

VFS JAPAN VISA APPLICATION CENTRE

DOCUMENTS REQUIRED

MULTIPLE 5 (Short Term Business Visa

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

Important-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)
- 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)
- Covering letter (if any special explanation is needed)
- Document to prove that the applicant is qualify for one of the following categories.
 - (1) A regular employee of a public (government) enterprise
 - (2) An employee of a private company which is listed on the stock exchange (including Japan and third countries)
 - (3) A regular employee of a Japanese-affiliated company which is a member of the Japan Chamber of Commerce and has a management base in Japan
 - (4) A regular employee of a joint venture company, a subsidiary company or a branch office of a company which is listed on the stock exchange (including Japan and the third countries)
 - (5) A regular employee of a private company with constant business transactions with a Japanese company which is listed on the stock exchange
 - (6) A regular employee with a travel record to Japan for business purpose and travel records as temporary visitor to G7 countries (except Japan) in the last three years
 - (7) A regular employee with more than three travel records to Japan for business purpose in the last three years
- Proof of Relationship, in case the applicant is accompanied by spouse or children (i.e. Passport copy, Marriage Certificate, Birth Certificate).

Note

- Embassy may issue a single entry visa after the assessment of the application.
- 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).