

**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><b>A. Provided by visa applicant</b></p> <p><input type="checkbox"/>①Valid Passport</p> <p><input type="checkbox"/>②<a href="#">Visa application form</a></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"> <li>•Travel requisition by employer or</li> <li>•Letter of mission or</li> <li>•Similar documents to above</li> </ul> <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>B. Prepared by inviting person/guarantor in Japan</b></p> <p><input type="checkbox"/>⑧<a href="#">Invitation Letter</a> or either of the following documents to explain activities in Japan</p> <ul style="list-style-type: none"> <li>•A contract of transactions between companies</li> <li>•Conference materials</li> <li>•Materials on trading goods, etc.</li> </ul> <p><input type="checkbox"/>⑨(When there are multiple applicants) <a href="#">List of Visa Applicants</a></p> <p><input type="checkbox"/>⑩<a href="#">Itinerary</a> during stay in Japan</p> <p><b>C. Prepared by the guarantor who pays for the above-mentioned travel expenses</b></p> <p><input type="checkbox"/>⑪<a href="#">Letter of guarantee</a></p> <p><input type="checkbox"/>⑫A certified copy of the incorporation register or <a href="#">An overview of Company/Organization</a></p> <p>(Note)</p> <ul style="list-style-type: none"> <li>•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.</li> <li>•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.</li> </ul>	<p><input type="checkbox"/>①Valid Passport</p> <p><input type="checkbox"/>②<a href="#">Visa application form</a></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"> <li>•A certificate of income or a tax declaration certificate <b>issued by a public agency</b></li> <li>•Certificate bank deposit and withdraw history <b>for 3months issued by a bank</b></li> </ul> <p><input type="checkbox"/>⑥Documents to prove kinship</p> <ul style="list-style-type: none"> <li>•Visiting Relatives ...Birth certificate, Marriage certificate, Certified copy of the family register, etc.</li> <li>•Visiting acquaintances/friends...Photos, Letters, E-mails, Bills for international phone calls, etc.</li> </ul> <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"/>⑧<a href="#">Invitation Letter</a></p> <p><input type="checkbox"/>⑨(When the inviter or his/her spouse is Japanese) <b>Certified copy of the family register 'Kosekitohon'</b></p> <p><input type="checkbox"/>⑩(When there are multiple applicants) <a href="#">List of Visa Applicants</a></p> <p><input type="checkbox"/>⑪<a href="#">Itinerary</a> during stay in Japan</p> <p><input type="checkbox"/>⑫<a href="#">Letter of guarantee</a></p> <p><input type="checkbox"/>⑬More than one of the following documents concerning the guarantor</p> <ul style="list-style-type: none"> <li>(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></li> </ul> <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"> <li>(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)</li> <li>(c)A certificate of deposit balance</li> </ul> <p><input type="checkbox"/>⑭Certificate of residence 'Jyuminhyo'</p> <p>(with description of his/ her family relationship with all family members)</p> <p><input type="checkbox"/>⑮(When the guarantor is a foreign national) <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)</p>	<p><input type="checkbox"/>①Valid Passport</p> <p><input type="checkbox"/>②<a href="#">Visa application form</a></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"> <li>•A certificate of income or a tax declaration certificate <b>issued by a public agency</b></li> <li>•Certificate bank deposit and withdraw history <b>for 3months issued by a bank</b></li> </ul> <p><input type="checkbox"/>⑥<a href="#">Itinerary</a> during stay in Japan</p> <ul style="list-style-type: none"> <li>•Travel Itinerary</li> <li>•Hotel Booking, flyers, leaflets, etc.</li> </ul> <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.