

No. 5 Visit_Temporary_Business Visit

☐Single ☐Double

Name _____

Email _____

Contact _____

- Japan Visa Application Centre in **Jakarta** only accepts applications with KTP based on the **Embassy Japan Jakarta 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)

Sr	Required Documents/evidence	Detail	Business	
			Original	Copy
1	Passport	A valid passport with at least two blank pages		
2	Visa Application Form	With original applicant's signature. (if applicant is underage or with disability, parents can sign on behalf of applicant) signature must be an original handwriting		
3	1x Photograph	A colour photo taken the last 6 months (3.5 cm x 4.5 cm, clear image without background) no blur, no scratch, no textured printed photos		
4	KTP	Front side copy. (based on jurisdiction) (If the applicant has a different name on the passport and KTP, a statement letter is required to be attached)		
	KITAS/ ITAS online print out If you are non-Indonesian applicant	Both side copy. (based on jurisdiction) (If KITAP, must submit IMK/Re-entry permit etc.)		
5	Flight booking confirmation	Return ticket – no need to be issued		
6	Itinerary. Original for individual, copy for family or group member	Full schedule of stay		
7	*Evidence of visit to Fukushima/Miyagi/Iwate prefecture	Hotel or Flight booking confirmation, etc. (only if you visit mentioned locations)		
8	**Student ID (Copy) or Certificate of enrolment (Original)	Only If you are student. (Certificate of enrolment with original stamp and signature)		
9	Employment certificate	Original stamp and signature		
10	Invitation	From Japan		
11	Evidence for Funds-Own fund	Bank statement /Bank book. (latest 3 months statement mentioned account name, account number and bank name) *If not guarantee by company, applicant must submit copy of private bank account		
		Company letter		
12	Evidence for funds-Host in Japan	Letter of Guarantee		
13	Evidence of funds-Company host	Company registration (AKA Toukibo Tohon) or Company profile.		

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14	Consent letter with Visa applicant signature submitted with representative ID copy	Only if application is submitted on behalf of applicant		
15	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 Embassy of Japan in Indonesia.
- ☐ 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 Embassy of Japan might ask for additional documents that are not listed above.

Applicant Signature _____

Date_____/_____/_____

VFS staff Signature_____