

No. 5 Visit_Temporary_Business Visit

☐ Single

Name _____

Email _____

Number Phone _____

No	Required Documents/evidence	Detail	Relatives	
			Original	Copy
1	Passport	Valid for at least 6 months, at least 2 blank pages needed		
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 (3.5 cm x 4.5 cm, clear image without background)		
4	KTP	Front side copy (For underage please attach birth certificate)		
	KITAS/ITAS Online print out If you are non-Indonesian applicant	Both side copy		
	Family Certificate			
5	Itinerary	Full schedule of stay (detail schedule which is started from the arrived and departure day includes detail hotel; address, telephone no etc,)		
6	Flight schedule	Return ticket – no need to be issued (date of arrival and leaving Japan must be included)		
7	Employment certificate	Explain purpose visit Japan (authorized by Company with a legal signature and stamp)		
8	Invitation Letter	Document to explain the reason for invitation		
9	Evidence of travel funds	a) Evidence from Indonesian-party <ul style="list-style-type: none"> Sponsorship letter (authorized by company with a legal signature and stamp, explain the purpose of visit and state the sponsorship for expense) NIB/TDP 		
		b) Evidence from Japanese-party <ul style="list-style-type: none"> Guarantee letter/<i>Mimotohoshosho</i> A trade licence or SIUP/<i>Hojin-tokibotohon</i>, Company profile/<i>Kaisha shikiho</i> or Company-Organization certificate/<i>Kaisha-Dantai gaiyosetsumeisho</i> (if not registered) 		
10	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)		
11	*If the name on the KTP is different from the name on your passport, please attach	Statement letter or Copy of verdict related to Name alteration from District court (of Justice) or Statement letter issued by local government (Kelurahan)		

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12	*Student ID (Copy) or Certificate of enrolment (Original)	Only if you are undergraduate student (S1)		
13	*Evidence of visit to Fukushima/Miyagi/Iwate prefecture	Hotel or Flight booking confirmation, etc. (only if you visit mentioned locations)		
14	Other (only optional)			

- ☐ 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 _____