

**Long term stay with Certificate of Eligibility (COE)  
(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) **Certificate of eligibility (One Original and Copy)**
- (6) **Resident Registration (One Original and Copy)**
- (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 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.

**[ 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