

VFS JAPAN VISA APPLICATION CENTRE

CL- 07 [November 2025]

DOCUMENTS CHECKLIST

FAMILY MEMBERS OF THE INDIANS WITH JAPANESE EMPLOYMENT VISA

Passport Number _____

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

S. No.	Document Type	Yes / No	Remark
1	Passport (Valid Passport + Old Passport/s)		
2	Current passport copy - First and last page		
3	Completely filled and signed Visa Application Form with photograph		
4	Covering letter stating the purpose of visit		
5	Leave sanction letter in case employed, Proof of ownership if Owner of Company.		
6	Original Letter of Reason for Invitation and Guarantee letter		
7	Proof of employment of the Indian National living in Japan		
8	Copy of passport pages with valid Japan Visa and status items		
9	Copy of the certificate of alien registration (Both front & back)/Certificate of Residence		
10	Certificate of Employment of Inviter		
11	Original Certificate of Eligibility and one copy for each family member (Spouse and Children)		
12	Certificate of Income / certificate of bank deposit / copy of final tax return / certificate of Tax payment of the Inviter		
13	Proof of relationship with inviter		
14	Confirmed flight tickets		
15	Proof of relationship, if the applicant is accompanied by dependent/s		

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)
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