

## DOCUMENTS REQUIRED

### MULTIPLE ENTRY BUSINESS VISA

#### Qualification of an Applicant

##### A. Applicant as business person

Applicants must be Indian national in the position of a Senior Manager or above and working for more than one year in a company that fulfills the following conditions (Accompanying spouse and children who are applying together can also request multiple entry visa, if necessary).

- (1) Government enterprises
- (2) Companies listed on the stock exchange market
- (3) Companies that have continual transactions with Japanese companies that are listed on the stock exchange in Japan
- (4) Joint corporations that co-invested with Japanese companies that are listed on the stock exchange in Japan, and subsidiary companies or representative offices of those Japanese companies.
- (5) Companies that are members of the Japan Chamber of Commerce (JCC) of the cities where embassies and consulates of Japan are located, and have their head offices located in Japan.

##### B. Applicants as intellectuals, researchers etc

- (1) Internationally acclaimed artists
- (2) Distinguished scholars and researchers who have adequate achievements
- (3) Distinguished amateur athletes who have adequate records
- (4) University lecturers and above (as a full-time)
- (5) Employees of public research institutes and museums (Directors and above)

#### Documentation for Application

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

##### A. Applicant as business person

- a. A valid Passport (with more than two blank pages). Please submit your old passports also, if any.
- b. Confirmed travel booking tickets
- c. A completely filled and signed Visa Application Form. The form is available under the link <http://www.vfsglobal.com/japan/india/mumbai/pdf/visa-application-form.pdf>
- d. One photograph taken within the last 6 months. (The photograph should be of size 2 x 2 inches, color with white background and printed on good quality paper)
- e. Certificate of employment
- f. Supporting documents to prove company's qualification to above
- g. Reason for requesting a MULTIPLE entry visa or letter of invitation including the necessity of MULTIPLE entry visa
- h. In the case of spouse or children accompanying, please submit followings in addition to above
  - i. Documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children)
  - ii. Reason for requesting MULTIPLE entry visa
- i. Income Tax Return of past 3 years.

# VFS JAPAN VISA APPLICATION CENTRE

## B. Applicants as intellectuals, researchers etc

- a. A valid Passport (with more than two blank pages). Please submit your old passports also, if any.
- b. A completely filled and signed Visa Application Form. The form is available under the link <http://www.vfsglobal.com/japan/india/mumbai/pdf/visa-application-form.pdf>
- c. One photograph taken within the last 6 months. (The photograph should be of size 2 x 2 inches, color with white background and printed on good quality paper)
- d. Reason for requesting a MULTIPLE entry visa or letter of invitation including the necessity of MULTIPLE entry visa
- e. Supporting documents to prove your qualification to above, such as
  - i. Certificate of employment from the employer
  - ii. Curriculum vita (CV)
  - iii. Treaties, academic publishing, or records of lectures by applicants
- f. In the case of spouse or children accompanying, please submit followings in addition to above
  - i. Documents clarifying their relationship such as Marriage certificate (for spouse) or Birth certificate (for children)
  - ii. Reason for requesting MULTIPLE entry visa
- g. Income Tax Return of past 3 years.

## Additional Documentation for 5 years Business Visa

- a. A letter of request from a duly recognized company or employer
- b. A request from Chamber of Commerce or Business Organizations  
India: CII, FICCI, NASSCOM, ASSOCHAM  
Japan: KEIDANREN

**Note:** The above is a guide to the documents you should provide with your visa application. Japan Embassy may request you for an interview / additional documentation depending on your personal circumstances.