

**REQUIRED DOCUMENTATION LIST FOR FOREIGN NATIONALS
SHORT-TERM - BUSINESS, CULTURAL EXCHANGE, SPORT COMPETITION**

Visas are issued for short term stay of up to 90 days, for the purpose of business travel, such is market research, maintaining the business relations, attending the business meetings, signing contracts, provision of maintenance service for machines and equipments imported to Japan. Visas are also issued for participating in cultural exchange programs, as well as sports competitions and tournaments which do not considers potential prize funds. This type of Visa is issued exclusively for the activities which do not include employment or remunerative activities in Japan.

INSTRUCTIONS:

PRELIMINARY EXAMINATION

- Obtain required documents and make sure that all documents meets the general and separate requirements.
Separate requirements are listed for each document individually below.
- Pay attention on which documents are prepared by you, and which are prepared by Inviter/Guarantor.
- Scan all documents in order from the list into a single PDF file and send as attachment to> consular@s1.mofa.go.jp
- Our mail system can receive up to 10MB of files per one email. Refrain from using cloud services. Do not paste the documents to the body of the email, send it as attachment.
- All document scans needs to be clear and readable on the white background without excess background objects, or fingers holding the documents, etc.
- Do not send documents partially, but only when all required documents are obtained.

GENERAL REQUIREMENTS

- All documents should be filled according to the instructions provided on the Embassy's web-site.
- All documents, except Japanese one should be in English language or be accompanied by English translation created by certified court translation.
- Copies of documents must be clear on white background without excess background, fingers holding the document, etc.

PREPARE THE DOCUMENTS FOR SUBMISSION

- All documents should be printed or photocopied on A4-sized paper.
- Do not use staplers/pins/paper clips to bind documents.
- Collate the documents in order from the list below.
- In case there are more then one applicant submitting the documents, prepare the document sets separately.

OTHER NOTIFICATIONS

- The Embassy of Japan reserves the rights requests additional documents, other from the documents listed below, in accordance to the nature of the visa application, whenever it deems necessary.
- The visas are issued at the discretion of the Embassy; Positive results of preliminary examination or application submission does not guarantee automatic approval of visa issuing.
- In case of denial of visa application the Embassy reserve the right not to disclose the reasons of denial.
- We communicate only with applicants directly, throught out the whole procedure for visa application. We will not communicate with proxies, travel agencies, etc.
- If you have any questions regarding the documents or procedure for visa application, contact the Consular department only by phone +381-11-30-12-800. Any questions sent to us by email will be unanswered.

#	REQUIRED DOCUMENTS	Original	Copy
Documents prepared by applicant			
1	Application Form ● Fill the Application Form based on the provided instructions https://www.yu.emb-japan.go.jp/itpr_ja/consular_forms.html ● Application form does not have the "save" option. It can be filled online and printed, or printed blank and filled manually.	●	
2	Valid Passport ● It is desirable for passport to have at least 2 spread blank pages ● For preliminary examination include only the copy of page with personal information and photo into PDF scan of documntation set ● For application documentation submission, include the clear copy of above mentioned page along side original of the passport	●	
3	Residence permit card / sticker ● For preliminary examination include the clear copy of card (fornt and back) or passport page with sticker into PDF scan of documntation set. Read out of card is not acceptable. ● For application documentation submission include the clear copy of residence permit card (fornt and back) or passport page with sticker into documntation set. ● You will present original of residence permit card to Embassy staff when submitting application documentation.	●	

4	Employment certificate / Document that proves the purpose of the travel ● It must contain your full name and passport number, tenure, salary, current position, with description of travel purpose, and duration of travel, with signature of officer in charge, and stamp of the company. Digital signature or stamps are acceptable.	●	
5	Confirmation of Airplane Ticket Reservation ● Full name of the applicant must be stated in confirmation of reservation. ● Full itinerary of flights must be shown. Flight numbers and dates of inbound and outbound flights from Japan, must be in line with information written on Application form and Travel itinerary form.		●
Documents prepared by applicant - in case you do not receive Guarantee			
6	Bank statement as proof of sufficient funds to finance the trip ● Bank statement must contain full name and passport number of the applicant and information of current funds in applicants bank accounts. ● Bank statement must be acquired no more than 1 month prior to start of the preliminary examination. ● History of transactions are not required to be shown on the statement. ● Bank statement must have the seal of the bank and sign of the bank officer in charge. Digital signature or stamps are acceptable.		●
Documents prepared by inviter			
7	Letter of Invitation ● Letter of Invitation is called "Shyouhei no riyu sho" (招聘の理由書) in Japanese. ● Form can be downloaded on the web-site of Ministry of Foreign Affairs of Japan, on the following URL: Japanese Version https://www.mofa.go.jp/mofaj/files/000472928.pdf English Version https://www.mofa.go.jp/files/000137089.pdf		●
8	List of Visa applicants ● Only in case several applicants are invited by the same inviter. ● The List of Applicants is called "Shinesisha Meibou" (申請者名簿) in Japanese. ● Form can be downloaded on the web-site of Ministry of Foreign Affairs of Japan, on the following URL: Japanese Version https://www.mofa.go.jp/mofaj/files/000472930.pdf English Version https://www.mofa.go.jp/j_info/visit/visa/pdfs/application5.pdf		●
9	Travel Itinerary ● Travel Itinerary is called "Taizai Yoteihyo" (滞在予定表) in Japanese. ● Form can be downloaded on the web-site of Ministry of Foreign Affairs of Japan, on the following URL: Japanese Version https://www.mofa.go.jp/mofaj/files/000472934.pdf English Version https://www.mofa.go.jp/j_info/visit/visa/pdfs/application7.pdf		●
* In case the inviter is covering the expenses of travel and accommodation for applicant.			
10	Letter of Guarantee ● Letter of Guarantee is called "Mimoto hoshyo sho" (身元保証書) in Japanese. ● Form can be downloaded on the web-site of Ministry of Foreign Affairs of Japan, on the following URL: Japanese Version https://www.mofa.go.jp/mofaj/files/000472926.pdf English Version https://www.mofa.go.jp/j_info/visit/visa/pdfs/application2.pdf		●
11	Documents on Guarantor's Company, Institution or Organization ● Document which provides brief summary of inviter's company, institution or organization is called "Kaishya Dantai Gaiyo Setsumei sho" (会社・団体概要説明書) in Japanese ● Form can be downloaded on the web-site of Ministry of Foreign Affairs of Japan, on the following URL: Japanese Version https://www.mofa.go.jp/mofaj/files/000472932.pdf English Version https://www.mofa.go.jp/j_info/visit/visa/pdfs/application6.pdf ● Instead of the document above, legal entity can provide the Certificate of Legal Person which is called "Hojin Tokibo Touhon" (法人登記簿謄本) in Japanese, or Quarterly Corporate Report, which is called "Kaishya Shiki Ho" (会社四季報) in Japanese. ● In case the guarantor is physical entity, Certificate of Employment is required instead of above listed.		●