

## **Outline of Application Procedures for Japanese Entry Visas for Russian Nationals**

The following is an outline of application procedures for Russian nationals who will apply for a temporary visitor's visa (for a stay in Japan of up to 90 days) for such purposes as short-term business affairs, visiting relatives/acquaintances and tourism.

**In either case, it is not allowed to perform any activities to undertake revenue-generating business operations or activities to receive remuneration.**

- ◆ A visa application for “short-term business affairs, etc.” means a visa application for the following purposes:
  - Cultural exchange, exchange between municipalities, sports exchange, etc.
  - Business liaison, participation in meetings, business consultations, contract signing, after-sales service, advertising, market research, etc, conducted for business purposes during a short period of stay in Japan
- ◆ A visa application for “visiting relatives/acquaintances” means a visa application for the purpose of visiting relatives (in principle, the spouse, blood relatives and relatives by affinity of up to the third degree) and acquaintances (including friends), or for the purpose of tourism.

**【General Remarks】** List of basic documents to be submitted are different whether the travel expenses is provided by the visa applicant or the inviters of Japan side.

1. Prior to a visa application, the visa applicant needs to prepare “documents provided from Japan” (“short-term business affairs, etc.”, “visiting relatives/acquaintances”) listed on pages 5-8, from an inviting person/guarantor . It is not examined the papers to the Japanese Embassy/Consulate-General or Ministry of Foreign Affairs in Japan from the inviting person/guarantor directly!  
(Note 1) Since the visa application procedure may take a considerable time, the documents should be prepared and sent to the applicant well in advance.  
(Note 2)The inviting person/guarantor is recommended to keep a copy of the documents in case of further inquiry.
2. The visa applicant needs to prepare a passport, two photos, two visa application forms and other necessary documents in addition to the above-mentioned documents. As the required documents vary depending on the local situation and the purpose of visit, please contact the Embassy/Consulate-General with jurisdiction over the visa applicant's place of residence directly.
3. When all required documents are prepared, the visa applicant may submit the visa application at the Japanese Embassy/Consulate-General with jurisdiction over his/her place of residence. The application will not be accepted in Japan. The documents must be valid at the time of application, and must be submitted within three months of their date of issue. Any documents submitted at the time of application will not be returned to the applicant, with the exception of his/her passport.
4. The examination period is approximately one week, though it may vary depending on the details of the application. The applicant may be required to submit additional documents which are deemed necessary for the examination. The documents may be forwarded to the Ministry of Foreign Affairs in Tokyo in order to further examination if necessary.
5. The Japanese Embassy/Consulate-General will notify the applicant of the result of the examination.
6. The validity of visas is three months. The period of validity cannot be extended.

The submitted documents will be managed appropriately based on the Act on the Protection of Personnel Information held by Administrative Organs.

**Contact point for inquiries about visa application procedures and examination status**

*Inquiries about the reason for refusal of visa issuance are not accepted.*

**(In Japan)**

- **The Ministry of Foreign Affairs Visa Information Service : 03-5501-8431**
  - This telephone service uses an automated answering system. The number accepts the following inquiries.
    - ① Required documents for the visa application.
    - ② Inquiries about the present status of the visa examination in the Ministry of Foreign Affairs.
    - ③ General inquiries about the visas.
  - When you are connected, follow the voice guidance to operate your phone.
  - Inquiries about the status of the visa examination are accepted from 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m. on weekdays.
  - In order to make inquiries about the status of the visa examination, the “reference number” of the application documents forwarded to the Ministry of Foreign Affairs in Tokyo is necessary, as well as the name of Japanese Embassy or Consulate-General where the application documents were submitted.
- **Center for Consular Services, Visa Information Section, The Ministry of Foreign Affairs (2-2-1, Kasumigaseki, Chiyoda-ku, Tokyo)**
  - General inquiries concerning visas: Mon – Fri, 9 a.m. to 12:30 p.m., 1:30 p.m. to 5 p.m.
- **The Ministry of Foreign Affairs website: [http://www.mofa.go.jp/j\\_info/visit/visa/index.html](http://www.mofa.go.jp/j_info/visit/visa/index.html)**

