

Special Visit with Certificate of Eligibility

1. Valid original passport with at least 2 blank pages
2. [Application form](#) with original signature. If applicant is under 17 or with disability, their parents can sign on behalf of applicant.
3. Recent color photo 3.5 cm x 4.5 cm taken within last 6 months. clear image without background
4. Copy of KTP for Indonesian citizen
Copy of KITAS for non- Indonesian citizen
If KITAS details are different from passport, please attach immigration office report proof. If applicant is under 17, please attach copy of parents KTP or KITAS with family relationship evidence.
Note: According to the regulation of Japan Embassy in Indonesia, Japan Visa Application Centre in Jakarta only accepts applications based on the jurisdiction area of KTP or KITAS: **Jakarta, Banten, West Java, Central Java, Yogyakarta, West Kalimantan, Central Kalimantan, South Sumatera, Bangka Belitung, Bengkulu, and Lampung.**
5. [Statement letter with original signature](#) if the name on the KTP is different from the name on your passport.
6. *Evidence of visit to Fukushima/Miyagi/ Iwate/prefecture
Hotel or Flight booking confirmation, etc. **(only if you visit mentioned locations)**
7. COE (Certificate of Eligibility) Original or Copy** Certificate of Eligibility (COE) is valid for 3 months from issuance.
8. Copy of E-KTKLN if you as specified workers.
9. You can submit your visa application form at the Visa Application Centre in person, or by representative.
 - Only travel agents that is registered at The Embassy of Japan, family members and a representative from customer's place of work are permitted to make submission on behalf of customer. In addition to the complete set of application documents, the following documents need to be prepared, unless you apply through a registered travel agent.
 - A representative from company: ID of the representative (photocopy) and assignment letter.
 - A family member of customer: ID of the representative (photocopy) and a certificate which proves the relation with applicant (photocopy).

Note: Even if application is submitted by proxy person, applicant himself/herself must sign on application form, unless person has specific reasons such as underage or with disability.
10. Complete and sign [Checklist No. 6](#).

in accordance with the embassy of Japan's instructions:

1. Do not staple any submitted documents.
2. All documents must be on A4 size paper.
3. Ensure the photo is securely glued on the application form.
4. Submitted documents must be clean, unfolded, and unbent.

*Updated in December 2025