

Outline of Application Procedures for Japanese Entry Visas for Russian Nationals, Nationals of CIS and Georgia

The following is an outline of application procedures for Russian nationals, nationals of CIS (Armenia, Azerbaijan, Belarus, Kazakhstan, Kyrgyzstan, Moldova, Tajikistan, Turkmenistan, Ukraine and Uzbekistan) and Georgia who 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, visits to relatives/acquaintances and tourism with travel agency guarantee.

In no case is it permitted to perform 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 “visit to relatives/acquaintances” means a visa application for the purpose of visiting the inviting person's 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.
- A visa application for “tourism with travel agency guarantee” means a visa application for the purpose of tourism guaranteed by a travel agency in Japan.

1. Prior to a visa application, an inviting person/guarantor needs to prepare “documents provided from Japan” (“short-term business affairs, etc.”, “visits to relatives/acquaintances” or “tourism with travel agency guarantee”) listed on pages 4-8, and then send them to the visa applicant, not to the Japanese Embassy/Consulate-General.
 (Note 1) Since the visa application procedure may take a considerable time, the documents should be prepared and sent to the applicant as early as possible.
 (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 purpose of visit, please contact the Embassy/Consulate-General with jurisdiction over the visa applicant's place of residence directly and well in advance.
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 for further examination if necessary.
5. The validity of visas is three months. The period of validity cannot be extended.
6. The Japanese Embassy/Consulate-General will notify the applicant of the result of the examination.

Contact for inquiries about visa application procedures and examinations

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

(In Japan)

Inquiries, Ministry of Foreign Affairs: 03-5501-8431

- ♦ This telephone service uses an automated answering system. When you are connected, follow the voice guidance to operate your phone.
- ♦ In order to make an inquiry about the status of the application examination, the “reference number” of the application documents forwarded to the Ministry of Foreign Affairs is necessary, as well as the location of the overseas diplomatic mission where the application documents were submitted.
- ♦ Inquiries about the status of visa application examination are accepted from 10 a.m. to 12 p.m. and from 2 p.m. to 4 p.m. on weekdays.
- ♦ Center for Consular Services (Visa Section) is open from 9 a.m. to 12:30 p.m. and from 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

(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)
TEL 7-812-336-7673
- **The Japanese Consulate-General in Vladivostok** (Jurisdiction: the Maritime Region, Kamchatka Region and Magadan Province)
TEL 7-4232-267573
- **The Japanese Consulate-General in Yuzhno-Sakhalinsk** (Jurisdiction: Sakhalin Province)
TEL 7-4242-726055

(In CIS countries)

- **The Japanese Embassy in Azerbaijan** (Jurisdiction: Azerbaijan)
TEL 994-12-490-7818 **Website** <http://www.az.emb-japan.go.jp/001en.html>
- **The Japanese Embassy in Belarus** (Jurisdiction: Belarus)
TEL 375-17-203-6233
- **The Japanese Embassy in Kazakhstan** (Jurisdiction: Kazakhstan)
TEL 7-717-297-7843
- **The Office of Consul in Almaty** (Jurisdiction: Kazakhstan)
TEL 7-727-298-0600
- **The Japanese Embassy in Kyrgyzstan** (Jurisdiction: Kyrgyzstan)
TEL 996-312-300-050
- **The Japanese Embassy in Tajikistan** (Jurisdiction: Tajikistan)
TEL 992-37-2275436
- **The Japanese Embassy in Turkmenistan** (Jurisdiction: Turkmenistan)
TEL 993-12-477081
- **The Japanese Embassy in Ukraine** (Jurisdiction: Ukraine and Moldova)
TEL 380-44-490-5501 **Website** <http://www.ua.emb-japan.go.jp/eng/index.html>
- **The Japanese Embassy in Uzbekistan** (Jurisdiction: Uzbekistan)
TEL 998-71-120-8060

(Georgia)

- **The Japanese Embassy in Georgia** (Jurisdiction: Georgia)
TEL 995-32-275-2111 **Website** <http://www.ge.emb-japan.go.jp/english/index.html>

For other overseas diplomatic missions:

http://www.mofa.go.jp/about/emb_cons/over/index.html

**Lists of Basic Documents to be Submitted for “Temporary Visit” Visa Application
(For Russian Nationals, Nationals of CIS and Georgia)**

