

No. 9 Visit_Temporal_Multiple For Business visit

Name _____

Email _____

Contact _____

Sr	Required Documents/evidence	Detail	Business-Multiple	
			Original	Copy
1	Passport	Valid for at least 6 months		
2	Visa Application Form	With applicant's signature (if applicant is underage or with disability, their parents can sign on behalf of applicant)		
3	1x Photograph	A colour photo taken within 6 months(4.5cm x 3.5cm, no edit, clear image without background)		
4	KTP	Front side copy (For under age please attach birth certificate)		
	KITAS/ ITAS online print out If you are non-Indonesian applicant	Both side copy		
5	Family Certificate	Return ticket		
6	If the name on the KTP is different from the name on your passport please attach	Statement letter		
		Copy of verdict related to Name alteration from Distric court (of Justice)		
		Statement letter issued by local government (Kelurahan)		
9	Itinerary	Full schedule of stay		
10	Flight booking confirmation	Return ticket – no need to be issued		
12	Employment certificate	Explain purpose visit to Japan		
13		Trading business license (SIUP) , or Business Identification Number (NIB)		
14	Invitation letter	From Company in Japan. If participating in an event or conference, please attach registration confirmation as a participant		
15	Evidence of Company host	Company registration(AKA Tokibotohon) or Company profile		
		(Shikiko) If the inviting company is listed on the stock exchange		
		For conference participant attach event brochure or event organize profile		
16	Evidence for funds-Host in Japan	Guarantee letter From Company host in Japan		
17	Evidence for Funds-Own fund	Sponsor letter from Company in Indonesia		
		Bank statement (latest 3 months statement mentioned account name, number and bank name)		

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18	Visa support letter	A letter of explanation stating the reason for applying for the multiple visa		
19	**Student ID (Copy) or Certificate of enrolment (Original)	Only If you are student		
20	*Evidence of visit to Fukushima/Miyagi/Iwate prefecture	Hotel or Flight booking confirmation, etc. (only if you visit mentioned locations)		
21	Consent letter with Visa applicant signature submitted with representative ID copy	Only if application is submitted on behalf of applicant (Also for travel agent or representative)		
22	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 e.g. Only single entry visa to be issued against multiple visa application, etc. such case 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 _____