**(In Russia)**

- **The Japanese Embassy in Russia** (Jurisdiction: Russia (except for regions that fall under the jurisdiction of the Consulates-General below) and Armenia)  
**TEL 7-495-229-2520**
- **The Japanese Consulate-General in Khabarovsk**  
(Jurisdiction: Buryat Republic, Sakha Republic (Yakutia), Khabarovsk Region, Amur Province, Irkutsk Province, Chita Province, Jewish Autonomous Region and Agin-Buryat Autonomous District)  
**TEL 7-4212-413048**
- **The Japanese Consulate-General in St. Petersburg** (Jurisdiction: Leningrad Province and **St. Petersburg City**)  
**TEL 7-812-336-7673**
- **The Japanese Consulate-General in Vladivostok** (Jurisdiction: the Maritime Region, Kamchatka Region and Magadan Province)  
**TEL 7-423-226-75-73**
- **The Japanese Consulate-General in Yuzhno-Sakhalinsk** (Jurisdiction: Sakhalin Province)  
**TEL 7-4242-726055**

**For other overseas diplomatic missions : [http://www.mofa.go.jp/about/emb\\_cons/over/index.html](http://www.mofa.go.jp/about/emb_cons/over/index.html)**

**Lists of Basic Documents to be Submitted for “Temporary Visitor” Visa Application  
(In the case of travel expense provided by applicant)**

	<b>Short-Term Business Affairs, etc.</b>	<b>Visiting Relatives/Acquaintances</b>	<b>Tourism</b>
Purpose of Visit	<ul style="list-style-type: none"> <li>◆ Cultural exchanges</li> <li>◆ Exchanges between municipalities</li> <li>◆ Sports exchanges</li> <li>◆ Participation in meetings</li> <li>◆ Business affairs</li> </ul>	<ul style="list-style-type: none"> <li>◆ Visiting blood relatives/relatives by affinity within the third degree</li> <li>◆ Visiting acquaintances (friends)</li> <li>◆ Tourism at the invitation of individuals</li> </ul>	<ul style="list-style-type: none"> <li>◆ Tourism</li> </ul>
Documents to be submitted	<p><b><u>(Provided by visa applicant)</u></b></p> <p>(1)2 visa application forms (2)2 photos (3)Passport (4)Certificate of employment (Specified tenure period of current job, salary, job title) (5)Document of business trip order (6)Confirmation slip for airline reservations</p> <p><b><u>(Provided from Japan)</u></b></p> <p>(1)Letter of reason for invitation (2)Schedule of stay</p>	<p><b><u>(Provided by visa applicant)</u></b></p> <p>(1)2 visa application forms (2)2 photos (3)Passport (4) Documents that indicates a kinship or acquaintance relationship between inviting person and visa applicant (for visiting relatives , documents to prove kinship such as  <ul style="list-style-type: none"> <li>◆ Birth certificate</li> <li>◆ Marriage certificate )</li> </ul> (5)Document to prove payment ability of travel expense (6)Confirmation slip for airline reservation</p> <p><b><u>(Provided from Japan)</u></b></p> <p>(1)Letter of reason for invitation (2)Schedule of stay</p>	<p><b><u>(Provided by visa applicant)</u></b></p> <p>(1)2 visa application forms (2)2 photos (3)Passport (4)Documents to prove payment ability of travel expense (5)Schedule of stay (6) Confirmation slip for airline reservations</p> <p><b><u>(Provided from Japan)</u></b></p> <p>None</p>

**Lists of Basic Documents to be Submitted for “Temporary Visitor” Visa Application  
(For Applicable person of “Japanese-Russian agreement on simplification of the Visa application Process”)**

