

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>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>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"/>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 •Certificate bank deposit and withdraw history for 3months issued by a bank <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"/>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"/>⑪Itinerary during stay in Japan</p> <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.</p> <p>(Note2) Statement of Tax Withholding is not acceptable.</p> <ul style="list-style-type: none"> (b)A copy of the counterfoil of final tax return with the seal of reception of the Tax Office. (e-Tax : submit Receipt Notification and Final Tax Return) (c)A certificate of deposit balance <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>	<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 •Certificate bank deposit and withdraw history for 3months issued by a bank <p><input type="checkbox"/>⑥Itinerary during stay in Japan</p> <ul style="list-style-type: none"> •Travel Itinerary •Hotel Booking, flyers, leaflets, etc. <p><input type="checkbox"/>⑦Copy of alien registration card of Korea or certificate of alien registration in case applying with the dependent</p>

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

VISA APPLICATION FORM TO ENTER JAPAN

*Official use only

(Paste photo here)
45mm x45mm
or 2inx2in

Surname (as shown in passport) _____

Given and middle names (as shown in passport) _____

Other names (including any other names you are or have been known by)

Date of birth _____ Place of birth _____
(Day)/(Month)/(Year) (City) (State or Province) (Country)

Sex: Male Female Marital status: Single Married Widowed Divorced

Nationality or citizenship _____

Former and/or other nationalities or citizenships _____

ID No. issued to you by your government _____

Passport type: Diplomatic Official Ordinary Other Passport No. _____

Place of issue _____ Date of issue _____
(Day)/(Month)/(Year)

Issuing authority _____ Date of expiry _____
(Day)/(Month)/(Year)

Purpose of visit to Japan _____

Intended length of stay in Japan _____

Date of arrival in Japan _____

Port of entry into Japan _____ Name of ship or airline _____

Names and addresses of hotels or persons with whom applicant intends to stay

Name _____ Tel. _____

Address _____

Dates and duration of previous stays in Japan _____

Your current residential address (if you have more than one address, please list them all)

Address _____

Tel. _____ Mobile No. _____

E-Mail _____

Current profession or occupation and position _____

Name and address of employer

Name _____ Tel. _____

Address _____

*Partner's profession/occupation (or that of parents, if applicant is a minor):

Guarantor or reference in Japan(Please provide details of the guarantor or the person to be visited in Japan)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male Female

(Day)/(Month)/(Year)

Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

Inviter in Japan(Please write 'same as above' if the inviting person and the guarantor are the same)

Name _____ Tel. _____

Address _____

Date of birth _____ Sex: Male Female

(Day)/(Month)/(Year)

Relationship to applicant _____

Profession or occupation and position _____

Nationality and immigration status _____

*Remarks/Special circumstances, if any _____

Have you ever:

- been convicted of a crime or offence in any country? Yes No
- been sentenced to imprisonment for 1 year or more in any country? ** Yes No
- been deported or removed from Japan or any country for overstaying your visa or violating any law or regulation? Yes No
- been convicted and sentenced for a drug offence in any country in violation of law concerning narcotics, marijuana, opium, stimulants or psychotropic substances? ** Yes No
- engaged in prostitution, or in the intermediation or solicitation of a prostitute for other persons, or in the provision of a place for prostitution, or any other activity directly connected to prostitution? Yes No
- committed trafficking in persons or incited or aided another to commit such an offence? Yes No

** Please tick "Yes" if you have received any sentence, even if the sentence was suspended.

If you answered "Yes" to any of the above questions, please provide relevant details.

"I hereby declare that the statement given above is true and correct. I understand that immigration status and period of stay to be granted are decided by the Japanese immigration authorities upon my arrival. I understand that possession of a visa does not entitle the bearer to enter Japan upon arrival at port of entry if he or she is found inadmissible."

"I hereby consent to the provision of my personal information (by an accredited travel agent, within its capacity of representing my visa application) to the Japanese embassy/consulate-general and (entrust the agent with) the payment of my visa fee to the Japanese embassy/consulate-general, when such payment is necessary."

