

VISITING US MILITARY PERSONNEL- SINGLE ENTRY

Visiting a US military personnel stationed in Japan or his/her dependent.

| 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 | Birth Certificate (Issued by PSA within 1 year) | <p>*If the Birth Certificate is not readable, submit Birth certificate issued by Local Civil Registrar.</p> <p>*If LATE REGISTRATION", submit Baptismal Certificate and School Record (Form 137).</p> <p>*If there is no record of birth in PSA, submit Birth Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.</p> | | |
| 6 | Marriage Certificate (Issued by PSA within 1 year and for Married Applicants only) | <p>* If Marriage Certificate is not readable, submit Marriage certificate issued by Local Civil Registrar.</p> <p>*If there is no record of marriage in PSA, submit Marriage Certificate issued by Local Civil Registrar and Negative Certificate issued by PSA.</p> | | |
| IN CASE THE APPLICANT WILL SHOULDER PART/ALL OF TRAVEL EXPENSES | | | | |
| 7 | Applicant's Bank Certificate (balance within the last six months must be shown) | 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. | | |
| 8 | Income Tax Return Certificate (Photocopy) | <p>* Form 2316 must have signature of the Employer and Employee.</p> <p>* For business owners, proof of actual payment of tax must be submitted in addition to the BIR Tax Payment Certificate Form (copy acceptable).</p> | | |
| INVITER'S REQUIREMENTS | | | | |
| 9 | Invitation Letter from the Inviter | From Japan. | | |
| 10 | Itinerary in Japan | Please provide the details. | | |
| 11 | Statement of Service | Including E-mail address of attestant, if possible. | | |
| 12 | Photocopy of Inviter's passport | Pages of ID and stamps in Japan | | |
| 13 | Proof of Relationship | <p>* If you are relatives, submit Birth Certificate or Marriage Certificate (issued by PSA within 1 year).</p> <p>* If you are friends, submit photos, E-mails, receipt of remittance or parcel, etc.</p> | | |
| IN CASE THE US MILITARY PERSONNEL WILL SHOULDER PART/ALL OF TRAVEL EXPENSES | | | | |
| 14 | Guarantee Letter | Please fill-up the form. | | |
| 15 | US Individual Income Tax Return | IRS: Form 1040 and W-2 | | |
| 16 | Authorization Letter Showing all names of passengers | <p>For Family: to be signed by the head of the family</p> <p>For Incentives Group: to be signed by the head of the company</p> <p>For Tour Packages: to be signed by the head of the tour company</p> | | |
| 17 | Company ID Card | Company ID Card, if submitted by designated representatives. | | |
| 18 | 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 _____