

August, 2010

**Temporary visitor visa for business purposes  
(For THAI Nationals)**

(1) **A valid Passport** (with more than 2 blank pages. Please present your old passports as well, if any)

(2) **A completely filled Visa Application form.** This form is available at Japan Visa Application Centre (JVAC), or can be downloaded from the Embassy's website.

(3) **One photograph** taken within the last 6 months.

(The photograph should be of size 2 x 2 inches, either black and white or color, with plain background)

(4) **A completely filled Questionnaire.** This is available at Japan Visa Application Centre (JVAC), or can be downloaded from the Embassy's website.

(5) **One set of the certificates relevant** to the purpose of travel dated less than 3 months prior to the application

(a) If you are employed or a public officer: Certificate of employment from your employer (**one original**, including position, monthly salary, the date of joining the company, and period of holidays) **Or**

(b) If you are the owner of business: Certificate of commercial registration of your own business (**one original**)

(6) **Documents clarifying your business activities in Japan**

(a) Letter of invitation / acceptance from your counterpart, customer, or parent company in Japan (including the purpose and duration)

(b) Reason for dispatchment / dispatchment order from your employer (including the detailed business schedule in Japan, contact addresses and numbers. Please clearly indicate that the employer's intention to bear all expenses for the trip.)

(c) Letter of acceptance and training schedule from the trainer in Japan (in the case of short term training. Detailed training schedule, place of training, and name and contact of the trainer in charge should be included. Please clearly indicate whether or not there should be any practical training and any remuneration payable to the trainee from Japanese side. Please refer the Remarks no.3 on the other side for the definition of 'short term training')

One from above (a) – (c) (A photocopy is acceptable if sent from Japan)

→ **To be continued to the other side** →

(7) If you have changed your name-surname and this is your first journey to Japan or the name was changed after your previous journey to Japan, please bring **Certificate of name change**. (One original and certified copy)

**Remarks:**

(1) If all required documents have not been submitted, JVAC cannot receive your application.

(2) A receipt will be handed in exchange of your passport on your application. The shortest time required for the process is five working days.

In addition, if the visa is granted, it will be pasted on the passport.

However, the process time may take longer in some cases; for example, the first time traveler to Japan, some purposes of journey, or some individual information. In some cases, you may be requested later for providing additional documents or an interview. When the visa process finishes, you will be contacted by phone. In order to prevent any inconvenience from happening to your schedule, please make your application as early as possible. If you have not heard from neither JVAC nor the embassy of Japan more than one week from your application date, you can check your status by contacting CALL CENTRE SECTION or look upon our homepage. (Please tell us the eight- digit barcode number on your receipt when you do so).

Please understand that the Embassy of Japan cannot issue visa immediately as a request.

(3) If any part of your supposed training includes 'practical training', you should apply for a 'training visa' rather than 'temporary visitor visa' regardless the length of the training. If the trainee joins a product line or provides services directly to customers, the training should be considered as a 'practical training'. Also, if there is any remuneration payable to the trainee rather than usual travel expenses, or any profit to the trainer (e.g. parent company in Japan) as a result of trainee's activities, it is not considered as a short term training under the category of 'temporary visitor visa'. To apply for a 'training visa', you need to obtain a **'certificate of eligibility (CEO)'** from a Japanese immigration office.

(4) For MULTIPLE entry visas, please refer multiple entry visa for a short-term stay on business.

**[ For more information ]**

**Japan Visa Application Centre**

Telephone: +66-(0)2-251-5197 to +66-(0)2-251-5198

Website: <http://www.jp-vfsglobal-th.com>, Email: [info.jpth@vfshelpline.com](mailto:info.jpth@vfshelpline.com)

**Visa section, Consular Division, Embassy of Japan in Thailand**

Telephone: 02-207-8503 / 02-696-3003, Fax: 02-207-8511