Applicable person	<ol style="list-style-type: none"> <li>(1). Representative of commercial organization and dispatched personal with purpose of commercial activities</li> <li>(2). Participant of educational, scientific, artistic and other cultural activities</li> <li>(3). Participant of international sport activities and a qualified expert with accompany with participant</li> <li>(4). Journalist who engages the individual journalistic activities in temporary visit</li> <li>(5). Participant of official exchange program between sister cities</li> <li>(6). Spouse and child under 21 years old of Russian who stays in Japan long or midterm.</li> </ol>
Documents to be submitted	<p><b><u>(Provided by visa applicant)</u></b></p> <p>(1)2 visa application forms (2)2 photos (3)Passport (4)Document that proves the person is applicable (above 1to 6)</p> <p><b><u>(Provided from Japan)</u></b></p> <p>(1) Letter of guarantee (2)Letter of reason for invitation (Address and passport No of applicant must be added ) (3)Schedule of stay (4) [For applicable person of 1to 5] Documents of the inviting organization  [For applicable person of 6] Documents that indicate the kinship and Copy of both sides of the residence card ( or special permanent residence certificate)</p>

\*As for Russian nationals who reside in the United States, Canada, Australia, New Zealand, Austria, Belgium, Britain, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Luxembourg, Norway, the Netherlands, Portugal, Spain, Sweden, Switzerland and Singapore contact the nearest Japanese Embassies/Consulates-General about the documents.

\*Russian nationals residing in Russia are required to submit a copy of a domestic passport in addition to an international passport.

\*The applicant may be required to submit additional documents which are deemed necessary for the examination.

**Lists of Basic Documents to be Submitted for “Temporary Visitor” Visa Application  
(In the case of travel expenses provided by inviting person/guarantor)**

	<b>Short-Term Business Affairs, etc.</b>	<b>Visiting Relatives/Acquaintances</b>
Purpose of Visit	<ul style="list-style-type: none"> <li>◆ Cultural exchanges Exchanges between municipalities Sports exchanges</li> <li>◆ Participation in meeting</li> <li>◆ Business affairs (business liaison, business consultation, contract signing, after-sales services, advertising, market research etc.)</li> </ul>	<ul style="list-style-type: none"> <li>◆ Visiting blood relatives/relatives by affinity within the third degree</li> <li>◆ Visiting acquaintances (friends)</li> <li>◆ Tourism at the invitation of individuals</li> </ul>
Documents to be submitted	<p><b><u>(Provided by visa applicant)</u></b></p> <p>(1)2 visa application forms (2)2 photos (3)Passport (4)Certificate of employment (Specified tenure period of current job, salary, job title) (5)Confirmation slip for airline reservation</p> <p><b><u>(Provided from Japan)</u></b></p> <p>(1)Letter of reason for invitation (2)Schedule of stay (3)Letter of guarantee (4)Documents on the Inviting Organization one of the following: (a)Certified copy of corporate register (b)Copy of the latest <i>Kaisha Shikiho</i> (quarter company journal / Japan Company Handbook ) (c) “Overview of Company/Organization” (d) Brochure of Company/organization</p> <p>(Note 1 ) For (4) above, when the same relevant documents as those for the latest visa application have already been submitted to the same Embassy or Consulate in the same calendar year, submission of copies of those documents will suffice.</p> <p>(Note 2) In case of invited by following inviters with business reason, (3)and (4) are not necessary to provide.</p> <ul style="list-style-type: none"> <li>◆ Director of a section or higher position of a ministry, agency or office of the Japanese central Government</li> <li>◆ Director of a section or higher position of an institution of independent administrative agencies</li> <li>◆ Professor or Associate professor of University</li> </ul>	<p><b><u>(Provided by visa applicant)</u></b></p> <p>(1)2 visa application forms (2)2 photos (3)Passport (4) Documents as certificates that indicate a kinship or acquaintance relationship between inviting person and visa applicant (for visiting relatives , documents to prove kinship such as ◆ Birth certificate ◆ Marriage certificate (5)Confirmation slip for airline reservation</p> <p><b><u>(Provided from Japan)</u></b></p> <p>(1)Letter of reason for invitation (2)Schedule of stay (3)Letter of guarantee (4)Documents on guarantor (a)Certificate of residence(except for Individual Number(“My Number”) and Resident Register Code) (b)Certificate of employment, etc. (c)Certificate of Income/Taxation, or a copy of the counterfoil of final tax return with seal (for “<i>e-Tax</i>”, Receipt notification and final tax return) ※ showing the <u>gross income</u> (d)Copy of both sides of the Residence card ( or special permanent residence certificate ) ※ for foreign national only (5)Documents on inviting person (if the inviting person is different from the guarantor) (4)(a) ,(b)and (d) above. (6)Documents certifying a kinship (for visiting relatives) ◆ Certified copy of the family register (Not necessary when documents submitted by the visa applicant prove a kinship.) (7)Documents certifying acquaintance relationship (for visiting acquaintances) ◆ Letters and e-mails exchanged ◆ Bills for international phone calls ◆ Photos of the visa applicant and the inviting person taken together</p>

