

STUDENT, WORKER AND DEPENDENT

No.	Required Documents/evidence	Detail	Tick	
			Original	Copy
1	Passport	Holder's signature required.		
2	Visa Application Form	With applicant's signature. (If 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	Certificate of Eligibility (photocopy, no need original)	If you received a Certificate of eligibility by email from Japan Immigration, submit a photocopy of the email.		
FOR COE HOLDERS OF SPOUSE/CHILD OF JAPANESE, SPOUSE/CHILD OF PERMANENT RESIDENT, LONG TERM RESIDENT and DEPENDENT				
6	Birth Certificate (Issued by PSA within 1 year)	*If the Birth Certificate is not readable, submit Birth certificate issued by Local Civil Registrar. *If LATE REGISTRATION, submit Baptismal Certificate and School Record (Form 137). *If there is no record of birth in PSA, submit Birth Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.		
7	Marriage Certificate (Issued by PSA within 1 year and for Married Applicants only)	* If Marriage Certificate is not readable, submit Marriage certificate issued by Local Civil Registrar. *If there is no record of marriage in PSA, submit Marriage Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.		
8	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		
9	Company ID Card	Company ID Card, if submitted by designated representatives.		
10	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 sole 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 _____