



CONSULATE-GENERAL OF JAPAN IN DUBAI

## CHECKLIST for Domestic Helper - eVisa (Nanny, Servant, etc.)

Note: This applies for the following categories –

- This is for Domestic Helpers travelling with their employer or family member of employer.
- For Nationalities other than Chinese, Russian and CIS Countries.

All Documents in English or Japanese only		
1.	<input type="checkbox"/>	<b>Visa Application Form</b> <b>Complete the application form. It must be TYPED in block letters.</b> All fields should be filled. <b>Write N/A or NONE if not applicable.</b> Must be originally wet signed by the applicant and declaration must be filled. <a href="#">Form &amp; Sample</a> <b>For Nationals of Ukraine and Georgia – 2 sets of originally signed application forms must be provided.</b>
2.	<input type="checkbox"/>	<b>Photos</b> 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. <b>(DO NOT USE STAPLE)</b> <b>For Nationals of Ukraine and Georgia – 2 photos must be provided.</b>
3.	<input type="checkbox"/>	<b>Original Passport &amp; Copy</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Passport must have more than 2 blank visa pages.</li> </ul>
4.	<input type="checkbox"/>	<b>UAE Residence Visa, Copy and Emirates ID – Valid 30 days from date of return</b> <ul style="list-style-type: none"> <li>• Copy of Valid UAE residence visa sticker</li> <li>• Copy of Emirates ID – Original must be presented at the Visa Centre.</li> </ul>
5.	<input type="checkbox"/>	<b>Air Ticket</b> Proof of Sponsor and applicant's Air tickets (provisional or confirmed E-ticket, Flight information slip / voucher from travel agency, etc.)
6.	<input type="checkbox"/>	<b>Schedule of Stay/ Itinerary</b> Daily activities in Japan, including information of accommodation and contact. <a href="#">Available on the website.</a>
7.	<input type="checkbox"/>	<b>Requirements from the Sponsor</b> <ul style="list-style-type: none"> <li>• <b>UAE National</b> <ul style="list-style-type: none"> <li>❖ Proof of sufficient funds to defray all the expenses while in Japan. The customer may provide any one of these documents                             <ul style="list-style-type: none"> <li>• Personal electronic generated Bank statement (Last 3 months)</li> <li>• Letter of employment</li> <li>• Trade License copy if the sponsor is a partner or owner only</li> </ul> </li> <li>❖ Letter of Guarantee</li> <li>❖ Copy of the Sponsor's Passport and Emirate ID</li> <li>❖ Schedule of stay in Japan of domestic helper</li> <li>❖ Copy of Contract with Manpower Supply Office when domestic helper's (applicant's) UAE residence visa is sponsored by Manpower Supply Office.</li> </ul> </li> <li>• <b>Japanese National / UAE Passport Holder without reference of nationality / GCC Nationals / Other National</b> <ul style="list-style-type: none"> <li>❖ A letter of Guarantee</li> <li>❖ Letter of Employment (Owners / Partner will also need to provide the company letter)</li> <li>❖ UAE Personal Salary Bank Statements – E-statement only (Last 3 months)</li> <li>❖ Copy of the Sponsor's Passport and UAE visa (For GCC nationals and UAE temporary Passport holders their Valid Emirates ID copy)</li> <li>❖ Copy of Contract with Manpower Supply Office when domestic helper's (applicant's) UAE residence visa is sponsored by Manpower Supply Office.</li> </ul> </li> </ul>



**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.
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- **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:**

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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:** \_\_\_\_\_