

List of Basic Documents for “Temporary Visit Visa” Application

Purpose of Visit	Short-Term Business Affairs, etc.	Visiting Relatives/Acquaintances	Tourism
Visit	Participation in meetings, Business affairs (business liaison, business consultations, contract signing, after-sales services, market research), Cultural exchanges(except for a private),Sports exchanges, etc.	Visiting spouse, blood relatives/relatives by affinity within the third degree, Visiting acquaintances/friends	Sightseeing
Documents to be submitted	<p>A. Provided by visa applicant</p> <p><input type="checkbox"/>①Valid Passport</p> <p><input type="checkbox"/>②Visa application form</p> <p><input type="checkbox"/>③Photo 1(taken within 6months)</p> <p><input type="checkbox"/>④Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket</p> <p><input type="checkbox"/>⑤Documents to prove ability to pay for travel expenses</p> <ul style="list-style-type: none"> • Travel requisition by employer or • Letter of mission or • Similar documents to above <p><input type="checkbox"/>⑥Certificate of employment or business registration (in accordance with Korea visa)</p> <p><input type="checkbox"/>⑦Copy of alien registration card of Korea or certificate of alien registration in case applying with the dependent</p>	<p><input type="checkbox"/>①Valid Passport</p> <p><input type="checkbox"/>②Visa application form</p> <p><input type="checkbox"/>③Photo 1(taken within 6months)</p> <p><input type="checkbox"/>④Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket</p> <p><input type="checkbox"/>⑤Documents to prove ability to pay for travel expenses</p> <ul style="list-style-type: none"> • A certificate of income or a tax declaration certificate issued by a public agency • A certificate of deposit balance <p><input type="checkbox"/>⑥Documents to prove kinship</p> <ul style="list-style-type: none"> • Visiting Relatives ...Birth certificate, Marriage certificate, Certified copy of the family register, etc. • Visiting acquaintances/friends...Photos, Letters, E-mails, Bills for international phone calls, etc. <p><input type="checkbox"/>⑦Copy of alien registration card of Korea or certificate of alien registration in case applying with the dependent</p>	<p><input type="checkbox"/>①Valid Passport</p> <p><input type="checkbox"/>②Visa application form</p> <p><input type="checkbox"/>③Photo 1(taken within 6months)</p> <p><input type="checkbox"/>④Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket</p> <p><input type="checkbox"/>⑤Documents to prove ability to pay for travel expenses</p> <ul style="list-style-type: none"> • A certificate of income or a tax declaration certificate issued by a public agency • A certificate of deposit balance <p><input type="checkbox"/>⑥Itinerary during stay in Japan</p> <p><input type="checkbox"/>⑦Copy of alien registration card of Korea or certificate of alien registration in case applying with the dependent</p>
	<p>B. Prepared by inviting person/guarantor in Japan</p>		
	<p><input type="checkbox"/>⑧Invitation Letter or either of the following documents to explain activities in Japan</p> <ul style="list-style-type: none"> • A contract of transactions between companies • Conference materials • Materials on trading goods, etc. <p><input type="checkbox"/>⑨(When there are multiple applicants) List of Visa Applicants</p> <p><input type="checkbox"/>⑩Itinerary during stay in Japan</p>	<p><input type="checkbox"/>⑧Invitation Letter</p> <p><input type="checkbox"/>⑨(When the inviter or his/her spouse is Japanese) Certified copy of the family register 'Kosekitohon'</p> <p><input type="checkbox"/>⑩(When there are multiple applicants) List of Visa Applicants</p> <p><input type="checkbox"/>⑩Itinerary during stay in Japan</p>	
	<p>C. Prepared by the guarantor who pays for the above-mentioned travel expenses</p>		
	<p><input type="checkbox"/>⑪Letter of guarantee</p> <p><input type="checkbox"/>⑫A certified copy of the incorporation register or An overview of Company/Organization (Note)</p> <ul style="list-style-type: none"> • A stock exchange-listed company does not need to submit a copy of the incorporation register or an overview of the company/organization if it submits its quarterly corporate report. • When an individual is extending an invitation, submit the "Certificate of Employment" in lieu of a copy of the incorporation register or an overview of the Company/Organization. 	<p><input type="checkbox"/>⑫Letter of guarantee</p> <p><input type="checkbox"/>⑬More than one of the following documents concerning the guarantor</p> <ul style="list-style-type: none"> (a) The latest Certificate of Income /Taxation issued by the head of administration of the place of residence, or a certificate of tax payment issued by the director of the tax office <p>(Note1) Each certificate should indicate the gross income for the previous year. (Note2) Statement of Tax Withholding is not acceptable.</p> <p>(b)A certificate of deposit balance</p> <p><input type="checkbox"/>⑭Certificate of residence 'Jyuminhyo' (with description of his/ her family relationship with all family members)</p> <p><input type="checkbox"/>⑮(When the guarantor is a foreign national) Copies of both sides of the valid Residence Card, a Certificate of Residence (with all matters listed except for Individual Number("My Number") and Resident Record Code), and A copy of his/her passport (including the pages of status items, records of entry/departure, and permission of residence)</p>	

★The applicant may be required to submit additional documents which are deemed necessary for the examination.