\*As for Russian nationals, nationals of CIS and Georgia who reside in the United States, Canada, Australia, New Zealand, Austria, Belgium, Britain, Denmark, Finland, France, Germany, Iceland, Ireland, Italy, Luxembourg, Norway, the Netherlands, Portugal, Spain, Sweden, Switzerland and Singapore contact the nearest Japanese Embassies/Consulates-General about the documents.

\*Russian nationals residing in Russia are required to submit a copy of a domestic passport in addition to an international passport.

\*The applicant may be required to submit additional documents which are deemed necessary for the examination.

## Documents provided from Japan

### [Short-term business affairs, etc.]

1. Letter of Reason for Invitation ( See “Letter of Reason for Invitation” form (A4 size) on page 9.)
  - (Note 1) The letter should be addressed to the Ambassador or the Consul-General with jurisdiction over the visa applicant’s place of residence.
  - (Note 2) Column for the inviting person  
Be sure to fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ(a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
  - (Note 3) Column for visa applicant  
Make sure the name is written in the Latin alphabet as it appears on his/her passport. If there are two or more visa applicants, fill in the status of the representative applicant in the blank column and attach a list of all applicants. (See “List of Visa Applicants (Example)” on page 10.)
  - (Note 4) Column for the purpose of invitation  
Describe the purpose of visit in detail and explain the specific activities planned in Japan. (Vague phrases such as just “business affairs” are not appropriate.)
  - (Note 5) Column for the background to the invitation  
Describe details about the background to the invitation. If there is not enough space on the form, attach a separate sheet of paper and write “See attached sheet” in the column.
  
2. Schedule of Stay (See “Schedule of Stay” form (A4 size) on page 11.)
  - (Note) Follow the form of “Schedule of Stay (Example)” [Short-term business affairs, etc] on page 12.
  
3. Letter of Guarantee (See the “Letter of Guarantee” form (A4 size) on page 13.)
  - (Note 1) The Letter of Guarantee may be omitted if the inviting person is in a position equivalent to or higher than the director of a section of a ministry, agency or office of the Japanese Central Government, or if the person is in a position equivalent to or higher than the head of a section of an independent administrative research institution of the nation or a professor/associate professor of a university, and the visa applicant is being invited in the course of the inviting person’s work.
  - (Note 2) Be sure to fill out all items on the Letter of Guarantee, as an omission of even single item or a missing seal is regarded the Letter of Guarantee as an incomplete form.
  - (Note 3) Follow the instructions in the “Letter of Reason for Invitation”.
  
