

No. 1 Visit_Temporary_Visiting Relatives

☐ 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 and Copy Bio page of passport		
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		
6	Flight schedule	Return ticket – no need to be issued (date of arrival and leaving Japan must be included)		
7	Invitation Letter	Document to explain the reason for invitation		
9	Document to prove kinship, friends/acquaintances	a) Visiting Relatives: Birth certificate, marriage certificate, family register certificate (<i>Kosekitohon</i>) etc. (copy will be accepted) b) Visiting friends/acquaintances: Photos, Email, Call History, Letter etc.		
10	Evidence for travel funds	a) Evidence for funds-own fund <ul style="list-style-type: none"> • Bank statement, latest 3 month (signed with a legal signature, stamped and authorised by bank) • Bank book (original and photocopy of the identity page and the transaction page for the last 3 months). If unable to attach the original one, please attach the legalized copy by the bank. 		
		b) Evidence for Japanese-party fund <ul style="list-style-type: none"> • Guarantee letter • Proof of fund of the guarantor (at least one of the items below) <ul style="list-style-type: none"> ❖ Withholding tax slip/Gensenchoshuhyo will not be accepted - Certificate of Income/<i>Shotokushomeisho</i> 		

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		<ul style="list-style-type: none"> - Evidence of tax payment/<i>Nozeishomeisho form 2</i> - Bank statement showing transaction of the last 3 months • Certificate of Residence/<i>Juminhyo</i> (Relationship to all family members must be included) • If the guarantor is a foreign national, please submit: <ul style="list-style-type: none"> - A copy of both sides of guarantor's valid residence card (or special permanent resident certificate) - A copy of biodata page of guarantor's passport - Certificate of Residence/<i>Juminhyo</i> with full details except "my number" and resident register code 		
11	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)		
12	*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)		
13	*Student ID (Copy) or Certificate of enrolment (Original)	Only if you are undergraduate student (S1)		
14	*Evidence of visit to Fukushima/Miyagi/Iwate prefecture	Hotel or Flight booking confirmation, etc. (only if you visit mentioned locations)		

- ☐ 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 _____