

VFS JAPAN VISA APPLICATION CENTRE

CL- 07 [November - 2025]

DOCUMENTS CHECKLIST LONG TERM VISA WITH CERTIFICATE OF ELIGIBILITY (COE)

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	01 Photo (Size 2*2 inches with 70% face validity, White background)		
5	Covering letter stating the purpose of visit		
6	Original Certificate of Eligibility and one copy		
7	Experience Certificate		
8	Curriculum Vitae (CV)		
9	Copy of contract between the applicant and Japanese Employer.		
10	In the event applicant is issued COE for study purpose; applicant is required to submit copy of admission confirmation.		

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)

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*** 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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