4. Documents on the inviting organization (For national / local government, these documents are not necessary.)

The inviting organization, in principle, should be a corporate body, an organization or a national / local government. However, if, for example, a university is extending an invitation for a purpose of exchange under the name of a professor/associate professor, he/she is regarded as the inviting organization.

Submit one of the following:

  - (a) Certified copy of corporate register issued within the three months
  - (b) Copy of the latest edition of “*Kaisha Shikiho*” (quarter company journal / Japan Company Handbook )
  - (c) “Overview of Company/Organization” (See “Overview of Company/Organization” form (A4 size) on page 14.)
  - (d) Company/organization brochure
  - (Note 1) When the same relevant documents as those for the last visa application have already been submitted to the same Embassy/Consulate-General in the same calendar year, submission of copies of those documents will suffice.
  - (Note 2) In the case of an invitation by a university professor/associate professor, submit the Certificate of Employment instead.

## **[Visiting relatives/acquaintances]**

1. Letter of Reason for Invitation (See “Letter of Reason for Invitation” form (A4 size) on page 9.)
  - (Note 1) The relative/acquaintance in Japan who is inviting the visa applicant should prepare the Letter of Reason for Invitation.
  - (Note 2) The letter should be addressed to the Ambassador or the Consul-General with jurisdiction over the visa applicant’s place of residence.
  - (Note 3) Be sure to specify the address, full name and phone number, and be sure to affix personal seal behind the full name. (A foreign national who does not have a personal seal may sign it.)
  - (Note 4) Make sure the name is written in the Latin alphabet as it appears on his/her passport. If there are two or more visa applicants, fill in the status of the representative applicant in the blank column and attach a list of all applicants. (See the “List of Visa Applicants (Example)” on page 10.)
  - (Note 5) When the inviting person/guarantor invites relatives to assist during pregnancy or to provide care because of disease or to attend a wedding, documents proving the reason for the invitation are required – for example, a medical certificate concerning the pregnancy or disease, or a reservation form for the wedding reception.
  
2. Schedule of Stay (See “Schedule of Stay” form (A4 size) on page 11.)

Follow the form of “Schedule of Stay” (Example) [Visiting relatives/acquaintances] on page 12.
  
3. Letter of Guarantee (See “Letter of Guarantee” form (A4 size) on page 13.)
  - (Note 1) Be sure to fill out all items on the Letter of Guarantee, as an omission of even one item or a missing seal is regarded the Letter of Guarantee as an incomplete form.
  - (Note 2) Follow the instructions in the “Letter of Reason for Invitation”.
  
4. Documents on the Guarantor
  - (1) For Japanese national**
    - (a) Certificate of residence (including all family members’ information and issued within the three months.)
    - (b) Certificate of Employment, Operating License(copies are acceptable) or other documents that certifies the occupation. (Not necessary if the guarantor does not have an occupation, for instance because he/she is a pensioner.)
    - (c) The latest Certificate of Income/Taxation issued by the head of administration of the place of residence, or a copy of the counterfoil of final tax return with the official tax authority’s seal (for “e-Tax”, Receipt notification and final tax return).
      - ◆ Each certificate should indicate the gross income for the previous year.
      - ◆ Statement of Tax Withholding is not acceptable.
  
  - (2) For foreign national**

When a foreign national is the guarantor, in principle, he/she is required to have one of the following residence statuses and to be currently residing in Japan:

    - (a) Copy of both side of the “Residence card” (or special permanent residence certificate )
    - (b) Certificate of Employment, Operating License(copies are acceptable) or other documents that certifies the occupation.
    - (c) The latest Certificate of Income/Taxation issued by the head of administration of the place of residence, or a copy of the counterfoil of final tax return with the official tax authority’s seal (for “e-Tax”, Receipt notification and final tax return).
      - ◆ Each certificate should indicate the gross income for the previous year.
      - ◆ Statement of Tax Withholding is not acceptable.

