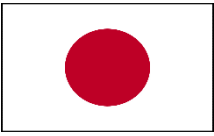


CHECKLIST FOR GROUP TRIP FROM UNIVERSITY, COLLEGE OR SCHOOL

1.	<input type="checkbox"/>	Application Form <ul style="list-style-type: none">Completed Visa application Form.Please make sure to checked Yes / No Question boxes and Signed on the 2nd page of application Form.Nationals of Russian, CIS countries or Georgia are required 2 sets of visa application form.
2.	<input type="checkbox"/>	Photos <ul style="list-style-type: none">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)Nationals of Russian, CIS countries, 2 years validity UAE passport holder and holder of Travel Document which is not recognized by Japanese Government. are required 2 photos.
3.	<input type="checkbox"/>	Original Passport. <ul style="list-style-type: none">The ORIGINAL and COPY of PASSPORT with the UAE residence visa must be submitted at the time of application.It must have more than 2 blank visa pages.
4.	<input type="checkbox"/>	UAE Visa Copy <ul style="list-style-type: none">Copy of UAE residence visa (or copy of Emirates ID)For GCC national student, Copy of Emirates ID is required instead of UAE residence Visa.
5.	<input type="checkbox"/>	Letter from University / College / School <ul style="list-style-type: none">The letter must state the following:<ul style="list-style-type: none">❖ Confirmation of Parent's / Guardia's consent for the trip.❖ 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 datesList of Applicants - stating the full name, nationality and Passport number of all the Students/ Staffs travelling.Schedule of Stay in Japan or Daily activity list
7.	<input type="checkbox"/>	Air Ticket <ul style="list-style-type: none">Proof of Air tickets (provisional or confirmed).



CONSULATE-GENERAL OF JAPAN IN DUBAI

IMPORTANT NOTES:

- Kindly note that **Palestinian Nationals holding Travel document** issued from the Government of Lebanon, Syria or Egypt must have a valid Travel document and UAE visa valid for 6 months at the time of application. Also, note that some of the Travel Documents mentioned above are not recognized by the Japanese Government. (This does not mean that the applicant is ineligible for Japanese visa application.) However, a Travel document will be issued by the Japanese Government once the visa is granted. Therefore, the personal appearance of the applicant is required for signing the issued Travel Document at the time of collection.
- Kindly note that **UAE Nationals holding “2 Year Passport”** are not recognized by the Japan Government. However, a Travel document will be issued by the Japanese Government once the visa is granted. Therefore, the personal appearance of the applicant is required for signing the issued Travel Document at the time of collection.
- It takes a minimum of **5 working days** to process the visa. The Process time for customer holding “Travel documents” of “2 Year Passports” may exceed 4- 5 working days. Once the visa is issued it is valid for 3 months. Applicants may apply 3 weeks prior to the intended date of travel.
- **The Consulate reserves the right to request additional documents to substantiate the application.**
- The applications must be applied **“In-person”** by the applicant **ONLY**.

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: _____