	Short-Term Business Affairs, etc.	Visits to Relatives/Acquaintances	Tourism with Travel Agency Guarantee
Purpose of Visit	<ul style="list-style-type: none"> • Cultural exchanges • Exchanges between municipalities • Sports exchanges • Participation in meetings • Business affairs 	<ul style="list-style-type: none"> • Visits to blood relatives/relatives by affinity within the third degree • Visits to acquaintances (friends) • Tourism at the invitation of individuals 	<ul style="list-style-type: none"> • Tourism
Documents to be submitted	<p><u>(Provided by visa applicant)</u></p> <p>(1)2 visa application forms</p> <p>(2)2 photos</p> <p>(3)Passport</p> <p>(4)Certificate of employment</p> <p><u>(Provided from Japan)</u></p> <p>(1)Letter of reason for invitation</p> <p>(2)Schedule of stay</p> <p>(3)Letter of guarantee</p> <p>(4)Documents on the Inviting Organization (one of the following):</p> <p>(a)Certified copy of corporate register</p> <p>(b)Copy of the latest <i>Kaisha Shikiho</i> (quarter company journal / Japan Company Handbook)</p> <p>(c) “Overview of Company/Organization”</p> <p>(d)Company/organization brochure</p> <p>(Note)</p> <p>For (4) above, when the same relevant documents as those for the latest visa application have already been submitted to the same diplomatic mission in the same calendar year, submission of copies of those documents will suffice.</p>	<p><u>(Provided by visa applicant)</u></p> <p>(1)2 visa application forms</p> <p>(2)2 photos</p> <p>(3)Passport</p> <p>(4)Documents to prove kinship (for visit to relatives)</p> <ul style="list-style-type: none"> • Birth certificate • Marriage certificate <p><u>(Provided from Japan)</u></p> <p>(1)Letter of reason for invitation</p> <p>(2)Schedule of stay</p> <p>(3)Letter of guarantee</p> <p>(4)Documents on guarantor</p> <p>(a)Certificate of residence</p> <p>(b)Certificate of employment, etc</p> <p>(c)Certificate of Income/Taxation, or a copy of the counterfoil of final tax return with seal (for “e-Tax”, Receipt notification and final tax return)</p> <p>※ with gross income</p> <p>(d)Copy of both sides of the “Residence card” (or “Certificate of alien registration”)</p> <p>※ for foreign national</p> <p>(5)Documents on inviting person (if the inviting person is different from the guarantor)</p> <p>(4)(a) ,(b)and (d) above.</p> <p>(6)Documents certifying a kinship (for visit to relatives)</p> <ul style="list-style-type: none"> • Certified copy of the family register (Not necessary when documents submitted by the visa applicant prove a kinship.) <p>(7)Documents certifying acquaintance relationship (for visit to acquaintances)</p> <ul style="list-style-type: none"> • Letters and e-mails exchanged • Bills for international phone calls • Photos of the visa applicant and the inviting person taken together 	<p><u>(Provided by visa applicant)</u></p> <p>(1)2 visa application forms</p> <p>(2)2 photos</p> <p>(3)Passport</p> <p><u>(Provided from Japan)</u></p> <p>(1)Schedule of stay</p> <p>(2)Letter of guarantee</p> <p>(3)Documents on travel agency providing guarantee (one of the following):</p> <p>(a) Certified copy of corporate register</p> <p>(b)Copy of the latest “<i>Kaisha Shikiho</i>” (quarter company journal /Japan Company Handbook)</p> <p>(c) “Overview of Company/Organization”</p> <p>(d)Company/organization brochure</p> <p>(4)Documents explaining the purpose of entry</p> <p>(a)Confirmation slip for accommodation reservations</p> <p>(b)Confirmation slip for airline reservations</p> <p>(Note)</p> <p>For (3) above, when the same relevant documents as those for the latest visa application have already been submitted to the same diplomatic mission in the same calendar year, submission of copies of those documents will suffice.</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 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 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 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 background to invitation
Describe details about the background to invitation and the relationship between the inviting person and applicant(s). If the column does not have sufficient space for description, 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 one 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 last 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 person in a position equivalent to or higher than the head of a section of an independent administrative research institution of the nation, or a university professor/associate professor, submit the Certificate of Employment instead.

[Visit to 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 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) [Visits to 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
(Note 1) When the inviting person is currently residing in Japan with the residence status of “college 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) Certificate of residence (issued within the last three months and without omission of matters listed (except for Resident Record Code).)
 - (b) Copy of both side of the “Residence card” (or “Certificate of alien registration”)
 - (c) 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 value of the scholarship, the university department he/she belongs to and the status of student registration)
- (1) For Japanese national**
- (a) Certificate of residence (including all family members’ information and issued within the last three months.)
 - (b) Certificate of Employment, operating licenses (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).
(Note 1) Each certificate should indicate the gross income for the previous year.

