

Invitation Letter

(Year) _____ (Month) _____ (Day) _____

To: Ambassador/Consul General of Japan in _____

Inviting Person

(When an inviting person and a guarantor are the same, write "Same as guarantor".)

Full Name: _____

Address: _____

Phone _____ (Extension _____)

[Fill in the following contact information when the company/organization is extending the invitation.]

Full Name: _____

Phone _____ (Extension _____)

Department/Division: _____

Visa Applicant

(The name must be written in the Latin alphabet as it appears on their passport. When there are two or more applicants, fill in the representative's status below, and attach a *List of Visa Applicants*.)

Full name: _____ ☐ Male / ☐ Female

Number of additional applicants (if applicable): _____

Date of birth: ____ / ____ / ____ (Day) / (Month) / (Year) Age: _____

Nationality: _____

Occupation: _____

The purpose of inviting the above person(s) :

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

(1) Purpose of invitation

(2) Background to invitation (Explain the background to this invitation in detail.)

(3) Relationship to the visa applicant(s)

(Note) When a company/organization is extending an invitation, fill in the name of the company/organization as well as your title.

Letter of Guarantee

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

Visa Applicant

(The name must be written in the Latin alphabet as it appears on their passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Full name (in the Latin alphabet):

(Male / Female)

(Number of additional applicants (if applicable) :)

Date of birth: ____ / ____ / ____ (Age:)
(Year) / (Month) / (Day)

Nationality:

Occupation:

I guarantee the followings regarding the above-mentioned applicant's entry into Japan:

- 1. Expenses for the applicant's stay in Japan**
- 2. Cost of a return trip home**
- 3. Compliance with Japanese laws and regulations**

I hereby declare that the above is true.

Guarantor

Full name: (Note)

Date of birth: ____ / ____ / ____ (Age:)
(Year) / (Month) / (Day)

Address: -

Telephone number: () - (Extension)

FAX number: () -

Occupation/Name of organization:

Relationship to the visa applicant(s)

[Fill in the following contact information when the company/organization is extending the invitation.]

Full name:

Telephone number: () - (Extension)

FAX number: () -

Department/Division:

(Note)

◆ When a company/organization is extending an invitation, fill in the name of the company/organization as well as your title.

Itinerary in Japan

(Year) (Month) (Day)

The schedule of stay in Japan of the visa applicant(s) is as follows.

Date	Activity Plan	Contact	Accommodation

Overview of Company/Organization

(Year) _____ (Month) _____ (Day) _____

Name of company/organization

Name of the representative

Address

Capital (JPY)

Annual sales (JPY)

Number of employees

Description of business

History

List of branches in Japan and overseas (Name, Location, Telephone number)

Background to the invitation, and business relationship with the other party (company/organization)