

## HOUSEKEEPER OF DIPLOMAT AND OFFICIALS

Work in Japan as private housekeeper of persons holding diplomatic or official status in Japan

| No.                            | Required Documents/evidence                          | Detail  | Tick     |      |
|--------------------------------|--|---|----------|------|
|                                |  |   | Original | Copy |
| 1                              | Passport   | Ensure your passport is self-signed.  |          |      |
| 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 color photo taken within 6 months. (4.5 cm x 3.5 cm, clear image without background)  |          |      |
| 4                              | 1x Color Copy of Passport Bio Page                   |   |          |      |
| 5                              | Photocopy of Employment Contract                     | From the employer in Japan.   |          |      |
| <b>EMPLOYER'S REQUIREMENTS</b> |  |   |          |      |
| 6                              | Invitation Letter                                    | From Japan.   |          |      |
| 7                              | Letter of Guarantee                                  | Please fill-up the form.  |          |      |
| 8                              | Photocopy of ID card                                 | Issued by the Ministry of Foreign Affairs in Japan.   |          |      |
| 9                              | Photocopy of Certificate of Eligibility (COE)        | <ul style="list-style-type: none"> <li>▪ In case that you have Certificate of Eligibility issued by a Regional Immigration Services Bureau in Japan.</li> <li>▪ If you are applying for an electronic Certificate of Eligibility (Certificate of Eligibility sent by email from the Immigration Bureau), kindly printout the email sent to you and submit.</li> </ul> |          |      |
| 10                             | Authorization Letter Showing all names of passengers | For Family: to be signed by the head of the family<br>For Incentives Group: to be signed by the head of the company<br>For Tour Packages: to be signed by the head of the tour company  |          |      |
| 11                             | Company ID Card                                      | Company ID Card, if submitted by designated representatives.  |          |      |
| 12                             | Others   |   |          |      |

☐ 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 Philippines.

☐ 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 \_\_\_\_\_