

TOURISM VISA CHECKLIST- MULTIPLE

Visit Japan several times as temporary visitor for tourism, business or visiting relatives, etc.

Applicants need to satisfy one of the conditions from 13 to 17. The period of each stay in Japan must be within 30 days.

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 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	Request form for Multiple-Entry Visa	Fill-up the Request form for Multiple-Entry Visa.		
7	Birth Certificate (Issued by PSA within 1 year) <i>Unnecessary if there is used Japan Visa on passport.</i>	*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.		
8	Marriage Certificate (Issued by PSA within 1 year and for Married Applicants only) <i>Unnecessary if there is used Japan Visa on passport.</i>	*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.		
9	Itinerary in Japan	* Enter the schedule date of entry and departure to/from Japan (including flight information, if possible. Booking is not necessary). * Enter the details of accommodation (as of hotel, name, address and phone number. Booking is not necessary).		
10	Applicant's Bank Certificate	If the Average Daily Balance (ADB) in the last six months is not indicated, bank statement must be submitted to prove transactions within the last six months.		
11	Income Tax Return (ITR) Certificate	* Form 2316, must have signature of the Employer and Employee. * For business owners, proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form (copy acceptable).		
12	Applicant's Employment Certificate (Must indicate period of employment, salary and position)	*For business owners, Department of Trade and Industry (DTI) "Certificate of Business Name Registration" and Mayor's Permit from the City Hall must be submitted. *If for any reason other than being a retiree, full-time housewife or unemployed, applicant is unable to submit Bank Certificate and Income Tax Return (ITR) Certificate above, a letter of explanation about the reason must be submitted.		

		*For students, a copy of School ID or Certificate of Enrollment in School must be submitted.		
CONDITIONS AND SPECIFIC REQUIREMENTS				
13	Applicant who travelled Japan as temporary visitor in the last 3 years and has financial capacity.	→Used Visa must be in the passport. (Old/expired passports with used Japan Visa may also be submitted). *Used Japanese Visa and landing permission as temporary visitor in the last 3 years.		
14	Applicant who travelled Japan (as temporary visitor) and G7countries (several times, except Japan)	→Used visa must be in the passport (old/expired passports with used Visa may also be submitted). *Used Japanese Visa and landing permission as temporary visitor in the last 3 years. *Used visas and landing permissions of G7 countries (except Japan) in the last 3 years.		
15	Applicant with sufficient financial capacity	* In case [<i>those with sufficient financial capacity</i>] is checked, the embassy examine and determine whether the applicant falls under [<i>Multiple-Entry Visa for Temporary Visitor</i>] or [<i>Multiple-Entry Visa Temporary Visitor Visa for Philippine Nationals with Considerable Financial Capacity</i>].		
16	Spouse/Child of (15) above	* Proof of relationship with the (15) above (PSA issued Birth Certificate and Marriage Certificate, if applicable) * Passport and multiple entry visa copy and documents (10), (11) and (12) of (15) above.		
17	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		
18	Company ID Card	Company ID Card, if submitted by designated representatives.		
19	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 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 _____