(Note 1) When the inviting person is currently residing in Japan with the residence status of “student” and is inviting his/her parent(s) or other relatives with the guarantee of a professor or associate professor at the university where he/she is currently studying, the only documents required are the Letter of Guarantee and the Certificate of Employment of the professor/associate professor.

(Note 2) When the inviting person is a “Japanese government-financed foreign student” and he/she is inviting his/her parent(s) or other relatives, he/she should submit the following documents. In this case, it is not necessary to submit the Letter of Guarantee.

(a) Copy of both side of the “Residence card” (or special permanent residence certificate )

(b) One of the certificates below:

- ◆ Certificate of Status for Japanese Government Scholarship Student
- ◆ Certificate of Receipt of a Scholarship
- ◆ Letter of Acceptance (document that specifies the status of the government-financed foreign student, the duration of the scholarship, the amount of the scholarship, the university department he/she belongs to and the status of student registration)

5. Documents as certificates that indicate a kinship or acquaintance relationship between inviting person and visa applicant.

(1) For “visiting relatives”: Certified copy of the family register, etc. (Not necessary when the documents submitted by visa applicant.)

(2) For “visiting acquaintances”: letters/e-mails, bills for international phone calls, photos of the visa applicants and inviting person taken together, etc.

6. Documents on inviting person. (It is necessary to submit these documents when the inviting person is different from the guarantor.)

**(1) For Japanese national**

(a) Certificate of residence (including all family members’ information and issued within the three months except for Individual Number(“My Number”) and Resident Register Code.)

(b) Certificate of Employment, Operating License(copies are acceptable) or other documents that certify the occupation (Certificate of student registration. Not necessary if the guarantor does not have an occupation such as a pensioner.)

**(2) For foreign national**

(a) Copy of both side of the “Residence card” (or special permanent residence certificate )

(b) Certificate of Employment, Operating License(copy is acceptable), or other documents that certifies the occupation (Certificate of student registration. Not necessary if the inviting person does not have an occupation.)

### **Single or multiple temporary visitor's visa for a spouse of a Japanese national**

The following is an outline of the application procedure for a temporary visitor's visa (single or multiple) for a spouse of a Japanese national. The required documents shall be valid at the time of visa application and shall be issued within the three months.

#### **【Qualifications for the applicant】**

- ◆ Spouse living with a Japanese national who legally stays or spends long periods on business in a country/district where the applicant will submit a visa application.
- ◆ The marriage period should be more than one year (for MULTIPLE only).
- ◆ The applicant has not violated Japanese laws or regulations, including the Immigration Control and Refugee Recognition Act during his/her stay in Japan.
- ◆ One or more records of entering Japan should be confirmed (for MULTIPLE only).

#### **【Documents to be submitted for temporary visitor's visa application】**

##### **Provided by visa applicant**

- (1) 2 visa application forms (with photos)
- (2) Passport
- (3) Documents that certify the living together (For details, contact the Japanese Embassy/Consulate-General with jurisdiction over the applicant's place of residence.)
- (4) Reason for requesting a MULTIPLE entry visa (for MULTIPLE only)

##### **Provided by his/her Japanese spouse**

- (1) Copy of passport
  - (2) Copy of work permit or residence permit
  - (3) Marriage certificate or certified copy of family register
- (Note) For applying for a multiple visa, submit a certified copy of family register.

##### **Provided by visa applicant or his/her Japanese spouse**

- (1) Certificate of Employment of the main provider of living expenses, or alternatives
- (2) Certificate of Income of the main provider of living expenses, or alternatives

The submitted documents will be managed appropriately based on the Act on the Protection of Personnel Information held by Administrative Organs.

