

### Visit Temporary Business Visit.

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. Flight booking confirmation with passenger details.
7. [Itinerary](#) (schedule stay in Japan)
8. \*Evidence of visit to Fukushima/Miyagi/ Iwate/Okinawa prefecture  
Hotel or Flight booking confirmation, etc. (**only if you visit mentioned locations**)
9. \*\*Student ID (Copy) or Certificate of enrolment (Original)  
**Only If you are undergraduate student (S1).**
10. Original employment certificate with signature and stamp.
11. [Invitation letter](#) (English); or [Invitation letter](#) (Japanese) from company in Japan.
12. Documents related to travel expenses.
  - Evidence for funds-guarantor in Indonesia  
If the expense would be borne by the company/Institution in Indonesia, please attach an official letter with an original signature and stamp from the company/institution mentioned that the purpose of your travel and all the expenses will be covered by the company during the trip in Japan.
  - Evidence for funds-guarantor in Japan  
[Letter of guarantee](#) (English); or [Letter of guarantee](#) (Japanese).
  - Evidence for Funds-Own fund  
Bank statement/Bank book (last 3 months statement mentioned account name, number, balance, and bank name)
13. Evidence of funds-Company host in Japan; Company registration (AKA *Tokibotohon*) or Company Profile.
14. 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 have specific reason such as underage or with disability.

15. Complete and sign [Checklist No. 5](#).

For those who belong to the following categories, the applicant or family member (spouse and child) does not need to attach any financial evidence. (If required, additional documents will be required to complete or prove it). Employees of companies listed on the Indonesia stock exchange.

- BUMN employees
- Employees of companies cooperating with a Japanese company
- Employees of Indonesia-Japan joint ventures, Japanese subsidiaries, or subsidiaries of Japanese company
- Government agency employees
- Go-international artists, recognized athletes, university deans, professors, professor assistants, leaders of museums, government, or private research institutions.

**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.