

VFS JAPAN VISA APPLICATION CENTRE

CL- 10 [March 2019]

DOCUMENTS CHECKLIST

Applicants who have track record of visit to Japan in last three years as temporary visitor, and who complied with the Japanese law and regulation during the stay in Japan. Also applicant has ability to pay the travel expense.

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	Completely filled and signed Visa Application Form with photograph		
3	Covering letter stating the reason of applying for Multiple Entry Visa. (If owner covering letter should be on Company Letter head)		
4	Confirmed return travel booking for the first travel		
5	MRP (Machine Readable Passport) / IC Chip passport according to the ICAO standard only		
6	Track record of travel to Japan for the last three years which includes valid passport, old passport which has old visa pages and entry stamp.		
7	Leave sanction certificate or NOC from Employer		
8	Bank statement of last three months		
9	Last 3 years Income Tax Return		
10	Proof of ownership if applicant is owner of company		
11	Hotel Booking		

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)