

Tourist 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 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 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)
- ☐ Both way Air Tickets, **booking only(not confirmed)**

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.....

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
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- ☐ 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**
- ☐ Both ways Air Tickets, **booking only(not confirmed)**
- ☐ Japanese company overview /organization details **or employment certificate of guarantor in Japan** if Japanese company is bearing all expenses.
- ☐ Indian company incorporation certificate if Indian company is taking care of the expenses (**funds sanction letter required for govt organization**)
- ☐ 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:

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- 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.....

Application submitted by.....

Signature.....

VFS staff name.....

Agency name (if any)

Phone number.....

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 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
- ☐ 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.
- ☐ Air Ticket, **booking only** (round trip -**not confirmed**)

Note:

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

Remarks.....

Application submitted by.....

Signature.....

VFS staff name.....

Agency name (if any)

Phone number.....

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
- ☐ Both ways Air Tickets, **booking only(not confirmed)**
- ☐ 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.....

Application submitted by.....

Signature.....

VFS staff name.....

Agency name (if any)

Phone number.....

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 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
- ☐ 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 photograph, self-working photograph and sending organization letter **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.....

Group application checklist:

From applicant:

1. Filled and signed Visa Application Form
2. Original Passport along with a photocopy of bio pages (with more than two blank pages) and please submit your old passports also, if any.
3. 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)
4. Noc from the company (for employee)
5. Business incorporation/GST (for self-employed)
6. Work from home/study from home letter (if work/study location is out of – West Bengal, Jharkhand, Bihar & Odisha).
7. Accommodation proof for out of state (West Bengal, Jharkhand, Bihar & Odisha) passports holder.
8. **3 years ITR**
9. **6-month bank statement with original stamp and signature from the bank.**

From Indian Company if any:

10. Indian company incorporation certificate
11. Company ITR 3years
12. Company 6months Bank statement or deposit balance certificate.
13. Original Indian company Covering letter with name list.

From Japanese agency for group application:

1. Schedule of stay / Travel itinerary
2. Invitation letter with list of applicants.
3. Guarantee letter.
4. Japanese agency incorporation or registration certificate or company overview.
5. Hotel voucher with list of applicants.

From Indian travel agency:

1. Original group letter with name list
2. Both way Air ticket.

Note:

1. Signature as per passport (100% match with passport signature)
2. Authorization letter required if someone else is submitting the application.

Remarks.....

Application submitted by.....

Signature.....

VFS staff name.....

Agency name (if any)

Phone number.....

Incentive Group.:

From applicant:

1. Filled and signed Visa Application Form
2. Original Passport along with a photocopy of bio pages (with more than two blank pages) and please submit your old passports also, if any.
3. 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)
4. Noc from the company (for employee)
5. Business incorporation/GST (for self-employed)
6. Work from home/study from home letter (if work/study location is out of – West Bengal, Jharkhand, Bihar & Odisha).
7. Accommodation proof for out of state (West Bengal, Jharkhand, Bihar & Odisha) passports holder.

From Indian Company:

1. Indian company incorporation certificate
2. Company ITR 3years
3. Company 6months Bank statement or deposit balance certificate.
4. Original Indian company Covering letter with name list.

From Japanese agency for group application:

6. Schedule of stay / Travel itinerary
7. Invitation letter with list of applicants.
8. Guarantee letter.
9. Japanese agency incorporation or registration certificate.
10. Hotel voucher with list of applicants.

From Indian travel agency:

2. Original group letter with name list
3. Both way Air ticket.

Note:

1. Signature as per passport (100% match with passport signature)
2. Authorization letter required if someone else is submitting the application.

Remarks.....

Application submitted by.....

Signature.....

VFS staff name.....

Agency name (if any)

Phone number.....

Transit visa:

- ☐ All passports issued from Jharkhand, Bihar, Odisha, and West Bengal can be submitted at our Kolkata VFS center
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- ☐ Application form duly filled and signed. Signature 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
- ☐ Personal 6 months Bank statement
- ☐ Hotel reservation (if any)
- ☐ Air Tickets
- ☐ Visa copy of main destination.

Note:

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- 3. If Applicant is travelling to third country before and after travelling to Japan need to submit third country's visa copy.**
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Remarks.....

Application submitted by.....

Signature.....

VFS staff name.....

Agency name (if any)

Phone number.....