 6 months original bank statement with stamp and sign from the bank if applicant is taking care of all expenses.
- ☐ Personal 3 years ITR (if not able to provide then explanation letter) if applicant is taking care of all expenses.
- ☐ Fixed deposit/mutual funds/investment proof (if any)
- ☐ List of applicants (for multiple applicants)
- ☐ Invitation letter
- ☐ Letter of guarantee [if inviter is taking care of the expenses (tick all 1-3 numbers) or providing only accommodation in Japan (tick number 3 only) in guarantee letter]
- ☐ Passport copy (front and back) of inviter
- ☐ Residence cards copy both side (front and back)
- ☐ Day to day itinerary / travel itinerary/ schedule of stay (format uploaded on the website)
- ☐ Tax certificate from Japan **(Kazei shomeisho)** if inviter is taking care of the expenses / Bank statement of inviter /deposit balance certificate (if inviter unable to provide Japanese final tax paper or not moved to Japan more than 12 months)
- ☐ Residence Certificate **(Jyuminhyo)** if stays in inviter's place, or else hotel booking required.
- ☐ Relationship proof (1. visit relative-family tree with Gov. id card copy, 2. visit friend or acquaintance-photos, emails, letters, international calls)
- ☐ If inviting person or his/her spouse is Japanese, then certified copy of the family register **(Kosekitohon)** required.
- ☐ Itinerary with the flight/ship number and date of arrival and departure to and from Japan.

Note:

1. **Authorization letter required for Visa Application Submission and Counter collection is required if any agent/relative /representative submit the visa application.**
2. **Can apply 89 days prior from the travel date, Minimum processing time is 5 working days, and maximum days depends on The Consulate.**
3. **If Applicant is travelling to third country before and after travelling to Japan need to submit third country's visa copy.**
4. **The applicant may be required to submit additional documents which are deemed necessary for the examination of The Consulate General of Japan, Kolkata.**
5. **Hiding proper reason of travel can be cause of visa rejection.**

Remarks.....

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Application submitted by.....

Signature..... VFS staff name.....

Agency name (if any) .....

Phone number.....

Website: https://www.vfsglobal.com/one-pager/japan/india/Kolkata/index.html

Document Checklist for Japan, Kolkata

Short term: Study/internship

- ☐ All passports issued from Jharkhand, Bihar, Odisha, and West Bengal can be submitted at our Kolkata VFS center
- ☐ If any passport issued out of Jharkhand, Bihar, Odisha, and West Bengal and has a resident proof may submit at our Kolkata VFS center. Resident proof documents like Aadhar card/ voter card/ driving license / rent agreement in Jharkhand, Bihar, Odisha, and West Bengal in applicant's name.
- ☐ Application form duly filled and signed. Signature must match as per passport
- ☐ Original passport and one photocopy (front and back)
- ☐ Photographs (The photograph should be of size 45mmx35mm, color with white background and printed on good quality paper with 70% face zooming and not older than 6months)
- ☐ Original N.O.C from the University/institute
- ☐ Work from home letter or remote work (if work location is out of – West Bengal, Jharkhand, Bihar & Odisha).
- ☐ Study from home/distance study (if study location is out of – West Bengal, Jharkhand, Bihar & Odisha).
- ☐ List of applicants (for multiple applicants)
- ☐ Invitation letter
- ☐ Letter of guarantee
- ☐ Day to day itinerary / travel itinerary/ schedule of stay (format uploaded on the website)
- ☐ Program details/ content of internship details.
- ☐ All Financial support breakup details (if getting any financial support from the Japan)
- ☐ Japanese **University/institute** overview /organization details or guarantor's employment certificate if Japanese **University/institute** is bearing all the expenses
- ☐ Indian University/institute incorporation certificate if Indian University/institute is taking care of the expenses (**except Govt. University/institute**)
- ☐ Indian University/institute 3 years ITR (if not able to provide then explanation letter)
- ☐ Indian University/institute 6months bank statement/ deposit balance certificate (**funds sanction letter required for govt. University/institute)**
- ☐ Personal 6 months bank statement (if applicant is bearing all the expenses) and Fixed deposit/mutual funds/investment proof (if any)
- ☐ Personal 3 yrs. ITR (if not able to provide then explanation letter) if applicant is taking care of all expenses
- ☐ Itinerary with the flight/ship number and date of arrival and departure to and from Japan.
- ☐ Hotel reservation if any**- not confirmed, booking only**