Date of application _____ Signature of applicant _____
(Day)/(Month)/(Year)

* It is not mandatory to complete these items.

Any personal information gathered in this application as well as additional information submitted for the visa application (hereinafter referred to as "Retained Personal Information") will be handled appropriately in accordance with the Act on the Protection of Personal Information Held by Administrative Organs (Act No. 58 of 2003, hereinafter, "the Act"). Retained Personal Information will only be used for the purpose of processing the visa application and to the extent necessary for the purposes stated in Article 8 of the Act.

Letter of Guarantee

(Year) _____ (Month) _____ (Day) _____

To: (Ambassador/Consul-General) of Japan in _____

Visa Applicant

(The name must be written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Full name (in Latin alphabet): _____

(Male/ Female)

(Number of additional applicants (if applicable) : _____)

Date of birth: _____ / _____ / _____ (Age: _____)
(Year) / (Month) / (Day)

Nationality: _____

Occupation: _____

I guarantee the followings regarding the above-mentioned applicant's entry into Japan:

- 1. Expenses for the applicant's stay in Japan**
- 2. Return travel expenses**
- 3. Compliance with Japanese laws and regulations**

I hereby declare that the above is true.

Guarantor

Full name: (Note) _____ (Seal)

Date of birth: _____ / _____ / _____ (Age: _____)
(Year) / (Month) / (Day)

Address: 〒 _____ - _____

Telephone number: (_____) - _____ (Extension _____)

FAX number: (_____) - _____

Occupation/Name of organization: _____

Relationship with the visa applicant(s) _____

[Fill in the following contact information when the company/organization is extending the invitation.]

Full name: _____

Telephone number: (_____) - _____ (Extension _____)

FAX number: (_____) - _____

Department/Division: _____

(Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.

Invitation Letter

(Year) _____ (Month) _____ (Day) _____

To: (Ambassador/Consul-General) of Japan in

Inviting Person

(When an inviting person and a guarantor are the same, you may write "Same as guarantor".)

Full Name: _____ (Seal)

Address: 〒 _____ - _____

Telephone number: (_____) - _____ (Extension _____)

FAX number: (_____) - _____

[Fill in the following contact information when the company/organization is extending the invitation.]

Full Name:

Telephone Number : (_____) - _____ (Extension _____)

Fax Number: (_____) - _____

Department/Division:

Visa Applicant

(The name must be written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Full name (in Latin alphabet) : _____ (Male / Female)

(Number of additional applicants (if applicable): _____)

Date of birth: _____ / _____ / _____ (Age: _____)

(Year) / (Month) / (Day)

Nationality :

Occupation:

The purpose of inviting the above person(s) is as follows:

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

- (1) Purpose of invitation

- (2) Background to invitation (Explain the background to this invitation in detail.)

- (3) Relationship with visa applicant(s)

(Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.

List of Visa Applicants

* Be sure to write the name in the Latin alphabet as it appears on his/her passport.

[Visiting Relatives/Acquaintances]

Applicant 1 Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)
Nationality :
Occupation :
Relationship to the inviting person/guarantor :

Applicant 2 Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)
Nationality :
Occupation :
Relationship to the inviting person/guarantor :

Applicant 3 Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)
Nationality :
Occupation :
Relationship to the inviting person/guarantor :

[Short-term business affairs, etc.]

Applicant 1 Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)
Nationality :
Occupation :

Applicant 2 Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)
Nationality :
Occupation :

Applicant 3 Full name : (Male ▪ Female)
Date of birth : _____ (Age:)
(Year) / (Month) / (Day)
Nationality :
Occupation :

Details of Company/Organization

(Year) (Month) (Day)

Name of Company/Organization

Name of the Representative

Address

Capital: JPY

Annual sales: JPY

Number of employees: Persons

Description of Businesses

History

List of branches in Japan and overseas (Name, Location, Telephone number)

Business and exchange ties with the party invited and background

(※) Use this form for a company/organization has not yet registered and there are no other materials to explain its overview(brochure, etc.)