

August, 2010

**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 (Original and one photocopy)
- (6) Resident Registration
- (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 or one certified copy)

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) 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

Visa section, Consular Division, Embassy of Japan in Thailand

Telephone: 02-207-8503 / 02-696-3003

Fax: 02-207-8511