

DOCUMENTS REQUIRED

TEMPORARY VISITOR VISA FOR BUSINESS AFFAIR / MARKET RESEARCH / CONFERENCE VISA

(For Those with Nationalities Other Than China, Russia, CIS Countries, Georgia or Philippines)

Important-Please note all photocopies should be on A4 size only

- 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)
- Covering Letter by the Employer / Travel requisition from the company
- Certificate of Employment
- Latest Income Tax Return (in case income tax return not available then submit bank statement of last 6 months)
- Reservation certificate
- Invitation Letter in **original** or either of following documents to explain activities in Japan
 - a. A contract of transactions between companies.
 - b. Conference materials
 - c. Materials on trading goods etc.
- List of Visa applicants (When there are multiple applicants)
- Schedule of stay during stay in Japan
- If the inviting company / organization is bearing the expenses
 - a. Original Letter of Guarantee
 - b. A certified copy of the incorporation register or an overview of company / organization.

Note:

- A stock exchange-listed company does not need to submit a copy of the incorporation register or an Details of the company /organization if it submits its quarterly corporate report.
 - When an individual is extending an invitation, submit the "Certificate of Employment" in lieu of a copy of the incorporation register or an overview of the Company/Organization.
- A completely filled and signed Visa Application Form. The form is available under the link http://www.vfsglobal.com/japan/india/pdf/visa_application_form.pdf
 - 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)

VFS JAPAN VISA APPLICATION CENTRE

- Proof of Relationship, incase the applicant is accompanied by any dependant, i.e. Passport copy, Marriage Certificate, Birth Certificate.

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.