

## Application for Japanese Entry Visa

### Guide to Japanese Visas

The websites of Ministry of Foreign Affairs of Japan is shown [here](#)

### General Points to Consider in Visa Application

1. An inviting person/guarantor needs to prepare the “Documents provided from Japan” on the list shown below.
2. When these documents are ready, an inviter/guarantor should send documents to a visa applicant (**Please be sure to send these documents to a visa applicant, not to the Japanese Embassy**).
3. A visa applicant needs to prepare “Other Necessary Documents” depending on the purpose, in addition to **“Basic Documents”** on the list shown below.  
 “Other Necessary Documents” vary according to the purpose of visit.

#### “Basic Documents”

##### Provided by visa applicant

- ① Passport
- ② Visa Application Form
- ③ Two recent Photographs
- ④ Return Air ticket
- ⑤ Identification Documents (ID) , etc.
- ⑥ Recommendation Letter from the Company (Certificate of employment)
- ⑦ Officially certified bank statement, Personal or Company for the previous six months
- ⑧ CV (In case of first time visit to Japan)

##### Provided from Japan

- ① Letter of Reason for Invitation →The form is shown [here](#)
- ② Letter of Guarantee →The form is shown [here](#)
- ③ Detailed schedule of Stay →The form is shown [here](#)
- ④ Certificate of deposit balance (In case of Business purpose, a photocopy of the bank statement for the previous six months)

#### “Other Necessary Documents”

	Business	Attend a Conference	Visit Relatives/Friends
<b>Provided by visa applicant</b>	<ul style="list-style-type: none"> <li>▪ Memorandum Book</li> <li>▪ Company Registration Certificate</li> <li>▪ Trading License</li> <li>▪ Shipping bills and invoices of previous transactions and details sales</li> </ul>	<ul style="list-style-type: none"> <li>▪ Registration Certificate of the organization</li> </ul>	<ul style="list-style-type: none"> <li>▪ Documents to prove kinship (Birth Certificate, Marriage Certificate, Certified copy of family register, etc.)</li> <li>▪ Documents to</li> </ul>

	record		prove acquaintanceship (Photo, Letter, e-mail etc.)
<b>Provided from Japan</b>	<ul style="list-style-type: none"> <li>▪ Certifying that a seal is registered (put the company seal or representative's seal on both letter of Invitation and Guarantee)</li> <li>▪ Certified copy of the incorporation register</li> <li>▪ Certified copy of tax payment (Page 2)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Certified copy of the incorporation register (When an individual is extending an invitation, submit the "Certificate of Employment" )</li> <li>▪ Meeting materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Certificate of residence (with description of his/her family relationship with all family members)</li> <li>▪ Certificate of Employment</li> </ul>
<b>When the guarantor is a foreign national</b>			<ul style="list-style-type: none"> <li>▪ Photocopy of both sides of the valid Residence card</li> <li>▪ Photocopy of his/her passport (including the pages of status items, the record of entry/departure, and permission of residence)</li> </ul>

(Note) The required documents shall be valid at the time of visa application, and shall be submitted **within three months of their date of issue.**

The required documents should be submitted in **original form.**

4. When all these documents are ready, a visa applicant may submit an application for visa at the Japanese Embassy by attaching all the documents. The Japanese Embassy will examine the application approximately within a week (5 working days), though it may vary depending on the contents of the application. The applicant may be requested to submit additional documents which are deemed necessary for the examination.

5. The results of the examination are notified to the visa applicant by the overseas diplomatic mission. **Enquiries about the reasons for refusal of visa issuance cannot be accepted.**

### **Work and Long-term Stays**

When an application for visa is made for the purpose of employment, residency, etc. in Japan, it is necessary for a proxy in Japan to obtain the **“Certificate of Eligibility”** and for the visa applicant to file a visa application to the Japanese Embassy by submitting **the original copy of the Certificate of Eligibility.**

In order to obtain the Certificate of Eligibility, a proxy in Japan should make an application with the nearest Regional Immigration Bureau of the Ministry of Justice to the proxy’s place of residence in Japan (an application for Certificate of Eligibility cannot be made at the Ministry of Foreign Affairs).