

No. 1 Visit Temporary Visiting Friend

☐ Single ☐ Double

Name: _____

Email: _____

Contact: _____

- Japan Visa Application Centre in Surabaya only accepts applications with **KTP / KITAS** based on the Consulate General Japan **Surabaya jurisdiction**.
- Paper size **A4**
- Do not staple any submitted documents.
- Please sort the document according to the check list (correct sequence from top to the bottom)
- Provide all required document in **portrait orientation** except Family Registration / KK

Sr	Required Documents/evidence	Detail	Relatives	
			Original	Copy
1	Passport			
2	Visa Application Form	With applicant's signature (if applicant is underage or with disability, their parents can sign on behalf of applicant) signature must be an original handwriting.		
3	1x Photograph	A colour photo taken within 6 months (3.5 cm x 4.5 cm, clear image without background) no blur, no scratch. No textured printed photos.		
4	Invitation Letter	From Japan		
5	Evidence of relationship with friends	Photograph or print out chat screen capture		
6	Evidence for Identity-Foreigner Host in Japan	Host's Residence certificate/Residence card		
7	Evidence for funds-Host in Japan	Letter of Guarantee		
		Any of one or more Tax Certificate "Kazeishomeisho" (Mentioned Shotoku and Annual income) of guarantor		
		Bank balance certificate		
		Bank statement /Bank book of guarantor (last 3 months)		
		Employment letter of guarantor (mentioned of duration, annual income)		
8	Evidence for Funds-Own fund	Bank statement /Bank book (latest 3 months statement mentioned account name, account number and bank name)		
9	Evidence for working as civil servant or working for state owned enterprise (BUMN/BUMD), public company (Tbk.), Indonesia-Japan Joint Venture company, internationally acclaimed athlete or artist	Employment Letter (Original) and assignment certificate (Copy)		

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10	KTP	Front side copy (depends on jurisdiction), If applicant have a different name between passport and KTP, required to attach state document (Birth Certificate, Probate Letter, Baptism Letter, etc.)		
	KITAS/ITAS Online print out If you are non- Indonesian applicant	Both side copy (depends on jurisdiction)		
11	Family Certificate	Family Data Side Copy		
12	**Student ID (Copy) or Certificate of enrolment (Original)	Only If you are student. Please make sure your study level is written (i.e. bachelor's degree, undergraduate (S1))		
13	Evidence for relationship (For family)- Only for group application	Marriage certificate, Birth certificate		
14	Itinerary.	Detailed schedule of stay		
15	Flight Booking	Round trip flight booking		
16	*Evidence of visit to Fukushima/Miyagi/ Iwate prefecture	Inviter's Juminhyo or Residence Card Copy (only if you visit mentioned locations)		
17	Consent letter with Visa applicant signature submitted with representative ID copy	Only if application is submitted on behalf of applicant		
18	Other (only optional)			

*Visa Fee Waiver

**Visa Fee Waiver if he/she is in University as S1 student

- ☐ I hereby acknowledge that I have submitted all the documents ticked and/or described hereinbefore, any false document or inaccurate statement thereof, intentionally or negligently, may result in refusal of visa, and issuance of visa, including conditions thereof, if given, is subject to solo discretion of the Consulate General of Japan in Surabaya.
- ☐ I understood that all support document submitted above except from Passport cannot be returned after visa assessment.
- ☐ I understood that even if I have submitted all documents as per the checklist above, there is a possibility that the Consulate General of Japan in Surabaya might ask for additional documents that are not listed above.

Applicant Signature _____

Date _____/_____/_____

VFS staff Signature _____