

No. 5 Visit Temporary Business Visit

☐ 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)

Sr	Required Documents/evidence	Detail	Business	
			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 for funds-Host in Japan	Letter of Guarantee (if Japanese company is guarantor attach company register "tokibotohon / tokijikoshomeisho")		
6	Employment certificate	Employment certificate (Original) mentioned name and position with (Original) Company stamp.		
7	Evidence for Funds- Sending Company	Letter from company mentioning purpose to visit Japan with (Original) Company stamp.		
8	KTP	Front side copy (depends on jurisdiction), If applicant have a different name between passport and KTP, required to attach mentioned name in 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)		
9	Family Certificate	Family Certificate mentioned name		
10	**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))		
11	Itinerary	Detailed schedule of stay		
12	Flight booking	Round trip flight booking		
13	*Evidence of visit to Fukushima/Miyagi/Iwate prefecture	Hotel or Flight booking confirmation, etc. (only if you visit mentioned locations)		
14	Accommodation Booking	Hotel or Apartment Rental Booking Confirmation		

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15	Consent letter with Visa applicant signature submitted with representative ID copy	Only if application is submitted on behalf of applicant		
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*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 _____