

VFS JAPAN VISA APPLICATION CENTRE

DOCUMENTS REQUIRED
SHORT TERM BUSINESS VISA

(for business affairs, market research, conference, cultural or sport exchange)

Important-All photocopies should be on A4 size only

Prepared by the Applicant

- A valid Passport (with more than two blank pages). Please submit your old passports also, if any.
- Photocopy of the Bio Data Page of the Current Passport (First and Last Page)
- A completely filled and signed Visa Application Form.
- One photograph taken within the last 6 months. (The photograph should be passport size with white background and printed on good quality paper)
- Travel order from the employer
- Certificate of employment
- Document to show the flight/cruise schedule to/from Japan
- Latest Income Tax Return (Optional. Please submit when requesting multiple entry visa.)

- If the applicant is Student / Dependent
 - a. Consent from the parents / spouse
 - b. Latest Income Tax Return of parents / spouse (if not available, bank statement of last 6 months)
- Proof of Relationship, in case the applicant is accompanied by any dependent (i.e. Passport copy, Marriage Certificate, Birth Certificate)

Prepared by the Inviter/Guarantor in Japan

- Invitation Letter
- Itinerary in Japan (including hotel information, contact information while in Japan)
- List of applicants (when there are multiple applicants)

Prepared by the guarantor who pays for the travel expenses

- Letter of Guarantee
- Certified copy of the incorporation register or Overview of company/organization

Note

- The above is a guide to the documents you should provide with your visa application. Japan Embassy may request you for an interview / additional documentation depending on your personal circumstances.
- Documents submitted will not be returned (except for the passport).