

# VFS JAPAN VISA APPLICATION CENTRE

CL [Feb 2016]

## DOCUMENTS CHECKLIST

### Cultural or intellectual figures

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)+ Photocopy of the Bio Data Page of the Current Passport (First and Last Page)		
2	Completely filled and signed Visa Application Form with photograph		
3	A letter of explanation stating the reason of applying for the multiple visa (letter of mission or travel requisition by employer, etc.)		
4	Proof of Eligibility(Please refer Requirement List)		
5	Proof of kinship, if applying separately from the applicant) a copy of his/her passport (pages of identification and Japanese multiple visa		
6	Confirmed travel booking (Additional)		
7	Updated salary bank statement of last six months and Latest Income Tax Return.(Additional)		
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			
S. No.	Country Travelled	Period	
1			
2			
<b>Additional Documents &amp; Remarks (Kindly provide details below)</b>			

\*\*\* 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)