(Note 2) 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:

- “Permanent resident (including “Special permanent resident”)”
- “Professor,” “Artist,” “Religious activities,” “Journalist,” “Investor/business manager,” “Legal/accounting services,” “Medical services,” “Researcher,” “Instructor,” “Engineer,” “Specialist in humanities/international services,” “Intra-company transferee,” “Skilled labor,” “Spouse or Child of Japanese national,” “Designated activities,” “Spouse or Child of permanent resident” and “Long-term resident”

(Note) Excluded eligibilities as a guarantor are the dependents of the following categories: “Permanent resident,” “Spouse or Child of Japanese national,” “Spouse or Child of permanent resident” and “Long-term resident”.

- (a) Certificate of residence (issued within the last three months and without omission of matters listed (except for Resident Record Code).)
- (b) Copy of both side of the “Residence card” (or “Certificate of alien registration”)
- (c) Certificate of Employment, operating licenses (copies are acceptable) or other documents that certifies the occupation
- (d) 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) .

(Note 1) Each certificate should indicate the gross income for the previous year.

(Note 2) Statement of Tax Withholding is not acceptable.

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

- (1) For “visit to relatives”: Certified copy of the family register, etc. (Not necessary when the documents submitted by visa applicant.)
- (2) For “visit to 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 last three months.)
- (b) Certificate of Employment, operating licenses (copies are acceptable) or other documents that certify the occupation (Student registration certificate for a student. Not necessary if the guarantor does not have an occupation such as a pensioner.)

(2) For foreign national

- (a) Certificate of residence (issued within the last three months and without omission of matters listed (except for Resident Record Code).)
- (b) Copy of both side of the “Residence card” (or “Certificate of alien registration”)
- (c) Certificate of Employment, operating licenses (copy is acceptable), or other documents that certifies the occupation (Student registration certificate in the case of a student. 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 last 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.
- 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】

(Note) When the visa applicant cannot submit the following documents, he/she is required to prepare the documents for "Visit to Relatives/Acquaintances".

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

[Tourism with travel agency guarantee]

1. Schedule of Stay (See "Schedule of Stay" form (A4 size) on page 11.)
Follow the form of "Schedule of Stay (Example)" [Tourism with travel agency guarantee] on page 12.
2. Letter of Guarantee (See "Letter of Guarantee" form (A4 size) on page 13).
(Note 1) Be sure to fill out all items in the Letter of Guarantee, as a omission of even a one item or a missing seal is regarded the Letter of Guarantee as an incomplete form.
(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) Column for the 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 guarantor
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.

3. Documents on the Inviting Organization

Please submit one of the following:

- (1) Certified copy of corporate register (issued within the last three months)
- (2) Copy of the latest edition of “*Kaisha Shikiho*” (quarterly company journal)
- (3) “Overview of Company/Organization” (See the “Overview of Company/Organization” form (A4 size) on page 14.)
- (4) Company/organization brochure

(Note) When the same relevant documents as those for the latest 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.

4. Documents that explain the purpose of visit Japan: confirmation slips for accommodation or airline reservations, etc.

《 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. 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 :(Notre)

(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 (Example)

Make sure the name is written in the Latin alphabet as it appears on his/her passport.

[Short-term business affairs, etc]

Applicant 1 Nationality:
Occupation:
Full name: _____ (Male/Female)
Date of birth: ____ / ____ / ____ (Age)
 (Year) (Month) (Day)

Applicant 2 Nationality:
Occupation:
Full name: _____ (Male/Female)
Date of birth: ____ / ____ / ____ (Age)
 (Year) (Month) (Day)

[Visit to Relatives/Acquaintances]

Applicant 1 Nationality:
Occupation:
Full name: _____ (Male/Female)
Date of birth: ____ / ____ / ____ (Age)
 (Year) (Month) (Day)
Relationship to inviting person/guarantor

Applicant 2 Nationality:
Occupation:
Full name: _____ (Male/Female)
Date of birth: ____ / ____ / ____ (Age)
 (Year) (Month) (Day)
Relationship to inviting person/guarantor

[Tourism with Travel Agency Guarantee]

Applicant 1 Nationality:
Occupation:
Full name: _____ (Male/Female)
Date of birth: ____ / ____ / ____ (Age)
 (Year) (Month) (Day)

Applicant 2 Nationality:
Occupation:
Full name: _____ (Male/Female)
Date of birth: ____ / ____ / ____ (Age)
 (Year) (Month) (Day)

Schedule of Stay

The schedule of stay in Japan of the visa applicant and _____ others is as follows:

Date	Planned activities	Contact	Accommodation

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.

<div>Overview of Company/Organization</div> <div>(Year) (Month) (Day)</div>	
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	