Note:

1. **Authorization letter required for Visa Application Submission and Counter collection is required if any agent/relative /representative submit the visa application.**
2. **Can apply 89 days prior from the travel date, Minimum processing time is 5 working days, and maximum days depends on The Consulate.**
3. **If Applicant is travelling to third country before and after travelling to Japan need to submit third country's visa copy.**
4. **The applicant may be required to submit additional documents which are deemed necessary for the examination of The Consulate General of Japan, Kolkata.**
5. **Hiding proper reason of travel can be cause of visa rejection.**

Remarks.....

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Application submitted by.....

Signature..... VFS staff name.....

Agency name (if any) .....

Phone number.....

Website: https://www.vfsglobal.com/one-pager/japan/india/Kolkata/index.html

Document Checklist for Japan, Kolkata

Long Term: COE Application

- ☐ All passports issued from Jharkhand, Bihar, Odisha, and West Bengal can be submitted at our Kolkata VFS center
- ☐ If any passport issued out of Jharkhand, Bihar, Odisha, and West Bengal and has resident proof may be submitted at our Kolkata VFS center. Resident proof documents like Aadhar card/ voter card/ driving license / rent agreement in Jharkhand, Bihar, Odisha, and West Bengal in applicant's name.
- ☐ Application form duly filled and signed. Signature must match as per passport
- ☐ Original passport and one photocopy
- ☐ Photographs (The photograph should be of size 45mmx35mm, color with white background and printed on good quality paper with 70% face zooming and not older than 6months)
- ☐ Copy of COE (both side) or electronic COE copy
- ☐ Husband passport copy (front and back), husband resident card copies (front and back), Relationship proof (if spouse name not endorsed at the back of passport, then marriage certificate) only **for Dependent**
- ☐ Experience Certificate, contract letter/offer letter, highest educational certificate **for work permit.**
- ☐ Admission letter/ Acceptance letter, payment proof of admission, highest educational certificate **for Student COE.**
- ☐ JLPT (Japanese Language Proficiency test certificate) and need all documents (photocopy only) which was submitted at the time of COE application in Japan. (**only for Japanese language student**)
- ☐ Company banner photographs, self-working photographs and sending organization letters **for technical internship training program.**

Note:

1. **Authorization letter required for Visa Application Submission and Counter collection is required if any agent/relative /representative submit the visa application.**
2. **Can apply 89 days prior from the travel date, Minimum processing time is 5 working days, and maximum days depends on The Consulate.**
3. **If Applicant is travelling to third country before and after travelling to Japan need to submit third country's visa copy.**
4. **The applicant may be required to submit additional documents which are deemed necessary for the examination of The Consulate General of Japan, Kolkata.**
5. **Hiding proper reason of travel can be cause of visa rejection.**

Remarks.....

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Application submitted by.....

Signature..... VFS staff name.....

Agency name (if any) .....

Phone number.....

Website: https://www.vfsglobal.com/one-pager/japan/india/Kolkata/index.html

Document Checklist for Japan, Kolkata

Group application checklist

From applicant:

- Filled and signed Visa Application Form
- Original Passport along with a photocopy of bio pages (with more than two blank pages) and please submit your old passports also, if any.
- Two photographs need to be taken within the last 6 months. (The photograph should be of size 2 x 1.4 inches (70% face with both ear visible), color with white background and printed on good quality paper)
- NOC from the company (for employees)
- Business incorporation / GST (for self-employed)
- Work from home/study from home le er (if work/study location is out of – West Bengal, Jharkhand, Bihar & Odisha).
- Accommodation proof for out of state (West Bengal, Jharkhand, Bihar & Odisha) passports holder.
- 3 years personal ITR
- 6 months personal bank statement with original stamp and signature from the bank.

From Indian Company if any:

- Indian company incorporation on certificate
- Company ITR 3 years
- Company 6monts Bank statement or deposit balance certificate.
- Original Indian company Covering le er with name list.

From Japanese agency for group application:

- Schedule of stay / Travel Itinerary
- Invitation letter with list of applicants.
- Guarantee letter.
- Japanese agency incorporation on or registration on certificate or company overview.
- Hotel voucher with list of applicants.

From Indian travel agency:

- Original group letter with name list
- Itinerary with the flight/ship number and date of arrival and departure to and from Japan.