#### **《 Work and Long-term Stays 》**

- ◆ When a visa application is made for long-term stay in Japan for such purposes as employment, residency, etc, the applicant shall submit the original copy of the Certificate of Eligibility which should be obtained by a proxy in Japan in advance. In order to obtain the Certificate of Eligibility, the proxy shall contact the regional Immigration Bureau of the Ministry of Justice with jurisdiction over his/her place of residence or the location of the company/organization if it acts as a proxy in Japan. (An application for the Certificate of Eligibility cannot be made at the Ministry of Foreign Affairs.)
- ◆ Documents for a visa application with the Certificate of Eligibility include two visa application forms (both with photographs attached), a passport and the Certificate of Eligibility(original and one photocopy). If the applicant is a Ukrainian national, he/she must submit the birth certificate. The applicant may be required to submit additional documents. For details, please contact the Japanese Embassy/Consulate-General with jurisdiction over the applicant's place of residence.
- ◆ If the Certificate of Eligibility cannot be obtained for some reason, the visa application can be made directly at the Japanese Embassy/Consulate-General. In such cases, however, it may take considerable time until the applicant gets the result of the review.

## Letter of Reason for Invitation

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

### **Inviting Person**

(When an inviting person and a guarantor are the same, you may skip this section by writing "omitted".)

Address: 〒 -

Full name :(Note)

(Seal)

Telephone number: ( ) - (Extension )

FAX number: ( ) -

[Fill in the following items when the company/organization is extending the invitation.]

Contact person's division:

Contact person's full name:

Contact person's telephone number: ( ) - (Extension )

Contact person's FAX number: ( ) -

### **Visa Applicant**

(Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, fill in the representative's status below, and attach a list of all applicants.)

Nationality :

Occupation :

Full name (in Latin alphabet) : (Male/Female) additional applicants

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age: )  
(Year) / (Month) / (Day)

### **The purpose of inviting the above person(s) is as follows:**

(If the space below is insufficient, use a separate sheet of paper to give a full explanation.)

- (1) Purpose of invitation
  
- (2) Background to invitation  
(Explain the background to this invitation in detail.)
  
- (3) Relationship with visa applicant(s)

### **(Note)**

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.

## List of Visa Applicants

\* Be sure to write the name in the Latin alphabet as it appears on his/her passport.

\* Fill out the “relationship with the inviting person and guarantor” field if the purpose of the invitation is “Visit to relatives/acquaintances.”

1. Visa applicant (representative applicant)

Nationality:

Occupation:

Full name: \_\_\_\_\_ (Male/Female)

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age )

(Year) (Month) (Day)

Relationship with the inviting person and guarantor:

2. Visa applicant

Nationality:

Occupation:

Full name: \_\_\_\_\_ (Male/Female)

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age )

(Year) (Month) (Day)

Relationship with the inviting person and guarantor:

3. Visa applicant

Nationality:

Occupation:

Full name: \_\_\_\_\_ (Male/Female)

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age )

(Year) (Month) (Day)

Relationship with the inviting person and guarantor:

4. A Visa applicant

Nationality:

Occupation:

Full name: \_\_\_\_\_ (Male/Female)

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age )

(Year) (Month) (Day)

Relationship with the inviting person and guarantor:

5. Visa applicant

Nationality:

Occupation:

Full name: \_\_\_\_\_ (Male/Female)

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (Age )

(Year) (Month) (Day)

Relationship with the inviting person and guarantor:



**Schedule of Stay (Example)**

- (1) Be sure to specify the date of arrival and departure. If the flights and airports/ports to be used for arrival and departure are fixed, be sure to write them.
- (2) Write the place of stay in detail. (If staying at hotel, write its name, address and phone number.)
- (3) The schedule of stay needs to be written for each day. If an activity continues on consecutive days, the format “(date)–(date)” is acceptable.

