

PACKAGE TOUR SINGLE ENTRY

Join a package tour for sightseeing arranged by registered travel agency of the Embassy. (For the Philippine nationals only. The term of stay in Japan must be within 15 days. The list of registered travel agencies is on our website.)

No.	Required Documents/evidence	Detail	Tick	
			Original	Copy
1	Passport	Holder's signature required.		
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	1x Color Copy of used Japan Visa, If any			
6	A corporate incentive tour <i>*If there is a used Japanese visa on your passport, the following Birth and Marriage Certificate are unnecessary.</i>	Documents to show an outline of the sponsor corporation (e.g., a hard copy of the website, a photocopy of a certificate of business registration, etc.).		
7	Birth Certificate (Issued by PSA within 1 year) Must include purpose of trip and length of stay. Unnecessary if there is used Japan Visa on passport.	The printing is unclear and the information cannot be read. → Birth or marriage certificate issued by your local municipal office Deferred Birth Registration → Baptismal certificate and elementary or high school report card (Form 137, Department of Education, Philippines) If there is no record in the PSA → Birth or marriage certificate issued by your local municipal office and a Certificate of Non-Existence issued by the PSA		
8	Marriage Certificate (Issued by PSA within 1 year & for Married Applicants Only) Must include purpose of trip and length of stay. Unnecessary if there is used Japan Visa on passport.	The printing is unclear and the information cannot be read. → Birth or marriage certificate issued by your local municipal office Deferred Birth Registration → Baptismal certificate and elementary or high school report card (Form 137, Department of Education, Philippines) If there is no record in the PSA → Birth or marriage certificate issued by your local municipal office and a Certificate of Non-Existence issued by the PSA		
9	For Registered Travel Agency in the Philippines	* List of tour participants. * Itinerary (including flight, hotel and transportation information and addresses that tour participants are individually visiting during the tour and their contact numbers in Japan). * A copy of the advertisement(s) for the tour (website, leaflet, etc.). * Round-trip airplane ticket reservation slips (air tickets need not to be issued at the time of visa application). * (For a tour accompanied by a tour conductor) Tour conductor's certificate of employment. - If the tour conductor is not full-time employee of the registered travel agency, submit a copy of the tour conductor's employment contract.		

10	Japanese Travel Agency Contract Of Requirement	(1) Itinerary in Japanese. (2) Copies of hotel reservation slips. (3) Copies of domestic transportation service reservation slips (for domestic flights, Shinkansen and express trains, buses, etc.) if applicable.		
11	Authorization Letter Showing all names of passengers	For Family: to be signed by the head of the family For Incentives Group: to be signed by the head of the company For Tour Packages: to be signed by the head of the tour company		
12	Company ID Card	Company ID Card, if submitted by designated representatives.		
13	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 _____