

VISITING FRIENDS OR DISTANT RELATIVES- SINGLE ENTRY

Visiting relatives Friends or Distant Relatives BEYOND the Third Degree

Visit friends or distant relatives beyond the third degree of relationship.

No.	Required Documents/evidence	Detail	Tick	
			Original	Copy
1	Passport	Ensure your passport is self-signed.		
2	Visa Application Form If there is a used Japanese visa on your passport, the following Birth and Marriage Certificate are unnecessary.	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	Birth Certificate (Issued by PSA within 1 year) Unnecessary if there is used Japan Visa on passport.	*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) Unnecessary if there is used Japan Visa on passport.	* 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.		
IN CASE THE APPLICANT WILL SHOULDER PART/ALL OF TRAVEL EXPENSES				
8	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.		
9	Income Tax Return Certificate (Photocopy)	* 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).		
INVITER'S REQUIREMENTS				
10	Invitation Letter from the Inviter	Describe relationship between Applicant and Inviter in detail.		
11	Itinerary in Japan	Please provide the itinerary details.		
12	Residence Certificate (Jumin-hyo)	* Jumin-hyo must describe all household members, without omission of description except Individual Number and Jumin-hyo Code. * If inviter/guarantor is not Japanese, submit his/her photocopy of Residence Card (both sides).		
IN CASE THE GUARANTOR WILL SHOULDER PART/ALL OF TRAVEL EXPENSES				
13	Guarantee Letter	Please fill-up the form.		
14	One/some of the Latest Following Documents (Final Tax Return Form (Kakutei-shinkokusyo) and Withholding Tax Certificate (Gensen-choshuhyo) are not acceptable)	• Income Certificate (Shotoku-shomeisho) • Tax Certificate (Nozei-shomeisho. It must include description of the total amount of income) • Bank Certificate		
15	Proof of Relationship	* If you are friends, submit photos, E-mails, receipt of remittance or parcel, photocopy of passport including stamps of friend's country, etc.		

		* If you are relatives beyond the third degree, submit Birth Certificate, Marriage Certificate or Family Register (Koseki-tohon).		
16	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		
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 _____