Note:

1. **Authorization letter required for Visa Application Submission and Counter collection is required if any agent/relative /representative submit the visa application.**
2. **Can apply 89 days prior from the travel date, Minimum processing time is 5 working days, and maximum days depends on The Consulate.**
3. **If Applicant is travelling to third country before and after travelling to Japan need to submit third country's visa copy.**
4. **The applicant may be required to submit additional documents which are deemed necessary for the examination of The Consulate General of Japan, Kolkata.**
5. **Hiding proper reason of travel can be cause of visa rejection.**

Remarks.....

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Application submitted by.....

Signature..... VFS staff name.....

Agency name (if any) .....

Phone number.....

Website: https://www.vfsglobal.com/one-pager/japan/india/Kolkata/index.html

Document Checklist for Japan, Kolkata

Incentive Group

From applicant:

- Filled and signed Visa Application Form
- Original Passport along with a photocopy of bio pages (with more than two blank pages) and please submit your old passports also, if any.
- Two photographs within the last 6 months. (The photograph should be of size 2 x 1.4 inches (70% face with both ear visible), color with white background and printed on good quality paper)
- NOC from the company (for employees)
- Business incorporation on/GST (for self-employed)
- Work from home/study from home letter (if work/study location is out of – West Bengal, Jharkhand, Bihar & Odisha).
- Accommodation proof for out of state (West Bengal, Jharkhand, Bihar & Odisha) passports holder.

From Indian Company:

- Indian company incorporation certificate
- Company ITR 3years
- Company 6monts Bank statement or deposit balance certificate.
- Original Indian company Covering letter with name list.

From Japanese agency for group application:

- Schedule of stay / Travel Itinerary
- Invitation le er with list of applicants.
- Guarantee letter.
- Japanese agency incorporation or registration certificate.
- Hotel voucher with list of applicants.

From Indian travel agency:

- Original group le er with name list
- Itinerary with the flight/ship number and date of arrival and departure to and from Japan.

Note:

1. **Authorization letter required for Visa Application Submission and Counter collection is required if any agent/relative /representative submit the visa application.**
2. **Can apply 89 days prior from the travel date, Minimum processing time is 5 working days, and maximum days depends on The Consulate.**
3. **If Applicant is travelling to third country before and after travelling to Japan need to submit third country's visa copy.**
4. **The applicant may be required to submit additional documents which are deemed necessary for the examination of The Consulate General of Japan, Kolkata.**
5. **Hiding proper reason of travel can be cause of visa rejection.**

Remarks.....

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Application submitted by.....

Signature..... VFS staff name.....

Agency name (if any) .....

Phone number.....

Website: https://www.vfsglobal.com/one-pager/japan/india/Kolkata/index.html

Document Checklist for Japan, Kolkata

Transit visa

- All passports issued from Jharkhand, Bihar, Odisha, and West Bengal can be submitted at our Kolkata VFS center
- If any passport issued out of Jharkhand, Bihar, Odisha, and West Bengal have resident proof that may be submitted at our Kolkata VFS center. Resident proof documents like Aadhar card/ voter card/ driving license / rent agreement in Jharkhand, Bihar, Odisha, and West Bengal in applicant's name.
- Application form duly filled and signed. Signature must match as per passport
- Original passport and photocopy
- Photographs (The photograph should be size 45mmx35mm, color with white background and printed on good quality paper with 70% face zooming and not older than 6months)
- Covering letter
- Personal 6 months Bank statement
- Hotel reservation (if any)
- Air Tickets
- Visa copy of main destination.

Note:

1. **Authorization letter required for Visa Application Submission and Counter collection is required if any agent/relative /representative submit the visa application.**
2. **Can apply 89 days prior from the travel date, Minimum processing time is 5 working days, and maximum days depends on The Consulate.**
3. **If Applicant is travelling to third country before and after travelling to Japan need to submit third country's visa copy.**
4. **The applicant may be required to submit additional documents which are deemed necessary for the examination of The Consulate General of Japan, Kolkata.**
5. **Hiding proper reason of travel can be cause of visa rejection.**

Remarks.....

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Application submitted by.....

Signature..... VFS staff name.....

Agency name (if any) .....

Phone number.....

Website: https://www.vfsglobal.com/one-pager/japan/india/Kolkata/index.html