

**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)
  - (b) If you are the owner of business: Certificate of commercial registration of your own business ( one certified copy )
  - (c) If you are a student:
    - Certificate of enrolment from your school in Thailand (one original) **and,**
    - Certificate of employment or commercial registration of your parents (one original or one certified copy)
  - (d) If you are a dependent
    - Certificate of employment or commercial registration of your spouse, guardian, or supporter (one original or one certified copy)
- (6) 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 or one certified copy)

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**Remarks:**

- (1) If all required documents have not been submitted, JVAC may not accept your application.
- (2) An acknowledgement receipt will be provided to you on submission of 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, there may be a delay in the processing time for certain cases: For example: the first time traveler to Japan, Certain purpose of journey, or some individual information. In some cases, you may be requested later for providing additional documents or may be asked to come for an interview. In these cases, When the visa process is completed, you will be contacted by phone. In order to avoid any inconvenience to your schedule, please make your application much in advance to your date of travel. If you have not heard from either JVAC nor the embassy of Japan for more than one week from your application date, you may check your status by contacting CALL CENTRE SECTION or track your application on our homepage. (If you are calling the Call Centre, you will need to inform us the eight- digit barcode number on your receipt). 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 of 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 visa, please refer documents required for multiple entry visa for a short-term stay on business.

(5) For more information,  
Japan Visa Application Centre  
Telephone: 0-2632-1541 to 0-2632-1544

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