**CHECKLIST Short-Term - Tourism**

Note: This applies for the following categories –

- If your purpose of visit fits in “Visiting Relatives/Acquaintances” or “Short-Term Business Affairs, etc.”, you are NOT eligible to apply “Tourism”.

All Documents in English or Japanese only		
1.	☐	Visa Application Form Complete the application form. It must be TYPED in block letters. All fields should be filled. Write N/A or NONE if not applicable. Must be originally wet signed by the applicant and declaration must be filled. Form & Sample For Nationals of Russia, CIS Countries, Ukraine, and Georgia – 2 sets of originally signed application forms must be provided.
2.	☐	Photos (Size 45mm x 35mm) 1 photo, that must be a clear copy, high-resolution, white background and recent photo (not older than 6 months). The photo must be glued to the application form. (DO NOT USE STAPLE) For Nationals of Russia, CIS Countries, Ukraine, and Georgia – 2 photos must be provided.
3.	☐	Original Passport & Copy - The ORIGINAL and COPY of PASSPORT with the UAE residence visa must be submitted at the time of application. If UAE Visa is in an old passport, then both passports must be submitted. Validity – 30 days from date of return from Japan. - Passport must have more than 2 blank visa pages.
4.	☐	UAE Residence Visa, Copy and Emirates ID – Valid 30 days from date of return - Copy of Valid UAE residence visa sticker - Copy of Emirates ID – Original must be presented at the Visa Centre.
5.	☐	Air Ticket Proof of Air tickets (provisional or confirmed E-ticket, Flight information slip / voucher from travel agency, etc.)
6.	☐	Hotel Booking Booking only with full details of Hotel Stay, Contact Details of Hotel, Address and Name of Applicant For National of China – Vacation rental such as Airbnb booking is not allowed.
7.	☐	Schedule of Stay/ Itinerary Daily activities in Japan, including information of accommodation and contact. Available on the website.
8.	☐	Original Certificate of Employment - Company seal and wet signatures by person in charge are required (including signatory's name and position). - The salary, position, detailed purpose of travel and financial undertaking must be stated. Form is free style. - It should be addressed to the Consul- General of Japan in Dubai. - For Partner, Owner, Golden Visa Holders the company letter as per the abovementioned required. - For those owners sponsored by the Free Zone, NOC issued from Free Zone is additionally required. - ORIGINAL wet company stamp and signature if it doesn't explicitly state "Electronically Generated", with the electronic stamp and signature. Those under Dependent Visas and working for an employer in UAE must provide an additional NOC from their UAE Visa Sponsor along with Passport Copy and UAE Residence Visa Copy of the sponsor. Dependents Applying independently must provide - Certificate of Employment (or Salary Certificate) of visa sponsor. (as per NOC requirement from above) Visa sponsor who holds owner status (Managing Director, Manager, Investor etc.) sponsored by Free Zone, a Sponsored Letter from Free Zone Authority and copy of trade license is required. - Salary Bank E-statement of visa sponsor (last 3 months) when visa sponsor bears travel expenses. - Letter of guarantee when visa sponsor bears travel expenses. - No Objection Letter for traveling from UAE sponsors. - Copy of visa sponsor's passport and UAE residence visa and Emirates ID. - Certificate to prove the kinship (Marriage Certificate, Birth Certificate etc.)
9.	☐	Proof of Financial means – UAE Personal Salary Bank E-statements / Account detail Certificate An up to date 3 months of electronic generated salary bank statement of the applicant, including the account holder's name and account details including account number, IBAN etc. – Not older than 10 days from date of application. Consulate reserves the right to ask for applicant's bank statements as an additional requirement. For National of China – 6months of salary bank e-statement must be provided for multiple entry
10.	☐	FOR GROUP TRIP FROM UNIVERSITY, COLLEGE OR SCHOOL - Letter from University / College / School The letter must state the following: - Confirmation of Parent's / Guardian's consent for the trip. - It should be addressed to the Consul- General of Japan in Dubai. - The Financial undertaking for the trip. (e.g. The University has already received the payments from the student's parents etc.) - The University's/ College's School's responsibility. (e.g. Logistic Supports in Japan, abiding by Japanese Law and Regulation etc.) - The travel dates - List of Applicants - Stating the full name, nationality and Passport number of all the Students /Staffs traveling - Schedule of Stay in Japan or Daily activity list - For minor children, NOC from both parents is required with original signature. - Parents Passport, visa and Copy of Emirates ID



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Additional required documents for **Multiple-Entry visa request** (Employed individuals with "Sufficient Financial Capacity ONLY")

11.	☐	Documents to explain the reason of application for multiple-entry visa • Letter which states the future travel plan and purpose to visit Japan • Previous travel history • Multiple Entry Request Letter
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IMPORTANT NOTES:

- Kindly note that we are unable to accept applications if your flight is scheduled within **2 WEEKS** from the application date.
- It is NOT allowed to stay in Japan more than 90 days or perform any activities to undertake revenue-generating business operations or any activities to receive remuneration as visa status of short-term stay.
- Applicants residing in the following Emirates - Dubai, Sharjah, Ajman, Umm Al Quwain, Ras Al Khaimah and Fujairah. And the residents (including its citizen and foreigner) of Afghanistan, Syria and Yemen are eligible to apply for the visa.
- Please note that The Consulate General of Japan in Dubai may issue a single-entry visa after visa examination.
- **Documents must be ORIGINAL unless specifically indicated.** The required documents should be valid at the time of visa application and should be submitted within 3 months of their date of issue. Submitted documents for application will not be returned (except passport). You may be requested to submit additional documents that are deemed necessary for the examination.
- The applicant may be requested to submit additional documents that are deemed necessary for the examination.
- **Certain Nationals are not eligible to apply for Multiple Entry Tourist Visa. Please inquire at the VFS submission counter or contact center on this matter.**
- The applicant who has multiple valid passports, Japan visa will be stucked on the passport with valid UAE residency.
- **Application can be only lodged within 90 days of planned travel to Japan.**
- Applicants are responsible for tracking the status of application on the website or opt for optional tracking services or seek assistance from VFS Contact Centre.

Please **NOTE** that submitting **INCOMPLETE/INCORRECT** documents that are not meeting the requirements mentioned in the list above or that were advised to you at the counter by the submission officer would lead to **IMMEDIATE REJECTION or TERMINATION** of the application by the Consulate.

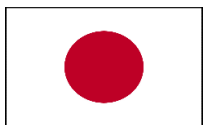
Remarks:

I hereby declare that the above statement is true, and I am willing to take the risk and accept whatever will be the result of my application after being advised by the VFS officer with regards to my documentation/s:

Applicant's Signature: _____

Date: _____

VFS Officer Signature: _____



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