

VFS JAPAN VISA APPLICATION CENTRE

CL- 04 [November 2025]

DOCUMENTS CHECKLIST

MULTIPLE ENTRY BUSINESS VISA

Passport Number _____

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

S. No.	Document Type	Yes / No	Remark
1	Passport (Valid Passport + Old Passport/s if any)		
2	Current passport copy - First and last page		
3	Completely filled and signed Visa Application Form with photograph		
4	Original Reason for requesting or letter of invitation including the necessity of multiple entry visa and confirmed travel booking tickets.		
5	If Business person, supporting documents to prove company's qualification		
6	Certificate of employment		
7	If intellectuals / researchers, supporting documents to prove applicant's qualification		
8	Proof of relationship, if the applicant is accompanied by dependant/s		
9	Income Tax Returns of the past 3 years		
10	Reason for requesting or letter of invitation including the necessity of multiple entry visa for dependant/s		
11	Request letter from Company / Employer or Chamber of Commerce for Business Visa up to 5 years.		

Travel History of applicant in last 2 years to Australia, Canada, Europe, USA & Japan (provide details)

S. No.	Country Travelled	Period
1		
2		
3		
4		
5		

Additional Documents & Remarks (Kindly provide details below)

*** I have been informed and advised that the insufficient documentation mentioned in checklist may lead to a delay in the processing of visa application. However, I insist to proceed with my application.

Applicant / Agent Signature _____

Agency Name (If applicable) _____

Contact Number _____

(VFS Officer's Signature)