The schedules of stay in Japan of the visa applicant and \_\_\_\_ (number) others are as follows:

**[Short-term business affairs, etc]**

Date	Activity Plan	Contact	Accommodation
YYYY.MM.DD	Arrive in ____from ____aboard flight____	The inviting person’s home Tel.:00-000-0000	The inviting person’s home Tel.: 00-000-0000
YYYY.MM.DD	Business talks at ____company	____company [contact person ...] Tel.: 00-000-0000	Hotel ____Address ____. Tel.: 00-000-0000
YYYY.MM.DD	Visit ____ plant Move to ____ by Shinkansen	____Town, ____ City, ____ Prefecture	Same as above
YYYY.MM.DD	Return home from ____to____ on flight ____		

**[Visit to relatives/acquaintances]**

Date	Activity Plan	Contact	Accommodation
YYYY.MM.DD	Arrive in ____ from __ aboard flight ____	The inviting person’s home Tel.: 00-000-0000	The inviting person’s home Tel.: 00-000-0000
YYYY.MM.DD	Attend a wedding reception at ____ Hall	____ Town, ____ City, ____ Prefecture	Same as above
YYYY.MM.DD	Sightseeing all day	The inviting person’s home Tel.: 00-000-0000	Hotel____ Address____ Tel.: 00-000-0000
YYYY.MM.DD	Return home from ____ to ____ on flight ____		

**[Tourism with travel agency guarantee]**

Date	Activity Plan	Contact	Accommodations
YYYY.MM.DD	Arrive in ____ from ____ aboard flight ____	____ tourist co. (contact person ____) Tel.: 00-000-0000	Hotel ____Address____ Tel.: 00-000-0000
YYYY.MM.DD	Sightseeing all day	____ tourist co. (contact person ____) Tel.: 00-000-0000	Hotel ____Address____ Tel.: 00-000-0000
YYYY.MM.DD	Sightseeing all day	Same as above	Hotel ____Address____ Tel.: 00-000-0000
YYYY.MM.DD	Sightseeing all day	Same as above	Hotel ____Address____ Tel.: 00-000-0000
YYYY.MM.DD	Return home from ____ to ____ on flight ____	____ tourist co. (contact person ____) Tel.: 00-000-0000	

## Letter of Guarantee

(Year) (Month) (Day)

To: (Ambassador/Consul-General) of Japan in

### Visa Applicant

(Make sure the name is written in the Latin alphabet as it appears on his/her passport. When there are two or more applicants, enter the representative's status below, and attach a list of all applicants.)

Nationality:

Occupation:

Full name (in Latin alphabet): (Male/Female) additional applicants

Date of birth: / / (Age: )  
(Year) / (Month) / (Day)

**I will guarantee the following items regarding the above-mentioned applicant's entry into Japan:**

1. Expenses for the applicant's stay in Japan
2. Return travel expenses
3. Compliance with Japanese laws and regulations

**I hereby declare that the above is true.**

### Guarantor

Address: 〒 -

Occupation/Name of organization:

Full name: (Note)

Seal

Date of birth: / / (Age: )  
(Year) / (Month) / (Day)

Telephone number: ( ) - (Extension )

FAX number: ( ) -

Relationship with the visa applicant(s)

[Enter the following items when the company/organization is extending the invitation.]

Contact person's division:

Contact person's full name:

Contact person's telephone number: ( ) - (Extension )

Contact person's FAX number: ( ) -

(Note)

- ◆ When a company/organization is extending an invitation, fill out the name of the company/organization as well as your title and affix, and put the registered seal of the representative, or non-registered seal of the company or the sub-organ (a personal seal is unacceptable). If it is difficult to put the seal, a person in a position of authority at the company/organization may put his/her signature.
- ◆ Foreign nationals who do not have a seal may put his/her signature here.

## Overview of Company/Organization

(Year) \_\_\_\_\_ (Month) \_\_\_\_\_ (Day) \_\_\_\_\_

Name of Company/Organization	
Name of the Representative	
Address	
Capital	
Annual sales	
Number of employees	
Business	
History	
List of branch in Japan and overseas (Name, Location, Telephone number)	
Business and exchange ties with the invited party and background	