

VISA FOR CONVENTION, SEMINAR, RELIGIOUS RITE, ETC.

Notes
Arrange your documents in the order according to the checklist.
All documents should be printed or photocopied on A4-sized paper.
Separate all the application documents into individual sets. Family should separately prepare documents arranged in the same order. Remove all staple / pins / paper clips used on the documents
Document must be issued within 3 months of the lodgement of visa application. Any document issued before 3 month from the date of lodgement of visa application, will not be accepted.
All Myanmar documents should be submitted in copy of original with Japanese or English translation and photocopy for each document.

No.	Required Documents / Evidence	Details	Tick	
			Original	Copy
1	Passport	Must have 2 blank pages at least	<input type="checkbox"/>	
2	Visa Application Form	Completely filled in, and have original signature	<input type="checkbox"/>	
3	Photo (1 pcs)	45mm×45mm or 45mm×35mm Taken within the past 6 months	<input type="checkbox"/>	
4	Air ticket booking confirmation	Round trip, and mention the passenger name, airlines and departure and arrival date and time.		<input type="checkbox"/>
5	Employment (or) ID certificate	◇ Employment Certificate (Please clarify the applicant’s position, hire date, and salary.) ◇ Monk Certificate Card, Pastor Card, several kinds of certificate etc. ◇ Student Certificate or Student card If the applicant is a student, submit Student Certificate and the supporter’s Employment Certificate If the applicant is a dependent, submit the supporter’s Employment Certificate	<input type="checkbox"/>	
6	Certificate of business trip order from the applicant’s company (or) organization.	Please clarify the reason of the trip and its duration	<input type="checkbox"/>	
7	Supporting documents showing the applicant's activities/conference in Japan		<input type="checkbox"/>	
If the applicant guarantees the trip expense				
8	Bank book	The bank book must show detailed transaction and balance / Must bring original bank book for verification and only photocopy will be submitted	<input type="checkbox"/>	<input type="checkbox"/>
Documents to be prepared by the inviter in Japan				
9	Letter of Invitation form		<input type="checkbox"/>	
10	Detailed Schedule in Japan	Date, Accommodation, Contact information etc.	<input type="checkbox"/>	
11	List of Applicants	In the case of more than one applicant	<input type="checkbox"/>	
If the inviter guarantees the expense for the trip,				
12	Letter of Guarantee		<input type="checkbox"/>	
13	ONE document from followings	Company Registration (Hojin Tokibo Tohon)		<input type="checkbox"/>
		Overview of Company / Organization		<input type="checkbox"/>
		SHIKIHO (Photocopy) (if the company is listed on the Stock Exchange)		<input type="checkbox"/>
Additional Document for the certain applicants mentioned in below.				
14	Consent Letter from parents / guardians	If the applicant is under 18 years old and traveling alone.	<input type="checkbox"/>	
15	Household List / Any official documents which can verify the relationship.	If the applicant is under 18 years old and travel alone (or) dependent and the travel cost is owned by supporter's	<input type="checkbox"/>	

16	Sponsor Letter from the bank account holder	If the travel cost is owned by others.	<input type="checkbox"/>	
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- ☐ 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 the Myanmar.
- ☐ 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 and to have interview by the embassy.
- ☐ VFS Global will refund only visa fees, as all VFS service fees and value-added service fees are non-refundable, and by using VFS services applicants confirm they have read, understood, and agreed to this policy.

Date _____ / _____ / _____

Applicant Signature _____

VFS Staff Signature _____