

# 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 | <b>A. Provided by visa applicant</b><br><input type="checkbox"/> ①Valid Passport<br><input type="checkbox"/> ② <a href="#">Visa application form</a><br><input type="checkbox"/> ③Photo 1( <b>taken within 6months</b> )<br><input type="checkbox"/> ④Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket<br><input type="checkbox"/> ⑤Documents to prove ability to pay for travel expenses<br>• Travel requisition by employer or<br>• Letter of mission or<br>• Similar documents to above<br><input type="checkbox"/> ⑥Certificate of employment or business registration (in accordance with Korea visa)<br><input type="checkbox"/> ⑦Copy of alien registration card of Korea or certificate of alien registration in case applying with the dependent |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> ①Valid Passport<br><input type="checkbox"/> ② <a href="#">Visa application form</a><br><input type="checkbox"/> ③Photo 1( <b>taken within 6months</b> )<br><input type="checkbox"/> ④Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket<br><input type="checkbox"/> ⑤Documents to prove ability to pay for travel expenses<br>• A certificate of income or a tax declaration certificate <b>issued by a public agency</b><br>• A certificate of deposit balance<br><input type="checkbox"/> ⑥Documents to prove kinship<br>• Visiting Relatives ...Birth certificate, Marriage certificate, Certified copy of the family register, etc.<br>• Visiting acquaintances/friends...Photos, Letters, E-mails, Bills for international phone calls, etc.<br><input type="checkbox"/> ⑦Copy of alien registration card of Korea or certificate of alien registration in case applying with the dependent                                                                                                                                   | <input type="checkbox"/> ①Valid Passport<br><input type="checkbox"/> ② <a href="#">Visa application form</a><br><input type="checkbox"/> ③Photo 1( <b>taken within 6months</b> )<br><input type="checkbox"/> ④Confirmation slip, certificate, or other documents to prove reservation of air or ship boarding ticket<br><input type="checkbox"/> ⑤Documents to prove ability to pay for travel expenses<br>• A certificate of income or a tax declaration certificate <b>issued by a public agency</b><br>• A certificate of deposit balance<br><input type="checkbox"/> ⑥ <a href="#">Itinerary</a> during stay in Japan<br><input type="checkbox"/> ⑦Copy of alien registration card of Korea or certificate of alien registration in case applying with the dependent |
|                           | <b>B. Prepared by inviting person/guarantor in Japan</b><br><input type="checkbox"/> ⑧ <a href="#">Invitation Letter</a> or either of the following documents to explain activities in Japan<br>• A contract of transactions between companies<br>• Conference materials<br>• Materials on trading goods, etc.<br><input type="checkbox"/> ⑨(When there are multiple applicants)<br><a href="#">List of Visa Applicants</a><br><input type="checkbox"/> ⑩ <a href="#">Itinerary</a> during stay in Japan                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> ⑧ <a href="#">Invitation Letter</a><br><input type="checkbox"/> ⑨(When the inviter or his/her spouse is Japanese)<br>Certified copy of the family register<br>'Kosekitohon'<br><input type="checkbox"/> ⑩(When there are multiple applicants)<br><a href="#">List of Visa Applicants</a><br><input type="checkbox"/> ⑩ <a href="#">Itinerary</a> during stay in Japan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                           | <b>C. Prepared by the guarantor who pays for the above-mentioned travel expenses</b><br><input type="checkbox"/> ⑪ <a href="#">Letter of guarantee</a><br><input type="checkbox"/> ⑫A certified copy of the incorporation register or <a href="#">An overview of Company/Organization</a><br>(Note)<br>• 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.<br>• 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.                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> ⑪ <a href="#">Letter of guarantee</a><br><input type="checkbox"/> ⑬More than one of the following documents concerning the guarantor<br>(a) The latest Certificate of Income /Taxation <b>issued by the head of administration of the place of residence</b> , or a certificate of tax payment <b>issued by the director of the tax office</b><br>(Note1) Each certificate should indicate the gross income for the previous year.<br>(Note2) Statement of Tax Withholding is not acceptable.<br>(b)A certificate of deposit balance<br><input type="checkbox"/> ⑭Certificate of residence 'Jyuminhyo'<br>(with description of his/ her family relationship with all family members)<br><input type="checkbox"/> ⑮(When the guarantor is a foreign national)<br><b>Copies of both sides of the valid Residence Card, a Certificate of Residence</b> (with all matters listed except for Individual Number("My Number") and Resident Record Code), and <b>A copy of his/her passport</b> (including the pages of status items, records of entry/departure, and permission of residence) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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