

## Visit Temporary Visiting Relatives

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 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. Evidence for relationships (For family)-Only for group application
11. Evidence of relationship (For relatives residing in Japan)
12. [Invitation letter](#) (English); or [Invitation letter](#) (Japanese)
13. Documents related to travel expenses.
  - Evidence for Funds-Own fund  
Bank statement /Bank book (last 3 months statement mentioned account name, number, and bank name)
  - Evidence for Funds- family member  
Bank statement /Bank book (last 3 months statement mentioned account name, number, and bank name) with evidence of relationship (family certificate, birth certificate, etc.)
  - Evidence for funds-Host in Japan (Any of one or more)
    - [Letter of guarantee](#) (English); or [Letter of guarantee](#) (Japanese).
    - Income tax certificate (AKA *Nyuzei shomeisho*) of guarantor,
    - Tax return (AKA *Kakutei shinkoku*) of guarantor,
    - Income certificate (AKA *Shotoku Shomeisho*) of guarantor,
    - Bank balance certificate Bank statement/Bank book of guarantor (last 3 months),

- Employment letter of guarantor (mentioned of duration, annual income).

14. Evidence for Host in Japan  
 Host's Residence certificate (*Juuminhyo*) /Residence card

15. If the applicant wishes to apply for a multiple entry visa, please attach an original official work certificate from the company you work for with an original stamp or signature or QR code that can be validated, as well. Attach a letter of reasons for applying for a multiple entry visa.

16. 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.

17. Complete and sign [Checklist No. 1](#).

18. Attach also documents from [Checklist No. 8](#) if you are requesting for a multiple-entry visa.

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.